

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

June 10, 2024

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 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 June 10, 2024, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 6:58 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 May 28, 2024 meeting minutes as presented. **Mr. Brown moved, seconded by Mr. Maney to approve the Minutes of the May 28, 2024 Regular Meeting as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

CORRESPONDENCE:

Chris Stein & Lloyd Esh - We received an email from Chris Stein and Lloyd Esh requesting a letter of intent to provide sewer service for a proposed duplex (Units 20A & 20B) in the Opequon Development in Benner Township. *Mr. Stein and Mr. Esh were provided with a letter of intent for 2.00 EDUs for the proposed duplex in Benner Township on June 3, 2024.*

Stiffler-McGraw & Associates - We received an email from Brian Shura, Stiffler-McGraw & Associates, requesting a letter of intent to provide sewer service for the proposed nitrate removal system for the Benner Township Water Authority's Grove Park Water System located in Benner Township. *Mr. Shura was provided with a letter of intent for 2.35 EDUs for the proposed project in Benner Township on June 10, 2024.*

Stiffler-McGraw & Associates - We received a letter from Eric L. Banks, P.E., Stiffler-McGraw & Associates, requesting a letter of intent to provide sewer service for the new Arby's restaurant located at the intersection of Benner Pike (SR 0150) and Paradise Road (SR 3004) in Benner Township. *Mr. Banks was provided with a letter of intent for 5.20 EDUs for the proposed restaurant in Benner Township on June 10, 2024.*

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-98— Mr. McMurtrie presented the Board with Revenue Requisition #2020-98 in the amount of \$78,387.97. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-98. **Mr. Galbraith moved, seconded by Mr. Maney to approve Revenue Requisition 2020-98 payable to SBWJA in the amount of \$78,387.97. 8 ayes, 0 nays, 1 absent. The motion carried.**

GUESTS: There were no Guests present.

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 2024.

In-Home Inspections - There were 35 in-home inspections completed in the month of May.

Sewer Permits and/or Lateral Inspections - Our maintenance department completed 20 sewer lateral inspections. The office staff received 31 new sewer permit applications in the amount of 31.00 EDUs and issued the permits.

System Maintenance:

A new transfer switch was installed at Pump Station #14 (Litke) and we excavated an abandoned portion of the Pump Station #9A force main to provide a sewer tap for the new Benner Pike Hotel.

We repaired a manhole near 103 Limestone Drive that was damaged during plowing and we raised two (2) manholes for a Spring Township paving project on Jacksonville Road. Benner Township will require SBWJA's assistance to raise a few manholes prior to their paving project later this month. It was noted that Mrs. Gill read Walker Township's meeting minutes which also indicated they would be completing paving work. Mr. Barton will be meeting with a Walker Township Supervisor later this week to discuss the areas that are planned to be paved.

The maintenance staff replaced four (4) damaged check valves at Pump Station #6 (Rockview) and repaired four (4) air release valves for other suction lift stations throughout the system.

Our staff applied mulch around the office and pulled five (5) pumps throughout the system.

Vector Truck – We completed 22,307 feet of routine jetting and vacuum work in the Zion area and jetted 3,000 feet at our meter pits. The Authority jetted a total of 25,307 feet for the month of May.

Video Truck – We completed 22,307 feet of routine video work in the Zion area. The Authority staff also recorded 313 feet of sewer mainline at the Elizabeth Dale Townhomes and recorded 291 feet of mainline for a small extension off of Fishburn Hill Road, due to the maintenance bond expiring. The Authority recorded a total of 22,911 feet for the month of May.

Sewer Extensions – We reviewed and redlined construction drawings for the new design for the Bellefonte Warehouse. The Elizabeth Dale Townhomes were flushed, video inspected and mandrel tested. There was a total of 9.00 hours billed out in May for project inspections.

Benner Township Water Authority – A 2” tap was installed at the Grove Park well house as a part of the grant work to replace their high service pumps. We collected a number of different water samples for routine compliance monitoring tests and the second round of initial monitoring for PFAS. The meters were read in Hampton/Opequon and Grove Park. We hand delivered the annual Consumer Confidence Reports (CCRs) to all of the customers in the Hampton/Opequon and Grove Park water systems. Mr. Barton completed five (5) Service Line Inventory Surveys and one (1) re-inspection of the repair work. There were seven (7) PA One Calls located in May.

