

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

November 25, 2024

### ATTENDANCE:

**AUTHORITY MEMBERS:**

<b>Spring</b>	Joseph Galbraith Rodney Maney Douglas McKee Christie McMurtrie
<b>Benner</b>	Brian Book Willis Houser, Jr.
<b>Walker</b>	Dennis Brown Dennis McDowell

**GUESTS:** None present

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

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton & Kelly Gill

### CALL TO ORDER:

The November 25, 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 seven members present. Mr. Hughes was excused from the meeting and Mr. Book entered the meeting at 4:01 p.m. 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, Professional Services and Employees in the Pledge of Allegiance.

Mr. Book entered the meeting at 4:01 p.m.

#### APPROVAL OF MEETING MINUTES:

Mr. McDowell asked the Board if there were any questions and/or changes to the November 12, 2024 meeting minutes as presented. **Mr. Brown moved, seconded by Mr. Galbraith to approve the Minutes of the November 12, 2024 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

#### CORRESPONDENCE:

**Centre County Planning & Community Development** – We received notification from Christopher Schnure indicating our Minor Land Development Request for Information Form for the Shiloh Road Sewer Extension project has been received and is partially completed. The letter outlined several items needed for final approval.

**Mountain Research, LLC** – We received a letter from Jason Floyd, Chief Hydrogeologist, on behalf of the Walnut Grove Alliance, outlining concerns and questions they have pertaining to this Authority's NPDES Construction permit application as part of the Shiloh Road Sewer Extension project. The questions and comments were listed in the letter.

The Authority Board held a discussion about there not being a public comment period for the permitting process and if/how the Authority would propose to respond to this correspondence.

#### FINANCIAL REPORTS:

**Treasurer's Report:** Mr. McMurtrie reviewed the financial reports for the period ending 10/31/2024. Mr. McDowell asked if there were any questions regarding the Treasurer's Report. **Mr. Book moved, seconded by Mr. Galbraith 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 2020-109**– Mr. McMurtrie presented the Board with Revenue Requisition #2020-109 in the amount of \$78,367.80. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-109. **Mr. Houser moved, seconded by Mr. Book to approve Revenue Requisition 2020-109 payable to SBWJA in the amount of \$78,367.80.** 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 October 2024.

**In-Home Inspections** - There were 36 in-home inspections completed in the month of October.

**Sewer Permits and/or Lateral Inspections** - The maintenance department completed 12 sewer lateral inspections. The office staff received 28 new sewer permit applications in the amount of 65.57 EDUs and issued the permits. Mr. Barton indicated these permits included the Candlewood Hotel and the Tru Hilton located along the Benner Pike.

**System Maintenance** – Staff worked with Keystone Engineering to have all of the meter pit hardware upgraded. As a result of that work, we had all of the flow meters recalibrated to ensure they worked properly with the new hardware. Keystone Engineering also assisted us with updating the software and/or programming on our laptop that is used in the field for reprogramming purposes.

All of our backflow preventers/RPZs located within our pump stations that are served by Bellefonte Borough Water Authority were tested. We experienced issues with the VFD at Pump Station #1 (Springfield). An automation engineer from Cooper Electric assisted us with a firmware update, which resolved the issues. A leak on the chlorine feed system at Pump Station #6 (Rockview) was repaired. All pump station wet wells were vacuumed and a number of pumps were pulled throughout the system. Staff started clearing our right-of-ways, which we typically like to complete every year; however, recently it's been completed every other year. Mr. Barton reported that all areas have been mowed, but we will need to go back to remove some larger trees.

**Sewer Extensions** – All of the work associated with Shady Lane Estates, Phase 1 concluded today. All necessary testing has been completed and passed our requirements. We are currently waiting on record drawings to be provided by the developer's engineer. SBWJA staff has reviewed some utility plans for the proposed WaWa along the Benner Pike and provided some comments.

**Video Truck** – We completed 21,521 feet of video work during the month of October. This included 1,087 feet of storm pipe for the State College Area High School. The remaining 20,434 feet was routine video work throughout our system with some associated with maintenance bonds expiring.

