

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

December 11, 2023

ATTENDANCE:

AUTHORITY MEMBERS:

Spring	Joseph Galbraith Rodney Maney Douglas McKee Christie McMurtrie
Benner	Willis Houser, Jr. William Hughes
Walker	Dennis Brown Dennis McDowell

GUESTS: None present

CONSULTING SOLICITOR: Robert Mix, Esq.

CONSULTING ENGINEER: Andrew Johnson, P.E.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Will Barton, Tasha Dutton & Kelly Gill

CALL TO ORDER:

The December 11, 2023, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Dennis McDowell, Chairman. Mr. McDowell thanked everyone for attending and stated that the meeting would be recorded for transcription purposes.

ROLL CALL:

Willis Houser, Jr., Secretary, took Roll Call, recording eight members present. Mr. Book was excused from the meeting. Mr. McDowell, Chairman, noted that with a quorum present, the Spring-Benner-Walker Joint Authority was permitted to conduct business under the laws of Pennsylvania.

PLEGE OF ALLEGIANCE:

Mr. McDowell, Chairman, led the Board members and Employees in the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES:

Mr. McDowell asked the Board if there were any questions and/or changes to the November 27, 2023 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Maney to approve the Minutes of the November 27, 2023 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

CORRESPONDENCE:

Walker Township – We received an email from Sue Wagner, Walker Township Secretary, regarding the disbursement of American Rescue Funds to our Authority. Attached to the email was a Certification of Use form that will need completed by our Authority and returned to Walker Township along with the necessary receipts. Our Authority is required to meet the bidding requirements for any purchases associated with these federal monies. Mrs. Gill indicated Spring Benner Walker Joint Authority's purchases must fall within a certain time frame of April 1, 2023 through March 31, 2024 to be eligible for reimbursement. Mr. McDowell asked how the reimbursement process will work. Ms. Wagner instructed the Authority to submit an executed Certification of Use of ARPA Funds form to the Township and then a check will be issued to the Authority for that amount. We will then provide the Township with a copy of our invoices once the purchases are made and this will then be submitted with the Township's periodic Project & Expenditure reports in April of 2024. The Authority is planning to submit the well drilling/installation at Pump Station #7 (Zion Ridge) in the amount of \$9,840.00 and the paving of our office parking lot in the amount of \$19,930.00 as we obtained three (3) written quotes for this job. Mr. Miller indicated the remainder of the ARPA funds would be used to purchase new 800 MHz Radios.

PennTerra Engineering, Inc. - We received an email from Irene Miller Wetzel, PennTerra Engineering, Inc., requesting a letter of intent to provide sewer service for the proposed 98 room hotel and 12,000 sq. ft. retail space located on the same parcel as 2780 Benner Pike in Benner Township. The proposed project is for an estimated 4,984.35 gpd. *Ms. Wetzel was provided with a letter of intent for the proposed project in Benner Township on November 28, 2023.*

FINANCIAL REPORTS:

Treasurer's Report: Mr. McMurtrie reviewed the financial reports for the period ending 11/30/2023. Mr. McDowell asked if there were any questions or comments regarding the Treasurer's Report. Mr. Miller mentioned to the Board that the Treasurer's Report is only through November 30, 2023 and then he proceeded to explain the Budget vs. Actual Report which shows the Authority's net income at \$1,001,626.11 over the Authority's expenses so far in 2023. Mr. Miller thanked the staff for their hard work and making this such a good year, financially. Mr. Miller took a moment to thank the Board for their support as well. **Mr. Maney moved, seconded by Mr. Brown to approve the Treasurer's Report as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-87– Mr. McMurtrie presented the Board with Revenue Requisition #2020-87 in the amount of \$51,827.99. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-87. Mr. Galbraith asked if the Authority would be reimbursed for the Gwin Dobson & Foreman invoice in the amount of \$9,410.25 due to the professional services being for the PA Game Commission's sewer extension. Mrs. Dutton stated the PA Game Commission has been invoiced for the services and we will be reimbursed. **Mr. Galbraith moved, seconded by Mr. Brown to approve Revenue Requisition 2020-87 payable to SBWJA in the amount of \$51,827.99.** 8 ayes, 0 nays, 1 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 November 2023.

In-Home Inspections - There were 26 in-home inspections completed in the month of November.

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 16.32 EDUs and issued the permits.

System Maintenance:

We rented a high lift to secure SCADA antenna wires throughout the system and to trim trees. The lines were repainted on the parking lot at the office.

Our staff installed a new debris hose on the Vactor truck and made some welding repairs to the hydraulic oil tank, which was leaking, on the Mack dump truck.

We rebuilt the retaining wall at 730 W. Water Street, which was a result of our 6" to 4" reducer repair that was made over the summer.

Radwell returned our PLC for Pump Station #7 (Zion Ridge) and it was re-installed. Mr. Barton indicated a UPS was installed ahead of the PLC to absorb the shock of the electric variability and that new line reactors have been ordered for installation as well.

