

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

## **REGULAR MEETING**

**January 22, 2018**

### **ATTENDANCE:**

<b>AUTHORITY MEMBERS:</b>	<b>Spring</b>	Joseph Galbraith Gregg Heny Chris McMurtrie Dondi Smeltzer
	<b>Benner</b>	Dan Hoffman William Hughes
	<b>Walker</b>	Dennis McDowell Ted Onufrak

**GUESTS:** None present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton and Kelly Gill

### **CALL TO ORDER:**

The January 22, 2018, 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.

### **ROLL CALL:**

William Hughes, Secretary, took Roll Call, recording eight members present. Mr. T. Miller was absent. 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 January 8, 2018 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Hughes to approve the Minutes of the January 8, 2018 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**CORRESPONDENCE:**

**200 Bluebird Lane** – We received a letter from Jody Sharer of 200 Bluebird Lane, Bellefonte requesting our Authority grant her family permission to utilize our parking lot for overflow parking on June 23, 2018 for her daughter's wedding reception. The Authority Board granted Ms. Sharer's request and appreciated her asking permission in advance. Mr. McDowell suggested the Authority office staff contact Ms. Sharer to inform her of the Board granting her request.

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Heny reviewed the financial reports for the period ending 12/31/2017. Mr. McDowell asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. With no questions, **Mr. Smeltzer moved, seconded by Mr. Hughes to approve the Treasurer's Report as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.** Mr. McDowell noted that our income exceeded expenses for the 2017 calendar year.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-116** – Mr. Heny presented the Board with Revenue Requisition #2012-116 in the amount of \$50,381.23. **Mr. Smeltzer moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-116 payable to SBWJA in the amount of \$50,381.23.** Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-116. Mr. Smeltzer noted the large difference in water bill expense payable to the Walker Township Water Association as compared to the Spring Township Water Authority and Bellefonte Borough and asked if there was that much more usage or if it was due to the rates? Mr. W. Miller indicated that Pump Station #5 (Mingoville) and Pump Station #7 (Zion Ridge) use a lot more water for the injection of chlorine into the system, but it's also due to the Walker Township Water Association's rates being more than the other water systems we are customers of.

Mr. W. Miller informed the Board that we are trying to find a way to reduce water consumption at the pump stations, but we have run into a hydrogen sulfide issue from Nittany Terrace downstream, which requires the injection of more chlorine.

Mrs. Gill indicated the Walker Township Water Association increased rates in late 2016 early 2017, but then reverted to their old rates due to a lot of customer complaints. Mr. W. Miller also stated that the Walker Township Water Association used to have a descending block rate, which meant the more usage, the cheaper the bill; however, that has been eliminated as well. 8 ayes, 0 nays, 1 absent. **The motion carried.**

#### **GUESTS:**

**Will Barton** – Mr. McDowell welcomed Mr. Barton to the meeting and asked if he wanted to address the Board. Mr. Barton stated no, he was in attendance to learn and observe. Mr. W. Miller took a moment to inform the Board that Mr. Barton has done well in the eight months that he has been employed with our Authority and learned at a faster pace than typical.

#### **EXECUTIVE DIRECTOR'S REPORT:**

**Rettew Associates** – Mr. W. Miller informed the Board that last week he was contacted by Jason Wert, Senior Project Manager, indicating that Brian Book is no longer employed by Rettew Associates. Mr. Wert indicated that he will be assuming Mr. Book's responsibilities in connection with the completion of our Authority's rate study.

**Maintenance Supervisor Applicant** – The Authority Board was provided with a copy of the Authority's Maintenance Supervisor job description and the resume of another candidate provided by the HR Office. The candidate is currently employed with the Pennsylvania Department of Transportation as a Wastewater Treatment Plant Supervisor; however, lacks the required experience as identified in the job description. Mr. W. Miller stated he would consider the candidate for a Maintenance Laborer position. The Board declined to consider this candidate for the Maintenance Supervisor position with our Authority.

#### **OLD BUSINESS:**

**120 Buttercup Way Insurance Claim** – Mr. W. Miller informed the Board that following the last meeting he contacted the Authority's commercial insurance agent to explain the situation that occurred at 120 Buttercup Way. Our insurance agent indicated it was best to file an insurance claim with EMC Insurance and turn all of the homeowner's information over to them. EMC Insurance will contact the homeowner directly.

**Check Signature Authorization** – Mr. McDowell stated that he spoke with Mrs. Gill regarding the Board granting her authorization to sign checks for the Authority as previously discussed at the December 11, 2017 meeting. Mrs. Gill reiterated that her request for check signing privileges was mostly associated with times that Mr. W. Miller is on vacation in which a Board member must be contacted to come into the office to sign checks. The Board discussed still maintaining the requirement that any check over \$2,000.00 requires two signatures, with one being a Board member signature. Mrs. Gill reminded the Board that any change in check signature authorization must be approved by Resolution. **Mr. McMurtrie moved, seconded by Mr. Hughes to initiate the process to add Kelly J. Gill, Office Administrator, as an authorized check signer for the Authority's bank accounts with any check in excess of \$2,000.00 requiring two signatures with one being the signature of a Board member.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mrs. Gill indicated that she will work with Mr. Mix to prepare an updated Resolution for approval at the next Board meeting. Once the Resolution is approved, the individual check signature cards will need updated with the Authority's banking institutions.

**Walker Township Appointment to SBWJA Board** – Mr. McDowell asked Mr. Onufrak if he has heard anything from Walker Township regarding his reappointment to the SBWJA Board and Mr. Onufrak stated no. Mr. McDowell indicated he will hold off on committee appointments until a decision has been made regarding Walker Township's appointment to our Authority Board.

**Spring Township/Pleasant Hills Storm Pipe** – Mr. Hughes asked about scheduling a site visit to help determine what is needed to complete the job. Mr. W. Miller stated two Authority employees visited the site earlier today and indicated the work can only be completed when the ground is dry, which may be August. They also indicated brush will need cleared before access can be achieved. Mr. McDowell indicated his willingness to meet any Board member on site to view the situation.

**NEW BUSINESS:** There was no New Business presented for discussion.

**COMMITTEE REPORTS:**

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

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

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

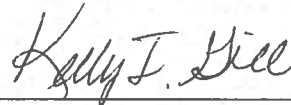
**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. Hoffman to adjourn the meeting at 7:28 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_