

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

April 8, 2024

ATTENDANCE:

AUTHORITY MEMBERS:

Spring	Joseph Galbraith Rodney Maney Douglas McKee Christie McMurtrie
Benner	William Hughes
Walker	Dennis Brown

GUESTS: Talaya Coffey & Sophie Ambrosina

CONSULTING SOLICITOR: Robert Mix, Esq.

CONSULTING ENGINEERS: Andrew Johnson, P.E. & Steven Gibson, P.E.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Will Barton, Tasha Dutton & Kelly Gill

CALL TO ORDER:

The April 8, 2024, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 6:58 P.M. by Joseph Galbraith, Vice-Chairman. Mr. Galbraith thanked everyone for attending and stated that the meeting would be recorded for transcription purposes.

ROLL CALL:

Rodney Maney, Assistant Secretary, took Roll Call, recording six members present. Mr. Book, Mr. Houser and Mr. McDowell were excused from the meeting. Mr. Galbraith, Vice-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. Galbraith, Vice-Chairman, led the Board members, Employees and Guests in the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES:

Mr. Galbraith asked the Board if there were any additional questions and/or changes to the March 25, 2024 meeting minutes as presented. **Mr. Brown moved, seconded by Mr. McMurtrie to approve the Minutes of the March 25, 2024 Regular Meeting as presented.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

CORRESPONDENCE:

Benner Township Supervisors - We received a letter from the Benner Township Supervisors authorizing Spring Benner Walker Joint Authority to send 60-day public sewer connection notices to the property owners of 2987 Benner Pike (TD2, LLC 12-003-,132A,0000) and 222 Fishburn Hill Road (Ralph H. & Miriam J. Locklin 12-004A,026-,0000) in Benner Township. The Benner Township Supervisors granted several property owners with exemptions from connecting to public sewer during our Spring Creek Sewer Extension in 2000; however, there were stipulations on the properties to connect in the future. Mr. Miller indicated the two (2) properties that will be receiving the 60-day connection notice will be the last from the list of exemptions to connect to public sewer.

Thank You – Mr. Galbraith read a thank you card from Mr. Hughes for the hoagie platter provided by the Authority for the recent passing of his mother.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-94– Mr. McMurtrie presented the Board with Revenue Requisition #2020-94 in the amount of \$53,385.64. Mr. Galbraith asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-94. **Mr. Hughes moved, seconded by Mr. Brown to approve Revenue Requisition 2020-94 payable to SBWJA in the amount of \$53,385.64.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

GUESTS: There were no Guests wishing to address the Board.

SYSTEM OVERVIEW REPORT:

Will Barton, Maintenance Crew Leader, provided an overview of the work completed on the sanitary sewer system for the month of March 2024.

In-Home Inspections - There were 33 in-home inspections completed in the month of March.

Sewer Permits and/or Lateral Inspections - Our maintenance department completed 18 sewer lateral inspections. The office staff received 28 new sewer permit applications in the amount of 28 EDUs and issued the permits.

System Maintenance:

The maintenance department repaired an air release valve (ARV) on Rockview's force main in Benner Commerce. Our staff replaced a pump at Pump Station #6A (Forestry) and repaired the disconnect for blower #2 at Pump Station #6 (Rockview). Our personnel also reported to work early on 3/28/2024 to clean the EQ Tank at Pump Station #6 (Rockview).

The Meter Guy calibrated the flow meters at all of our meter pits as well as the flow meters at Pump Station #6 (Rockview). There were plumbing leaks at Pump Station #5 (Mingoville) and Pump Station #7 (Zion Ridgecrest) that were repaired and we ran the tow behind generator to all submersible stations with a generator receptacle to verify they were in working order.

The bubbler pump was replaced at Pump Station #7 (Zion Ridgecrest) and the pumps were pulled at Pump Station #15 (Sunnyside). A skid steer/broom was rented to remove debris from the areas of grass at our pump stations and the office. We cut 6" viewports and pulled pumps at Pump Station #3 (Musser Lane).

