

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

May 15, 2012

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Mark Capriani
Tom Eby
Andrew Swales

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA

CONSULTING ENGINEER: Brian Book, P.E. – Hazen & Sawyer

CALL TO ORDER:

The May 15, 2012, 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 March 20, 2012 regular meeting were presented for review. **Mr. Eby moved, seconded by Mr. Swales to approve the Minutes of the March 20, 2012 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 April 30, 2012 for both bank accounts is \$186,606.42. 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. Capriani to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$3,249.87 and Bills by Vendor in the amount of \$4,577.90. 3 ayes, 0 nays, 2 absent. The motion carried.**

SBWJA REPORT:

PA DEP Water Testing – Mr. Miller informed the Board that he has reviewed the amount of time/costs that SBWJA has into taking the monthly bacteria/free chlorine sample at each system and determined it would be less expensive to have Fairway Laboratories collect and process the samples. Fairway Labs will take the samples, process the samples and report them to the PA DEP for \$45.00 per system/per month. Mr. Miller explained that the PA DEP now requires electronic submission of the chlorine residual; therefore, the Authority would have to comply with their requirements to become a certified laboratory, resulting in additional costs to the Authority.

Chlorine Degradation Study – Mr. Miller stated that in June the Authority personnel will again be obtaining the required samples, which will be used for Hazen & Sawyer to complete the chlorine degradation study for the Authority. Mr. Miller indicated this study is being completed so the Authority can continue using the tap inside the well house at Hampton Hills for chlorine residual samples, rather than the first tap located at the tank, which is currently a fire hydrant.

Updated Charts – The Daily Usage and Static Well Level charts for the 1st quarter of 2012 were updated and provided to the Board for review. Mr. Swales asked if the shading could be removed from the charts to make the information more visible and Mrs. Gill stated she will do that for the next quarter.

Village of Peru:

Construction – Glenn Johnston, Inc. (GJI) started construction of the project on May 14, 2012. Mr. Miller indicated the first area of work included the installation of the bore pit across from Peru Circle, along SR 26. The bid specs called for the bore pit to be installed on Ms. Dashem's property, at the Eastern entrance to Peru Circle and the receiving pit to be located on Mr. Perryman's vacant lot across SR 26; however, the contractor reversed the design without having the proper right-of-way.

Mr. Perryman has contacted Mr. Miller to express his displeasure with the contractor working outside of the right-of-way and has claimed the contractor removed a tree from his lot, broke two tree limbs and tore out the 4x4 post identifying the location of the septic system. Mr. Miller informed the Board that the tree removed was located within PennDOT right-of-way and also indicated he would be meeting with Mr. Perryman and the contractor to attempt to resolve this issue.

Bjalme Properties – Discussion was held during the last meeting regarding the best way to serve Mr. Bjalme's properties that have multiple dwellings on one parcel of ground. Mr. Miller suggested the Board consider installing a meter pit at the property line for Mr. Bjalme's property that borders Rockview's property, near the back of Peru Circle. Mr. Bjalme would use the existing water service line that serves these two homes and be responsible for any future maintenance of this line. Mr. Miller then suggested a curb box be installed for each of Mr. Bjalme's remaining properties on Peru Circle. Mr. Miller indicated he has discussed this proposal with Mr. Bjalme and Mr. Bjalme is acceptable to the terms. The Board agreed with Mr. Miller's proposal and suggested obtaining written documentation of the acceptance by Mr. Bjalme.

Decommissioning of Old Water Main – Mr. Eby inquired about what would be done with the old water main once the new one was completed. Mr. Miller indicated the old water main will remain in place and Rockview will be responsible for discontinuing the old line on their property.

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

ENGINEER'S REPORT: See the attached Engineer's Report which has been made a part of these official Meeting Minutes.

Village of Peru:

Change Order #1 – Mr. Book presented the Board with Change Order #1 which establishes a new unit price for Pay Item 5A at \$30.50 per linear foot for the ¾" Polyethylene water service pipe. **Mr. Eby moved, seconded by Mr. Swales to approve Change Order #1 for the Village of Peru Water Replacement Project resulting in an overall project increase of \$30.50.** 3 ayes, 0 nays, 2 absent. **The motion carried.**

GUESTS: There were no Guests present for the meeting.

CORRESPONDENCE: There was no Correspondence presented for discussion.