**Vector Truck** –We completed 17,716 feet of routine jetting and vacuum work on our collection system. We also cleaned lines at the Centre County Correctional Facility (CCCF) and assisted the Brooks Farm with cleaning a manure line.

**Benner Township Water Authority** – The block heater on the Hampton Hills generator was replaced. We collected all of the routine sampling that we are required to do, which included the last round of initial quarterly sampling for PFAS within the Hampton Hills water system. All of the BTWA’s fire hydrants were painted and color coded based on their flow capability. We responded to three (3) PA One Calls in the month of October.

**Call Outs/ PA One Calls** – There was one (1) call out for an emergency PA One Call along Doruss Drive in Spring Township and we responded to a total of 129 PA One Calls in October.

**Inter Municipal Work** – The Authority assisted Bellefonte Borough with locating a manhole that was paved over.

Mr. Miller indicated he would like to add a couple of comments to Mr. Barton’s report. While we were completing the annual cleaning of the CCCF’s lines (they pay us to complete the work annually), we noticed a lot of grease build up and required them to have their grease trap pumped. We then determined a baffle was broken on the discharge side, which the CCCF is having repaired.

Mr. Miller reported that the WaWa is being required to install a right turn lane on Benner Pike, which will involve relocating some of our sewer facilities in the surrounding area.

## **EXECUTIVE DIRECTOR’S REPORT:**

**Clean Burn Waste Oil Burner** – Mr. Miller informed the Board that the new waste oil burner budgeted for 2025 will need purchased as soon as possible. The control unit on our existing one that is used to heat the back maintenance garage malfunctioned over this past weekend and no longer works. Mr. Miller indicated we are very fortunate that one of the employees happened to stop by and noticed the electrical fire and was able to turn everything off. Mr. Miller indicated there are funds remaining in the 2024 budget to purchase the waste oil burner, which is just over \$10,000.

**ENGINEER' S REPORT:**

**Shiloh Road Sewer Extension Permits** – Mr. Johnson indicated Gwin, Dobson & Foreman is working with the various agencies to provide the information needed to obtain the necessary permits.

**OLD BUSINESS:**

**Resolution #2024-02 Sewer Rate Resolution** – Based on the 2025 budget that was tentatively approved at the last meeting, a \$5.00 per quarter per EDU rate increase is being proposed and will need approved in the form of a rate resolution. **Mr. Book moved, seconded by Mr. Galbraith to approve Resolution #2024-02 – Sewer Rate Resolution as presented and made a part of these official meeting Minutes.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**Revisions to Rules & Regulations (Section 2 – Sewer Rentals or Charges)** – Discussion was held at a previous meeting about how the Authority would assess for a public swimming pool where the backwash water was discharged to the sanitary sewer. The Board was provided with revisions to our Authority's rules and regulations specifically Section 2 that pertains to sewer rentals or charges. **Mr. Book moved, seconded by Mr. Houser to approve the revisions to the Rules and Regulations, Section 2 – Sewer Rentals or Charges as presented and made a part of these official meeting Minutes.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**NEW BUSINESS:**

**RFP – Legal Services** – Due to Mr. Mix's retirement in January 2025, the Board was provided with a request for proposal for legal services for the period of February 1, 2025 through December 31, 2025. The Board authorized Mr. Miller to submit the RFP as discussed with proposals being due by January 3, 2025.

**Act 57 Study Update (Tapping Fees)** – Gwin, Dobson & Foreman provided the Authority Board with an engineering services proposal to perform an update to the Capital Charges and Tapping Fees Study pursuant to Pennsylvania Act 57 of 2003 and Pennsylvania Municipality Authorities Act in the amount of \$15,000. **Mr. Book moved, seconded by Mr. Brown to accept Gwin, Dobson & Foreman's proposal for a not-to-exceed cost of \$15,000 to complete an update to the Authority's Act 57 Study.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**EXECUTIVE SESSION** – Mr. McDowell recessed the Board for an Executive Session at 4:55 p.m. to discuss personnel and contracts. The meeting reconvened at 5:12 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. Book moved, seconded by Mr. McMurtrie to adjourn the meeting at 5:13 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.**

