SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING
September 22, 2025

ATTENDANCE:

AUTHORITY MEMBERS:	**Spring**	Joseph Galbraith
		Rodney Maney
		Douglas McKee
		Christie McMurtrie
	Benner	Brian Book
		William Hughes
	Walker	Dennis Brown
		Dennis McDowell

GUESTS: None present

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Will Barton, Kelly Gill & Melissa White

CALL TO ORDER:

The September 22, 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:

Rodney Maney, Assistant Secretary, took Roll Call, recording eight members present. Mr. Hughes arrived at 4:14 P.M. Mr. Houser 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 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 8, 2025 meeting minutes as presented. **Mr. Brown moved, seconded by Mr. Book to approve the Minutes of the September 8, 2025 Regular Meeting as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

CORRESPONDENCE:

PennTerra Engineering, Inc. - We received a letter from Ron Borger, PennTerra Engineering, requesting a letter of intent to provide sewer service for the proposed residential development, Creekview Estates, located at 268 North Main Street, Pleasant Gap. The project proposes 14 duplex buildings and one (1) single unit for a total of 29 EDUs. The Authority previously provided PennTerra with a letter of intent to serve 44 EDUs on April 5, 2023, which is no longer valid. ***Mr. Borger was provided with a revised letter of intent in the amount of 29 EDUs for the proposed Creekview Estates at 268 North Main Street, Pleasant Gap in Spring Township on September 17, 2025.***

Kerry A. Uhler & Associates – We received an email from Dean Fishel, Kerry A. Uhler & Associates, requesting a letter of intent to provide sewer service to the proposed 5-lot subdivision located along Zion Back Road in Walker Township. The subdivision proposes three (3) of the five (5) lots requiring public sewer for a total of 3 EDUs. ***Mr. Fishel was provided with a letter of intent in the amount of 3 EDUs for the proposed 5-lot subdivision located along Zion Back Road in Walker Township on September 16, 2025.***

The Data Branch/Right-to-Know Request – We received a Right-to-Know Request from Woo Park on September 9, 2025 on behalf of Data Branch. Woo Park requested copies of all purchasing records from January 1, 2021 to date. ***The requested information was denied because it is overly broad and unduly burdensome; therefore, an email explaining the denial was sent to the requestor on September 10, 2025.***

ELA Group - We received a letter from Matthew Harlow, ELA Group, requesting a revised letter of intent to provide sewer service for the proposed residential subdivision for Foxlane Homes, LLC. The proposed project will be located south of Buffalo Run Road at the Paul and Cleo Tomco property in Benner Township and will require 48 EDUs. The Authority previously provided ELA Group with a letter of intent to serve 50 EDUs on May 15, 2025, which is no longer valid. ***Mr. Harlow was provided with a revised letter of intent in the amount of 48 EDUs for the proposed project in Benner Township on September 9, 2025.***

FINANCIAL REPORTS:

Treasurer's Report: Mr. McMurtrie reviewed the financial reports for the period ending 8/31/2025. Mr. McDowell asked if there were any questions regarding the Treasurer's Report. **Mr. Brown moved, seconded by Mr. Book to approve the Treasurer's Report as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-128– Mr. McMurtrie presented the Board with Revenue Requisition #2020-128 in the amount of $82,197.16. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-128. **Mr. Brown moved, seconded by Mr. Maney to approve Revenue Requisition 2020-128 payable to SBWJA in the amount of $82,197.16.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

GUESTS: There were no Guests present for the meeting.

SYSTEM OVERVIEW:

Smoke Testing - Mr. Barton informed the Board that the Maintenance department has been smoke testing the sewer system the past few days with approximately 64 violations noted to date. Most of the issues have been associated with broken clean out caps, broken clean out adapters, and a few broken stand pipes underground.

