

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

November 24, 2025

ATTENDANCE:

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

GUESTS: None present

CONSULTING ENGINEER: Steven Gibson, P.E. & Andy Johnson, P.E.

EMPLOYEES: Will Barton, Kelly Gill & Melissa White

CALL TO ORDER:

The November 24, 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. Book entered the meeting at 4:03 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.

APPROVAL OF MEETING MINUTES:

Mr. McDowell asked the Board if there were any questions and/or changes to the November 10, 2025 meeting minutes as presented. **Mr. Brown moved, seconded by Mr. McMurtrie to approve the Minutes of the November 10, 2025 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. McMurtrie reviewed the financial reports for the period ending 10/31/2025. Mr. McDowell asked if there were any questions regarding the Treasurer's Report. **Mr. Brown moved, seconded by Mr. Maney to approve the Treasurer's Report as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mr. Book entered the meeting at 4:03 p.m.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-132 – Mr. McMurtrie presented the Board with Revenue Requisition #2020-132 in the amount of \$120,757.43. Mrs. Gill stated that this amount includes the \$65,000 deposit for the purchase of a new Video Truck. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-132. **Mr. Brown moved, seconded by Mr. Houser to approve Revenue Requisition 2020-132 payable to SBWJA in the amount of \$120,757.43.** 9 ayes, 0 nays. **The motion carried.**

GUESTS: There were no Guests present for the meeting.

SYSTEM OVERVIEW/ EXECUTIVE DIRECTOR'S REPORT:

Springfield Pump Station – Mr. Barton noted that a pump at one of the pump stations in Springfield burnt up and will need to be replaced which will cost approximately \$8,000.

Rockview Flow – Mr. Barton reported that he spoke to Tim Clouser, SCI Rockview, and they expect to have all of the inmates moved from Rockview by the end of January 2026. The current flow is just under 400,000 gallons per day (GPD) down from 550,000 GPD previously, with the inmates totaling 950 down from 2,400.

Rockview Pump Station – Mr. Barton indicated the pipe between the equalization tank and the wet well needs slip lined or repaired in some other way. During a recent tank cleaning and video inspection of the line it showed the cement liner is collapsing and will need replaced sooner rather than later. Recently, there has been issues with that section of pipe getting clogged. Mr. Barton stated the length of the pipe needing lined is approximately 35-40 feet and the first estimate was for approximately \$17,000. Mr. Book questioned if there was another way to access the pipe and Mr. Barton replied that excavation was not an option at this point. Mr. Book asked if there was money in the budget for the repair and Mrs. Gill noted there is money remaining in the Capital Improvements Fund for 2025 for this repair. The Board agreed to proceed with this repair as soon as possible.

OLD BUSINESS:

Resignation of N. Warren Miller – Mr. McDowell requested that the Board verify Mr. Miller's resignation and asked Mrs. Gill if she was aware of his last day. Mrs. Gill noted he mentioned to the office staff that his last day of employment will be December 18, 2025. **Mr. Brown moved, seconded by Mr. Maney to approve Mr. Miller's resignation effective for the end of 2025.** 9 ayes, 0 nays. **The motion carried.**

Appointment of Executive Director – **Mr. Brown moved, seconded by Mr. Book to appoint Will Barton as the Executive Director effective January 1, 2026.** 9 ayes, 0 nays. **The motion carried.**

Revisions to Fee Schedule – Mrs. Gill stated the adjustments to the fee schedule were based on the cost-of-living increase of 2.8% and anything related to wages involving hourly rates is a 5% increase. After comparing fee pricing from other Municipal Authorities and Townships, Mrs. Gill is proposing the following new fees be added: Sewer Dye Test (Deed Transfer) - \$250.00, Property Posting Fee (Non-Payment) - \$30.00, Postage – Out of Pocket Cost, Consulting Engineer – At Cost Billed to Authority, GIS Integration – At Cost Billed to Authority. Mrs. Gill also recommended increasing the inspection fee to \$75.00 and the Non-Sufficient Fund Fee for Returned Checks/ACH to \$30.00. **Mr. Brown moved, seconded by Mr. Book to approve the revisions to the Fee Schedule effective January 1, 2026 as presented/discussed.** 9 ayes, 0 nays. **The motion carried.**