Call Outs/ PA One Calls – There were two (2) call outs for the month of May. We responded to an emergency PA One Call at 1070 Valley View Road and a phase failure at Pump Station #7 (Zion Ridgecrest). Mr. Barton ended the report with a total of 238 PA One Calls being located in May.

Pump Station #14 (Litke) – Mr. Miller indicated Pump Station #14 (Litke) was without an alternate power source for four (4) to five (5) months due to the transfer switch needing replaced and unavailable. Once installed the switch was programmed by Roy Breon.

EXECUTIVE DIRECTOR’S REPORT:

Shiloh Road Sewer Extension Right-of-Ways – Approximately two (2) weeks ago Mrs. Gill provided the Request for Proposals (RFP) for property appraisals. Mr. Miller indicated there were originally 91 Right-of-Ways that were going to require appraisals, which has turned out to be a larger job than many of the local appraisers can handle; therefore, we will be limited to who can complete the appraisals for the project. Ray Ceglar and Chris Aumiller were the only appraisers that expressed interest in the job. Mr. Miller discussed the temporary and permanent right-of-way process and how the property owners could be compensated.

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

ENGINEER' S REPORT:

Shiloh Road Sewer Extension Project – Mr. Gibson indicated there has been updates made to the easements that will be used in the RFP process and that there are currently one (1) or two (2) that are requiring additional revisions. Gwin Dobson & Foreman's (GD&F) goal is to have all the permits ready for submission by the end of this month. Mr. Gibson plans to have permits approved by the end of this year and to bid the project late this year or early next year with construction starting in the spring of 2025.

Mr. Gibson requested a motion be made to allow Mr. Miller to execute documents and provide payment for the upcoming permitting submissions. **Mr. Hughes moved, seconded by Mr. Brown to grant Mr. Miller the authority to execute documents and provide payments associated with the permitting process for the Shiloh Road Sewer Extension Project.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

OLD BUSINESS:

PA Game Commission (PAGC) – Mr. Galbraith asked if there were any updates on the new PA Game Commission (PAGC) facility that is proposed for Shiloh Road. Mr. Miller stated there has been a number of Benner Township residents that have voiced their opinions against the new facility; however, he believes the planning process is in motion.

NEW BUSINESS:

2023 Audit – Christine Zoerner of Baker Tilly US, LLP has provided the Board with a draft of our 2023 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 \$21,150,995 with the large portion of that being the system itself, which is recorded at \$19,153,261. Mrs. Gill also indicated the Authority's Liabilities are \$10,604,057, with the big portion of that being Long-term debt as it relates to the 2020 Bond. The total net position was listed as \$10,546,938 which Mrs. Gill believes puts the Authority in a strong financial position.

Mrs. Gill reported the Authority's total operating revenues increased from \$4,014,300 in 2022 to \$4,254,795 in 2023. Mrs. Gill indicated sewer rentals increased by approximately \$60,000 from 2022 to 2023 which is due to new connections. Rockview usage increased by approximately \$70,000 from 2022 to 2023 and tapping fee income increased by approximately \$74,000 from 2022 to 2023. Mrs. Gill stated the Authority continues to experience growth with new sewer connections. Interest Income increased from \$77,705 in 2022 to \$303,214 in 2023.

Mrs. Gill noted the operating expenses increased from \$3,733,238 in 2022 to \$3,961,728 in 2023, which is due to an increase in sewage treatment costs (our % of the flows to the treatment plant increased) and salaries associated with hiring additional personnel. In 2023 the Authority had an operating income of \$293,067 (including depreciation of \$889,149). The overall net position increased from \$10,249,644 in 2022 to \$10,546,938 in 2023.

Mrs. Gill stated the cash/restricted cash increased from \$6,391,966 at the end of 2022 to \$7,592,437 as of December 31, 2023.

Mr. Miller stated the Authority's interest income from 2023 was adequate to pay our 2020 Bond Interest payment in 2023.

Mr. Miller commended Mrs. Gill on her excellent work preparing and presenting the 2023 audit.

Mr. McDowell asked if there were any questions regarding the 2023 audit as presented.

Mr. Galbraith moved, seconded by Mr. Brown to approve the 2023 audit as presented. 8 ayes, 0 nays, 1 absent. The motion carried.

EXECUTIVE SESSION – Mr. McDowell recessed the Board for an Executive Session at 7:34 p.m. to discuss personnel. The meeting reconvened at 8:10 p.m.

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. Houser to adjourn the meeting at 8:11 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 _____