We marked the mainline and sewer lateral of 270 Edward Drive, at the homeowner's request, due to a concrete truck entering his property to complete work to his swimming pool. Our staff witnessed the decommission of an abandoned on-lot system at 155 Hastings Road.

A grinder pump had burnt up and was replaced at 131 Confer Drive and the Authority had four (4) employees attend the PA Rural Water Conference.

Vactor Truck – We completed 10,004 feet of routine jetting and vacuum work in the Mingoville area.

Video Truck – We completed 1,174 feet of mainline video work at the Benner Pike Shopping Center due to an expiring maintenance bond and 289 feet of mainline in Logan Green Phase 1B. The Authority staff also completed 10,004 feet of routine video work in the Mingoville area for a total of 11,467 feet for the month of March.

Sewer Extensions – Our staff red-lined the construction drawings for the Sheetz (rebuild) on Benner Pike. Logan Greene Phase 1B was flushed, video inspected and mandrel tested.

Benner Township Water Authority – Our staff collected samples for bacteria testing at both systems and performed quarterly blow offs. A new ortho pump was installed at Hampton Hills and a meter was repaired at 1118 – 1120 W. College Avenue. We completed three (3) final water readings and continued work on their grant projects. Mr. Barton completed 20 Service Line Inventory Surveys. We responded to two (2) PA One Calls in March.

Call Outs/ PA One Calls – There were seven (7) call outs for the month of March. We responded to two (2) call outs to Pump Station #6 (Rockview) for inverter failures and one (1) call out to Pump Station #6A (Forestry) for a pump #2 failure. There was a high wet well level at Pump Station #9 (Penn Eagle) and we marked emergency PA One Calls at 159 Rex Lane and 196 Scenic Drive. A fire alarm was noted at the office on 3/17/2024; however, there were no issues. Mr. Barton ended the report with a total of 227 PA One Calls being located in March.

Video Truck Camera/Crawler – Mr. Barton informed the Board of the repairs A & H Equipment made to the Video Truck camera/crawler which consisted of replacing a motor board, drive motors and main board for a total of \$5,290.87.

Pump Station #6 (Rockview) – Mr. Barton indicated he ordered four (4) new rubber flapper flanged check valves for Pump Station #6 (Rockview) due to the current check valves being worn out. The cost will be approximately \$4,600.00 and should arrive within the next few weeks.

2024 Ford F-350 Service Truck – The tool box for the new 2024 Ford F-350 Service Truck that was on backorder has been delivered and installed.

SCADA – Keystone Engineering is struggling to link our new SCADAPack 474 to our current SCADA program. It was recommended that it may be time to upgrade the entire SCADA System due to the different generations of hardware/software that are pieced together to make our current system functional. The Authority received a proposal from Keystone Engineering to provide a Preliminary Engineering Report for SCADA System upgrades for \$19,000.00, which we may want to consider. Mr. Barton indicated that he spoke with a representative from Keystone Engineering today and they verbally told him that an upgrade may cost more than \$500,000.00. Mr. Miller stated radio telemetry is currently the most reliable notification system as cellular service is not available at all of our pump stations. Mr. Miller recommended the Authority investigate the matter before making a decision to upgrade.

EXECUTIVE DIRECTOR’S REPORT:

Request for Proposal (RFP) for Shiloh Road Sewer Extension Property Appraisals -

Mr. Miller provided the Board with a draft of the Request For Proposal (RFP) that he would like to distribute to local real estate appraisers for the Shiloh Road Sewer Extension. Mr. Mix recommended the RFP refer to the appraisal being completed by a PA Certified Residential Real Estate Appraiser. Mr. Miller asked if there were additional recommendations and stated that the RFP would be revised per Mr. Mix’s advice. The Authority will distribute the RFPs within the next few weeks. Mr. Hughes asked how many right-of-ways will be required for the project. Mr. Gibson stated there will be approximately 90 to 100 permanent and temporary right-of-ways that will need to be obtained.

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

ENGINEER’ S REPORT:

Shiloh Road Sewer Extension Project – Mr. Johnson stated Gwin Dobson & Foreman (GD&F) is continuing to prepare easements. Once PA DEP has approved the PA Game Commission’s planning GD&F will begin submitting permits for the Shiloh Road project.

