

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

## **REGULAR MEETING**

**October 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	
	Timothy Miller	
<b>Walker</b>	Dennis McDowell	

**GUESTS:** None present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill

### **CALL TO ORDER:**

The October 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. Swanderski 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 October 8, 2018 meeting minutes as presented. Mr. Smeltzer indicated he didn't believe the minutes accurately reflect his question pertaining to the sewer lateral repairs at 203 and 205 S. Danielle Drive. Mr. Smeltzer stated that he understood why our Authority sent letters to the homeowners. He was simply questioning whether or not these neighboring properties had a shared lateral that could have been damaged at the same time. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Minutes of the October 8, 2018 Regular Meeting as amended. 8 ayes, 0 nays, 1 absent. The motion carried.**

**CORRESPONDENCE:**

**Nittany Engineering & Associates, LLC** - We received a project update from Robert Decker for the Bellefonte Borough Authority's Wastewater Treatment Plant upgrades. Mr. Decker indicated there have been some typical delays associated with weather and managing some high flow events, which are currently being mitigated to provide the best possible project schedule for completion.

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Heny reviewed the financial reports for the period ending 09/30/2018. Mr. McDowell asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff.

Mr. T. Miller stated that each quarter he likes to compare the current Treasurer's Report to the previous years for the same time period, which has been useful when reviewing expenses. Mr. T. Miller informed the Board that as of 09/30/2018 our Authority has \$341,000 more in deposits (cash accounts) than last year at this time and that includes making \$434,000 in capital expenditures to Bellefonte Borough. Mr. T. Miller stated that if those figures are added together, our Authority would have approximately \$775,000 more in cash reserves than last year at this time. Mr. T. Miller gave a commendation to the staff, specifically Mr. W. Miller and Mrs. Gill, for doing a great job in managing the Authority's monies. **Mr. Smeltzer moved, seconded by Mr. Hughes to approve the Treasurer's Report as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-134** – Mr. Heny presented the Board with Revenue Requisition #2012-134 in the amount of \$132,347.00. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-134. Mr. McDowell noted that the Authority paid the invoice to Sewer Specialty Services Company for the manhole restoration that was completed over the last several weeks. Mr. W. Miller stated the job was extended due to weather and equipment failures. Mr. W. Miller informed the Board that we added ten more manholes to the job and the wet wells at pump stations #2 and #3 were epoxy coated.

Mr. Galbraith asked if the bill for the Safe Deposit box was a monthly or annual fee. Mrs. Gill stated it is a yearly fee.

**Mr. Galbraith moved, seconded by Mr. McMurtrie to approve Revenue Requisition 2012-134 payable to SBWJA in the amount of \$132,347.00. 8 ayes, 0 nays, 1 absent. The motion carried.**

**GUESTS:** There were no Guests present.

**EXECUTIVE DIRECTOR'S REPORT:**

**In-Home Inspections** – Mr. W. Miller informed the Board that in-home inspection notices were recently mailed to the Authority's customers in the Fifth Avenue, Fifth Alley and Pleasant View areas. Notices will be sent to the Coleville properties next Spring. Mr. W. Miller stated that once these areas are finalized we will have completed the initial in-home inspection at every property on our sewer system. Mr. W. Miller then explained that anytime a property transfers ownership, we complete a follow-up in-home inspection prior to releasing the final payoff to the closing company, which provides the opportunity to know if any changes have been made to the interior plumbing. This also gives our Authority the ability to institute the \$1,000 charge for reconnection of an illegal connection.

Mr. McDowell asked if it's common for other municipalities to camera their system like our Authority currently does. Mr. W. Miller stated no, but this Authority's in-home inspection program has had positive impacts by significantly reducing infiltration and inflow, which is identified within our annual Chapter 94 Report. Mr. W. Miller indicated it is an expensive program to administer with equipment purchases, fuel costs, etc. and informed the Board that the purchase of a new push camera is being budgeted for next year due to wear and tear. Mr. W. Miller indicated we will likely sell our oldest push camera that has been down thousands of sewer laterals.

**OLD BUSINESS:**

**Village of Peru** – Mr. T. Miller indicated he was told there are some issues with failing on-lot septic systems within the Village of Peru and asked if there were any plans for providing public sewer to this area. Mr. W. Miller informed the Board that the Village of Peru is not mentioned within Benner Township's current Act 537 Plan and the results from the Township's Septage Management Plan (SMP) would be useful in determining the need for public sewer in this area.

