

# **SPRING-BENNER-WALKER JOINT AUTHORITY**

## **REGULAR MEETING**

**January 8, 2024**

### **ATTENDANCE:**

<b>AUTHORITY MEMBERS:</b>	<b>Spring</b>	Joseph Galbraith
		Rodney Maney
		Douglas McKee
		Chris McMurtrie
<b>Benner</b>	Brian Book	
	Willis Houser, Jr.	
	William Hughes	
<b>Walker</b>	Dennis Brown	
	Dennis McDowell	

**GUESTS:** None present

**CONSULTING ENGINEER:** Andy Johnson, P.E.

**CONSULTING SOLICITOR:** Robert Mix, Esq.

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton, Tasha Dutton & Kelly Gill

### **CALL TO ORDER:**

The January 8, 2024, 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 nine members present. 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.

**PLEDGE OF ALLEGIANCE:**

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

**ELECTION OF OFFICERS:** Mr. McDowell appointed Robert A. Mix, Temporary Chairman, to conduct the election of officers for 2024. Mr. Mix opened the nominations. **Mr. Maney nominated a slate of officers be approved for 2024 minus the Assistant Treasurer due to Richard Kuzemchak resigning from the Board. The officers will consist of Dennis McDowell for Chairman, Christie McMurtrie for Treasurer, Willis Houser, Jr. for Secretary, Joseph Galbraith for Vice Chairman and Rodney Maney for Assistant Secretary, Mr. Houser seconded the nomination. With no other nominations, Mr. Maney moved, seconded by Mr. Houser, that nominations for the 2024 slate of officers be closed. 9 ayes, 0 nays.**

**OFFICE OF ASSISTANT TREASURER:** Mr. Galbraith nominated Mr. Dennis Brown, as Assistant Treasurer. With no other nominations, **Mr. Galbraith moved, seconded by Mr. McMurtrie, that nomination for Office of Assistant Treasurer be closed. 9 ayes, 0 nays. The motion carried. Attached is a list of Officers for 2024 that is made a part of these official Minutes.**

Mr. Mix turned the meeting over to Mr. McDowell, Chairman.

**Retaining Professional Services for 2024 – Mr. Book moved, seconded by Mr. Brown to retain Solicitor – Robert Mix Law, Consulting Engineer – Gwin Dobson & Foreman and Accountant – Baker Tilly US, LLP for 2024. 9 ayes, 0 nays. The motion carried.**

**APPROVAL OF MEETING MINUTES:**

Mr. McDowell asked the Board if there were any questions and/or changes to the December 11, 2023 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Maney to approve the Minutes of the December 11, 2023 Regular Meeting as presented. 9 ayes, 0 nays. The motion carried.**

**CORRESPONDENCE:**

**Hawbaker Engineering** - We received a letter from Kyle Stauffer, Hawbaker Engineering, requesting a letter of intent to provide sewer service for the proposed Ethers HVAC project. The proposed project will be located along Crosswinds Drive near the University Park Airport in Benner Township. Hawbaker Engineering provided the Authority with an executed EDU Assessment Form to assist in determining the total number of EDUs required for this project. *Mr. Stauffer was provided with a letter of intent in the amount of 1.32 EDUs for the proposed project in Benner Township on December 18, 2023.*

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2020-88** – Mr. McMurtrie presented the Board with Revenue Requisition #2020-88 in the amount of \$121,381.47. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-88. **Mr. Book moved, seconded by Mr. Hughes to approve Revenue Requisition 2020-88 payable to SBWJA in the amount of \$121,381.47.** 9 ayes, 0 nays. **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 December 2023.

**In-Home Inspections** - There were 32 in-home inspections completed in the month of December.

**Sewer Permits and/or Lateral Inspections** - Our maintenance department completed 14 sewer lateral inspections. The office staff received eight (8) new sewer permit applications in the amount of 8.00 EDUs and issued the permits.

**System Maintenance** – The maintenance department read meter pits and began the annual chlorine system rebuilds. A coolant leak on the generator at Pump Station #14 (Litke) was repaired and the maintenance staff started the annual cleaning of the pump stations. Mr. Barton attended a pre-construction meeting for CATV work in the Zion area. Our employees repaired a 6” to 4” transition at 207 Jennifer Circle in Pleasant Gap.

A local contractor requested we video the sewer lateral at 202 Wiltshire Drive due to multiple backups. Mr. Barton indicated the sewer lateral is laying at reverse grade for the first ten feet after the trap. The homeowners may have the lateral excavated and reinstalled with the proper slope to avoid future backups.

