

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

January 12, 2026

ATTENDANCE:

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

GUESTS: None present

CONSULTING ENGINEERS: Steven Gibson, P.E., Andy Johnson, P.E.
& Brian Shura, P.E.

CONSULTING SOLICITOR: Michael Levandoski, Esq.

EXECUTIVE DIRECTOR: Will Barton

EMPLOYEES: Tasha Dutton & Kelly Gill

CALL TO ORDER:

The January 12, 2026, 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 nine members present. 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.

ELECTION OF OFFICERS: Mr. McDowell appointed Michael Levandoski, Temporary Chairman, to conduct the election of officers for 2026. Mr. Levandoski opened the nominations.

Mr. Book nominated a slate of officers be approved for 2026 to reflect the same officers as 2025. Mr. McDowell declined the position for Chairman as he will only be serving a few months of 2026 until Walker Township Supervisors appoint a qualified candidate. Mr. Book then nominated a portion of the original slate be approved, which consists of Christie McMurtrie for Treasurer, Willis Houser, Jr. for Secretary and Dennis Brown for Assistant Secretary. Mr. McMurtrie seconded the nomination. With no other nominations, Mr. Book moved, seconded by Mr. McMurtrie, that nominations for the 2026 slate of officers be closed. 9 ayes, 0 nays. The motion carried.

OFFICE OF CHAIRMAN: Mr. Brown nominated Mr. Galbraith, as Chairman. With no other nominations, **Mr. Brown moved, seconded by Mr. McMurtrie, that nomination for Office of Chairman be closed. 9 ayes, 0 nays. The motion carried.**

OFFICE OF VICE CHAIRMAN: Mr. Brown nominated Mr. Maney, as Vice Chairman. With no other nominations, **Mr. Brown moved, seconded by Mr. McDowell, that nomination for Office of Vice Chairman be closed. 9 ayes, 0 nays. The motion carried.**

OFFICE OF ASSISTANT SECRETARY: Mr. Galbraith nominated Mr. Brown, as Assistant Secretary. With no other nominations, **Mr. Galbraith moved, seconded by Mr. McMurtrie, that nomination for Office of Assistant Secretary be closed. 9 ayes, 0 nays. The motion carried.**

It was noted that Mr. Brown will hold the position of Assistant Treasurer and Assistant Secretary. **Attached is a list of Officers for 2026 that is made a part of these official Minutes.**

Mr. Levandoski turned the meeting over to Mr. Galbraith, Chairman.

Retaining Professional Services for 2026 – Mr. Brown moved, seconded by Mr. McDowell to retain Consulting Engineer (Sewer) – Gwin Dobson & Foreman, Accountant – Baker Tilly US, LLP and Solicitor – Miller, Kistler & Campbell for 2026. 9 ayes, 0 nays. The motion carried.

Professional Services for 2026 – Mr. Book moved, seconded by Mr. Brown to retain Stiffler McGraw as the Authority's Engineer for water for 2026. 9 ayes, 0 nays. The motion carried.

APPROVAL OF MEETING MINUTES:

Mr. Galbraith asked the Board if there were any questions and/or changes to the December 30, 2025 special meeting minutes as presented. **Mr. Book moved, seconded by Mr. Maney to approve the Minutes of the December 30, 2025 Special Meeting as presented. 9 ayes, 0 nays. The motion carried.**

CORRESPONDENCE: There was no Correspondence presented for discussion.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-135 – Mr. McMurtrie presented the Board with Revenue Requisition #2020-135 in the amount of \$79,126.42. Mr. Galbraith asked if there were any questions regarding the presentation of Revenue Fund Requisition 2020-135. Mr. Book moved, seconded by Mr. Brown to approve Revenue Requisition 2020-135 payable to SBWJA in the amount of \$79,126.42. 9 ayes, 0 nays. The motion carried.

GUESTS: There were no Guests present for the meeting.

