

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

January 16, 2018

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Tom Eby
Tim Edkin
Steve Lanich
Jerry May
Andy Swales

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA
Brian Shura, P.E. – Stiffler McGraw
See Attached Guest List

CALL TO ORDER:

The January 16, 2018, Regular Meeting of the Benner Township Water Authority was called to order at 6:33 P.M. by Tom Eby, Chairman.

ROLL CALL:

Tim Edkin, Secretary, took Roll Call, recording four members present. Mr. Swales entered the meeting at 6:48 p.m. Mr. Eby, Chairman, noted that with a quorum present, the Benner Township Water Authority was permitted to conduct business under the laws of Pennsylvania.

ELECTION OF 2018 OFFICERS:

Mr. Eby opened the nominations.

Mr. Lanich made a motion to retain the same officers from the previous year and Mr. Edkin seconded Mr. Lanich's motion. 4 ayes, 0 nays, 1 absent. The motion carried.

Mr. Eby closed the nominations.

Attached to these meeting minutes is a listing of the 2018 Officers and Members.

APPOINTMENT OF PROFESSIONAL SERVICES:

Retaining Professional Services for 2018 – Mr. Edkin discussed some concerns he had with the Engineering Services Agreement provided by Stiffler McGraw for the 2018 calendar year. Mr. Shura agreed to work with Mr. Edkin towards providing a mutually agreed upon Engineering Services Agreement. **Mr. Edkin moved, seconded by Mr. May to retain Consulting Engineer – Stiffler McGraw – 4 ayes, 0 nays, 1 absent. The motion carried.**

Retaining Professional Services for 2018 – Mr. Eby moved, seconded by Mr. Edkin to retain Solicitor – Miller, Kistler & Campbell (Richard Campbell) 4 ayes, 0 nays, 1 absent. **The motion carried.**

Retaining Professional Services for 2018- Mr. Eby asked if there were any comments or concerns with retaining the same Auditor as the previous year. Mr. Edkin indicated the Audit Engagement Letter appears to be the same as the previous year and he appreciates that they did update the agreement to indicate it shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania; however, he had a couple of questions. Mr. Edkin asked if the Auditor provided back up information as to how many transactions are reviewed during the audit or what they consisted of. Mrs. Gill stated that the Auditor has access to all of the records and he helps himself to any files he wants during the process; however, the only information provided to the Authority is year-end journal entries and the audit itself.

Mr. Lanich stated that Mr. Edkin could always contact the Auditor to discuss the process. Mr. Edkin then asked if the audit has commenced and Mrs. Gill stated no—the audit cannot begin until after March 15th of each year when the last billing is prepared which includes the months of December, January and February. Mr. Edkin expressed his concern with the last sentence of the first paragraph on Page 5 of the Audit Engagement Letter which states “We expect to begin our examination prior to December 31, 2017, and to issue our report no later than 90 days thereafter” that seems to indicate the audit has already commenced. Mrs. Gill indicated she would provide Mr. Edkin with the Auditor’s contact information and he is more than welcome to contact him to discuss how the audit is performed. Mr. Edkin suggested that he could always visit with the Auditor while on site completing the audit and Mrs. Gill said she will let Mr. Edkin know once that is scheduled, which likely won’t be until late March. **Mr. Lanich moved, seconded by Mr. Eby to retain Auditor - Baker Tilly Virchow Krause, LLP for the 2018 calendar year and approve the Audit Engagement Letter. 4 ayes, 0 nays, 1 absent. The motion carried.**

Mr. Swales entered the meeting at 6:48 p.m.

APPROVAL OF MEETING MINUTES:

The Minutes of the December 19, 2017 regular meeting were presented for review. **Mr. Edkin moved, seconded by Mr. May to approve the Minutes of the December 19, 2017 Regular Meeting as presented. 5 ayes, 0 nays. The motion carried.**

TREASURER'S REPORT:

Mr. Lanich reviewed the Treasurer's Report as presented. 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. Edkin to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$5,639.05 and Bills by Vendor in the amount of \$8,012.67. 5 ayes, 0 nays. The motion carried.**

SBWJA REPORT:

Bio-Solids Legal Fees Expense – Mr. Miller reported that the legal fees/professional services associated with the biosolids appeal incurred to date are \$62,068.94.

Bio-Solids Appeal – Mr. Miller reminded the Board that the hearing is scheduled for January 22, 2018 through January 25, 2018 in Harrisburg.

Grove Park Water Leak on 01/06/2018-01/07/2018 – On January 6, 2018 around 10:00 p.m. Mr. Miller was contacted by the Centre County 911 dispatcher about water bubbling up to the surface along Teasel Way in the Grove Park Subdivision. The SBWJA maintenance crew was on site from 10:30 p.m. Saturday evening through Sunday, January 7, 2018 at 12:30 p.m. repairing the broken saddle for a water service line. The SBWJA's backhoe broke down around 4:00 a.m. resulting in the Authority being forced to hire another contractor to complete the excavation. The sub-zero temperatures made this repair very challenging. The water service was restored and a Boil Water Notice was issued as a precaution until the 24-hour bacteria test identified it could be lifted.