The maintenance department borrowed the bucket truck from Spring Township to replace a photocell on a pole light at Pump Station #15 (Sunnyside) and replaced bulbs at other pump stations throughout the system.

**Benner Township Water Authority** – The calibration curves were verified on the colorimeters and the water meters were read at Peru. We collected bacteria samples from both water systems and exercised our quarterly blowoffs. The maintenance department flushed the mainline to the Benner Elementary School to maintain water quality in the mainline due to low usage over the Christmas holiday. Mr. Barton completed eight (8) Service Line Inventory Surveys

**Vector Truck** – We jetted our meter pits, which are scheduled quarterly and vacuumed out our wet well at Pump Station #7 (Zion Ridge). The maintenance department cleaned the decant tank for Rockview's water system and jetted 20' of sewer line and vacuumed out a manhole due to a backup. Our crew was also called to vac out the slurry tank for Centre Concrete, which will be completed twice a year. The Authority jetted a total of 2,020 feet for the month of December.

**Sewer Extensions** – We continued project inspections at Logan Green Phase 1B. Mr. Barton attended a meeting with PennTerra and Eby Paving & Construction to discuss discrepancies with the elevations on the as-builts for Deerhaven Phase 3B. The issue was a bad benchmark and all issues have been resolved. Our staff reviewed and approved the construction drawings for Elizabeth Dale Townhomes on Blanchard Street in Spring Township. The record drawings for the Village of Nittany Glen Phase 7 were also reviewed and approved.

**Call Outs/ PA One Calls** – There were three (3) callouts for the month of December. Our personnel responded to one (1) pump fail at Pump Station #15 (Sunnyside) and one (1) pump fail at Pump Station #6 (Rockview). We also responded to a grinder alarm at 199 Quarry Street, which was a float issue. Mr. Barton ended the report with a total of 77 PA One Calls being located in December.

**Rockview Backup** – Mr. Book asked what caused the backup at Rockview. Mr. Barton stated that old bricks from the chimney of a manhole had fallen into the flow line. Mr. Book asked if the issue was on SBWJA's side or Rockview's side. Mr. Barton stated the problem was on Rockview's portion. Mr. Book then asked if we would charge Rockview for the additional services. Mr. Miller indicated the extra work will be placed on Rockview's next quarterly bill.

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

**Extension to PA Game Commission Property** –The Phase I Archaeological Survey for the PAGC's proposed sewer alignment and new facility was completed by Heberling Associates and there were no historical artifacts found.

**Projector/Television System** – The IT technician for the Authority made recommendations on newer technology that would assist the staff in presenting information to the Board and audience during public meetings. A new television and hardware were purchased and installed prior to the meeting. Mr. Miller took a few minutes to review our geographic information system (GIS) with the Board while using the new televising system.

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

#### **ENGINEER'S REPORT:**

**Gravity Line to Zion Back Road Area (Pump Station – Deerhaven/Zion Manor)** – Mr. Johnson presented the Board with an Engineer's Opinion of Probable Project Cost report as the Board requested at the December 11, 2023 meeting. It was noted that the costs associated with this report are preliminary because a final design has not been approved. Mr. Johnson stated there are some routing details that need to be worked out. Mr. Miller stated that we will bid the project as an unclassified dig, which means there will not be a rock clause included in the contract. Mr. Book asked if the field being affected by the sewer extension is currently in our Act 537 Plan. Mr. Miller stated that it is not included in our Act 537 Plan; however, the Deerhaven and Zion Manor developments have been approved by PA DEP based on the installation of two (2) new pump stations. Mr. Book then mentioned that there will be additional costs associated with GD&F's estimated project costs due to a special study or a component III planning module being executed and presented to PA DEP. Mr. Miller reminded the Board that a special district tapping fee would be included with this sewer extension to help offset the cost of construction.

**Shiloh Road Area Sewer Extension** – Mr. Johnson stated the Phase I Archaeological Survey was completed the week between Christmas and New Years; therefore, he has not received an executed report from Heberling Associates yet. Once GD&F receives the report from Heberling Associates, they will submit it to the Pennsylvania Historical and Museum Commission (PHMC) for approval. GD&F will then submit a component III planning module to PA DEP which will show the PAGC's facility being added to our project. The Authority would then submit permits for the Shiloh Road project to PA DEP for approval. Mr. Johnson is hopeful the project could go out to bid the end of this year with construction starting in 2025.