Brian Shura/Stiffler McGraw – Mr. Barton took a moment to introduce Benner Township Water Authority's former engineer, Brian Shura, from Stiffler McGraw. The staff indicated they were very satisfied with his performance and requested he be reappointed as SBWJA's engineer for water.

EXECUTIVE DIRECTOR'S REPORT:

New Executive Director's Report – Mr. Barton indicated he will be presenting an Executive Director's Report for the Board prior to the meetings and that he will discuss some of the items listed in the report.

Recruiting Personnel – Mr. Barton and Mr. Book indicated the Authority will continue looking for personnel to hire at the Authority.

Contracting for Payroll Services – Mr. Barton and Mrs. Gill discussed the possibility of outsourcing SBWJA's payroll due to the time it takes to process payroll internally. The Authority received a proposal of \$39.00 per week from Keystone Payroll. Mr. Book asked if this would be an annual expense of \$2,028.00. Mrs. Gill stated there are other fees involved with the initial set up with Keystone Payroll and minor fees if our Authority would decide to enroll in PTO tracking. Mr. Galbraith and Mr. McDowell stated they both had experience with Keystone Payroll and they were satisfied with their services. Mr. Galbraith asked how long it currently takes to process payroll. Mrs. Gill stated it takes her approximately five (5) to six (6) hours per week to process payroll, payroll liabilities and quarterly returns.

2027 Capital Improvements for Consideration/Meter Pit Upgrades (Sewer) – The Authority has five (5) flow meter sites throughout our system which are aging and undersized; therefore, Mr. Barton has contacted a meter service company to complete an onsite evaluation of our meters to determine what we will need to replace with the 2027 Budget.

Sewer Mainline Defects – Mr. Barton indicated there are multiple sewer mainline defects associated with the Centre Hall Mountain project and other areas on our system. It appears the 8" sewer mainline that enters and exits our manholes are reduced to an opening of 2" to 3". Mr. Book stated he was surprised this was not on the Authority's list of Capital Improvements as it could cause significant issues and recommended it be rectified sooner rather than later. Mr. Maney asked if it was the entire length of the pipe. Mr. Barton stated the defects are within 5' of the manholes. Mr. McKee asked how the issues would be resolved. Mr. Barton believes the areas will be open cut and then replaced with approximately 5' of pipe and a coupler on each side of the manhole. Mr. Barton stated the cause of the problem needs to be identified before the repairs are made to ensure it will not happen again.

2027 Capital Improvements for Consideration/Water Meter Upgrades (Water) –

The typical life span of a water meter is approximately 15 to 20 years; therefore, Mr. Barton feels we should replace some of our meters in the near future. This upgrade could cost approximately \$30,000.00 to \$40,000.00. Mr. Houser questioned the cost of automated meter readers versus the touch pad readers. Mr. Barton stated the automated meter readers are significantly more money.

Rockview Flows – The maintenance department has been monitoring flows at the Rockview Pump Station. Mr. Barton stated the flows prior to Rockview closing were 550,000 gpd and they are now being calculated at approximately 300,000 gpd. Mr. Houser asked if upgrades to the Forestry Pump Station were still necessary due to flows decreasing. Mr. Barton stated the softening backwash cycles that caused the high instantaneous flows that in turn caused the need for the pump station upgrade will remain the same just less frequent; therefore, we will still have the problems if the upgrades are not made.

Act 537 Plan Updates - Mr. Barton and Mr. Book discussed having the Act 537 Plans updated; therefore, they asked the Board for their input. Mr. Book stated it is the legal responsibility of the townships to adopt the Act 537 Plan and our responsibility to enact it; therefore, he feels we should have some participation with the Act 537 Plan update. Mr. Johnson reminded the Board that Gwin Dobson & Foreman Engineers attempted to update Walker Township's Act 537 Plan and they were paused because Walker Township was not in favor of the septage management plan that would have been included in the update. The Board indicated they would like SBWJA to be involved with the updates. Mr. Barton asked if he should approach the townships to verify who would be interested and the costs that are associated with it. Mr. Galbraith stated Mr. Barton should draft a letter to present to the townships regarding this matter and that he may need to approach the townships.

