

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

September 23, 2024

### ATTENDANCE:

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

**GUESTS:** Aria Eichhof & Emily Egna

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton & Kelly Gill

### CALL TO ORDER:

The September 23, 2024, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 4:00 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. McMurtrie 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.

### PLEDGE OF ALLEGIANCE:

Mr. McDowell, Chairman, led the Board members, Guests 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 September 9, 2024 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Maney to approve the Minutes of the September 9, 2024 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**CORRESPONDENCE:** There was no Correspondence presented for discussion.

**FINANCIAL REPORTS:**

**Treasurer's Report:** Mr. McDowell reviewed the financial reports for the period ending 08/31/2024. Mr. McDowell asked if there were any questions regarding the Treasurer's Report. **Mr. Galbraith moved, seconded by Mr. Book 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 2020-105**– Mr. McDowell presented the Board with Revenue Requisition #2020-105 in the amount of \$51,942.84. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-105. **Mr. Brown moved, seconded by Mr. Book to approve Revenue Requisition 2020-105 payable to SBWJA in the amount of \$51,942.84.** 8 ayes, 0 nays, 1 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 August 2024.

**In-Home Inspections** - There were 48 in-home inspections completed in the month of August.

**Sewer Permits and/or Lateral Inspections** - The maintenance department completed 12 sewer lateral inspections and 2 partial sewer lateral inspections. The partial inspections were for the new Sheetz building on Benner Pike and also involved a garage addition along Jodon Avenue in Pleasant Gap. The office staff received 8 new sewer permit applications in the amount of 8.00 EDUs and issued the permits.

**System Maintenance** - We assisted Centre County Grange Fair with their annual pump maintenance, which was completed just prior to the fair. Some wiring at Pump Station #10 (Valley View) was repaired due to being chewed by mice. Staff installed a new breaker for one of the pumps at Pump Station #6A (Forestry). We received a seal fail from Pump Station #1 (Springfield) and had to rebuild a pump. We received a pump fail from Pump Station #17 (Mews) which was discussed at a previous meeting. This required us to order a new pump at an estimated cost of \$7,000.00. Mr. Barton indicated the new pump will not arrive until six to eight weeks from when it was ordered. Mr. Barton spoke with Breon's Inc. earlier today to determine if the pump could be rebuilt and was informed that parts are no longer available to make the repair. Walker Township completed some paving work in the Zion Ridgecrest area, which involved our Authority adjusting some manholes. We also repaved/repared some manholes in the Forest Heights Subdivision that were deteriorating and were in need of adjustment to avoid any issues during plowing of snow. A new sewer tap was installed at 164 Nilson Road. The meter pits were read at the end of the month and all air release valves associated with our force mains were cleaned.

**Pump Station #7 (Zion Ridgecrest) PLC/VFD Issues** – Mr. Barton informed the Board that Gorman Rupp visited Pump Station #7 (Zion Ridgecrest) on September 4, 2024 to investigate the issues surrounding the PLC/VFD. Gorman Rupp determined the issues we were having were a firmware issue that occurred with the programming of the new PLC. Everything has been running smoothly since their visit when the updates to the firmware were completed.

**Vector Truck** – The wet well at Pump Station #7 (Zion Ridgecrest) was vacuumed. Mr. Barton reported this wet well is typically vacuumed on a quarterly basis. We completed 2,645 feet of routine jetting and vacuum work in the Weis, Ebycrest and Zion Road area.

**Video Truck** – We completed 2,645 feet of routine video work in the Weis Plaza, Ebycrest and Zion Road area and recorded 902 feet of mainline in Logan Greene Phase 1A, Section 3 due to an expiring maintenance bond. The Authority staff also recorded 230 feet of storm pipe in State College for Ameron Construction.

**Inter Municipal Work** – The Authority videoed 87 feet of storm pipe for Bellefonte Borough and we were hired to vacuum an intake wet well for Beech Creek Borough.

**Benner Township Water Authority** – The annual flushing of the fire hydrants and exercising of the valves were performed in the Hampton/Opequon and Grove Park water systems and within the Village of Peru. Quarterly water meter readings were obtained for the Hampton/Opequon and Grove Park water systems. There were routine samples collected at Hampton Hills and Grove Park for bacteria testing.

