

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

April 14, 2025

ATTENDANCE:

| | | |
|---------------------------|---------------|---|
| AUTHORITY MEMBERS: | Spring | Joseph Galbraith Douglas McKee Christie McMurtrie |
| | Benner | Brian Book Willis Houser, Jr. William Hughes |
| | Walker | Dennis Brown Dennis McDowell |

GUESTS: None present

CONSULTING SOLICITOR: Michael Levandoski, Esq.

CONSULTING ENGINEER: Steven Gibson, P.E.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Will Barton, Tasha Dutton & Kelly Gill

CALL TO ORDER:

The April 14, 2025, 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. Maney 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, Professional Services and Employees in the Pledge of Allegiance.

Thank You – Mr. McDowell presented a thank you card from Mr. Houser for the Hoagie platter provided by the Authority for the recent passing of his mother-in-law.

APPROVAL OF MEETING MINUTES:

Mr. McDowell asked the Board if there were any questions and/or changes to the March 24, 2025 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Brown to approve the Minutes of the March 24, 2025 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

CORRESPONDENCE:

Benner Township Supervisors – We received a letter from the Benner Township Supervisors on April 7, 2025 indicating they are considering several options in regard to the Benner Township Water Authority (BTWA) with one of the options being the possible termination of the BTWA. Supervisors Moyer and Lingle have asked if Spring Benner Walker Joint Authority would be interested in acquiring all assets of the BTWA and taking over its operations if Benner Township would dissolve their Authority.

Mark Brooks/Right-to Know Request – We received a Right-to-Know Request from Mark Brooks of UWUA (Utility Workers Union of America) on March 27, 2025. Mr. Brooks requested copies of the most recent collective bargaining agreement(s) covering any agency employee and copies of any correspondence, communications, or other writings to or from any private corporation or other entity concerning any potential or proposed sale or management of water or wastewater utilities owned or controlled by the agency to such private entity. *Mr. Brooks was informed this information does not exist with SBWJA.*

BAI Group – We received a certified letter from Karen E. Finlan, BAI Group, informing us that Graymont is filing an application to renew their solid waste permit for its Quarry 23 and Potts Quarry Landfill located in Benner Township. Comments can be submitted in writing to James Cassidy of PA DEP within 60 days of the certified letter dated March 21, 2025.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-117– Mr. McMurtrie presented the Board with Revenue Requisition #2020-117 in the amount of \$669,475.10. Mr. McDowell asked if there were questions regarding the presentation of Revenue Fund Requisition 2020-117. Mr. McDowell mentioned the 4th quarter 2024 Bellefonte Borough bill was included with this revenue requisition. Mrs. Gill informed the Board that SBWJA was 80% of Bellefonte Borough's total treatment plant flows for the 4th quarter 2024 bill. **Mr. Book moved, seconded by Mr. Brown to approve Revenue Requisition 2020-117 payable to SBWJA in the amount of \$669,475.10. 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 March 2025.

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

Sewer Permits and/or Lateral Inspections - Our maintenance department completed 12 sewer lateral inspections. The office staff received 7 new sewer permit applications in the amount of 64.04 EDUs and issued the permits.

System Maintenance:

The maintenance department repaired a private grinder pump system for Klaban's Home Furnishings along the Benner Pike. Our staff also repaired the sewer force main at Beaver Farm Apartments Pump Station and we had all of our system flow meters calibrated.

We repaired a water line at Pump Station #6 (Rockview). A power pole was replaced, due to the 03/16/2025 storm, at the Zion Road Meter Pit, which resulted in a new service entrance being installed. The maintenance department also repaired a 6" X 4" transition at 634 Fairview Street.

There was a pump that burned up at Pump Station #1A (Springfield). Mr. Barton indicated a new pump is on order and should arrive in 3 to 4 weeks. The maintenance department made repairs to the pump lift-out system at Pump Station #3 (Musser Lane) due to corrosion.

We ran our tow behind generator at all of our submersible pump stations and cleaned all floats, level sensors and check valves. The staff finished annual pump station cleanings and 3 employees attended PA Rural Water Association's annual conference.

Video Truck – We recorded 7,865 feet of sewer mainline in Pleasant Gap and the Centre Hall Mountain area and inspected 35 manholes in March. The maintenance department recorded 817 feet of new sewer main line in Logan Greene, Phase 2A.

Vector Truck – We cleaned 7,865 feet of sewer mainline in Pleasant Gap and the Centre Hall Mountain area, vacuumed out our wet wells and jetted lines to a manure pit at Murmac Farms in March.

Sewer Extensions – Our staff reviewed, redlined and approved construction drawings for the Tru By Hilton Hotel on the Benner Pike. Mr. Barton indicated the pipe has been installed at the hotel and we are now waiting 30 days so we may complete testing on that sewer line. We reviewed and approved the construction drawings for Harvest Meadows, Phase 2 in Benner Township. The maintenance department also spent 16.75 hours inspecting new line installation at Logan Greene, Phase 2A and 55.50 hours inspecting Amazon's private line for a total of 72.25 hours for the month of March.

Inter Municipal Work – The Authority videoed 817 feet of new sewer main line for Centre Hall Potter Sewer Authority.

Benner Township Water Authority – Our staff collected samples for bacteria testing at both systems and performed quarterly blow offs. A new chlorine feed pump was also installed at Hampton Hills well house. We responded to two (2) PA One Calls in March.

Call Outs/ PA One Calls – There were eight (8) call outs for the month of March. The staff handled several high alarms and power issues during the 03/16/2025 storm. We also marked several emergency PA One Calls for the month. Mr. Barton ended the report with a total of 106 PA One Calls being located in March.