**Shiloh Road** – Mr. T. Miller inquired about the estimated cost of the project and expressed concern with the overall costs this Authority would incur in providing public sewer service to the Shiloh Road area. Mr. W. Miller informed the Board that all of the cost effective sewer extensions identified within the incorporating Municipalities' Act 537 Plans have been completed; therefore, the only remaining are expensive projects. Mr. W. Miller indicated that sewer service to this area could be achieved while working with a Developer to share the cost of the project. This would include serving the Walnut Grove area; however, before this can be considered, this Authority needs the results of Benner Township's SMP to determine the need for public sewer in that area.

**Notification of Rate Increase** – Mr. Smeltzer inquired about the plan for notifying our customers of the rate increase effective with the 1<sup>st</sup> quarter of 2019. Mr. W. Miller stated a bill stuffer will be sent with the 4<sup>th</sup> quarter 2018 billing.

**NEW BUSINESS:**

**2019 Board Meeting Schedule** - The Board reviewed the 2019 Board Meeting Schedule as presented. **Mr. Heny moved, seconded by Mr. Hoffman to approve the 2019 Board Meeting Schedule as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**Christmas Party** - Mr. McDowell indicated it is time to start planning for the Authority's Christmas Party. Mr. Galbraith recommended the Authority staff contact the Pleasant Gap Legion and Tony Shreffler to inquire about having the Christmas Party there with Mr. Shreffler catering the event. Mr. Galbraith stated the Pleasant Gap Legion and Mr. Shreffler do a great job and will likely be less expensive than having it at the Elks. Mr. Hoffman stated the Pleasant Gap Legion is also a customer of the Authority and it would be great to give back to a customer. Mrs. Gill inquired about whether or not a Thursday evening in December was still convenient for all Board members and everyone agreed. The Authority staff will contact Mr. Shreffler and the Pleasant Gap Legion to inquire about having the event there.

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee** – Mr. Hoffman gave a brief presentation to the Board members outlining the method for determining the Cost of Living Adjustment (COLA) and the variables considered. Mr. Hoffman indicated the Cost of Living Adjustment (COLA) was released on October 11, 2018 with the Social Security Administration and Military approving a 2.8% COLA effective for 2019. Mr. Hoffman stated that our area falls within the amount approved by the Federal Government.

Mr. Hoffman informed the Board that he had Mrs. Gill calculate the annual wage increase for all employees based on a 2.75% and a 3.0 % COLA. A 2.75% COLA would cost the Authority approximately an additional \$17,327/yr. and a 3.0% COLA would amount to an additional \$18,882/yr. Mr. Heny asked if the Personnel Committee was recommending approval of a 2.8% COLA for the employees. Mr. Hoffman stated he was simply providing the Board with the information that he would have presented to the Personnel Committee.

Mr. Heny asked if the Personnel Committee wanted to make a recommendation. Mr. Smeltzer indicated Mr. Swanderski is on the Personnel Committee and wasn't present for the presentation/discussion. Mr. Galbraith stated if the Board is going to discuss personnel an Executive Session should be held. Several Board members indicated they would prefer to wait for Mr. Swanderski to be present to discuss personnel. Mr. McDowell asked the Board members if it was their wishes to wait for Mr. Swanderski's return and wanted to ensure that all Board members will be present for the next meeting due to a decision needing made at the next meeting for budgetary purposes. Mr. W. Miller stated that he needed the information prior to the next meeting because he will be presenting a balanced, tentative budget at that time which must be approved; therefore, he will be estimating those figures. Mr. McDowell indicated the COLA will be discussed at the next meeting so it's imperative that all Board members are in attendance.

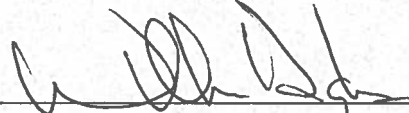
**Facilities Committee:** Mr. Hughes had nothing to report.

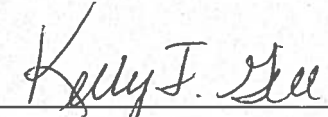
**Financial Committee:** Mr. Heny had nothing to report.

**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. McMurtrie to adjourn the meeting at 7:45 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.**

Respectfully submitted,

  
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William Hughes, Secretary

  
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Kelly J. Gill, Recording Secretary

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