OLD BUSINESS:

Tuition Reimbursement Agreement for CPI Apprenticeship Program – Mr. Mix prepared a Tuition Reimbursement Agreement based on the Authority’s requirements that were discussed at a previous meeting, which is being presented for approval. **Mr. Brown moved, seconded by Mr. Hughes to approve the Tuition Reimbursement Agreement as presented.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

NEW BUSINESS:

SBWJA Resolution #2024 -01 (PA Game Commission Component 3M Sewage Facilities Planning Module) – Mr. Gibson explained the resolution allows Spring Benner Walker Joint Authority to adopt and approve the Component 3M Planning Module for the PA Game Commission as an appropriate revision to the official Sewage Facilities Plan for the Authority. **Mr. Brown moved, seconded by Mr. McKee to approve SBWJA Resolution #2024-01 as presented and made a part of these official meeting minutes.** 6 ayes, 0 nay, 3 absent. **The motion carried.**

Identity Theft Prevention Program – Mr. Galbraith presented the Identity Theft Prevention Program Compliance Model to the Board for comment. This program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. Mr. Miller stated there were no changes to the Identity Program Compliance Model. This Program is updated and approved on a yearly basis. **Mr. McMurtrie moved, seconded by Mr. McKee to approve the Identity Theft Prevention Program as presented for discussion and made a part of these official meeting minutes.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

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

EXECUTIVE SESSION – Mr. Galbraith recessed the Board for an Executive Session at 7:19 p.m. to discuss legal contract issues. Mr. Galbraith dismissed the Guests and Mr. Mix for the evening and stated that no further action will take place for the remainder of the meeting. The meeting reconvened at 8:03 p.m.

COMMITTEE REPORTS:

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

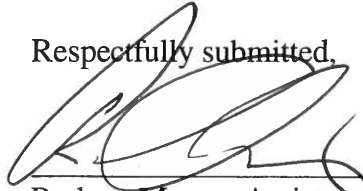
Facilities Committee: Mr. Houser was absent.

Financial Committee: Mr. McMurtrie had nothing to report.

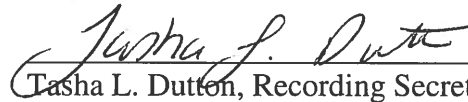
ADJOURNMENT:

Mr. Brown moved, seconded by Mr. Hughes to adjourn the meeting at 8:03 p.m. 6 ayes, 0 nays, 3 absent. The motion carried.

Respectfully submitted,



Rodney Maney, Assistant Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____

RESOLUTION FOR COMPONENT 3M SEWAGE FACILITIES PLANNING MODULE
RESOLUTION # 2024 - 01

RESOLUTION OF THE BOARD OF SPRING BENNER WALKER JOINT AUTHORITY, CENTRE COUNTY, PENNSYLVANIA (hereinafter "the Authority").

WHEREAS, Section 5 of the Act of January 24, 1996, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act," as amended, and the Rules and Regulations of the Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters and/or environmental health hazards with sewage wastes, and to revise said plan whenever it is necessary to meet the sewage disposal needs of the municipalities, and

WHEREAS, the Spring-Benner-Walker Joint Authority, as the agent for the Benner Township charged with handling public sewage facilities planning, through its engineers, Gwin Dobson & Foreman, has prepared a Component 3M Sewage Facilities Planning Module which provides for extension of public sewage facilities in a portion of Benner Township; and

WHEREAS, the alternative of choice to be implemented is extension of public sewage to Shiloh Road area, to include the installation of 133LF of 8" sewer SDR-35 PVC and 4,927 LF 2" Forcemain HDPE and one (1) duplex grinder pump station to serve the PA Game Commission's proposed Northcentral Regional Office and to convey that sewage to the proposed Spring Benner Walker Joint Authority public sewer line along Rock Road and conveyance to Bellefonte Borough Authority Wastewater Treatment Facility; and

WHEREAS, the key implementation activities/dates are included with the Component 3M Planning Module; and

WHEREAS, Spring Benner Walker Joint Authority finds that the Component 3M Planning Module described above conforms to applicable zoning, subdivision, other municipal ordinances and plans and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Spring Benner Walker Joint Authority hereby adopt and approve the Component 3M Planning Module as appropriate as a revision to the official Sewage Facilities Plan for the Authority.

