

# **SPRING-BENNER-WALKER JOINT AUTHORITY**

## **REGULAR MEETING**

**April 8, 2019**

### **ATTENDANCE:**

**AUTHORITY MEMBERS:**

<b>Spring</b>	Joseph Galbraith Gregg Heny Chris McMurtrie Dondi Smeltzer
<b>Benner</b>	Brian Book Dan Hoffman Timothy Miller
<b>Walker</b>	Dennis McDowell Joseph Swanderski

**GUESTS:** John Kostas

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

**CONSULTING SOLICITOR:** Robert Mix, Esq.

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill & Tasha Dutton

### **CALL TO ORDER:**

The April 8, 2019, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 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:**

Dondi Smeltzer, 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, Employees and Guests in the Pledge of Allegiance.

**APPROVAL OF MEETING MINUTES:**

Mr. McDowell asked the Board if there were any questions and/or changes to the March 25, 2019 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Minutes of the March 25, 2019 Regular Meeting as presented.** 9 ayes, 0 nays. **The motion carried.**

**CORRESPONDENCE:**

**Penn-Forrest Foods, Inc. /Wendy's** – We received a letter from Dan Forrestal of Penn-Forrest Foods, Inc. requesting sewer capacity of 4.51 EDUs for the proposed Wendy's restaurant on Lot #2 of the R L Kerstetter Subdivision in Spring Township. Due to time constraints, Mr. Forrestal was provided with a letter of approval on March 28, 2019. **Mr. McMurtie moved, seconded by Mr. Swanderski to approve sewer capacity of 4.51 EDUs for the Wendy's restaurant on Lot #2 of the R L Kerstetter Subdivision in Spring Township contingent upon Bellefonte Borough's approval of the treatment.** 9 ayes, 0 nays. **The motion carried.**

**110 Capperella Drive, Bellefonte** – We received a letter from Spencer Meyer requesting a reduced user fee for his property located at 110 Capperella Drive, Bellefonte in Spring Township. The home was demolished on March 4, 2019 and a new home will be constructed in the near future. Mrs. Gill indicated the water has been terminated to the property. **Mr. Hoffman moved, seconded by Mr. Heny to grant the reduced user fee for 110 Capperella Drive, Bellefonte.** 9 ayes, 0 nays. **The motion carried.** The employees reviewed the Authority's policies as a refresher for the Board regarding the reduced user fee and reservation of capacity.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-144**– Mr. Heny presented the Board with Revenue Requisition #2012-144 in the amount of \$54,029.57. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-144. **Mr. Galbraith moved, seconded by Mr. Swanderski to approve Revenue Requisition 2012-144 payable to SBWJA in the amount of \$54,029.57.** 9 ayes, 0 nays. **The motion carried.**

**GUESTS:**

**Shiloh Road Project/Act 537 Special Study** – Mr. Kostas indicated he had attended the Benner Township Supervisors meeting on April 1, 2019 and the Chairman, Randy Moyer, stated that SBWJA will be completing an Act 537 Special Study for the Shiloh Road Project and he was concerned with this statement because he thought that SBWJA decided against this. The Benner Township Secretary provided Mr. W. Miller with a copy of the motion regarding the Shiloh Road project as requested. Mr. W. Miller read the motion that was approved during the Benner Township Supervisors meeting on April 1, 2019. Mr. Wise stated "Benner Township Supervisors authorized and support a special study process to prepare an amendment to the Township's Act 537 Plan to include public sewer services for the Shiloh Road/Rock Road/Walnut Grove areas of the Township as soon as practical." Mr. W. Miller informed Mr. Kostas that the current Act 537 Plan does not fully cover the entire drainage basin in the Shiloh Road and Big Hollow areas. It was noted the Act 537 Special Study will incorporate all the properties in the area and this information will assist in updating the Township's current Act 537 Plan.

**S.B.W.J.A. System Map** – Mr. Kostas asked if the SBWJA sewer system map could be added to Benner Township's website due to Benner Township currently drafting their new zoning ordinance. Mr. Kostas feels this information would assist the residents in understanding where public sewer is available in their township. Mr. W. Miller indicated he is not opposed to adding the information to our website; therefore, the map will be added to SBWJA's website and Benner Township will be made aware of this information being available to the public.

**Shiloh Road Project** – Mr. Kostas indicated he had noticed a large pile of brownish colored pipe along Shiloh Road and he was wondering if this was intended for the installation of sewer. Mr. W. Miller stated that he did not believe so.

