

**BENNER TOWNSHIP WATER AUTHORITY**

**REGULAR MEETING**

**January 17, 2012**

**ATTENDANCE:**

**AUTHORITY MEMBERS PRESENT:** Mark Capriani  
Tom Eby  
Steve Lanich – via telephone  
Gary Shultz – via telephone  
Andrew Swales

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

**CALL TO ORDER:**

The January 17, 2012, Regular Meeting of the Benner Township Water Authority was called to order at 6:37 P.M. by Tom Eby, Chairman.

**ELECTION OF 2012 OFFICERS:**

Mr. Eby opened the nominations.

**Mr. Swales made a motion to retain the same officers from the previous year and Mr. Lanich seconded Mr. Swales' motion. 4 ayes, 0 nays, 1 absent. The motion carried. Attached is a list of Officers/Board Members for 2012 that is made a part of these official Minutes.**

Mr. Eby closed the nominations.

**APPOINTMENT OF PROFESSIONAL SERVICES:**

**Mr. Eby moved, seconded by Mr. Shultz to retain the following Professional Services for 2012:**

**Miller, Kistler & Campbell (Richard Campbell), Solicitor  
Parente Beard, Accountant**

**4 ayes, 0 nays, 1 absent. The motion carried.**

**APPROVAL OF MEETING MINUTES:**

The Minutes of the December 20, 2011 regular meeting were presented for review. **Mr. Swales moved, seconded by Mr. Eby to approve the Minutes of the December 20, 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 December 31, 2011 for both bank accounts is \$179,536.85. 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. Swales to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$3,946.81 and Bills by Vendor in the amount of \$2,787.67.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

**SBWJA REPORT:**

**Engineering RFPs** – Mr. Miller informed the Board that the Engineering RFPs were mailed on 01/11/2012 and are due on 01/31/2012. Gwin, Dobson & Foreman has indicated they are not interested in providing engineering services to our Authority due to a possible conflict of interest since they are State College Borough Water Authority's engineer.

**Updated Charts** – The Daily Usage and Static Well Level charts for the past quarter were updated and provided to the Board for review.

**PA DEP Meeting** – Mr. Miller indicated he met with the PA DEP on 01/12/2012 to review both water systems. The Authority's current Sanitarian, Greg Wells, is retiring and Mr. Miller met with his replacement, Valerie Esasser. With the increasing population, the Authority has progressed into the next higher level of monitoring. This will require a check of the system seven days per week to take the chlorine residual.

**Mark Capriani entered the meeting at 6:43 p.m.**

**Grove Park Water System** – Mr. Miller reported that an operational change was made to the range on the tank resulting in the well only starting every five or so days, as opposed to every day. As a result, the electrical costs have decreased, saving the Authority approximately \$80-\$100 per month.

Mrs. Gill reported that she has reviewed the income and expenses for the Grove Park System for 2011 and the system is breaking even.

**Bill Stuffer** – Mr. Capriani recommended a letter/notice be prepared and attached to the water bill informing the customers that the Authority seems to be doing well and does not anticipate a rate increase at this time. Mr. Miller will prepare a notice to send with the next billing cycle in March.

**Village of Peru** – Mr. Miller met with Brandy Reiter of Senator Corman's office on 01/17/2012 to discuss the possibility of the monies being released from the State for the Village of Peru. Since Jim Eckert's retirement, Mrs. Reiter has agreed to follow up on these monies with the Commonwealth.

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

**ENGINEER'S REPORT:**

**Village of Peru:**

**Estimate of Probable Cost** – Brian Book presented the Board with a construction estimate for the Village of Peru. The total construction estimate including the installation of the service line to the home is \$240,628.87 or \$50.61 per foot. Mr. Book indicated he prepares his estimates on the high side; therefore, he anticipates the project cost being under this amount. If the Authority chooses not to install the service line to the home, approximately \$38,000 can be deducted from the total.

**Plans/Permitting** – Brian Book provided the Board with an updated Project Status Report for the Village of Peru for January 2012. PennDOT has approved the Highway Occupancy Permit (HOP) and we are still waiting for Jim Coslo to approve the County E/S permit. Mr. Miller stated he will contact Jim Coslo to inquire about the status of the permit.

The contract documents have been reviewed with Mr. Miller and have been delivered to Matt Milliron for approval before the project can be bid. Mr. Book informed the Board that there are many legal requirements as a result of receiving Federal/State monies. Mr. Eby inquired about the bidding process including the timeline for acceptance of the bids. Mr. Book reviewed the following process:

- Bid Advertisement
- Open Bids
- Determine if Lowest Bid is Acceptable
- Provide Intent to Award Bid (Contractor Provides Insurances)
- Award Bid
- Notice to Proceed Given (ROWs must be in place)

Mr. Miller suggested the Board bid the Project in late January/early February 2012 with the bids being opened prior to the March meeting. This would allow for the Intent to Award the Bid to be issued at the March meeting. Mr. Miller reminded the Board and Mr. Book that construction needs to commence by May 1<sup>st</sup> to comply with the Commonwealth for the CDBG monies.

**GUESTS:** There were no Guests present.

**CORRESPONDENCE:**

**Centre County Conservation District** – We received a letter from Jim Coslo regarding the Erosion and Sediment Pollution Control Plan Review for the Village of Peru. Mr. Coslo is requesting additional information to complete his review. Mr. Book has discussed the issues with Mr. Coslo and is waiting for final approval of the E/S permit.

**OLD BUSINESS:** There was no Old Business presented for discussion.

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

**ACTION ITEMS:**

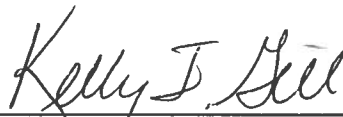
- Warren Miller to contact Jim Coslo to follow up on the status of the E/S permit.
- Warren Miller to prepare bill stuffer

**Next regular scheduled meeting is February 21<sup>st</sup> at 6:30 p.m.**

**ADJOURNMENT:**

**Mr. Swales moved, seconded by Mr. Eby to adjourn the meeting at 7:14 p.m. 5 ayes, 0 nays. The motion carried.**

Respectfully submitted,



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Kelly J. Gill, Recording Secretary

CC: Benner Township 03/06/2012

# **Benner Township Water Authority**

## **2012 OFFICERS & MEMBERS**

Thomas Eby, Chairman  
Andrew Swales, Vice Chairman  
Steve Lanich, Treasurer  
Mark Capriani, Secretary  
Gary Shultz, Board Member