

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

October 28, 2019

### ATTENDANCE:

<b>AUTHORITY MEMBERS:</b>	<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:** None present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill

### CALL TO ORDER:

The October 28, 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:

Mr. 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 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 14, 2019 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Swanderski to approve the Minutes of the October 14, 2019 Regular Meeting as presented.** 9 ayes, 0 nays. **The motion carried.**

**CORRESPONDENCE:** There was no Correspondence presented for discussion.

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Heny reviewed the financial reports for the period ending 09/30/2019. Mr. McDowell asked if there were any questions regarding the Treasurer's Report. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Treasurer's Report as presented.** 9 ayes, 0 nays. **The motion carried.**

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-157** – Mr. Heny presented the Board with Revenue Requisition #2012-157 in the amount of \$75,984.67. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-157. Mr. Swanderski referenced the payment to All-In-One Backflow Services for testing/inspection of the Authority's backflow preventers and wanted to know if PA Rural Water Association put the Authority in touch with this vendor. Mr. W. Miller stated Bellefonte Borough requires the annual testing/inspection of the backflow preventers and they provided a list of qualified contractors. The Authority personnel contacted everyone on the list and All-In-One Backflow Services was the only one who responded and could do the work. Mr. Swanderski stated the owner of All-In-One Backflow Services retired from Pennsylvania State University and is now doing this work. Mr. Book asked what BFMC, Inc. was and Mr. W. Miller stated the company is owned by Bruce Phillips who provides the Authority with our pre-printed billing cards. **Mr. Swanderski moved, seconded by Mr. Hoffman to approve Revenue Requisition 2012-157 payable to SBWJA in the amount of \$75,984.67.** 9 ayes, 0 nays. **The motion carried.**

**GUESTS:** There were no Guests present for the meeting.

**EXECUTIVE DIRECTOR'S REPORT:**

**Cyber Security** – Following the last meeting the Authority personnel approached RBA about moving forward with a network assessment to investigate the possibility of upgrading the Authority's cyber security. RBA indicated that the proposal for a network assessment is contingent upon a commitment for ongoing support, which both Mr. W. Miller and Mrs. Gill stated they missed that language when they reviewed the contract.

Mrs. Gill informed the Board that she was recently contacted by CDW-G indicating the quote (pricing) they provided for the 3 year subscription of security software is only good through October 31, 2019 and the software vendor indicated the prices are set to adjust, as they do every quarter.

Mr. McDowell asked the Board if they all agree that we want to move forward with this and stated he doesn't believe we really have a choice. Mr. T. Miller asked the Authority staff if they think this is something that we need. Mrs. Gill stated she doesn't feel comfortable making that recommendation until this Network Assessment is completed by RBA to determine this Authority's exposure to risk, especially with the ransomware attacks to many municipalities across the Commonwealth.

Mr. Book asked what the Authority staff is recommending to be added to the Network Assessment that was approved at the last meeting in the amount of \$1,520.00. Mrs. Gill stated that RBA is not interested in completing the Network Assessment without a contract for continued support, which is estimated at \$325 per month for up to four (4) technician hours. There are several steps associated with this process which are:

Step #1 – Sign a contract with RBA to complete a Network Assessment (\$1,520.00) **\*APPROVED AT THE 10/14/2019 MEETING \***

Step #2 – Sign a contract with RBA for continued support (\$325.00/mo. for up to four (4) hours). Option of \$50.00/month for remote backups offsite.

Step #3 – Purchase security software—quoted at \$3,565.45 for three year subscription. This pricing is set to re-adjust November 1, 2019.

Step #4 – Purchase Cyber Complete Liability Insurance - quoted at \$3,260.00 per year which includes Security Awareness Education for up to 10 employees.

Mr. W. Miller informed the Board that these are the steps taken by Lewistown Borough Authority this past summer in which RBA assisted them with and then obtained their permission to provide this information to our Authority.

Mr. Book stated that in his experience he has attended many Municipal Authority meetings in which he is used to seeing a recommendation from staff and the contract being included within the board packet so that the Board and staff can work together to make a good decision. Mr. W. Miller agreed and stated the contracts will be included within the next board packet. **Mr. Book made a motion to move forward with Step #1 and Step #2 as identified earlier in the meeting.** Further discussion was held about the services provided by RBA and it was suggested by Mr. W. Miller to have RBA attend the next Board meeting on November 12, 2019 to discuss their contracts and answer any questions the Board members may have. The motion failed for the lack of a second.

