

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

September 11, 2017

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Joseph Galbraith Gregg Heny Chris McMurtrie Dondi Smeltzer
	Benner	Dan Hoffman William Hughes Timothy Miller
	Walker	Dennis McDowell Ted Onufrak

GUESTS: John Kostas

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Tasha Dutton and Kelly Gill

CALL TO ORDER:

The September 11, 2017, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Timothy Miller, Chairman. Mr. T. Miller 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. Onufrak entered the meeting at 7:03 p.m. Mr. T. Miller, 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. T. Miller, Chairman, led the Board members, Employees and Guests in the Pledge of Allegiance.

9/11 REMEMBRANCE – Mr. T. Miller asked that everyone take a moment of silence to honor those who have fought for us and for the innocent people who died during the 9/11 tragedy.

APPROVAL OF MEETING MINUTES:

Mr. T. Miller asked the Board if there were any questions and/or changes to the August 28, 2017 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Heny to approve the Minutes of the August 28, 2017 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

CORRESPONDENCE: There was no Correspondence presented for discussion.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-108 – Mr. Heny presented the Board with Revenue Requisition 2012-108. Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-108. **Mr. Smeltzer moved, seconded by Mr. McDowell to approve Revenue Requisition 2012-108 payable to SBWJA in the amount of \$31,675.27.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mr. Onufrak entered the meeting at 7:03 P.M.

GUESTS: Mr. Kostas had nothing to bring to the SBWJA Board at this time.

EXECUTIVE DIRECTOR'S REPORT:

SBWJA Rate Study –Mr. W. Miller spoke with Mr. Johnson of Gwin, Dobson and Foreman regarding the Board's interest in having a rate study completed. This study would calculate the proper quarterly sewer rentals, equipment rentals and hourly wages for the S.B.W.J.A. employees. Mr. Johnson and Mr. Glen had indicated they did not believe a study would be involved because the Authority's flat rate billing as well as the annual audit shows our Authority is financially sound. Mr. Johnson also stated he believes it is straight forward with regard to the rate charged for our employees based on their salary with all benefits included. Mr. Onufrak inquired if Gwin, Dobson and Foreman know of any engineering firms that are recognized for completing these type of rate studies.

Mr. Onufrak stressed his concern with what the Authority charges the private sector versus government agencies and how they should be the same rate. There was also apprehension on how our rates were established to avoid any type of legal action in the future. Mr. Mix stated that the Board has the power to set the rates and there can be two (2) different rates for the Authority's customers and contract rates for outside entities; however, they have to be reasonable and uniform.

Mr. T. Miller asked the Board if anyone was against completing a rate study. No member indicated they were against completing this study. Mr. W. Miller stated that he would contact Mr. Johnson regarding this matter before attaining proposals outside of our professional services group.

Maintenance Laborer Interviews – Mr. W. Miller and Mrs. Gill interviewed several candidates for the laborer positions in the maintenance department on 9/6/2017. It was noted that a young gentleman that worked in the gas industry and is very mechanical was offered a position on 9/8/2017, which he accepted and will begin employment on 9/25/2017. There is also an applicant that Mr. W. Miller is interested in offering a part-time position because he is currently attending CPI's Water & Wastewater Utility Operator/Technician class.

Maintenance Supervisor Position – Mr. McDowell took a moment to discuss his feelings regarding the Maintenance Supervisor position not being filled. Mr. W. Miller stated that he has the position advertised; however, there have been no applicants. Mr. McDowell stated that some of our current employees are reluctant to apply for the Supervisor position due to Section C-6. Promotions (D) of the SBWJA Personnel Rules and Regulations Handbook, which reads "If a promoted employee does not perform as required and receives an unsatisfactory performance evaluation the employee's position with the Authority will be terminated."

There were several members that suggested the Board make a motion to approve a temporary exemption to Section C-6. Promotions (D) of the SBWJA Personnel Rules and Regulations Handbook to encourage promotion within. **Mr. Hoffman moved, seconded by Mr. Hughes to approve a temporary exemption to Section C-6. Promotions (D) of the SBWJA Personnel Rules and Regulations Handbook upon Mr. W. Miller's approval of that employee. Mr. T. Miller asked that a roll call vote be taken.**

Joseph Galbraith - Aye
Daniel Hoffman – Aye
Dennis McDowell – Aye
Timothy Miller – Aye
Dondi Smeltzer – Aye

Gregg Heny – Aye
William Hughes – Aye
Chris McMurtrie – Aye
Ted Onufrak – Aye

9 ayes, 0 nays. **The motion carried.** Mr. Onufrak suggested that a deadline of September 25, 2017 be given to the maintenance department to express their interest in the Maintenance Supervisor position.