Ten (10) service line inventory surveys were completed within August and the staff completed the remainder of the hydro excavation work to assist with determining the Authority's portion of the service line. Mr. Barton indicated that during the process of completing the hydro excavation work associated with the service line inventory, it was determined that a curb box along Aster Avenue in Grove Park had to be excavated and straightened. This is necessary to be able to get a curb wrench on the curb stop to be able to terminate water service in case of an emergency. This curb box was located within a customer's paved driveway, which required staff to repave the area of repair. Mr. Barton reported that all service line inventory surveys have been completed and Mrs. Gill is in the process of entering the data onto the spreadsheet provided by the PA DEP. Once that work is complete, the spreadsheet will be sent to the PA DEP.

We responded to eight (8) PA One Calls in the month of August.

**Call Outs/ PA One Calls** – There were seven (7) call outs for the month of August. Three (3) were for pump fails. Three (3) were for high/low wet well levels and one (1) was for an emergency PA One Call in Walker Township. Mr. Barton reported a total of 199 PA One Calls being located in August.

**SCADA Updates** – Mr. Barton informed the Board that Keystone Engineering will be on site on October 8<sup>th</sup> and October 9<sup>th</sup> to complete the upgrades to our meter pit sites and finish the programming of the pump stations.

#### **System Overview Questions:**

**Grove Park Nitrate Removal System** – Mr. McDowell inquired about the status of the nitrate removal system that's being installed at the Grove Park water system. Mr. Barton indicated that the permit is currently under technical review by the PA DEP and the engineer received some questions last week. We are hoping to have the nitrate removal system approved, installed and operating by the end of this year.

**Curb Stop Repair** – Mr. Book referenced the curb stop repair at 201 Aster Avenue and asked who is responsible to pay for the repairs. Mr. Miller indicated the Benner Township Water Authority owns the curb stop and will be invoiced by the Spring Benner Walker Joint Authority for the repairs in connection with their service agreement.

**Wiring at Pump Station #10 (Valley View)** – Mr. Galbraith referenced the damage to the wiring at Pump Station #10 (Valley View) that was caused by mice and asked if this was a common occurrence. Mr. Miller stated no, that he doesn't believe this to be a common occurrence.

**EXECUTIVE DIRECTOR'S REPORT:**

**Shiloh Road Sewer Extension Project:**

**Town Hall Meeting** – Mr. Miller reminded the Board that the town hall meeting with the property owners affected by the Shiloh Road Sewer Extension project is scheduled for this Wednesday, September 25, 2024 at 6:00 p.m. at the Benner Township Municipal Building.

**Rules and Regulations (Section 2- Sewer Rentals or Charges)** – Mr. Miller suggested the Authority may want to consider modifying Section 2 of its rules and regulations that pertains to sewer rentals or charges. This section of our rules and regulations is used to determine the EDU (equivalent dwelling unit) assessment of non-residential properties, which is then used for calculating quarterly sewer rental charges. Mr. Miller explained that the Authority is starting to see more commercial properties with multiple small businesses located in one building, sharing one sewer lateral and one water meter in which our current rules and regulations calculate the EDU assessment based on each business. Mr. Miller provided an example of ten (10) small businesses being located in one building with one employee per business which would equate to 10.00 EDUs with the Authority's current rules and regulations. Upon review of the water bills for this particular commercial building it was determined that all of these businesses combined use less than 1.00 EDU of water per day. Mr. Miller stated that he is recommending the Authority consider restructuring the EDU assessments for these types of non-residential (retail/commercial) properties to account for employees and metered water usage. Mr. Book indicated our Authority's billing is currently EDU based and expressed concern with the ramifications from going to a partially flow based system. Discussion was then held about the Authority's current EDU flow calculation of 240 gallons per day as it relates to the flows identified in the Authority's annual Chapter 94 Report. The Authority Board suggested Mr. Miller consult with the Authority's solicitor about the recommended changes with further discussion occurring at a future meeting.

