

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

April 19, 2011

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Tom Eby
Steve Lanich
Gary Shultz
Andrew Swales

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA

CONSULTING ENGINEER: Charles Stover, E.I.T.; Adrienne Vicari, P.E.

CALL TO ORDER:

The April 19, 2011, Regular Meeting of the Benner Township Water Authority was called to order at 6:34 P.M. by Tom Eby, Chairman.

APPROVAL OF MEETING MINUTES:

The Minutes of the February 15, 2011 regular meeting were presented for review. **Mr. Shultz moved, seconded by Mr. Lanich to approve the Minutes of the February 15, 2011 Regular Meeting as presented.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

TREASURER'S REPORT:

Mr. Lanich reviewed the Treasurer's Report as presented. The total balance as of March 31, 2011 for both bank accounts is \$167,186.04. Mr. Eby asked the Board if there were any questions regarding the Paid Checks or Bills by Vendor submitted for approval. **Mr. Eby moved, seconded by Mr. Shultz to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$5,700.60 and Bills by Vendor in the amount of \$3,771.33.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

SBWJA REPORT:

Grove Park Water System – The notices for the requirement of the installation of the water meters have been mailed and most homes have the meter installed. There are a few homes that have not complied, but have made contact with the office to make the necessary arrangements.

Mr. Miller informed the Board that there have been some changes made to the water level within the tank. As a result, the well runs once every five to six (5-6) days for about five (5) hours.

Benner Township has recently contacted Mr. Miller requesting the use of water within Grove Park to fill their street sweeper. Mr. Miller indicated he does not foresee a problem with this, as long as the hydrant is checked after use to make sure it is functions properly. Mr. Miller did not recommend charging Benner Township for the use of this water.

IPERL Meters – Mr. Miller informed the Board that Sensus has a new magnetic read meter called the IPERL, which he recommends the Board consider purchasing when our existing meters are exchanged within 7-10 years. The IPERL has a twenty (20) year life and would work with our existing remote readers. The IPERL is similar in price to the meters we are currently using. Mr. Miller stated with this being a magnetic meter there are no moving parts and limited maintenance. The Board recommended purchasing a few IPERL meters to try throughout the system the next time an order is placed with L/B Water Service.

Radio Telemetry – Mr. Miller recommended the Board consider purchasing the necessary equipment, in the near future, for the installation of radio telemetry at each location to report any alarms/emergencies to the Authority office. The estimated cost would be \$3,000 - \$3,500 per location and Mr. Miller stated two units would be sufficient because SBWJA already has the main computer working for our system, which will be compatible. There have been a few occasions that the pumps have not started and an alarm system would alleviate this problem. The Board requested Mr. Miller obtain final costs for the purchase of the radio telemetry equipment for discussion at a future meeting.

EXECUTIVE SESSION: Mr. Eby recessed the Board for an Executive Session at 6:59 p.m. to discuss Real Estate. The meeting reconvened at 7:07 p.m.

SOLICITOR'S REPORT: Mr. Campbell was absent from the meeting.

ENGINEER'S REPORT:

HRG Proposal for Unit Priced Retainer Services – Ms. Vicari presented the Board with an Engineering Proposal for a Unit Priced Retainer. For an annual fee of \$1.00, HRG would be available to serve the Authority with reasonable dispatch, inform the Authority of changes in regulatory requirements, provide telephone consultation and provide services within a reasonable period of time. HRG is also willing to attend the monthly meetings at a unit price of \$100.00 per meeting. Any other services would be based on HRG's standard fee schedule or an agreed upon lump sum price.

Mr. Eby informed Ms. Vicari that the Authority's need for an Engineer's presence at every meeting has changed and the Authority would be more interested in an as needed basis such as it is with the solicitor.

GUESTS: There were no Guests present.

CORRESPONDENCE: There was no Correspondence presented for discussion.

OLD BUSINESS:

Engineering RFPs – Mrs. Gill informed the Board that the Authority has received several Engineering RFPs that were available for review and discussion. Mrs. Gill provided the Board with a spreadsheet detailing the retainer costs, amount per meeting attendance and fee schedules for the engineering staff.

