

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

December 20, 2011

ATTENDANCE:

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

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA
Brian Book – Hazen & Sawyer

CALL TO ORDER:

The December 20, 2011, Regular Meeting of the Benner Township Water Authority was called to order at 6:36 P.M. by Tom Eby, Chairman.

APPROVAL OF MEETING MINUTES:

The Minutes of the November 15, 2011 regular meeting were presented for review. **Mr. Shultz moved, seconded by Mr. Eby to approve the Minutes of the November 15, 2011 Regular Meeting as presented. 3 ayes, 0 nays, 2 absent. The motion carried.**

TREASURER'S REPORT:

Mr. Eby reviewed the Treasurer's Report as presented. The total balance as of November 30, 2011 for both bank accounts is \$196,977.24. 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 \$799.47 and Bills by Vendor in the amount of \$19,503.88. 3 ayes, 0 nays, 2 absent. The motion carried.**

SBWJA REPORT:

Grove Park Water System:

Curb Stop Repair – Mr. Miller informed the Board that a curb stop and box in Grove Park recently was replaced. H & R Excavating notified the Authority of the broken curb stop at the time they were installing the water service line but claimed no responsibility for the damages.

Mr. Miller explained that the only place to terminate the water service for the repair was at the corporation stop, which is located under a sidewalk, across the street; therefore, SBWJA personnel used dry ice to allow time for the repairs. This work was coordinated with H & R Excavating who also supplied the curb stop.

Trees Planted Over Water Main – The trees that were planted over top of the water main have been removed by the developer. Garen Smith has indicated that the homeowners were unhappy about the removal of the trees; therefore, to ease the transition, he has paid out \$40.00 per tree to the property owner for the removal of the trees.

Mr. Lanich entered the meeting at 6:46 p.m.

Request for Proposal (Retained Engineer) – Discussion was held regarding the RFP process for engineering services for 2012. With the high expenses associated with a bid advertisement, Mr. Miller suggested the Authority send letters to the firms requesting a proposal. The Board would like to contact several of the engineering firms that submitted an RFP earlier in 2011. Mr. Miller will email a list of those firms to the Board members for direction on which firms to mail a letter to requesting a proposal. Mrs. Gill questioned whether the Board was looking for attendance at each meeting or on an as-needed basis. The Board agreed that the proposal should include meeting attendance on an as-needed basis.

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

ENGINEER'S REPORT:

Village of Peru:

Plans/Permitting – Brian Book provided a Project Status Report for the Village of Peru for December. On November 30, 2011 Hazen & Sawyer (H&S) submitted the E/S permit to the Centre County Conservation District and the Highway Occupancy Permit (HOP) to PennDOT. Mr. Book reported that Michelle Mays of PennDOT has submitted preliminary review comments, which were typical concerns. He also indicated the County is reviewing the E/S permit and he anticipates a response by the end of December.

Mr. Book indicated the Contract Documents are approximately 90% complete and a draft was provided to Mr. Miller during the meeting for his review/comment. Matt Milliron, Centre County Planning, has provided Mr. Book with the necessary language to incorporate within the Contract Documents prior to bidding the job. Mr. Book informed the Board that the Right-of-Ways should also be in place prior to bidding the project, which the Authority can coordinate with Dick Campbell.

The Board discussed the timeline for bidding the project and Mr. Book suggested the Board may want to consider giving Mr. Miller the authorization to proceed with bidding the job once everything is in place. The next scheduled Board meeting is January 17, 2012 and the project could likely go out for bid prior to that meeting. **Mr. Eby moved, seconded by Mr. Swales to authorize Warren Miller to proceed with the Bid Advertisement for the Village of Peru Water System once the Contract Documents are completed and meet his approval.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

CDBG monies – Mrs. Gill informed the Board that the County Commissioners have confirmed the amount of reallocated CDBG monies that our Authority will receive, which are \$67,401. The Authority will receive a total of \$167,401 in CDBG monies for the Peru project.

Construction Estimate – Mr. Eby asked Mr. Book to provide the Authority with an estimate of the construction costs for the project. Mr. Book indicated that he estimates the construction portion to be between \$200,000 - \$220,000, not including engineering, attorney fees, etc.

GUESTS: There were no Guests present.

CORRESPONDENCE: There was no Correspondence presented for discussion.

OLD BUSINESS:

2012 Budget – The Board reviewed the 2012 budget. **Mr. Swales moved, seconded by Mr. Lanich to approve the 2012 Budget as presented and made a part of these official meeting minutes.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

NEW BUSINESS:

Meeting Attendance – Mr. Shultz informed the Board that he will be leaving for Florida and will be absent from the Board meetings for the next four months; however, he will be available by telephone, if needed to attain a quorum.

Mr. Lanich reminded the Board that he will not be able to attend the January or February 2012 meetings; however, he can also be reached by telephone, if needed.

Both Mr. Shultz and Mr. Lanich provided Mrs. Gill with their contact information while out of town.

ACTION ITEMS:

-Warren Miller to provide a list of Engineers via email and to proceed with Engineering RFPs for 2012.

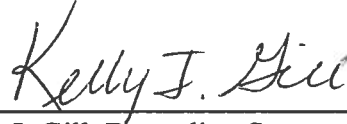
-Kelly Gill to contact Dick Campbell regarding Right-of-Ways needed for the Village of Peru Project.

Next regular scheduled meeting is January 17, 2012 at 6:30 p.m.