Follow up in-home inspections – Mr. Miller indicated the Authority will also be conducting follow up in-home inspections of homes in the Pleasant Gap area that previously had sump pumps connected to the sanitary sewer. These inspections are necessary due to increased flows noted during wet weather in that drainage basin (Logan Branch Interceptor). Our Maintenance department have completed video work in the Logan Branch Interceptor to verify our mainline sewer is not the cause of these increased flows during wet weather. Discussion was also held about the enactment of a $1000 fee in 2014 for reconnection of an illegal connection to the sanitary sewer system.

EXECUTIVE DIRECTOR'S REPORT:

Contracting of Financial Advisor – Shiloh Road Sewer Extension Project - Last fall Christopher Gibbons of Concord Public Finance Advisors, Inc. attended a board meeting to discuss financial services that his firm could provide for funding of the Shiloh Road Sewer Extension Project. Mr. Miller suggested it may be a good time to solicit a proposal from Mr. Gibbons since most right-of-ways and permits are in place. The Board authorized staff to contact Mr. Gibbons for a proposal to provide funding opportunities for the Shiloh Road Sewer Extension Project for discussion at an upcoming board meeting.

Mr. Hughes entered the meeting at 4:14pm.

EXECUTIVE SESSION – Mr. Miller requested an Executive Session to discuss finances. Mr. McDowell recessed the Board for an Executive Session at 4:14 p.m. to discuss finances The meeting reconvened at 4:32 p.m.

EXECUTIVE DIRECTOR'S REPORT (Continued):

Quote for Website Services – Mr. Miller presented the Board with an information packet from Exeplore Web Design to update the SBWJA website which includes migrating the Benner Township Water Authority information to the website. Mrs. Gill commented that Exeplore Web Design came highly recommended by our IT Consultant. **Mr. Galbraith moved, seconded by Mr. Brown to approve Exeplore Web Design's proposal for website services in the estimated amount of $3,445.00 as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Conversion to Electronic Files - Mr. Miller noted that we are out of office space and suggested now is the time to consider converting our files to electronic in order to create space in the office. After speaking to RBA Professional Data Systems, Inc., it was noted that our server will need updated by 2027 and it would be a good time to address both the server and converting to an electronic record system. This would involve purchasing a scanner to begin the process of converting our files electronically. This will be an ongoing process that may take 2 to 3 years to complete. Mr. Miller informed the Board that this will be included in the 2026 budget. Mr. Galbraith recommended reaching out to other Authorities to see the pros and cons of using a cloud base service versus server storage.

OLD BUSINESS:

Banking Proposals – Mrs. Gill presented a spreadsheet with banking proposals from Northwest Bank, Kish Bank and FNB. After deliberating on the fees and customer service Mrs. Gill recommends transitioning to Kish Bank. **Mr. Galbraith moved, seconded by Mr. Book to approve the Authority transitioning to Kish Bank.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Video Truck Chassis – 2025 Budget – Mr. Miller stated per the last meeting the SBWJA does have money in the budget to purchase a chassis due to the budget that was set for the Shiloh Road project in 2025 that will not be needed. There was a discussion on what camera system would be best for the Authority and the need to look into the different options before deciding on what chassis to purchase. Mr. Book mentioned looking into RedZone Robotics. The purchase of a video truck chassis has been tabled.

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 requested an Executive Session to discuss Personnel. Mr. McDowell recessed the Board for an Executive Session at 4:55 p.m. to discuss Personnel. All staff, with the exception of Mr. Miller, was excused from the meeting. The meeting reconvened at 5:35 p.m.

COMMITTEE REPORTS:

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

Facilities Committee: Mr. Houser was absent from the meeting.

Financial Committee: Mr. McMurtrie had nothing to report.

ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Brown to adjourn the meeting at 5:37 p.m. 8 ayes, 0 nays, 1 absent. **The motion carried.**

Respectfully submitted,

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Rodney Maney, Assistant Secretary

Melissa White
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Melissa White, Recording Secretary

CC: Benner Township_______
Spring Township _______
Walker Township_______