**SYSTEM OVERVIEW REPORT:**

**March 2019 System Overview** – Mr. W. Miller reviewed the March 2019 System Overview with the Board.

Mr. W. Miller stated there were 23 in-home inspections completed in the month of March. The maintenance department identified two (2) HVAC units that were connected to the sanitary sewer, which have been disconnected. Our maintenance department completed 15 new sewer lateral inspections and our office staff received 16 sewer permit applications in the amount of 20.99 EDUs and issued the permits.

The maintenance department cleared right-of-ways and broomed driveways throughout the sewer system. Our personnel also completed 38,537 feet of video work and 40,269 feet of jetting and cleaning work for the month of March. We reviewed prints for the new Rutter's building and Musser Hill Subdivision.

A pressure reducing valve was replaced on a waterline that feeds our Rockview Pump Station and we assisted with several sewer backups within the prison grounds. The parts and labor will be included on Rockview's next quarterly invoice.

We received call outs to 1624 Axemann Road, 137 Bergamot Way and 155 Serenity Lane for grinder pump alarms. Mr. W. Miller ended the report with a total of 82 PA One Calls being located in March.

**Shiloh Road Project** – An agreement from Gwin, Dobson and Foreman ( GD&F) for engineering services was provided to the Board for their review due to the Benner Township Supervisors approving the Shiloh Road sewer extension at their April 1, 2019 meeting. Mr. W. Miller stated that he believes the Authority is ready to proceed with the project if the Board is willing to make the motion. The Authority is hoping to accept bids in the spring with the project being completed by the end of 2020. Mr. T. Miller asked how much GD&F's agreement would cost the Authority. Mr. Johnson stated that the contract would be \$355,000.00 through construction; however, inspection costs were not included due to Mr. W. Miller requesting a SBWJA employee complete the inspection work. There will be \$115,000.00 in construction/administration fees, \$95,000.00 for preliminary design, \$120,000.00 in final design and \$25,000.00 for the bid phase. Mr. Johnson also stated that costs associated with the Pennsylvania Historical & Museum Commission (PHMC) are not included; however, if there is a need for their services, Gwin, Dobson and Foreman would obtain quotes for SBWJA. Mr. W. Miller stated that permitting fees are also not included in the agreement, which will be several thousand dollars. Mr. Heny asked if there was a contingency factor in the agreement for engineering services. Mr. Johnson stated there were no contingency clauses. **Mr. T. Miller moved, seconded by Mr. Heny to approve Gwin, Dobson & Foreman's agreement for engineering services in the amount of \$355,000.00 to construct a sewer line extension to serve Shiloh Road, Rock Road, Big Hollow Road and Walnut Grove Subdivision.** 9 ayes, 0 nays. **The motion carried.** Mr. W. Miller added that he recently spoke to PNC Capital Markets about municipal bond rates who indicated they are very favorable at this time.

**Confer Drive** – The Authority provides sewer service to Confer Drive, which is off of Musser Lane just past Bellefonte Borough's dump. This service area was constructed in 1996 and is a low pressure system. There were nine (9) homes that were connected to the system and at that time SBWJA did not have check valves installed at the property lines or curb stops installed at each individual lateral; therefore, Mr. W. Miller is proposing the Authority correct this oversight. Mr. W. Miller stated the Authority will need to obtain right-of-ways before the double check valve pits and curb stops are installed. This work is anticipated to be completed this year.

**Coleville Area In-Home Inspections** – The maintenance department is currently completing in-home inspections in the Coleville area. There were approximately sixty homes that were sent letters regarding this process. Mr. W. Miller stated that this is the last area on our entire sewer system that needs to have in-home inspections completed. Mrs. Gill indicated there have been only two (2) residents in the entire system that haven't permitted our access to their property. The Authority will continue to complete in-home inspections on all new homes and homes that will be transferring ownership. Mr. W. Miller stated that this has been a very successful program in eliminating Infiltration and Inflow to our system. Mr. W. Miller also stated numerous systems from across the community have contacted our Authority for information and guidance to help their system initiate this program.

**SOLICITOR'S REPORT:**

**Right-of-Ways** – Mr. Mix stated that he had provided 4B's Partnership's attorney, Betsy Dupuis, with a utility right-of-way for execution for the vacant lot located between Clemens Lane and Radio Drive off the Benner Pike. It was noted that 4B's Partnership may request compensation due to interruptions that may occur at the Kid's Court's parking lot during the sewer extension to the vacant lot. Mr. Mix has asked that a dollar figure be provided to him regarding this matter. The owner of the vacant lot, Capperella Automotive, will provide Mr. Mix with a design plan once it is completed to help determine the location of the tap when the line is extended.