Spring Creek Watershed Commission – Mr. W. Miller stated the Chairman, Denny Hameister, of the Spring Creek Watershed Commission recently contacted him requesting the Authority consider making a \$1,000.00 donation. Mr. Hamesiter indicated they are currently updating their comprehensive plan due to their most current plan being from 2003. **Mr. Onufrak moved, seconded by Mr. Hoffman to donate \$1,000.00 to the Spring Creek Watershed Commission for updating their comprehensive plan.** 9 ayes, 0 nays. **The motion carried.** The Board suggested that Mr. W. Miller send a letter with the donation requesting that our Authority receive meeting notices, copies of their minutes, and the ability to review their comprehensive plan for comments.

Pump Station #7 – The Authority received a quote in the amount of \$2,470.00 to reprogram the PLC output which will control a booster pump to inject chlorine into the force main at Pump Station #7. **Mr. Smeltzer moved, seconded by Mr. Hughes to approve the quote of \$2,470.00 for the reprogramming of the PLC to control chemical feed to Pump Station #7.** 9 ayes, 0 nays. **The motion carried.**

Spring Township Grinder Pump - The grinder tank at the Spring Township Building went into alarm on 9/10/2017; therefore, Mr. Royer from Spring Township contacted Mr. W. Miller regarding this issue. Mr. W. Miller asked Mr. Royer if either of their new hires could be called because they are familiar with this pump. Mr. W. Miller also told Mr. Royer this grinder tank was private and our Authority offered to help in the past as a professional courtesy. Mr. Royer stated that Mr. MacMath believes the Spring Township grinder pump is the responsibility of the SBWJA. It was noted that Phase I of the public sewer system was constructed in the Irish Hollow Road area in 1981; however, the township building was not connected until 1995, which indicates they requested the connection and as a result the Township would be responsible for their grinder pump. Our Authority had serviced this grinder pump in the past as a courtesy because the Township did not have a qualified individual to do so; however, they now have two former SBWJA employees that are very familiar with this private grinder unit.

OLD BUSINESS:

Hughes Street Sewer Extension - The right-of-way exhibits pertaining to the Hughes Street Sewer Extension have been completed and will be distributed to the property owners for execution. Mr. W. Miller indicated the maintenance department will start the project once the right-of-ways are recorded.

Employee Longevity Incentive – Mr. Smeltzer asked that the Personnel Committee discuss employee longevity incentives. Mr. T. Miller indicated this would be a good idea and assigned this task to the Personnel Committee. Mr. T. Miller also suggested the Chairman of the Finance Committee, Mr. Onufrak, be included with this discussion.

The HR Office/Jeffrey Krauss – Mr. Onufrak suggested the Board consider approaching The HR Office to assist in the search of employees for SBWJA. The Board agreed that they would like to speak with Jeffrey Krauss from The HR Office regarding this matter. Mr. Onufrak will contact Mr. Krauss to check his availability to attend our September 25, 2017 meeting.

NEW BUSINESS:

Aster Avenue/Grove Park Paving – Mr. Kostas asked if there will be manhole work completed on Aster Avenue in Grove Park due to paint marks on the manholes. Mr. W. Miller indicated the developer, Garen Smith, of Grove Park will be paving Aster Avenue and had asked that we adjust elevations and repair the manholes involved with this project. Mr. Smith will be reimbursing the Authority for this work because the final wear surface has not been placed in this development. Mr. Kostas asked when this work would be completed. The project was tentatively schedule for the first week of September; however, the paving companies are behind schedule due to rain.

COMMITTEE REPORTS:

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

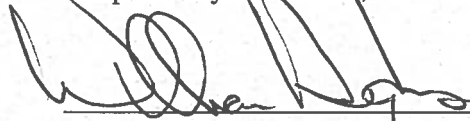
Facilities Committee: Mr. Hughes had nothing to report.

Financial Committee: Mr. Onufrak had nothing to report.

ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:22 p.m. 9 ayes, 0 nays. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____