System Evaluations – Mr. Barton stated he would like to spend some time evaluating our system so he may begin budgeting for depreciation. The evaluation process would be completed by SBWJA employees.

Rockview Pump Station – Mr. Galbraith asked if everything was okay at the Rockview Pump Station because he saw someone digging with a backhoe. Mr. Barton stated the maintenance department was repairing a water line break, which is the water line that delivers water to the pump station.

SOLICITOR'S REPORT:

Flowage Easement Agreement – Mr. Levandoski presented the Board with a Flowage Easement Agreement that will need to be executed for six (6) properties as a result of a letter GD&F received from PA DEP. It was revealed the installation of Pump Station #21 will increase the 100-year water surface elevation within Spring Creek by $\frac{3}{4}$ " which will affect the six (6) properties. Mr. Levandoski indicated some of the property owners previously signed easements and there were no issues; therefore, he does not feel there will be a problem. The one property owner is Cheryl Delafield Dawson and the Authority was forced to condemn her property for the project; therefore, Mr. Levandoski asked if he should just start the process of condemnation for the Flowage Easement Agreements. Mr. Houser suggested contacting Ms. Dawson's attorney and giving her a deadline to execute the agreements and if she does not execute the agreements we will proceed with condemnation.

Benner Township Water Authority – The Benner Township Supervisors' solicitor, Rod Beard, just received the certification of Termination from the Corporations Bureau in Harrisburg which should go on record tomorrow.

ENGINEER'S REPORT:

NPDES Permit – Mr. Gibson stated the NPDES Permit resubmission deadline is in two (2) to three (3) weeks and due to the soils sampling results and Waste Management Plan not being available he would suggest we ask PA DEP for an additional extension. Mr. Book recommended GD&F request an extension of six (6) months.

Shiloh Road Sewer Extension Financing – Chris Gibbons from Concord Public Finance has requested GD&F signoff and certify that SBWJA's income will cover future expenses with the debt obtained from the Shiloh Road Sewer Extension Project. Mr. Johnson stated a 20-year cost projection analysis will need to be completed to assist with this certification.

OLD BUSINESS: There was no Old Business presented for discussion.

NEW BUSINESS:

2026 Water Fund Budget - Mr. Galbraith referenced the 2026 Water Budget that was provided for the Board's review and asked if there were any questions. Mr. Book verified the water rates would remain the same until PA Rural Water Association's rate study is completed. Mr. Book also indicated \$24,000.00 will be utilized from System Reserves to cover the \$100,000.00 in Capital Improvements. **Mr. Book moved, seconded by Mr. Brown to approve the 2026 Water Fund Budget in the amount of \$166,700.00 as presented. 9 ayes, 0 nays. The motion carried.**

Bills by Vendor – Water Fund - Mr. McDowell moved, seconded by Mr. Brown to approve Bills by Vendor for the Water Fund in the amount of \$1,433.76 as presented. 9 ayes, 0 nays, 0 absent. The motion carried.

Right-to-Know Law Policies & Procedures – Update to Open Records Officer – Mr. Barton stated that N. Warren Miller was the Open Records Officer for the Right-to-Know Law Policies & Procedures and due to his retirement, a new officer will need to be appointed. Mr. Brown moved, seconded by Mr. Book to appoint Will Barton as the new Open Records Officer for the Right-to-Know Law Policies & Procedures. 9 ayes, 0 nays. The motion carried.

Keystone Payroll – Mr. Galbraith asked the Board if they had any questions regarding Keystone Payroll's proposal to provide payroll services to SBWJA. Mr. Book moved, seconded by Mr. Brown to approve the proposal from Keystone Payroll for their services. 9 ayes, 0 nays. The motion carried.