**ENGINEER' S REPORT:**

**Shiloh Road Project** – Mr. Johnson took a moment to thank the Board for their authorization to proceed with the Shiloh Road Project. Mr. Johnson and Mr. W. Miller will schedule a meeting with PA DEP to discuss the project prior to the Task Activity Report being completed.

**OLD BUSINESS:**

**Bellefonte Borough Treatment Plant Upgrade** – Mr. McDowell asked if there were any updates regarding the upgrades to the Bellefonte Borough Treatment Plant. Mr. W. Miller stated that he has not received any information; however, he believes they are beyond 60% to 70% complete. Mrs. Gill also stated she obtains information through Bellefonte Borough Authority's minutes; however, they have not been updated on their website.

**NEW BUSINESS:**

**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. It was noted there were no changes to the Identity Program Compliance Model. This Program is updated and approved on a yearly basis. **Mr. Galbraith moved, seconded by Mr. Book to approve the Identity Theft Prevention Program as presented for discussion and made a part of these official Minutes. 9 ayes, 0 nays. The motion carried.**

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee** – Mr. Hoffman had nothing to report.

**Facilities Committee:** Mr. Galbraith had nothing to report.

**Financial Committee:** Mr. Heny had nothing to report.

**EXECUTIVE SESSION** – Mr. McDowell recessed the Board for an Executive Session at 7:37 p.m. to discuss legal advice on policies and procedures. The meeting reconvened at 7:47 p.m.

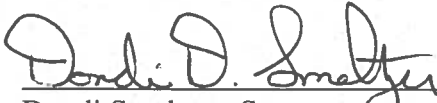
**SBWJA Procedure** – Mr. T. Miller moved, seconded by Mr. Book that SBWJA not retain audio transmissions of meetings once a transcription has been approved through the minutes. 9 ayes, 0 nays. **The motion carried.**

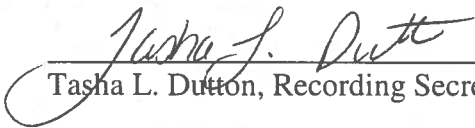
**In-Home Inspections** – Mr. T. Miller took a moment to applaud the staff on what a great job they have done with the In-Home Inspection process. Mr. T. Miller also believes the Board should recognize the employees once the entire system has been inspected as this process has made us rise above other facilities.

**ADJOURNMENT:**

**Mr. Book moved, seconded by Mr. Hoffman to adjourn the meeting at 7:49 p.m. 9 ayes, 0 nays. The motion carried.**

Respectfully submitted,

  
\_\_\_\_\_  
Dondi Smeltzer, 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 8, 2019**

---

**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>Dan Hoffman</u>    |
| 2. <u>Joseph Galbraith, Vice Chairman</u>        | 8. <u>Timothy Miller</u> |
| 3. <u>Gregg Heny, Treasurer</u>                  | 9. <u>Brian Book</u>     |
| 4. <u>Chris McMurtrie, Assistant Treasurer</u>   |                          |
| 5. <u>Dondi Smeltzer, Secretary</u>              |                          |
| 6. <u>Joseph Swanderski, 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

---

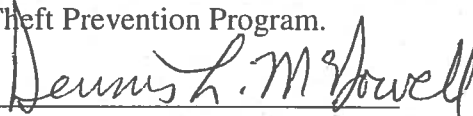
## Personal Information Security Procedures

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

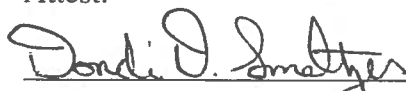
1. Files containing personally identifiable information are kept in a locked file cabinet except when an employee is working on the file
2. Employees will not leave sensitive papers out on their desks when they are away from their work stations.
3. No visitor will be given any entry codes or allowed 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 8, 2019 meeting. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

  
Board Chairman

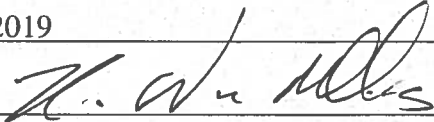
Attest:

  
Secretary

Name of Senior Management Staff Person: N. Warren Miller

Position: Executive Director

Date: 04/08/2019

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.