OLD BUSINESS:

Insurance Certificates – As requested during the last meeting, SBWJA and Hazen & Sawyer have provided the necessary insurance certificates. Mr. Swales indicated that SBWJA's insurance certificate did not list the Benner Township Water Authority as additional insured and he recommended that be added to the policy. Mr. Capriani asked what the standard amount of insurance should be and if the Authority's policies/rules & regulations reflect a standard amount. Mr. Miller indicated that he believes the standard to be \$1,000,000 per occurrence with a general aggregate of \$2,000,000, but a review of the Authority's policies could be completed. Mr. Swales inquired about whether pollution liability was included in the Authority's insurance and Mr. Miller indicated he would look into that.

NEW BUSINESS:

2011 Audit - Mr. Eby suggested the Board review the draft 2011 audit and asked if there were any questions. **Mr. Capriani moved, seconded by Mr. Swales to approve the 2011 audit as presented.** 3 ayes, 0 nays, 2 absent. **The motion carried.**

ACTION ITEMS:

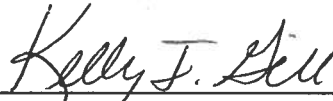
- ◆ Warren Miller to review Authority's policies/rules & regulations regarding insurance requirements; Review insurance policy to check for pollution liability
- ◆ Warren Miller to have BTWA added to SBWJA insurance certificate as additional insured

Next regular scheduled meeting is June 19th at 6:30 p.m.

ADJOURNMENT:

Mr. Capriani moved, seconded by Mr. Eby to adjourn the meeting at 7:39 p.m. 3 ayes, 0 nays, 2 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 6/20/2012



Hazen and Sawyer, P.C.
330 Innovation Boulevard
Suite 104
State College, PA 16803
Tel: 814-272-3332
Fax: 814-272-3013

May 11, 2012

Benner Township Water Authority
1124 Buffalo Run Road
Bellefonte PA, 16823

RE: Engineer's Status Report
May 2012

Dear Authority:

The following summarizes the actions completed on your behalf:

Retained Engineer (90120-000)

Copies of Hazen and Sawyer's Insurance Certificate for Benner Township Water Authority were submitted to Kelly Gill earlier this week. Other than the Line Extension there have not been additional activities to report.

Please note that Hazen and Sawyer will be holding a Client Appreciation and Open House Reception on June 4th. This is scheduled in conjunction with the PWEA – PennTEC 2012 Conference (a Wastewater activity); but you are all invited to stop by. We will be open from 4pm to 10pm for visitors and will be serving appetizers and drinks.

PERU Water Line Extension (90096-000)

Since your last meeting, there has been progress on this project as summarized below and in the attached documents.

Notice to Proceed Issued – The preliminary paperwork and the Notice to Proceed (attached) were issued on your behalf per the action of the Authority at your March meeting. The NTP established at 120 Construction Period (April 10, 2012 to August 8, 2012).

Job Conference #1 – The “kick-off” job conference was held on April 10th and a copy of the Meeting Minutes is attached for your reference.

Construction Progress – The contractor has not begun on site construction activities. There have been activities relative to paperwork, shop drawing approvals and the procurement of materials. A current shop drawing log is attached for your information. Each month we will review actions that the board should consider as follows:

- **Applications for Payment:** There are no applications for payment from the month of April. The contract stands as follows:

Contract	Bid Value	Previous Change Orders	Current Change Orders	Current Total	Previous Payments	Current Payments	Remaining Contract
Glenn Johnston	\$ 217,603.00	\$ 0.00	\$ 30.50	\$ 217,633.50	\$ 0.00	\$ 0.00	\$217,633.50
Time	120 days					36 days	84 days

May 15, 2012

May 11, 2012

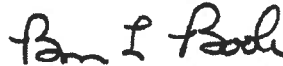
Page 2

- Change Orders: We have Changer Order No. 1 for your review at the meeting. This change order establishes a new unit price – Pay Item 5A at \$30.50 per linear foot for the ¾-inch Polyethylene water service pipe. We recommend Changer Order No. 1 to Benner Township Water Authority. It has been reviewed with Warren Miller, and we hand carry four originals for execution as your direction.

We look forward to discussing these and other matters that may come before the Authority at your meeting tonight. Should you have any questions or concerns, please do not hesitate to contact me at 814-470-0778.

Very truly yours,

HAZEN AND SAWYER, P.C.



Brian L. Book, P.E.
Senior Associate

Att: NTP Letter
Job Con #1
SD List