

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

May 19, 2015

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Steve Lanich
Jerry May
Gary Shultz
Andrew Swales

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

CALL TO ORDER:

The May 19, 2015, Regular Meeting of the Benner Township Water Authority was called to order at 6:32 P.M. by Andrew Swales, Vice-Chairman.

APPROVAL OF MEETING MINUTES:

The Minutes of the March 17, 2015 regular meeting were presented for review. **Mr. Swales moved, seconded by Mr. Shultz to approve the Minutes of the March 17, 2015 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. Swales referenced the invoice to L/B Water Services in April 2015 and asked what the repairs were for. Mr. Miller informed the Board that in April some repairs had to be made at the Opequon well house. The well meter quit working, which Mr. Miller suggested that a small speck of dirt may have entered the meter chamber and eventually caused the meter to not properly register the flows.

Mr. Miller informed the Board that an error in judgement was made by two of the Authority's licensed operators who closed the main 3" valve, opened the hose bib and then turned on the pump, which caused the piping to blow apart. The piping needed to be rebuilt and the bill to L/B Water Services was for the repairs. Mr. Miller explained how fortunate these employees were with not being injured and how hazardous this situation could've become.

Mr. Book suggested the Authority may want to consider filing an insurance claim, depending upon the cost of repairs in comparison to the deductible. Mr. Miller indicated he believes the insurance deductible is \$500 and filing such a minor claim could result in increased insurance premiums.

With no further questions or comments, **Mr. Swales moved, seconded by Mr. Shultz to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$10,025.92 and Bills by Vendor in the amount of \$3,090.86.** 4 ayes, 0 nays, 1 absent. **The motion carried.**

SBWJA REPORT:

Jersey Shore State Bank Proposal –Jersey Shore State Bank (JSSB) recently contacted the office to inquire about providing a banking proposal to the Water Authority. Mr. Miller stated that both Benner Township and Spring Benner Walker Joint Authority have accounts with Jersey Shore State Bank. The Authority uses PLGIT for all of its banking services and is currently receiving .01% interest. JSSB has proposed several types of accounts that have interest rates ranging from .015% - .25%.

Mr. Miller indicated that he has been monitoring PLGIT's rates and they seem to be raising slightly; therefore, the Board may want to hold off on making any decisions at this point. If the Authority would like to make a change in banking institutions there are several documents that will need provided to open the account and some of the items are not currently on file. Mrs. Gill stated that she will need to contact the IRS to obtain paperwork regarding the issuance of the Tax Identification number and the Authority will likely need to approve a resolution indicating who is authorized to sign checks/documents on behalf of the Authority.

Sanitary Seals – As a result of the PA DEP inspection, the well head sanitary seals have been purchased and were installed on May 18, 2015. The seals will help to prevent any vandalism or contamination of ground water.

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

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

GUESTS: There were no Guests present.

CORRESPONDENCE:

Gary Shultz Resignation – The Authority received a letter of resignation from Gary Shultz effective May 19, 2015, following the meeting. Mr. Shultz indicated he enjoyed being involved with the growth of the system and working with the Board and SBWJA personnel. **Mr. Shultz moved, seconded by Mr. May to accept Gary Shultz's letter of resignation effective May 19, 2015, as presented and made a part of these official meeting Minutes. 4 ayes, 0 nays, 1 absent. The motion carried.**

OLD BUSINESS:

Well Head Protection – Mr. Swales inquired about the status of the well head protection that was discussed during a previous meeting. Mr. Miller apologized for the delay and will contact Dick Campbell about how to proceed with obtaining control of a 100' radius area surrounding the Opequon well and possibly the Hampton well.

NEW BUSINESS:

2014 Audit - Mr. Swales suggested the Board review the draft 2014 audit and asked if there were any questions. Mr. Swales referenced page 2 of the Independent Auditor's Report relating to the lack of a Management's Discussion and Analysis and asked what that statement was referring to. Mrs. Gill indicated she wasn't aware of anything being omitted by management and stated she would contact the auditor for further explanation. **Mr. Lanich moved, seconded by Mr. Swales to approve the 2014 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, that must be placed on letterhead and signed by the Chairman or Vice-Chairman. The management letter indicates that we have provided the auditor with all of the necessary information to complete the audit. **Mr. Swales moved, seconded by Mr. Shultz 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:

-Warren Miller to contact Dick Campbell about well head protection

June 16th at 6:30 p.m.

ADJOURNMENT:

Mr. Swales moved, seconded by Mr. May to adjourn the meeting at 7:05 p.m. 4 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 05/19/2015

To: Benner Township Water Authority

Cc: Benner Township Supervisors

From: Gary A. Shultz

Subject: Resignation from the Benner Township Water Authority.

This letter is to formally inform you that I will be resigning from the Water Authority as of our next meeting on May 19th 2015. I have enjoyed the challenges and accomplishments during my 6 years of participating and living in the community.

We will be leaving the area and should the event occur for us to return to the area I would again appreciate the opportunity to assist in any way to the township again.

Thank you for this great opportunity and best of wishes in the future for the Water Authority.

Sincerely

Gary A. Shultz

May 19, 2015