Mr. Eby inquired about the total cost for this repair. Mrs. Gill stated that the bill hasn't been finalized yet because she is still waiting for an invoice for stone; however, labor alone is estimated at around \$3,000.00 due to overtime. Mr. Miller indicated with the backhoe rental it will likely cost around \$4,000.00 for the repair. The Board thanked the staff at SBWJA for their hard work associated with this repair especially due to the cold temperatures.

PA DCED Grant Program – The Authority recently became aware of another round of the PA Small Water and Sewer grant program being approved for the 2017-2018 year with a deadline of February 28, 2018. To be deemed eligible, the project cost shall be a minimum of \$30,000 but not exceed \$500,000. The Authority must provide matching funds of not less than 15% of the total eligible project cost and a non-refundable \$100 application fee. Mr. Miller indicated this would be an excellent opportunity for the Authority to replace the high service pumps at the Grove Park Water system, replace the phase converter and transformer at the Opequon well house with a variable frequency drive and include radio telemetry for both systems. The Board agreed to move forward with the grant application.

Mr. Miller indicated the Authority received updated cost estimates and the total project cost is estimated to be \$106,434.67 with the Authority providing matching funds of 15%, which amounts to \$15,965.20 for an overall grant request of \$90,469.47. Mr. Miller indicated a Resolution will be presented later in the meeting and will need approved to submit along with the application.

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

ENGINEER'S REPORT: Mr. Shura had nothing to report.

GUESTS: There were no Guests wishing to address the Board.

CORRESPONDENCE:

State Ethics Forms – Mrs. Gill provided the Board members with the State Ethics Forms for the 2017 calendar year that must be completed and returned to her no later than the March 2018 meeting.

OLD BUSINESS:

Grove Park Generator/Transfer Switch – Mr. Eby inquired about the status of the generator/transfer switch for the Grove Park Water system. Mr. Miller stated that it has been ordered.

NEW BUSINESS:

Resolution #2018-01 (PA Small System Grant) – Mr. Swales moved, seconded by Mr. Edkin to approve Resolution #2018-01 citing the Benner Township Water Authority's request for a PA Small Water and Sewer Program grant of \$90,469.47 as presented and made a part of these official Meeting Minutes. 5 ayes, 0 nays. The motion carried.

ACTION ITEMS:

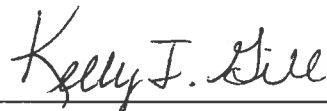
- Mr. Edkin to work with Mr. Shura to finalize the Engineering Services Agreement for 2018.
- Mrs. Gill to revise the procedures manual.
- Mr. Miller to contact Benner Township about having the SWP Plan added to their website.

Next regular scheduled meeting is February 20th at 6:30 p.m.

ADJOURNMENT:

Mr. Lanich moved, seconded by Mr. May to adjourn the meeting at 7:24 p.m. 5 ayes, 0 nays. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 03/23/2018

**Benner Township
Water Authority**

2018 OFFICERS & MEMBERS

Thomas Eby, Chairman
Andrew Swales, Vice Chairman
Steve Lanich, Treasurer
Timothy Edkin, Secretary
Jerry May, Asst. Secretary/Asst. Treasurer

BENNER TOWNSHIP WATER AUTHORITY
RESOLUTION #2018- 01
PA SMALL SYSTEM GRANT 2017-2018

Be it RESOLVED, that the Benner Township Water Authority of Centre County hereby request a PA Small Water and Sewer Program grant of \$ 90,469.47 from the Commonwealth Financing Authority to be used for the purchase of electrical components which will allow our system to operate more efficiently. This includes the replacement of the failing high service pumps to properly pressurize the water system, the purchase/installation of radio telemetry to immediately transmit alarms to proper officials and the installation of a variable frequency drive (VFD) to convert single phase incoming power to 3-phase while boosting the incoming voltage from 240-volt to 480-volt. In addition this VFD will reduce starting and stopping pressures to soften the effects of hydraulic surges.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Thomas N. Eby, Chairman and Timothy R. Edkin, Secretary as the official(s) to execute all documents and agreements between the Benner Township Water Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Timothy R. Edkin, duly qualified Secretary of the Benner Township Water Authority, Centre County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Benner Township Water Authority at a regular meeting held January 16, 2018 and said Resolution has been recorded in the Minutes of the Benner Township Water Authority and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Benner Township Water Authority, this 16th day of January 20 18.

Benner Township Water Authority
Name of Applicant

Centre
County

Timothy R. Edkin
Timothy R. Edkin, Secretary

BENNER TOWNSHIP WATER AUTHORITY
1224 BUFFALO RUN ROAD
BELLEFONTE, PA 16823
(814) 355-4778

REGULAR MEETING
January 16, 2018

GUEST LIST

1. JOHN KOSTES GRAVE PARK
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