Respectfully submitted,



Willis Houser, Jr., Secretary



Kelly J. Gill, Recording Secretary

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

## SPRING-BENNER-WALKER JOINT AUTHORITY

### RESOLUTION #2024 - 02

#### A RESOLUTION AMENDING SECTIONS 201 AND 202.1 OF THE SPRING-BENNER-WALKER JOINT AUTHORITY'S RULES AND REGULATIONS PERTAINING TO RENTALS, RATES OR CHARGES FOR SEWER SERVICE

**WHEREAS**, the Spring -Benner-Walker Joint Authority (“Authority”) is a Pennsylvania municipal authority organized and incorporated by Spring, Benner and Walker Townships, Centre County, Pennsylvania and existing under the Pennsylvania Municipal Authorities Act, the Act of June 19, 2001, P.L. 287, No.22, § 1, as amended (Act); and

**WHEREAS**, the Authority owns and operates a public sewer system serving its residential, commercial and industrial customers in Spring, Benner and Walker Townships; and

**WHEREAS**, pursuant to the Act, the Authority is authorized to set and collect rates and charges from its customers for sewer service, a tapping fee from customers who desire to or are required to connect to its sewer system and other fees.

**WHEREAS**, the Authority has determined that in order to provide for payment of the expenses of the Authority, to include the construction, improvement, repair, maintenance and operation of its sewer system, the rentals, rates and charges for sewer service as set forth in Sections 201 and 202.1 of the Authority’s Rules and Regulations attached hereto as Exhibit “A” are reasonable and necessary and shall be set and collected from its residential, commercial and industrial customers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Spring -Benner-Walker Joint Authority, in accordance with the authority conferred by the Act, hereby amends Sections 201 and 202.1 of its Rules and Regulations and adopts the rentals, rates and charges for sewer service as set forth on the schedule of rentals, rates, charges attached hereto as Exhibit “A,” which shall be set and collected from its residential, commercial and industrial customers.

VOTE ON THE RESOLUTION:

FOR 8

AGAINST 0

IT IS HEREBY CERTIFIED that the within Resolution was adopted by the Board of the Spring -Benner-Walker Joint Authority at a regular meeting of the Authority held on Monday, November 25, 2024, at 7:00 p.m. in the offices of the Authority at 170 Irish Hollow Road, Bellefonte, Centre County, Pennsylvania, and that the vote on the Resolution was as reported above.

  
Secretary of the Authority



**SPRING-BENNER-WALKER JOINT AUTHORITY**

**RULES AND REGULATIONS**

**SECTION 2**

**SEWER RENTALS OR CHARGES**

**SECTION 201:** Residential shall mean each private dwelling unit....\$320.00 per annum, payable at the rate of \$80.00 per quarterly billing period.

Each dwelling unit in a double house, a condominium, a townhouse, a duplex, in a row of connection houses or in an apartment building shall be billed as a separate entity. If two or more families use separate cooking and/or toilet facilities in an improved property, the sewer rental or charge payable hereunder shall be computed as though each such family was a separate user with a separate connection to a sewer.

**SECTION 202.1:** All owners of non-residential improved properties connected to the sewer system shall pay sewer rentals or charges at the rate of \$80.00 per quarter annum per unit on the basis of Equivalent Dwelling Units (EDU's) as set forth in the following schedule:

This amendment to the Sewer Rentals or Charges shall take effect and be applicable to all bills for services on and after January 1, 2025. As adopted by the Spring-Benner-Walker Joint Authority on the 25<sup>th</sup> day of November, 2024.

EXHIBIT "A"

**SPRING-BENNER-WALKER JOINT AUTHORITY**

**RULES AND REGULATIONS**

**SECTION 2**

**SEWER RENTALS OR CHARGES**

Sewer rentals or charges are imposed upon and shall be collected from the owner of each improved property which shall be connected to the sewer system, for use of the sewer system, whether such use shall be direct or indirect, and for services rendered by this Authority in connection therewith, including any charges payable by this Authority to the Borough of Bellefonte pursuant to provisions of the Treatment Agreement, which sewer rentals or charges shall commence and shall be effective as of the date of connection of each such improved property to the sewer system, or within ninety (90) days after the date of the Notice to Connect, whichever comes first, and shall be payable as provided herein, in accordance with the following schedule of rates and classifications:

**SECTION 201:** Residential shall mean each private dwelling unit....\$320.00 per annum, payable at the rate of \$80.00 per quarterly billing period.

