



**APPROVAL OF MEETING MINUTES:**

Mr. McDowell asked the Board if there were any questions and/or changes to the May 22, 2023 meeting minutes as presented. **Mr. McMurtrie moved, seconded by Mr. Maney to approve the Minutes of the May 22, 2023 Regular Meeting as presented. 5 ayes, 0 nays, 4 absent. The motion carried.**

**CORRESPONDENCE:**

**Buchart Horn** - We received an email from Zeb Smoyer, EIT, of Buchart Horn requesting a revised letter of intent to provide sewer service for The Cascade (Airport Park) in Benner Township. The change is due to replacing storage space on the first floor with commercial space. The new EDU count for the project is 216 EDUs. *Zeb Smoyer was provided with a revised letter of intent in the amount of 216 EDUs for the proposed project in Benner Township on May 25, 2023.*

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2020-75**– Mr. McMurtrie presented the Board with Revenue Requisition #2020-75 in the amount of \$421,368.68. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-75. **Mr. Houser moved, seconded by Mr. Maney to approve Revenue Requisition 2020-75 payable to SBWJA in the amount of \$421,368.68. 5 ayes, 0 nays, 4 absent. The motion carried.**

**GUESTS:** There were no Guests present for the meeting.

**SYSTEM OVERVIEW REPORT:**

Will Barton, Maintenance Crew Leader, provided an overview of the work completed on the sanitary sewer system for the month of May 2023.

**In-Home Inspections** - There were 28 in-home inspections completed in the month of May.

**Sewer Permits and/or Lateral Inspections** - Our maintenance department completed 12 sewer lateral inspections. The office staff received 8 new sewer permit applications in the amount of 8.00 EDUs and issued the permits.

**System Maintenance:**

The generator load test was completed at Pump Station #18 (Village of Nittany Glen) on May 2, 2023. Mr. Barton reported that was the only remaining item associated with the pump station #18 generator.

The maintenance staff met with three separate homeowners throughout the month of May about questions/concerns they had. The first was located within Brouckhoff Heights and the homeowner was reporting about a broken cleanout cap. Upon visiting the property, staff determined the water curb box was broken and the issue was reported to Bellefonte Borough. The second was within Deerhaven and the homeowner needed assistance with identifying a pipe in their yard which ended up being the sump pump discharge. The third involved replacing a grinder tank lid at the top of Centre Hall Mountain, along Bierly Lane. The homeowner ran over the lid with the lawn mower.

Three manhole rim elevations were adjusted for a paving project on Benner Road in Walker Township. A manhole located within Penn Eagle Industrial Park was repaired. One of the Authority's service trucks was taken to Lake Ford in Lewistown for some recall work and the truck has been there for approximately five weeks now. Mr. Barton reported that the truck is supposed to be finished by the end of this week. The PA state inspection of the video truck was completed.

One of the Authority's push cameras had an issue with its cable and it had to be re-terminated where the cable goes into the camera head. All of the valves were exercised at the pump stations and new batteries were installed in the UPS (uninterrupted power supply) located within the maintenance department's office. A couple of pumps were pulled throughout the sewer system. The maintenance department completed elevation adjustments to the Authority's 6" viewports.

We have been working on the retaining wall at the Authority office since May 30, 2023.

**Video Truck** – The Authority staff completed routine video work of sewer mainline attributed to the Logan Branch drainage basin and video work within Harvest Meadows Phase 1 associated with new construction for an overall monthly recorded footage of 17,987 feet within our sewer system. We also videoed 1,800 feet of 6" conduit at Logan Greene for the contractor and West Penn Power.

**Vector Truck** –The maintenance department jetted a total of 20,930 feet throughout our sewer system in the month of May. We also completed some jet/vac work for the City of Lock Haven and for the contractor/West Penn Power at Logan Greene.

**Sewer Extensions** –We reviewed and approved the as-built drawings for Harvest Meadows Phase 1, Section 2 and partial sections 1 & 3. Sections 3 and 4 of Harvest Meadows Phase 1 were flushed, video inspected and mandrel tested. We reviewed and approved Logan Greene Phase 1B construction drawings and we also red-lined the Village of Nittany Glen Phase 7 construction drawings.

**Inter Municipal Work** – Mr. Barton indicated the Authority maintenance staff jetted/vacuumed 350 feet of sewer mainline for the City of Lock Haven.

**Benner Township Water Authority** – We hand delivered the annual Consumer Confidence Reports (CCRs) to all of the customers in the Hampton/Opequon and Grove Park water systems. Samples were collected for bacteria and atrazine testing in both water systems. A water service line inspection was completed and a water meter was installed for a home along Reichenbaugh Lane that connected to the public water system. Two final water meter readings were obtained and the inside portion of the service line inventory surveys were completed of 27 homes. Mr. Barton provided an overview of the Service Line Inventory requirement by the PA DEP. We also responded to four PA One Calls in May.

**Call Outs/ PA One Calls** – There was one callout for the month of May along Axemann Road for an emergency PA One Call. Mr. Barton ended the report with a total of 117 PA One Calls being located in May.