AND FURTHER RESOLVED, that the Board of the Spring Benner Walker Joint Authority approve for submission to the Department of Environmental Protection for its review and approval as a revision to the "Official Plan" of the municipality, the above referenced Component 3M Planning Module.

AND FURTHER RESOLVED, that the Authority acknowledges to the Department that the activities and construction described in the Component 3M Module will be implemented by the Spring Benner Walker Joint Authority, and the municipality commits to such implementation as required by law (Section 5, Pennsylvania Sewage Facilities Act as amended).

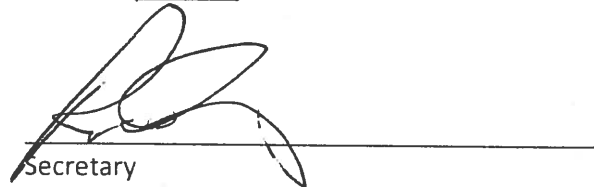
ADOPTED, the 8th day of April, 2024.


Board Chairman

CERTIFIED

I hereby certify that the foregoing is a true and correct copy of Resolution # 2024-01 enacted by the Spring Benner Walker Joint Authority on the 8th day of April, 2024.

(SEAL)


Secretary

Identity Theft Prevention Program

For

SPRING – BENNER – WALKER JOINT AUTHORITY

170 Irish Hollow Road

Bellefonte, PA 16823

April 8, 2024

Spring – Benner – Walker Joint Authority Identity Theft Prevention Program

This Program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

Contact Information:

The Senior Management Person responsible for this program is:

Name: N. Warren Miller

Title: Executive Director

Phone number: 814-355-4778

The Governing Board Members of the Utility are:

1. Dennis McDowell, Chairman

7. Brian Book

2. Joseph Galbraith, Vice Chairman

8. William Hughes

3. Chris McMurtrie, Treasurer

9. Douglas McKee

4. Dennis Brown, Assistant Treasurer

5. Willis Houser, Jr., Secretary

6. Rodney Maney, Assistant Secretary

Risk Assessment

The Spring Benner Walker Joint Authority has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information the utility was able to identify red flags that were appropriate to prevent identity theft.

- ✓New accounts opened In Person
 - ✓Account information accessed In Person
-

Detection (Red Flags)

The Spring Benner Walker Joint Authority adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- ✓Fraud or active duty alerts included with consumer reports
- ✓Notice of credit freeze provided by consumer reporting agency
- ✓Notice of address discrepancy provided by consumer reporting agency
- ✓Inconsistent activity patterns indicated by consumer report such as:
 - Recent and significant increase in volume of inquiries
 - Unusual number of recent credit applications
 - A material change in use of credit
 - Accounts closed for cause or abuse
- ✓Identification documents appear to be altered
- ✓Photo and physical description do not match appearance of applicant
- ✓Other information is inconsistent with information provided by applicant
- ✓Other information provided by applicant is inconsistent with information on file.
- ✓Application appears altered or destroyed and reassembled
- ✓Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased)
- ✓Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application)
- ✓Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
- ✓SS#, address, or telephone # is the same as that of other customer at utility
- ✓Customer fails to provide all information requested
- ✓Personal information provided is inconsistent with information on file for a customer
- ✓Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
- ✓Identity theft is reported or discovered

Response

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- ✓Ask applicant for additional documentation
- ✓Notify internal manager: Any utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify the Executive Director.
- ✓Notify law enforcement: The utility will notify the PA State Police at Rockview of any attempted or actual identity theft.
- ✓Do not open the account
- ✓Close the account

Personal Information Security Procedures

The Spring Benner Walker Joint Authority adopts the following security procedures:

1. Files containing personally identifiable information are kept in a locked file cabinet except when an employee is working on the file
2. Employees will not leave sensitive papers out on their desks when they are away from their work stations.
3. No visitor will be given any entry codes or allowed unescorted access to the office.
4. Passwords will not be shared or posted near work stations.