Each dwelling unit in a double house, a condominium, a townhouse, a duplex, in a row of connection houses or in an apartment building shall be billed as a separate entity. If two or more families use separate cooking and/or toilet facilities in an improved property, the sewer rental or charge payable hereunder shall be computed as though each such family was a separate user with a separate connection to a sewer.

**SECTION 202.1:** All owners of non-residential improved properties connected to the sewer system shall pay sewer rentals or charges at the rate of \$80.00 per quarter annum per unit on the basis of Equivalent Dwelling Units (EDU's) as set forth in the following schedule:

	<u>CATEGORY</u>	<u>EQUIVALENT DWELLING UNITS</u>
1.	(A) Each retail store, business, industry or professional office having 3 or less employees that are not applicable with any following category	1.00 EDU
	(B) Each additional employee	0.16 EDU
	(C) Transient persons or employees who are assigned out of the office for the day	0.04 EDU
2.	(A) Each business within a home with one person and/or employee part-time in addition to their home charge	0.25 EDU
	(B) Each additional employee	0.16 EDU
	(C) Each transient employee	0.04 EDU
3.	(A) Each restaurant, tavern and club, with 10 seats or less	1.00 EDU
	(B) Each additional seat	.05 EDU

4.	(A) Each hotel, motel and boarding house, or bed & breakfast, with 5 rental rooms or less	1.00 EDU
	(B) Each additional room	.20 EDU
5.	Each Jail/Prison or Similar Institution	
	(A) Each Employee	0.20 EDU
	(B) Each Cell/Room additional	0.20 EDU
6.	Each service station, garage and/or automotive repair shop:	
	(A) With 3 or less employees	1.00 EDU
	(B) Each additional employee	.13 EDU
	(C) Each washing bay located in service station, garage or automotive repair shop	.50 EDU
7.	Car wash units:	
	(A) Each automatic bay	1.50 EDU
	(B) Each manual bay	1.00 EDU
8.	Each laundromat:	
	(A) With 5 washers or less	1.00 EDU
	(B) Each additional washer	.20 EDU
9.	Each barber shop or beauty shop – Non-residential property:	
	(A) Employees contribution as in category 1 above plus	
	(B) With 4 chairs or less	1.00 EDU
	(C) Each additional chair	.25 EDU
10.	Each barber shop or beauty shop – Residential property, in addition to regular residence charge:	
	(A) With 1 chair	.50 EDU
	(B) For each additional chair	.25 EDU
11.	Each fire company – building only:	
	(A) Accessory uses such as restaurants, bar and club or other related functions shall be charged up to 200 seats an additional	1.00 EDU
	(B) Each additional 100 seats or fraction of	0.50 EDU
12.	Each church, actual house of worship:	1.00 EDU
	(A) Parsonage	1.00 EDU
13.	Each Grange Hall:	
	(A) Accessory uses and other related functions shall be charged up to 100 seats	1.00 EDU
	(B) Each additional 100 seats or fraction of	0.50 EDU