**OLD BUSINESS:**

**Revisions to SBWJA By-Laws** – The Board was provided with some red-lined changes to the By-Laws for their review and approval. The changes reflect the Authority's meetings being held at 4:00 p.m. and Mrs. Gill informed the Board the remaining changes were suggested by the Authority's solicitor as it relates to a quorum and transaction of business. **Mr. Book moved, seconded by Mr. Brown to approve the changes to the By-Laws as presented and made a part of these official meeting minutes.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**NEW BUSINESS:** There was no New Business presented for discussion.

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

**EXECUTIVE SESSION** – Mr. McDowell recessed the Board for an Executive Session at 4:45 p.m. to discuss personnel matters. The meeting reconvened at 4:54 p.m.

**COMMITTEE REPORTS:**

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

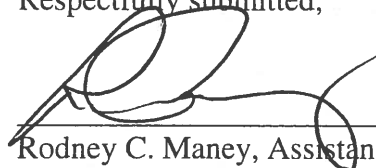
**Facilities Committee:** Mr. Houser had nothing to report.


**Financial Committee:** Mr. McMurtrie was absent from the meeting.

**ADJOURNMENT:**

**Mr. Book moved, seconded by Mr. Hughes to adjourn the meeting at 4:54 p.m.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Respectfully submitted,

  
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Rodney C. Maney, Assistant Secretary

  
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Kelly J. Gill, Recording Secretary

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

**BY-LAWS**  
  
**Of**  
  
**SPRING-BENNER-WALKER JOINT AUTHORITY**

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**ARTICLE I**

**THE BOARD**

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**SECTION 1. Number and Term of Office.**

The business and property of the Authority shall be managed and controlled by the Board. The Board shall be composed of members who shall be appointed for such terms, and the vacancies therein filled, as provided by law and the Articles of Incorporation of the Authority.

**SECTION 2. Place of Meeting.**

The Board may hold its meetings, have an office and keep the books of the Authority (except as may otherwise be provided by law) at such place or places within the sewer service area of the Authority, Centre County, Pennsylvania, as the Board may by Resolution from time to time determine.

**SECTION 3. Regular Meetings.**

Regular meetings of the Board shall be held on the second and fourth Mondays of each month at 4:00 P.M. (if not a legal holiday). All meetings of the Board shall be properly announced and advertised as defined by the statutes of the Commonwealth of Pennsylvania. An annual meeting of the Authority to elect officers and review previous year's actions shall occur during the regular January meeting of the second Monday.

**SECTION 4. Special Meetings.**

Special meetings of the Board shall be held whenever called by the Chairman or by not less than four members of the Board for the time being in office. Calls for special meetings shall be in writing, shall be serviced upon the Authority Secretary and shall specify the purpose or purposes of the special meeting.

The Authority Secretary shall give notice of the time, place and purpose of each special meeting by mailing the same at least three days before the meeting, to each member of the Board; but such notice may be waived by any member or if the special meeting is called due to an emergency. At any meeting at which every member of the Board will be present, even though without notice, any business of the Authority may be transacted.

**SECTION 5. Quorum and Transaction of Business.**

A majority of the Board for the time being in office shall constitute a quorum for the purpose of organizing and conducting the business of the Authority and for all other purposes, and, except as set forth below or in these By-Laws, all actions may be taken by a vote of a majority of the members present. However, all actions affecting the election of officers, agents and employees of the Authority, and fixing their compensations, undertaking any projects, entering into or modifying any franchises, and purchasing, leasing, selling or otherwise disposing of any property, real, or personal or mixed, tangible or intangible or any interest therein, must be by a vote of a majority of the entire Board for the time being in office. Any alterations, amendment or repeal of these By-laws shall be as provided in Article IV hereof.

If at any meeting of the Board there shall be less than a quorum present, a majority of the members present may adjourn the meeting from time to time until there is a quorum present.

The Chairman shall preside at all meetings. In his/her absence the Vice-Chairman shall preside. In the absence of the Chairman and Vice-Chairman the Board shall elect a Chairman pro tem.



The financial records of the Authority shall be kept on a calendar year basis. The financial records, books and accounts of the Authority shall be examined annually during the month of January by a certified public accountant who shall be designated by resolution by the Board. The said annual examination shall cover the immediately preceding calendar year.

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**Willis C. Houser, Jr., Secretary**  
**Amended 09-23-2024**