**OLD BUSINESS:**

**Walker Township/American Rescue Funds** – The Certification of Use of ARPA Funds form was presented to the Board for execution. Our Authority is planning to submit the well drilling/installation at Pump Station #7 (Zion Ridge) in the amount of \$9,840.00, the paving of our office parking lot in the amount of \$19,930.00 and the purchase of six (6) new Motorola APX 4000 Series 800 MHz Radios in the amount of \$21,028.02. Mrs. Gill indicated the executed form will be submitted to Walker Township and then a check will be issued to the Authority for the approved \$40,000.00. 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.

**Motorola APX 4000 Portable Radios** – Mr. Miller indicated the ARPA Funds will not cover the entire purchase of the 800 MHz Radios. The cost of the radios will be \$21,028.02 and \$10,230.00 of that will be paid with the ARPA Funds. Our Authority will be required to pay the additional \$10,798.02, which will require Board approval. **Mr. Hughes moved, seconded by Mr. Maney to approve the purchase of six (6) new Motorola APX 4000 Portable Radios in the amount of \$21,028.02.** 9 ayes, 0 nays. **The motion carried.**

**NEW BUSINESS:**

**Sewer Extension Agreement Elizabeth Dale Townhomes (16 EDUs)** - Mr. Miller indicated the developer for Elizabeth Dale Townhomes is ready to proceed with a mainline sewer extension. The Elizabeth Dale Townhomes will be located on the 700 block of Blanchard Street in Spring Township. This project will consist of four (4) fourplexes, totaling 16 EDUs. **Mr. Book moved, seconded by Mr. Hughes to approve the Sewer Extension Agreement for Elizabeth Dale Townhomes in the amount of 16 EDUs.** 9 ayes, 0 nays. **The motion carried.**

**Elizabeth Dale Townhomes Right-of-Way Agreement** – Mr. Miller indicated our mainline will be extended two (2) manhole runs through the middle of the parking lot and then off of that will be 6” laterals that are approximately 30’ long. There will be two (2) units per one (1) 6” lateral. **Mr. Hughes moved, seconded by Mr. Galbraith to approve the Right-of-Way Agreement for Elizabeth Dale Townhomes as presented.** 9 ayes, 0 nays. **The motion carried.**

**Village of Nittany Glen Phase VII Right-of-Way Agreement** – Mr. Miller indicated this is the newest phase of the Village of Nittany Glen development located near the airport in Benner Township. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Right-of-Way Agreement for the Village of Nittany Glen Phase VII as presented.** 9 ayes, 0 nays. **The motion carried.**

**Bank Signature Cards** – Mrs. Gill informed the Board that new bank signature cards will be required due to a change in officers. Mrs. Gill will present the paperwork at a future meeting for execution. The bank signature cards will be for Jersey Shore State Bank, Kish Bank and First National Bank.

**PMAA Board Member Training** – Mr. McMurtrie announced PMAA is offering Board Member Training on March 21, 2024 in Camp Hill. Mr. Galbraith indicated the training is very informative. Anyone wishing to attend is to contact Mrs. Dutton.

**SBWJA Board Meeting Schedule** – The Board had discussed the possibility of changing SBWJA’s Board meeting schedule. The recommendation was to change the first meeting of the month from the second Monday of the month to the second Tuesday of the month to allow Mr. Book to attend more meetings. After some discussion the Board decided to keep the schedule the same and consider the possibility of changing it for 2025.

**Thank You** – Mr. McDowell read a thank you card forwarded by our employee, Melinda Cain, for the hoagie platter provided by the Authority for the recent passing of her grandfather.

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

**Committee Appointments** - Mr. McDowell stated that he would like to keep the committees as they are.

**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.

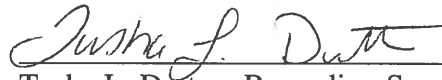
**ADJOURNMENT:**

**Mr. Galbraith moved, seconded by Mr. Hughes to adjourn the meeting at 8:13 p.m.**  
9 ayes, 0 nays. **The motion carried.**

Respectfully submitted,



Willis Houser, Jr., Secretary



Tasha L. Dutton, Recording Secretary

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



**Spring-Benner-Walker  
Joint Authority**

**2024 OFFICERS & MEMBERS**

**OFFICERS:**

Dennis McDowell –Chairman  
Joseph Galbraith – Vice Chairman  
Willis Houser, Jr. –Secretary  
Rodney Maney – Assistant Secretary  
Christie McMurtrie – Treasurer  
Dennis Brown - Assistant Treasurer

**MEMBERS:**

Brian Book  
William Hughes  
Douglas McKee