ADJOURNMENT:

Mr. Eby moved, seconded by Mr. Lanich to adjourn the meeting at 7:19 p.m. 4 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 01/28/2012

Benner Township Water Authority
2012 PROPOSED
BUDGET

Income Accounts	2011 Budget Amt	Budget Vs. Actual thru 09/30/2011	2012 Amt	\$ Amt Diff	% Diff
50106 - Water Revenue	\$ 56,400.00	\$ 47,514.35	\$ 63,200.00	\$ 15,685.65	12.1%
50112 - Delinquent Account Collections	\$ 600.00	\$ 580.82	\$ 600.00	\$ 19.18	0.0%
50116 - SCBWA Payments	\$ 8,000.00	\$ 8,906.10	\$ 8,200.00	\$ (706.10)	2.5%
50118 - Grove Park Special Dist. Tap Fee				\$ -	
50401 - Admin Fee (GPA)	\$ 100.00	\$ 50.00	\$ 100.00	\$ 50.00	0.0%
50501 - Connection Fees	\$ 1,284.00	\$ 3,340.00	\$ 1,925.00	\$ (1,415.00)	49.9%
50502 - Meter Fee Income				\$ -	
50503 - Inspection Fee Income				\$ -	
50504 - Permit Fee Income				\$ -	
52502 - System Reserve Income Deposit			\$ 130,000.00	\$ 130,000.00	
52701 - Earned Interest (PLGIT)	\$ 100.00	\$ 36.58	\$ 50.00	\$ 13.42	-50.0%
52801 - Earned Interest - Capital Reserves	\$ 50.00	\$ 9.68	\$ 25.00	\$ 15.32	-50.0%
TOTAL INCOME	\$ 66,534.00	\$ 60,437.53	\$ 204,100.00	\$ 137,566.00	206.8%

Benner Township Water Authority 2012 PROPOSED BUDGET

Benner Township Water Authority
December 20, 2011

2011-46

Expense Acct Name & No.	2011 Budg Amt	Budget Vs. Actual thru 09/30/2011	2012 Budg Amt	\$ Amt Dif	% Diff
71002 - Legal Advertising	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	0.0%
71302 - Conferences, Continuing Education	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	0.0%
71402 - Travel Expense	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	0.0%
71502 - Dues, Subscription & Memberships	\$ 100.00	\$ 130.00	\$ 200.00	\$ 70.00	100.0%
72102 - Postage	\$ 200.00	\$ 107.19	\$ 200.00	\$ 92.81	0.0%
72902 - Office Supplies	\$ 200.00	\$ 60.36	\$ 200.00	\$ 139.64	0.0%
73200 - Insurance					
73211 - Umbrella	\$ 820.00	\$ 518.00	\$ 800.00	\$ 282.00	-2.4%
73221 - Liability	\$ 550.00	\$ 338.00	\$ 500.00	\$ 162.00	-9.1%
73231 - Property/Casualty	\$ 775.00	\$ 550.00	\$ 700.00	\$ 150.00	-9.7%
73241 - Public Officials	\$ 1,200.00	\$ 1,000.00	\$ 1,200.00	\$ 200.00	0.0%
74301 - Energy	\$ 6,000.00	\$ 2,743.95	\$ 6,000.00	\$ 3,256.05	0.0%
74802 - PA One Call	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	0.0%
77101 - Maintenance Supplies	\$ 2,000.00	\$ 629.31	\$ 2,000.00	\$ 1,370.69	0.0%
77201 - Maintenance System	\$ 1,000.00	\$ 56.80	\$ 1,000.00	\$ 943.20	0.0%
77301 - Maintenance Repair	\$ 2,000.00	\$ 329.09	\$ 2,000.00	\$ 1,670.91	0.0%
77401 - Maintenance Chemicals	\$ 3,050.00	\$ 1,192.39	\$ 3,200.00	\$ 2,007.61	4.9%
77501 - Analytical Testing	\$ 1,200.00	\$ 1,005.00	\$ 3,000.00	\$ 1,995.00	150.0%
78301 - Meters	\$ 4,000.00	\$ (981.54)	\$ 4,000.00	\$ 4,981.54	0.0%
79102 - Legal Fees (Admin)	\$ 1,000.00	\$ 803.50	\$ 1,500.00	\$ 696.50	50.0%
79202 - Engineering	\$ 5,000.00	\$ 604.00	\$ 2,500.00	\$ 1,896.00	-50.0%
79302 - Accounting Services	\$ 3,200.00	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	25.0%
79701 - Contracted Services/SBWJA	\$ 25,000.00	\$ 13,605.70	\$ 30,000.00	\$ 16,394.30	20.0%
81701 - Capital Reserves	\$ 5,000.00	\$ 3,750.03	\$ 6,000.00	\$ 2,249.97	20.0%
81702 - Misc. Expense(Contingency) BTWA	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 750.00	0.0%
81703 - Capital Improvements - BTWA	\$ 2,739.00	\$ -	\$ 3,600.00	\$ 3,600.00	31.4%
81704 - Future Projects - BTWA			\$ 130,000.00	\$ 130,000.00	
81705 - Legal Services	\$ -			\$ -	
81706 - Engineering Services	\$ -			\$ -	
81707 - SBWJA Contracted Services	\$ -			\$ -	
TOTAL EXPENSE	\$ 66,534.00	\$ 29,691.78	\$ 204,100.00	\$ 137,566.00	206.8%