Identity Theft Prevention Program Review and Approval

This plan has been reviewed and adopted by the Utility Board of Directors by motion during the April 8, 2024 meeting. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

Attest:



Secretary


Board Chairman

Name of Senior Management Staff Person: N. Warren Miller

Position: Executive Director

Date: 04/08/2024

Signature: 

A report will be prepared annually and submitted to the above named senior management or governing body to include matter related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

Appendix A
Other Security Procedures

The following suggestions are not part of or required by the Federal Trade Commission's "Identity Theft Red Flags Rule". The following is a list of other security procedures a utility should consider to protect consumer information and to prevent unauthorized access. Implementation of selected actions below according to the unique circumstances of utilities is a good management practice to protect personal consumer data.

1. Paper documents, files, and electronic media containing secure information will be stored in locked file cabinets. File cabinets will be stored in a locked room.
2. Only specially identified employees with a legitimate need will have keys to the room and cabinet.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
5. Employees store files when leaving their work areas
6. Employees log off their computers when leaving their work areas
7. Employees lock file cabinets when leaving their work areas
8. Employees lock file room doors when leaving their work areas
9. Access to offsite storage facilities is limited to employees with a legitimate business need.
10. Any sensitive information shipped using outside carriers or contractors will be encrypted
11. Any sensitive information shipped will be shipped using a shipping service that allows tracking of the delivery of this information.
12. Visitors who must enter areas where sensitive files are kept must be escorted by an employee of the utility.
13. No visitor will be given any entry codes or allowed unescorted access to the office.
14. Access to sensitive information will be controlled using "strong" passwords. Employees will choose passwords with a mix of letters, numbers, and characters. User names and passwords will be different. Passwords will be changed at least monthly.
15. Passwords will not be shared or posted near workstations.

16. Password-activated screen savers will be used to lock employee computers after a period of inactivity.
17. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
18. Sensitive consumer data will not be stored on any computer with an Internet connection
19. Sensitive information that is sent to third parties over public networks will be encrypted
20. Sensitive information that is stored on computer network or portable storage devices used by your employees will be encrypted.
21. Email transmissions within your business will be encrypted if they contain personally identifying information.
22. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
23. When sensitive data is received or transmitted, secure connections will be used
24. Computer passwords will be required.
25. User names and passwords will be different.
26. Passwords will be changed at least monthly.
27. Passwords will not be shared or posted near workstations.
28. Password-activated screen savers will be used to lock employee computers after a period of inactivity.
29. When installing new software, vendor-supplied default passwords are changed.
30. The use of laptops is restricted to those employees who need them to perform their jobs.
31. Laptops are stored in a secure place.
32. Laptop users will not store sensitive information on their laptops.
33. Laptops which contain sensitive data will be encrypted
34. Employees never leave a laptop visible in a car, at a hotel luggage stand, or packed in checked luggage.
35. If a laptop must be left in a vehicle, it is locked.
36. The computer network will have a firewall where your network connects to the Internet.

37. Any wireless network in use is secured.

38. Maintain central log files of security-related information to monitor activity on your network.

39. Monitor incoming traffic for signs of a data breach.
40. Monitor outgoing traffic for signs of a data breach.
41. Implement a breach response plan.
42. Check references or do background checks before hiring employees who will have access to sensitive data.
43. Access to customer's personal identify information is limited to employees with a "need to know."
44. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
45. Implement a regular schedule of employee training.
46. Employees will be alert to attempts at phone phishing.
47. Employees are required to notify the general manager immediately if there is a potential security breach, such as a lost or stolen laptop.
48. Employees who violate security policy are subjected to discipline, up to, and including, dismissal.
49. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
50. Paper records will be shredded before being placed into the trash.
51. Paper shredders will be available at the office, near the photocopier.
52. Any data storage media will be disposed of by shredding, punching holes in, or incineration.