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

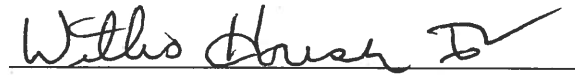
EXECUTIVE SESSION – Mr. Galbraith recessed the Board for an Executive Session at 5:19 p.m. to discuss real estate and personnel. The meeting reconvened at 6:44 p.m.

Committee Appointments - Mr. Levandoski indicated the committees were not approved. Mr. Galbraith stated Board members will be appointed at the January 26, 2026 meeting.

ADJOURNMENT:

Mr. Galbraith moved, seconded by Mr. Brown to adjourn the meeting at 6:45 p.m. 9 ayes, 0 nays. The motion carried.

Respectfully submitted,



Willis Houser, Jr., Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____

Spring-Benner-Walker Joint Authority
System Overview for the month of December 2025
January 12, 2026

2026-8

In-Home Inspections	Sewer Lateral Inspections	Permit Applications	EDUs
29	12/03/25 - 150 Redbud Road 12/04/25 - 148 Redbud Road 12/10/25 - 132 Amberleigh Lane (Candlewood) 12/15/25 - 150 Isabella Circle 12/16/25 - 148 Isabella Circle 12/17/25 - 142 Isabella Circle 12/17/25 - 146 Isabella Circle 12/18/25 - 144 Isabella Circle 12/22/25 - 138 Redbud Road 12/29/25 - 136 Redbud Road 12/30/25 - 138 Isabella Circle	12/05/25 - 166 Ten Point Path 12/05/25 - 150 Ten Point Path 12/10/25 - 128 Redbud Road 12/10/25 - 130 Redbud Road	1 1 1 1
	11	4	4

System Maintenance	Video Truck	BTWA Maintenance
12/01/25 - Read meter pits. 12/02/25 - Installed new impeller on pump at PS#17 (Mews) to correct low flow issue. 12/02/25 - Serviced Truck #3 & completed PA inspection checklist. 12/03/25 - Began prep work for pipe lining project at PS#6 (Rockview). 12/10/25 - Assisted Rockview with clogged 4" line using tow behind jetter. 12/11/25 - Remove viable parts from Klaban's grinder pump system. 12/15/25 - Prep for slip lining work at Rockview pump station. 12/16/25 - Assisted with slip lining work at Rockview pump station as needed. 12/16/25 - Attended complex project mtg. at VNG 3A - gas line installation. *Began annual pump station cleaning.	12/17/25 - Recorded 289' of sewer main in Logan Greene Phase 18 for an expiring maintenance bond. 12/18/25 - Recorded 422' of sewer line for Titan - root/blockage issue.	12/01/25 - Read meters in HH/OP & GP. 12/01/25 - Obtained final water meter reading at 540 Millgate Rd. 12/04/25 - Collected samples for bacteria testing from HH/OP & GP. 12/09/25 - Obtained final water meter reading at 374 Meadow Flower Circle. 12/31/25 - Read meters in Peru. *Performed quarterly blow offs. *Completed work on nitrate removal system at Grove Park.

Sewer Extensions	Vector Truck	Inter Municipal Work
12/09/25 - Vac test at VNG Phase 3A. * <u>2.00</u> hrs. spent inspecting in December.		

Call Outs
12/13/25 - Pump Station #9 (Penn Eagle) - Low level alarm. 12/15/25 - Grinder Pump Alarm - 697 N. Pennsylvania Avenue. 12/27/25 - Pump Station #6 - (Rockview) - Inverter Fail.
3

PA One-Calls
77

Spring-Benner-Walker Joint Authority

2026 OFFICERS & MEMBERS

OFFICERS:

Joseph Galbraith – Chairman
Rodney Maney – Vice Chairman
Willis Houser, Jr. –Secretary
Christie McMurtrie – Treasurer
Dennis Brown - Assistant Treasurer/Assistant Secretary

MEMBERS:

Brian Book
William Hughes
Dennis McDowell
Douglas McKee