Mr. Miller inquired about the status of the previous retainer agreement with HRG and Ms. Vicari indicated HRG is no longer retained as a result of not being reappointed by the Benner Township Water Authority in 2011. Ms. Vicari stated that HRG could be appointed as the Engineer for 2011 and the agreement could be terminated in as little as fifteen (15) days, if needed. **Mr. Shultz moved, seconded by Mr. Swales to approve HRG's Proposal for a Unit Priced Retainer Service for \$1.00 as presented and made a part of these Official Meeting Minutes.** 4 ayes, 0 nays, 1 absent. **The motion carried.** Mr. Miller paid the \$1.00 cash retainer to HRG.

Sprinkler System Regulations- Mr. Lanich inquired about the status of the sprinkler system regulations. Mr. Miller indicated both the House of Representatives and Senate have approved the repeal and it is currently awaiting signature by the Governor. Mr. Miller explained that the repeal includes giving the property owner the option for the installation of the sprinkler system.

Mr. Eby stated the Authority's Rules and Regulations will likely need revised to accommodate any homeowner wanting to install a sprinkler system. Mr. Eby suggested emailing the current rules and regulations to the Board members for review and comment.

Well Chart Levels – Mr. Swales inquired about the status of the graphs for the Well Levels and Daily Usage. Mrs. Gill stated the updated charts are normally provided on a quarterly basis and apologized for not including those in the board packets. The charts will be provided for the next meeting.

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

ACTION ITEMS:

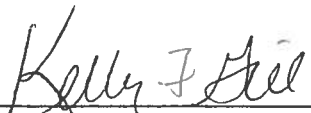
- Warren Miller to prepare a quote/price for radio telemetry
- Kelly Gill to email Authority's current Rules & Regulations
- SBWJA to provide updated Charts for next meeting

Next regular scheduled meeting is May 17, 2011 at 6:30 p.m.

ADJOURNMENT:

Mr. Swales moved, seconded by Mr. Shultz to adjourn the meeting at 7:46 p.m. 4 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 5/20/11

March 3, 2011

Benner Township Water Authority
1224 Buffalo Run Road
Bellefonte, PA 16823

Re: Proposal for Unit Priced Retainer Services

Dear Authority Members,

Thank you for taking the time to discuss your engineering service needs during the February 15, 2011 Authority meeting. We valued the opportunity to discuss your concerns and share our strengths and capabilities. Herbert, Rowland and Grubic, Inc. has been your engineer from the beginning and we've appreciated the opportunity to serve you over the years. Thank you for choosing our firm as your retained engineer.

Knowing that your professional needs have changed for 2011, we understand your desire for a reduced level of engineering service. As such, please accept the enclosed proposal for a Unit Price Retainer Agreement. Under a unit price agreement, HRG would complete the following four items for an annual fee of one dollar (\$1.00):

- A. Maintain a staff of knowledgeable and trained personnel in readiness to serve the Authority with reasonable dispatch.
- B. Endeavor to inform the Authority of changes and impending changes in regulatory and engineering requirements and in grant programs related to the Authority's operations.
- C. Provide telephone consultation, coordination and assistance as required by the Authority. Such services would not include detailed investigations or the extensive involvement of HRG's staff.
- D. Provide services within a reasonable period of time.

HRG can then provide additional services, which include attendance at your monthly meetings for additional unit price fee of \$100.00 per meeting. Other services could also be provided based upon HRG's standard fee schedule or an agreed upon lump sum price. Our typical retainer agreement can be terminated with 15 days' notice, so you can be assured that this type of agreement will not last beyond the service you need. Large projects or efforts would be outlined with a scope, schedule and agreed upon fee prior to work occurring within the legal framework of our Standard General Provisions attached to the Retainer.

We also understand your concerns regarding multiple changes in Project Managers over the past year and your request to receive experienced engineering advice. I would like to offer to resume the responsibility of your Project Manager. I have enjoyed working with you in the past and am eager to work with you into the future. My background in water and wastewater experience, coupled with financial services expertise, can assist the authority in effectively managing the system in the most fiscally efficient manner. Charles Stover, and other HRG staff, are also available to represent you, based upon your preference.

On behalf of HRG, please accept the enclosed proposal for retainer services. Please do not hesitate to contact me with any questions or concerns, or to further discuss the agreement.

Very truly yours,

Herbert, Rowland & Grubic, Inc.

Adrienne M. Vicari

Adrienne M. Vicari
Project Manager

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