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| 14. | Each improved property having a commercial garbage grinder,<br>¾ horsepower or greater per each such grinder   | 1.00 EDU  |
| 15. | Each nursing home, hospital or similar institution,<br>the first 4 patients/employees, or combination thereof<br>(A) Each additional patient/employee  | 1.00 EDU<br>0.25 EDU                                  |
| 16. | Each school, public or private:<br>(A) Elementary schools, per pupil<br>(B) Junior high schools, per pupil<br>(C) Senior high schools, per pupil<br>(D) Vocational high schools, per pupil   | .06 EDU<br>.07 EDU<br>.08 EDU<br>.07 EDU              |
| 17. | Daycare Facilities, public or private, shall be charged based on Public Welfare<br>Code Regulations:<br>(A) Relative/Neighbor Care (1-3 children)<br>(B) Family Daycare Home (4-6 children)<br>(C) Group Daycare Home (7-12 children)<br>(D) Daycare Center (1-12 children)<br>(1) Each Additional Child | .25 EDU<br>.50 EDU<br>1.00 EDU<br>1.00 EDU<br>.08 EDU |
| 18. | Campgrounds, with individual water and sewer hookup, per space   | .25 EDU   |
| 19. | Each bowling alley (in addition to restaurant facilities, employees<br>or other facilities therein) per 6 lanes or major fraction thereof  | 1.00 EDU  |
| 20. | Swimming Pools<br>(A) Per Filter Connection<br>(B) Average Patrons x 10 (gpd)/240 (gpd)<br><br>(C) Pool side trench drains<br>(D) Miscellaneous: Pool Room Area Drains (per drain)   | 2.00 EDUs and<br><br>1.00 EDU<br>.50 EDU              |
|     | Charge to drain pool (pool capacity divided by 240 to determine current EDU charge.)<br>Treatment plant must be notified in advance of draining and must grant approval.   |   |
| 21. | Each improved property using 240 gallons per day or more,<br>in excess of the amount calculated for employees, will be subject<br>to additional charge per each additional 240 gallons per day   | 1.00 EDU  |

**SECTION 202.2:** Sewer rentals and charges for schools payable hereunder, shall be computed on the basis of the average number of pupils enrolled during the fourth quarter of every year. Teachers and employees shall be included as pupils for purposes of such computation.

**SECTION 202.3:** Sewer rentals and charges for businesses or industrial units payable hereunder shall be computed on the basis of the average number of employees (including individual owners and employers) as well as other applicable categories presented above.

**SECTION 202.4:** In the event a non-residential improved property is no longer operative and the building is unoccupied, the owner(s) will be billed as follows:

1. Full quarterly billing for any part of the quarter that the business was operative.
2. A one (1) EDU charge, per quarter, for the time the non-residential improved property is closed and inoperative regardless of the unit charges established for that property when operative.

It will be the responsibility of the owner(s) of said non-residential improved property to notify this Authority, in writing, of such closing, provided, however, that no rebates will be paid by this Authority if the proper notification was not made to this Authority.

**SECTION 202.5:** If the owner of any non-residential improved property (including any school) shall fail to provide this Authority with complete information required to compute the sewer rental and charge to such non-residential improved property, this Authority may estimate a reasonable applicable sewer rental and charge for such non-residential improved property and such estimated sewer rental and charge shall be the actual sewer rental and charge payable until the required information is filed, provided, however, that no rebates will be paid by this Authority if the information filed reveals a lower indicated sewer rental and charge than that estimated by this Authority.

**SECTION 202.6:** No person shall install or operate in any improved property connected to the sewage collection system any garbage grinder equipped with a motor of  $\frac{3}{4}$  horsepower or greater, without prior written approval of this Authority.

**SECTION 203:** If two or more dwelling units, stores, offices, industrial units, etc., are connected to the sewer system through a single lateral or if two or more types of use are made at the same improved property, the sewer rentals and charges payable hereunder shall be computed as though each such dwelling unit, store, office, industrial unit, etc. and each such type of use were a separate improved property or user with a separate connection to a sewer.

**SECTION 204:** When more than one use occurs on any improved property, the sum of equivalent dwelling units for each separate use will apply in establishing wastewater rates and charges.

**SECTION 205:** Additional classifications and sewer rentals or charges or modifications of the above schedule or sewer rentals or charges may be established by this Authority from time to time as deemed necessary.

**SECTION 206:** Nothing herein contained shall be deemed to prohibit this Authority from entering into separate agreements with owners (including any school) with respect to sewer rentals or charges to be imposed in those cases where, due to seasonal fluctuations or other unusual circumstances, the sewer rentals or charges set forth herein shall be deemed by this Authority to be unfair or inequitable.

This amendment to the Sewer Rentals or Charges shall take effect and be applicable to all bills for service on January 1, 2025. As adopted by the Spring-Benner-Walker Joint Authority on the 25<sup>th</sup> day of November, 2024.