

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

June 20, 2017

ATTENDANCE:

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

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

CALL TO ORDER:

The June 20, 2017, Regular Meeting of the Benner Township Water Authority was called to order at 6:35 P.M. by Tom Eby, Chairman.

ROLL CALL:

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

APPROVAL OF MEETING MINUTES:

The Minutes of the April 18, 2017 regular meeting were presented for review. **Mr. Lanich moved, seconded by Mr. Edkin to approve the Minutes of the April 18, 2017 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. Mr. Eby asked the Board if there were any questions regarding the Paid Checks or Bills by Vendor submitted for approval. **Mr. Edkin moved, seconded by Mr. May to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$20,882.28 and Bills by Vendor in the amount of \$7,491.28.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

The Board discussed the two invoices provided by the Soil and Land Planning Consultants (Dr. Petersen) totaling over \$11,000 for consulting services in connection with the land application of biosolids to the Spicer Family Farm and would like to send a letter to Dr. Petersen requesting consideration of a lower billing for his services. The Board would like Mr. Miller to draft a letter and email it to the Board members for their review prior to mailing it.

SBWJA REPORT:

Biosolids Legal Fees Expense – Mrs. Gill reported that the legal fees/professional services associated with the biosolids appeal incurred to date are \$41,828.14. At this time, the Authority has not received an invoice from Dr. Parizek for his services associated with the appeal. The Board suggested contacting Mr. Hurst for an update on the status of the appeal. Mrs. Gill will send Mr. Hurst an email.

PA Small Water & Sewer System Grant – We have received a fully executed grant agreement as part of the PA Small Water and Sewer program. Mrs. Gill reminded the Board that the Authority is responsible for providing 15% matching funds. Mr. Miller will be ordering the generator and transfer switch for the Grove Park Water System this summer.

Benner Township New Building –The water mainline extension to the Benner Township property has been installed, tested, disinfected and is ready for use. Benner Township has paid their connection fee and has extended the service line to their new building. The SBWJA invoice for May 2017 includes inspection services associated with the water mainline extension, which has been passed along to the Township for reimbursement. The Board asked if it was ever determined if a valve was installed within Arrowhead Way where the connection was made and Mrs. Gill stated she was unsure.

Consumer Confidence Report – The annual Consumer Confidence Report (CCR) was completed and distributed to each of the water system customers on June 15, 2017. There were no testing or reporting violations for the 2016 calendar year.

Spring Township Water Authority – For the past six (6) weeks the SBWJA was providing water operator services to the Spring Township Water Authority (STWA) due to their former operator no longer being employed with the Township. The SBWJA offered the same operations and maintenance agreement for continued service as currently in use with the Benner Township Water Authority; however, the STWA wasn't interested in a long term agreement.

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

ENGINEER'S REPORT:

Golf Outing & Dinner – Mr. Shura invited the Authority Board members, Mr. Miller and Mrs. Gill to attend a Golf Outing and Dinner hosted by Stiffler McGraw at the Park Hills Country Club on Friday, August 4, 2017. Anyone who is interested in attending will need to RSVP by Friday, July 28, 2017.

GUESTS:

John Kostas – Mr. Kostas indicated he has recently met with State Representative Michael Hanna's office and also State Representative Kerry Benninghoff's office about the support of House Bill No. 1398 which amends the Hazardous Sites Cleanup Act to include a polyfluoroalkyl substance or perfluorinated chemical as a hazardous substance. This chemical commonly used in firefighting foam has been identified in drinking water and wastewater treatment plants.

CORRESPONDENCE: There was no Correspondence presented for discussion.

OLD BUSINESS:

Procedures Manual – Mrs. Gill completed her preparation of a written procedure for each office task and provided the Board with a copy for review and discussion at a future Board meeting. Mr. Edkin thanked Mrs. Gill for her work associated with the preparation of the procedures.

NEW BUSINESS:

2016 Audit – Mrs. Gill provided an overview of the 2016 audit and asked if there were any questions. Mr. Edkin noted the Authority's operating expenses increased by approximately \$15,000 and asked Mrs. Gill to provide an explanation for the increase. Mrs. Gill indicated the legal expenses increased by \$10,000 from 2015 to 2016 due to the appeal of the biosolids application. There was also an increase in analytical testing and electric costs in 2016.

Mr. Edkin referenced a section of the Management Presentation Letter which indicates that management has corrected all identified misstatements and wanted to know what those misstatements were. Mrs. Gill stated there were no misstatements—this is a standard management letter provided by Baker Tilly. Mr. Edkin stated this was a great audit report and thanked the SBWJA personnel for their “top notch” services with the management of the Water Authority's accounts. **Mr. Edkin moved, seconded by Mr. May to approve the 2016 audit as presented.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

Management Representation Letter – Mrs. Gill indicated a standard management letter was provided by the auditor, Baker Tilly, which must be placed on letterhead and signed by the Chairman. The management letter indicates that we have provided the auditor with all of the necessary information to complete the audit. **Mr. Edkin moved, seconded by Mr. May to approve and sign the Management Representation Letter provided by the Auditor, Baker Tilly.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

ACTION ITEMS:

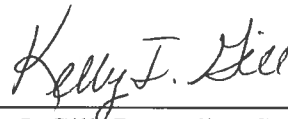
- Mr. Miller to order the generator
- Mr. Miller to draft letter to Dr. Petersen
- Authority Board to review policies and procedures
- Mrs. Gill to email Randy Hurst for update on biosolids appeal
- Check with Mr. Miller about status of valve buried within Arrowhead Way

Next regular scheduled meeting is July 18th at 6:30 p.m.

ADJOURNMENT:

Mr. Edkin moved, seconded by Mr. May to adjourn the meeting at 7:55 p.m. 4 ayes, 0 nays, 1 absent. **The motion carried.**

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 09/20/17

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

REGULAR MEETING
June 20, 2017

GUEST LIST

1. John KOSTES Benner Twp
2. Renee Swaneer Benner Twp
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