Revisions to Employee Personnel Handbook – Mrs. Gill presented the Board with revisions to the Employee Personnel Handbook which includes all permanent full-time and permanent part-time maintenance employees being eligible for a yearly boot allowance and modifying the minimum age for contributing to the employer-sponsored retirement plan to 18 years of age. **Mr. Book moved, seconded by Mr. Brown to approve the revisions to the Employee Personnel Handbook as presented.** 9 ayes, 0 nays. **The motion carried.**

2026 Sewer Fund Budget – Capital Projects – Mrs. Gill noted at the prior meeting capital improvement projects for 2026 were discussed. Once refurbishing of the Rockview EQ tank and a locator were added it increased the overall line item from \$845,000 to \$929,000+. These costs do not include selling/trading the existing video truck and/or F-250 service truck. Mr. Barton recommended we sell these trucks out right for a more valuable result.

PA Rural Water Association (PRWA) – Mr. Barton noted that he spoke to Chad Heister and Pete Weaver from PRWA and they agreed to assist us with completing a rate study for Benner Township Water Authority's existing customers.

ENGINEER' S REPORT:

Shiloh Road Sewer Extension Project:

Joint Planning Comments – Mr. Gibson indicated the joint planning comments were submitted last week and we are waiting for feedback.

Penn State University Easement Agreements – Mr. Gibson indicated he is still in contact with PSU on the approval of the easements for their property. There has been some delay with the appraisals they are having completed and until we have those numbers along with the signed easement agreements, we will not have access to the property to complete the PFAS soil sampling.

EXECUTIVE SESSION – Mr. McDowell recessed the Board for an Executive Session at 4:24 p.m. to discuss financial matters. The meeting reconvened at 4:53 p.m.

NEW BUSINESS:

2026 Rate Increase – Mr. McDowell asked the Board to verify their plan to increase sewer rates to \$90.00 per EDU per quarter in 2026 due to budgeting purposes. The Board agreed the sewer rates will increase for 2026. **Mr. Brown moved, seconded by Mr. Book to approve the Sewer Rate increase to \$90.00 per EDU per quarter effective January 1, 2026 as discussed.** 9 ayes, 0 nays. **The motion carried.** A rate resolution will be provided for approval at the December 8, 2025 meeting. The Board also suggested sending out a bill stuffer to discuss the reasoning behind the rate increase.

Bond Counsel Services – Sewer Loan – Mrs. Gill asked the Board to review the engagement letter from Mette, Evans & Woodside to serve as bond counsel to the Authority for potential loan or bonds issued in connection with financing sewer system improvements. **Mr. Galbraith moved, seconded by Mr. Book to approve Mette, Evans & Woodside as bond counsel to the Authority for upcoming financing.** 9 ayes, 0 nays. **The motion carried.**

EXECUTIVE SESSION – Mr. McDowell recessed the Board for an Executive Session at 4:56 p.m. to discuss personnel matters. The meeting reconvened at 5:09 p.m.

Employee Gift Cards – Mr. McDowell indicated the Authority provided the employees with gift cards for a local grocery store for the holidays last year; therefore, he would recommend the Board consider providing the employees with gift cards again this year.

Mr. McMurtrie moved, seconded by Mr. Brown to approve the purchase of \$225.00 gift cards from Weis Markets for every employee at Spring Benner Walker Joint Authority. 9 ayes, 0 nays. **The motion carried.**

COMMITTEE REPORTS:

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

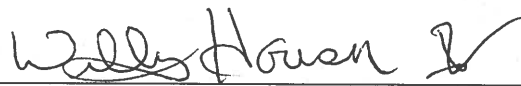
Facilities Committee: Mr. Houser had nothing to report.

Financial Committee: Mr. McMurtrie had nothing to report.

ADJOURNMENT:

Mr. Book moved, seconded by Mr. Hughes to adjourn the meeting at 5:12 p.m. 9 ayes, 0 nays. **The motion carried.**

Respectfully submitted,



Willis Houser, Jr. Secretary



Melissa White, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____