Maintenance Laborer – Mr. Barton stated a new employee will begin employment in the maintenance department on April 21, 2025. The new employee has experience in commercial plumbing and formerly worked at PBCI Allen Mechanical & Electrical.

EXECUTIVE DIRECTOR'S REPORT:

Amberleigh/Benner Pike Gravity Crossing – Mr. Miller took a moment to update the Board on the status of providing gravity sewer to the Candlewood Hotel and Benner Pike Car Wash. The owner of the Benner Pike Car Wash, Rodney Wellar, approached Joel Confer regarding a right-of-way being granted across the front of his property at 2932 Benner Pike so he may then gain access to Robert Poole's property at 2903 Benner Pike to obtain gravity sewer. It was noted that Mr. Confer and Mr. Poole both agreed to the right-of-ways to assist in providing gravity sewer to the Candlewood Hotel and Benner Pike Car Wash. Penn Terra Engineering is currently completing survey work and drafting the construction drawings for this extension.

EXECUTIVE SESSION – Mr. McDowell recessed the Board for an Executive Session at 4:23 p.m. to discuss Legal/Real Estate matters. The meeting reconvened at 5:01 p.m.

SOLICITOR'S REPORT: Mr. Levandoski had nothing to report.

ENGINEER'S REPORT:

Shiloh Road Sewer Extension Project Easements – Mr. Gibson stated there were a few minor adjustments made to easements due to recent right-of-way negotiations.

Shiloh Road Sewer Extension Project/State College Regional Airport – Mr. Gibson had a meeting with the State College Regional Airport and FAA last week to discuss the FAA clearances for the force main installation at the end of the airport runway. It was noted that a clearance form will need to be executed for FAA's review and approval. There were initial concerns with how close SBWJA was going to be to the tower structures; however, they were fine with the offsets. Mr. Rodgers, from the State College Regional Airport, will be reaching out to the FAA environmental group to review the guidelines that will be required for the environmental study portion for this project. Gwin Dobson & Foreman (GD&F) are hoping to begin this process within the next 1 to 2 weeks. Once the permits are submitted, it may take 60 to 90 days for approval. Mr. Miller stated the directional drilling planned at the airport should significantly limit the environmental concerns.

Shiloh Road Sewer Extension Project Permitting – Mr. Gibson took a moment to update the Board on the progress with satisfying PA DEP's new riparian buffer requirements. GD&F is under the general understanding that the PA Fish & Boat Commission is on board with assisting SBWJA in acquiring approval for PA DEP's riparian buffer requirements and is currently drafting a Memorandum of Understanding for execution.

OLD BUSINESS:

Benner Township Water Authority – An Executive Session will be held at the end of the meeting to discuss the terminated contract with BTWA and Benner Township Supervisors' request for SBWJA to operate the water system as their own.

NEW BUSINESS:

Sewer Extension Agreement RNW Car Wash, LLC (14.08 EDUs) - Mr. Miller indicated the developer for the RNW Car Wash, LLC (Benner Pike Car Wash) is preparing to proceed with their mainline sewer extension. **Mr. Book moved, seconded by Mr. Brown to approve the Sewer Extension Agreement for RNW Car Wash, LLC in the amount of 14.08 EDUs.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Identity Theft Prevention Program – Mr. McDowell 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. Book moved, seconded by Mr. Brown to approve the Identity Theft Prevention Program as presented for discussion and made a part of these official meeting minutes.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

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.

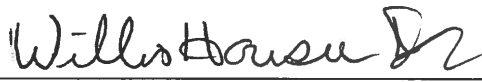
Financial Committee: Mr. McMurtrie had nothing to report.

EXECUTIVE SESSION – Mr. McDowell recessed the Board for an Executive Session at 5:12 p.m. to discuss Contracts. Mr. McDowell asked that only the SBWJA Board members attend the Executive Session. The staff and solicitor were excused from the meeting. The meeting reconvened at 5:40 p.m.

ADJOURNMENT:

Mr. Brown moved, seconded by Mr. Book to adjourn the meeting at 5:40 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 _____

Identity Theft Prevention Program

For

SPRING – BENNER – WALKER JOINT AUTHORITY

170 Irish Hollow Road

Bellefonte, PA 16823

April 14, 2025

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. <u>Dennis McDowell, Chairman</u> | 7. <u>Brian Book</u> |
| 2. <u>Joseph Galbraith, Vice Chairman</u> | 8. <u>William Hughes</u> |
| 3. <u>Chris McMurtrie, Treasurer</u> | 9. <u>Douglas McKee</u> |
| 4. <u>Dennis Brown, Assistant Treasurer</u> | |
| 5. <u>Willis Houser, Jr., Secretary</u> | |
| 6. <u>Rodney Maney, Assistant Secretary</u> | |

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

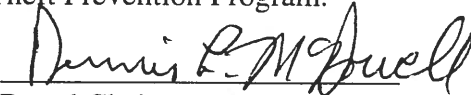
Personal Information Security Procedures

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

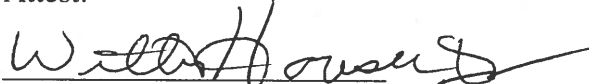
1. Files containing personally identifiable information are kept in a locked file cabinet except when an employee is working on the file
2. Employees will not leave sensitive papers out on their desks when they are away from their work stations.
3. No visitor will be given any entry codes or allowed 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 14, 2025 meeting. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.


Board Chairman

Attest:

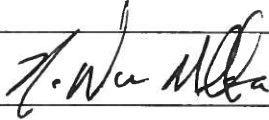

Secretary

Name of Senior Management Staff Person: N. Warren Miller

Position: Executive Director

Date: 04/14/2025

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.