Vactor Truck –The maintenance department jetted 7,077 feet of mainline in the Pleasant Gap and Centre Hall Mountain area. Our staff also jetted 2,000 feet of problems lines throughout the system. Mr. Barton indicated the problem lines are jetted quarterly to avoid backups. We jetted a total of 9,077 feet for the month of November.

Video Truck – Mr. Barton stated 7,744 feet of routine video work was completed in the Pleasant Gap and Centre Hall Mountain area. Our staff completed video work of the new sewer mainlines installed at Deerhaven Phase 3B, Logan Greene 1B and the Village of Nittany Glen Phase 7. We also recorded 1,303 feet of mainline in Steeplechase Townhomes II due to the Maintenance Bond expiring in December. The Authority staff recorded a total of 10,638 feet of sewer mainline.

Sewer Extensions – We completed project inspections and testing at the Village of Nittany Glen Phase 7, Logan Greene Phase 1B and Deerhaven Phase 3B. Our staff reviewed and redlined construction drawings for Elizabeth Dale Townhomes on Blanchard Street and reviewed and approved the record drawings for Logan Greene Phase 1B.

Benner Township Water Authority – Our staff obtained bacteria samples at both systems. The meters were read in Hampton Hills, Opequon and Grove Park. A new frost-free hydrant was installed at the Opequon well house for sampling purposes. Mr. Barton completed 89 Service Line Inventory Surveys and we responded to two (2) PA One Calls in November.

Call Outs/ PA One Calls – There were four (4) call outs for the month of November. We received a grinder pump alarm at 127 Bergamot Way, which resulted in a faulty float tree that was replaced. There were two (2) pump station wet well alarms and one (1) emergency PA One Call in Walker Township. Mr. Barton ended the report with a total of 63 PA One Calls being located in November.

EXECUTIVE DIRECTOR'S REPORT:

Elizabeth Dale Townhomes – The Elizabeth Dale Townhomes will be located on the 700 block of Blanchard Street in Spring Township, formerly known as the Biddle Nursery. This project will consist of four (4) fourplexes, totaling 16 EDUs. Mr. Miller stated that construction drawings were tentatively approved for this project because West Penn Power will be installing underground electric and it was not noted on the drawings. Mr. McDowell asked if we approved the flow for this project. Mr. Miller indicated the flows were approved in May of 2023 by the Board.

Shiloh Road Sewer Extension Project:

Heberling Associates, Inc. – Heberling Associates has provided a proposal to complete a Phase I archaeological survey for the proposed Pennsylvania Game Commission (PAGC) facility east of Shiloh Road in the amount of \$14,908.76. Mr. Miller explained the PAGC would be required to set up an account with Heberling Associates for payment and that this can be a lengthy process; therefore, he recommends the Authority execute the contact with Heberling Associates and we can then invoice the PAGC for reimbursement. This process would avoid any further delays with the project. **Mr. Maney moved, seconded by Mr. McDowell to approve the Heberling Associates, Inc.'s proposal to execute a Phase I Archaeological Survey for the proposed Pennsylvania Game Commission facility in the amount of \$14,908.76 as presented.** 8 ayes, 0 nay, 1 absent. **The motion carried.**

Extension to PA Game Commission Property – Mr. Miller informed the Board that the alignment for the PA Game Commission's proposed facility has been approved by PSU. Once the Phase I Archaeological Survey is completed by Heberling Associates we can then allow Gwin Dobson and Foreman to complete a component III planning module, which they will submit to PA DEP on behalf of the PAGC. The Authority would then submit permits for the Shiloh Road project to PA DEP for approval. PA DEP will have 180 days to comment; therefore, Mr. Johnson would anticipate this project going out for bid next year at this time with construction starting early in 2025.

Gravity Line to Zion Back Road Area (Pump Station – Deerhaven/Zion Manor) –

The Walker Township Supervisors previously asked Mr. Miller to stake out the areas that would be affected by the installation of public sewer; however, Mr. Miller has not performed this task due to standing corn. Mr. Miller and Mr. Barton have recently reviewed revised plans for the Deerhaven subdivision and the number of homes should not change, but the lay out of the streets may change. It appears the Developer may have the ability to build an additional 40 to 45 homes on the Zion side of the hill before the gravity line within the Walker Township Park would be installed to eliminate the two (2) pump stations proposed for Deerhaven and Zion Manor. Mr. Miller estimated approximately 12 homes are installed per year; therefore, he would guess the Authority has approximately three (3) to four (4) years of leeway to obtain Walker Township's approval and to install the gravity mainline. Mr. Miller recommended we proceed with securing a right-of-way from Walker Township and also suggested that Gwin Dobson and Foreman design this sewer extension. It was noted that PA DEP may require a special study be completed due to the alteration of previous planning approvals of Deerhaven and Zion Manor. The Board asked that Mr. Johnson provide a proposal for the scope of work that will be required for the gravity sewer mainline within the Walker Township Park parcel to the Zion Back Road.