**Centre County Christian Academy (CCCA)** – Late last week our Authority was contacted by Kristy Smith, Administrator, indicating the Centre County Christian Academy would like to move forward with connecting to our sewer line and becoming a customer of Spring Benner Walker Joint Authority. Mr. W. Miller provided the Board with a timeline of activities that occurred over the past couple of years which led to Ms. Smith contacting our Authority about the CCCA becoming a customer of SBWJA.

Ms. Smith attended a Bellefonte Borough Authority (BBA) meeting last October and received approval at their November 6, 2018 meeting to become a customer of our Authority which will save the CCCA a considerable amount of money each quarter.

Mr. Smeltzer expressed his concerns with the impact the connection would have on the homeowner at 525 Blanchard Street who paved their driveway last fall. The sewer lateral serving the CCCA crosses 525 Blanchard Street (within the driveway) and connects to the BBA's sewer main within Blanchard Street. The CCCA has an easement from 525 Blanchard Street for the sewer lateral.

Mr. Book asked if the Authority will be sending a letter to the CCCA providing all of the details surrounding the connection including tap fees, quarterly usage bills, excavation requirements, etc. Mr. W. Miller indicated he intended on sending a letter, but wanted to discuss the connection with the Board first. Our Authority is unsure whether or not a tapping fee was ever paid to SBWJA or BBA due to the records being very poor from the 1980s. BBA staff has indicated they have not found records of any tapping fee or permit being obtained for the connection. Mr. W. Miller stated he will check with the CCCA to see if they have any records identifying whether a tap fee was paid.

**OLD BUSINESS:**

**Radio Drive Minor Extension**– Mr. McDowell indicated he recently visited Radio Drive to see the restoration work completed by the Authority personnel and commended the maintenance staff on the reclamation of the site.

**Health Insurance** – Mr. McDowell stated he wanted to clarify a comment made about the health insurance and the savings realized by the Authority by switching from Capital Blue Cross to the Geisinger plan as discussed during the last meeting. Mr. McDowell asked Mrs. Gill for some assistance with providing the cost for the 2019 Capital Blue Cross premium for medical and prescription coverage for the ten (10) employees currently participating in the plan for comparison to the Geisinger 2020 premium for those same ten (10) employees. The annual cost for the 2019 Capital Blue Cross plan is \$197,565.96 and the annual cost for the 2020 Geisinger plan is \$174,235.44; therefore, this Authority will receive an annual savings of \$23,330.52 above what is currently being paid in 2019 for those ten employees for medical and prescription coverage.

**Musser Hill Subdivision** - Mr. McDowell and Mr. McMurtrie inquired about the home being built within the Musser Hill Subdivision and wanted to know if the Authority received a tapping fee for the home. Mrs. Gill stated yes, the tap fee was paid last month when the sewer permit was obtained.

**NEW BUSINESS:**

**2020 Board Meeting Schedule** - The Board reviewed the 2020 Board Meeting Schedule as presented. **Mr. Heny moved, seconded by Mr. Galbraith to approve the 2020 Board Meeting Schedule as presented.** 9 ayes, 0 nays. **The motion carried.**

**Act 537 Plan Special Study**- Mr. Book asked if anyone will be attending the November 4, 2019 Benner Township Supervisor's meeting. Mr. W. Miller and Mr. Johnson will be attending the meeting to present the Act 537 Plan Special Study. The meeting will be advertised in the October 30, 2019 edition of the Centre Daily Times, which is typically handled by our Authority. Mr. W. Miller indicated only the executive summary will be reviewed at the meeting and he believes the Benner Township Supervisors will schedule a meeting within the 30 day public comment period to address questions/concerns. Both Mr. Book and Mr. T. Miller have indicated they will be attending the November 4, 2019 Benner Township Supervisor's meeting.

**COMMITTEE REPORTS:**

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

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

**EXECUTIVE SESSION** – Mr. McDowell excused the employees present for the meeting and recessed the Board for an Executive Session at 7:46 p.m. to discuss personnel. The meeting reconvened at 8:15 p.m.


**Personnel & Community Relations Committee:**

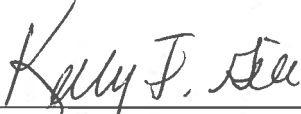
**Employee Wages** – Mr. Galbraith moved, seconded by Mr. Swanderski to increase expense account #65101- Hourly /Salary Wages by \$13,000 for the 2020 budget. 9 ayes, 0 nays. **The motion carried.**

**ADJOURNMENT:**

**Mr. McMurtrie moved, seconded by Mr. Heny to adjourn the meeting at 8:15 p.m. 9 ayes, 0 nays. The motion carried.**

Respectfully submitted,

  
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Dondi Smeltzer, Secretary

  
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Kelly J. Gill, Recording Secretary

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