## **EXECUTIVE DIRECTOR'S REPORT:**

**Spring Township Municipal Building Grinder Pump Alarm** – Mr. Miller informed the Board that on Saturday, June 3, 2023 the Authority maintenance personnel were called out to Spring Township for an alarm on the private grinder pump serving their administrative building/police department. The grinder pump was not operating. Two of our maintenance crew were dispatched and ultimately had to replace the entire grinder unit, including the control panel. Mr. Miller indicated that in past years we assisted them with servicing the grinder pump when an alarm occurred, but due to having to replace the entire unit the callout became rather expensive for both labor and materials. The Authority Board authorized Mr. Miller to invoice Spring Township for materials and labor due to our Authority having to pay our personnel for the weekend callout.

**SOLICITOR'S REPORT:** Mr. Mix had nothing to report.

**ENGINEER'S REPORT:**

**Shiloh Road Sewer Extension Project:**

**PA Game Commission (PAGC)** – Mr. Johnson reported that staff at Gwin Dobson & Foreman (GD&F) continue to focus on the planning associated with the connection of the PAGC facility. He reminded the Board that the PA DEP has requested the PAGC's planning be approved before GD&F can submit permits for the Shiloh Road project.

Mr. Johnson indicated delays are being experienced due to a conservation easement that is in place within Penn State property. The route of the sewer extension to serve the PAGC's proposed facility at the Shiloh Road interchange would fall within the conservation easement; therefore, approval has to be obtained. Mr. Johnson indicated that Ms. Weitzel continues to contact the necessary parties, but isn't receiving a definitive response on who needs to grant the approval for the easement. Mr. Miller indicated he believes there is wording in the conservation easement that allows the installation of utilities within the easement, but we would still need to obtain written permission.

Mr. McDowell inquired about the status of the Phase I Archaeological Survey that will need to be completed. Mr. Johnson indicated the issue surrounding the conservation easement is also causing delays with the Phase I Archaeological Survey due to the PAGC not wanting to accept the proposal from Heberling Associates to complete the work until permission is obtained to install sewer facilities within the conservation easement.

**Walker Township Act 537 Plan Update** – Ms. Weitzel continues to work on the update to the Walker Township Act 537 Plan. The task activity report (TAR) has been submitted to the PA DEP and is currently under review.

**OLD BUSINESS:** There was no Old Business presented for discussion.

**NEW BUSINESS:**

**2022 Audit** – Christine Zoerner of Baker Tilly US, LLP has provided the Board with a draft of our 2022 audit for review. Mrs. Gill indicated she was asked to provide the auditor with complete access to our accounting software remotely and along with back-up documentation electronically.

Mrs. Gill had indicated Baker Tilly US, LLP conduct their audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Mrs. Gill stated the Management's Discussion and Analysis (MD&A) is an addition to the audited financial statements, which provides an overview of changes in the audited financial statements from one year to the next.

Mrs. Gill provided the overview of the financial statements with the Board. She indicated that the Authority's total assets consist of \$20,826,174 with the large portion of that being the system itself, which is recorded at \$18,626,981. Mrs. Gill also indicated the Authority's Liabilities are \$10,576,530, with the big portion of that being Long-term debt as it relates to the 2020 Bond. The total net position was listed as \$10,249,644 which Mrs. Gill believes puts the Authority in a strong financial position.

Mrs. Gill reported the Authority's total operating revenues increased from \$3,688,906 in 2021 to \$4,014,300 in 2022. Mrs. Gill indicated sewer rentals increased by approximately \$140,000 from 2021 to 2022 due to the rate increase that took effect in 2022. Rockview usage increased by approximately \$149,000 from 2021 to 2022 and tapping fee income increased by approximately \$22,000 from 2021 to 2022. Mrs. Gill stated the Authority continues to experience growth with new sewer connections.

Mrs. Gill noted the operating expenses increased from \$3,488,141 in 2021 to \$3,733,238 in 2022, which is due to additional repairs and maintenance associated with pump station upgrades, repairs to the video truck and increased fuel expenses. In 2022 the Authority had an operating income of \$281,062 (including depreciation of \$887,841). The overall net position increased from \$10,145,960 in 2021 to \$10,249,644 in 2022.

Mrs. Gill stated the cash/restricted cash increased from \$5,515,933 at the end of 2021 to \$6,391,966 as of December 31, 2022.

Mr. McDowell asked if there were any questions regarding the 2022 audit as presented.  
**Mr. Brown moved, seconded by Mr. McMurtrie to approve the 2022 audit as presented. 5 ayes, 0 nays, 4 absent. The motion carried.**

**QUESTIONS FOR THE EXECUTIVE DIRECTOR:** There were no questions asked of the Executive Director.

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee:** Mr. Galbraith was absent.

**Facilities Committee:** Mr. Houser had nothing to report.

**Financial Committee:** Mr. McMurtrie had nothing to report.

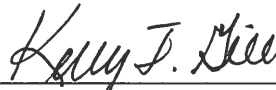
**ADJOURNMENT:**

**Mr. McMurtrie moved, seconded by Mr. Maney to adjourn the meeting at 7:31 p.m.**  
5 ayes, 0 nays, 4 absent. **The motion carried.**

Respectfully submitted,



Willis Houser Jr., Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_