Employee Gift Cards – Mr. Miller indicated the Authority provided the employees with gift cards for local grocery stores for the holidays for more than twenty years and it was recently stopped two (2) years ago because some Board members were concerned it may be illegal. This matter was researched and it was noted that it is legal for a Municipal Authority to provide gift cards to its employees as long as the employer lists it as taxable income for that employee. Mr. Miller asked the Board to consider making a motion to provide the employees with holiday gift cards for Weis Markets and that if it made the decision easier, he could be excluded from this motion. **Mr. Brown moved, seconded by Mr. Hughes to approve the purchase of \$200.00 gift cards from Weis Markets for every employee at Spring Benner Walker Joint Authority. 8 ayes, 0 nays, 1 absent. The motion carried.**

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

ENGINEER' S REPORT: Mr. Johnson had nothing more to report.

OLD BUSINESS:

2024 Budget – Mr. McDowell asked if there were any adjustments made to the budget and Mr. Miller stated no. Mr. McDowell asked if there were any questions concerning the 2024 Budget as presented. Mr. Galbraith asked if account #72701 (Building Maintenance) should be more than \$2,500.00 due to the amount of money that was spent on the retaining wall at the office. Mr. Miller indicated the retaining wall was a Capital Improvement expense and that the Building Maintenance account is normally for small repairs to the office property and our contract with Vigilant Security. **Mr. Brown moved, seconded by Mr. Hughes to adopt the 2024 Budget as presented in the amount of \$4,308,400.00.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

NEW BUSINESS:

Agreement of Dedication – Village of Nittany Glen Phase 7 (47.00 EDUs) – Mr. Miller indicated the Village of Nittany Glen Phase 7 in the amount of 47.00 EDUs has met all of our requirements and is ready for approval. **Mr. McMurtrie moved, seconded by Mr. Maney to approve the Agreement of Dedication for the Village of Nittany Glen Phase 7 in the amount of 47.00 EDUs.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Projector/Television System – Mr. McDowell suggested the Authority invest in new technology to present information to Board members and guests during meetings due to our projector not working properly. Mr. McDowell indicated his church currently uses a television system for presentations. Mr. Miller stated that Mrs. Gill has contacted our IT technician asking that he provide us with ideas for a new presentation system. Mr. McKee suggested purchasing a system that is easy to use. The staff will work with the IT technician to install a new presentation system.

SBWJA Fee Schedule – Mr. McDowell asked what the Authority is predicting to increase the SBWJA Fee Schedule to for 2024. Mrs. Gill reminded the Board that an assessment of the SBWJA's employee's wages and overall benefits are calculated on an annual basis to ensure we are properly invoicing and this cannot be calculated until yearly raises are presented to the employees. Mr. McDowell asked the staff to provide a revised fee schedule to the Board in January of 2024.

Executive Director's 2024 Salary - Mr. Brown stated he would like to increase the Executive Director's 2024 Salary by 5%. **Mr. Brown moved, seconded by Mr. Maney to grant the Executive Director, N. Warren Miller, a 5% raise in his salary for 2024.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

SBWJA 2023 Budget vs. Actual – Mr. McDowell asked why all the Benner Township Water Authority accounts are listed on our Balance Sheet. Mrs. Gill indicated BTWA and SBWJA are intertwined. Mrs. Gill explained that SBWJA bills our customers for sewer and BTWA's customers for water and this appears on one (1) bill card. Once the customer receives the bill they pay for their sewer and water with one (1) financial transaction which is provided to SBWJA. We then deposit the payment to our bank account and that following Monday we transfer all BTWA funds to their bank account. Mrs. Gill explained the financial reports are intertwined due to the billing and accounts receivable transfers from SBWJA to BTWA. Mr. McDowell stated that it was his understanding the financials would never be intertwined. It was noted that the auditor's suggested this process. Mr. McDowell then expressed his concerns with SBWJA being liable for business decisions that BTWA makes. Mr. Galbraith asked if there were ever an issue that someone becomes ill from BTWA's water, would SBWJA be liable. Mr. Mix stated that liability would be with BTWA and not SBWJA because we are just the managers. Mr. McDowell stated that he doesn't mind SBWJA providing services to BTWA and that he is just worried about liability with the drinking water.

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

COMMITTEE REPORTS:

Personnel & Community Relations Committee: Mr. Galbraith had nothing to report.

Facilities Committee: Mr. Houser had nothing to report.

Financial Committee: Mr. McMurtrie had nothing to report.

ADJOURNMENT:

Mr. Brown moved, seconded by Mr. Maney to adjourn the meeting at 8:13 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,


Willis Houser Jr., Secretary


Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____