

# **BENNER TOWNSHIP WATER AUTHORITY**

## **REGULAR MEETING**

**January 17, 2017**

### **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 17, 2017, Regular Meeting of the Benner Township Water Authority was called to order at 6:30 P.M. by Tom Eby, Chairman.

### **ROLL CALL:**

Tim Edkin, Secretary, took Roll Call, recording five members present. 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 2017 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. 5 ayes, 0 nays. The motion carried.**

Mr. Eby closed the nominations.

Attached to these meeting minutes is a listing of the 2017 Officers and Members.

**APPOINTMENT OF PROFESSIONAL SERVICES:**

**Retaining Professional Services for 2017 – Mr. Eby moved, seconded by Mr. Lanich to retain Consulting Engineer – Stiffler McGraw – 5 ayes, 0 nays. The motion carried.**

**Retaining Professional Services for 2017 – Mr. Eby moved, seconded by Mr. Swales to retain Solicitor – Miller, Kistler & Campbell (Richard Campbell) 5 ayes, 0 nays. The motion carried.**

**Retaining Professional Services for 2017-** Mr. Eby asked if there were any comments or concerns with retaining the same Accountant as the previous year. Mr. Edkin indicated he had some minor concerns with the Audit Engagement Letter provided by Baker Tilly. First, the agreement refers to the establishment of procedures and policies for accounting records and Mr. Edkin wanted to know if such procedures and policies exist. Mrs. Gill indicated that since the Benner Township Water Authority does not have any employees due to contracting with the Spring Benner Walker Joint Authority (SBWJA) for the operation and maintenance of the system, no such policies and procedures exist; however, Mrs. Gill will be updating the SBWJA's policies in the near future and is willing to prepare the manual for the Water Authority as well.

Secondly, Mr. Edkin referenced page 3 of the Audit Engagement letter which indicates the agreement shall be governed by and construed in accordance with the laws of the state of Illinois, which he feels should be Pennsylvania. Mrs. Gill indicated that she believes Baker Tilly's corporate office is in Illinois. Mr. Edkin referred to language within the document that indicates Baker Tilly is a global company with local offices acting independently of the corporate office. With this language he believes the Commonwealth of Pennsylvania should be reflected, not Illinois. Mrs. Gill will inquire about this with the auditor.

Mr. Swales asked if it was necessary to retain Baker Tilly at this time and indicated the Authority could consider soliciting proposals for these services. Due to time constraints the Board decided to solicit proposals for the 2017 audit in September of 2017. **Mr. Edkin moved, seconded by Mr. May to retain Accountant – Baker Tilly Virchow Krause, LLP (formerly known as Parente Beard) for the 2017 calendar year, approve the Audit Engagement Letter but inquire about modifying the language to reflect the agreement to be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania. 5 ayes, 0 nays. The motion carried.**

**APPROVAL OF MEETING MINUTES:**

The Minutes of the December 20, 2016 regular meeting were presented for review. **Mr. Eby moved, seconded by Mr. Swales to approve the Minutes of the December 20, 2016 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 \$6,681.63 and Bills by Vendor in the amount of \$5,417.72. 5 ayes, 0 nays. The motion carried.**

**SBWJA REPORT:**

**Board Reappointment** – Mr. Miller informed the Board that the Benner Township Supervisors have reappointed Mr. Jerry May to serve another five year term on the Water Authority Board. Mr. Miller thanked Mr. May for his support and willingness to offer his time to serve on our Board.

**Source Water Protection Plan (SWP)** –Following the last meeting Mr. Miller contacted Al Guiseppe of SSM Group to inquire about having the draft SWP plan modified to include the additional comments pertaining to potential agricultural contaminants. The requested changes were made to the plan and SSM Group provided the Authority with a revised plan; however, Mr. Guiseppe suggested the Authority hold off on approving the SWP plan until the fracture traces are added, which should be completed later this month by Dr. Parizek. The SSM Group will then add the information and produce a complete plan.

A copy of the draft SWP plan with the recent changes flagged was passed around to the Board for review during the meeting. Mr. Lanich expressed concern with the wording regarding water pollution control as it relates to biosolids and suggested some modifications may need made. The Board also indicated they would like to see wastewater and biosolids added to the glossary. Mr. Miller will contact Mr. Guiseppe to inquire about the Board's concerns.

**Biosolids Legal Fees Expense** – Mr. Miller reported that the legal fees expense associated with the biosolids appeal incurred to date is \$11,465.05.

**PSMA Seminar** – Mr. Miller informed the Board that he recently attended training in Harrisburg in which one of the seminars was conducted by Synagro Technologies who specialize in the land application of biosolids. The seminar was very informative in providing detailed discussions of new regulations forthcoming as they relate to the application of biosolids in the Commonwealth.

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

**ENGINEER'S REPORT:**

**System Mapping** – Mr. Shura indicated Stiffler McGraw will be contacting the SBWJA in February to assist with locating the curb stops and valves for completion of the system mapping.

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

**CORRESPONDENCE:** There was no Correspondence presented for discussion.

**OLD BUSINESS:**

**Grove Park Homeowner's Association (HOA) Right of Way Agreement** – The right of way agreement was reviewed by the Authority personnel and appears to be acceptable. Mrs. Gill suggested having Mr. Edkin review the agreement before final approval and the Board agreed. The Authority is still waiting for Benner Township's engineer to provide an easement agreement for the water main and hydrant that will be installed on their property and dedicated to this Authority. Mr. Eby inquired about a timeframe for the mainline extension and Mr. Miller indicated it was supposed to be last fall, but he is unsure of Benner Township's schedule at this time.

**NEW BUSINESS:**

**State Ethics Forms** – Mr. Eby asked if the State Ethics forms were received yet and Mrs. Gill stated no, but they were likely delivered to the Benner Township municipal building. The forms will likely be distributed at the February meeting.

**ACTION ITEMS:**

- Mr. Miller to contact SSM Group about revising the draft SWP plan
- Mrs. Gill to contact Baker Tilly about Audit Engagement Letter
- Mrs. Gill to develop policies and procedures manual
- Mr. Edkin to review Grove Park HOA easement agreement

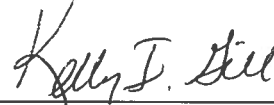
**Next regular scheduled meeting is February 21<sup>st</sup> at 6:30 p.m.**

**Mr. Lanich indicated he will be absent from the February meeting**

**ADJOURNMENT:**

**Mr. Edkin moved, seconded by Mr. Lanich to adjourn the meeting at 7:31 p.m. 5 ayes, 0 nays. The motion carried.**

Respectfully submitted,



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Kelly J. Gill, Recording Secretary

CC: Benner Township 02/22/2017

# Benner Township Water Authority

## 2017 OFFICERS & MEMBERS

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

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

**REGULAR MEETING**  
**JANUARY 17, 2017**

**GUEST LIST**

1. Rene Swanner
2. JOHN KOSTES
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