

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

July 20, 2021

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Thomas Eby
Timothy Edkin
James Lanning

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA
Will Barton – SBWJA
See Attached Guest List

CALL TO ORDER:

The July 20, 2021, Regular Meeting of the Benner Township Water Authority was called to order at 6:38 P.M. by Tom Eby, Chairman.

ROLL CALL:

Timothy Edkin, Secretary, took Roll Call, recording three members present. Mr. May and Mr. Swales were 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 June 15, 2021 regular meeting were presented for review. Mr. Eby asked if there were any comments or changes to the meeting minutes. **Mr. Eby moved, seconded by Mr. Lanning to approve the Minutes of the June 15, 2021 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 and asked the Board if there were any questions regarding the Paid Checks, Bills by Vendor or the Funds Transfer submitted for approval. Mrs. Gill informed the Board that a funds transfer will need approved/signed to authorize moving monies from the Authority's Public Funds Money Market (Savings) account to its Preferred Interest (Checking) account to cover the expenses associated with the repairs to the Hampton Hills Water Storage Tank.

Mr. Eby moved, seconded by Mr. Lanning to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$4,264.35, Bills by Vendor in the amount of \$44,969.26 and a Funds Transfer in the amount of \$50,000.00. 3 ayes, 0 nays, 2 absent. The motion carried.

SBWJA REPORT:

June 2021 System Overview – Mr. Barton provided an overview of the work completed for the Benner Township Water Authority for the month of June.

System Maintenance – The maintenance department obtained meter readings for the Hampton/Opequon system, Grove Park system and Peru system. The annual Consumer Confidence Reports were delivered to residents of the Hampton/Opequon and Grove Park water systems. We met with the homeowner of 166 Edward Drive on 06/03/2021 to determine if they had a water service line previously installed and discussed the steps associated with connecting to the public water system. Mr. Barton confirmed that the homeowner would have to install a water service line to connect to the public water system. The temporary tanks were re-installed at the Hampton Hills well house to aid in providing uninterrupted water service during the repair work to the Hampton Hills water storage tank. Notices were delivered to customers within the Hampton/Opequon water systems regarding the water storage tank repairs, the need to conserve water and the importance of not having fire protection during this time.

Analytical Testing – The monthly bacteria samples were obtained for both systems in June.

Call Outs/ PA One Calls – There were 16 PA One Calls located in the month of June.

Hampton Hills Water Storage Tank Repairs – Mr. Miller informed the Board that the repairs to the Hampton Hills water storage tank commenced on July 7, 2021 and the work was completed on the evening of July 16, 2021. When the tank was inspected last September, the floor still had 6” of water and the floor seal could not be inspected. Upon draining the floor for the tank repairs there were several areas where the sealant had lost adhesion to the floor. Mr. Miller asked for a quote to seal the entire floor since its clearly visible where calcium carbonate is leaching through the hairline cracks that are in the floor and is coming out of the concrete band on the outside of the tank. The quote amounted to \$10,000 and Mr. Miller indicated he believed it was in the best interest of the Authority to seal the entire floor. The Board accepted the quote in the amount of \$10,000 provided by K.A.R Storage Tank Erectors and authorized the work to be completed.

Mr. Barton indicated the contractor originally planned on installing the floor sealant on July 16, 2021, but due to storms in the area and the condensation on the tank they had to wait until today to start the application. There is a 24-hour curing process and then we can begin filling the water tank. Currently there is a plan to start filling the tank on Thursday, July 22, 2021.

The tank should be filled by the end of the upcoming weekend and the required analytical testing is scheduled to be completed on Tuesday, July 27, 2021. We are hopeful to have the tank back in service by July 30, 2021. Mrs. Gill stated a \$50.00 fee will need paid to the PA DEP for the operational permit.

Mr. Eby asked what the final cost of the Hampton Hills Water Storage tank repair was. Mr. Miller stated approximately \$110,000. Mr. Eby then asked what it would cost to switch to chlorine gas and suggested we may want to budget for that in the future. Mr. Miller stated a rough estimate would be about \$30,000 for each system and it will require a separate room/building for the chlorine gas. Mr. Miller stated that Mr. Barton has done a fantastic job of leveling out the chlorine residual at the Hampton/Opequon water system by working with the solution strength.

Grove Park Nitrate Levels – Mr. Miller provided the Board with the results of the nitrate level in the Grove Park well on July 1, 2021, which was 8.11 mg/l.

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

ENGINEER’S REPORT: Mr. Shura was excused from the meeting.

Technical Specifications for New Water Source –Draft specifications for the well drilling were prepared by McCamley Hydrogeology and submitted to Mr. Shura for his review. In an email Mr. Shura indicated he reviewed the specifications and provided several comments for further consideration. Mr. Miller indicated that he also had some minor comments that he relayed to Mr. Shura in an email. Mr. Miller suggested the Authority Board approve the technical specifications so they can be finalized for the August meeting and at that time can be placed out for bid. The bids could then be opened and possibly awarded at the September meeting. **Mr. Lanning moved, seconded by Mr. Edkin to approve the technical specifications for the new source development as presented. 3 ayes, 0 nays, 2 absent. The motion carried.**

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

CORRESPONDENCE:

PA DEP – We received confirmation from the PA DEP that they have reviewed the monitoring waivers submitted for both the Grove Park Water System and the Hampton/Opequon system. The PA DEP has granted the monitoring waiver for Dioxins and PCBs for the Grove Park Water System. The Hampton/Opequon Water System was granted a monitoring waiver for Dioxins. Mrs. Gill indicated this would save the Authority money since we won't be required to test for these chemicals.

OLD BUSINESS:

New Source Development:

Jersey Shore State Bank (JSSB) Financing Commitment Letter – JSSB has provided a commitment letter for securing the interim financing for the development of the new source. The commitment letter was forwarded to the Authority's solicitor who has provided his approval. The document must be signed and returned by August 15, 2021; therefore, it would need approved at this evening's meeting. The solicitor has provided a tentative closing date of October 1, 2021. Mrs. Gill stated that the solicitor is preparing a resolution that will be presented at the September meeting and will need approved. The resolution will authorize borrowing the monies and will identify who the authorized signers are for the loan documents. One of the requirements of JSSB is that we open a deposit account and maintain a minimum balance of \$400 (to avoid any fees) throughout the term of the loan. The closing and initial funding must also occur by October 15, 2021. **Mr. Lanning moved, seconded by Mr. Edkin to authorize the Authority's Chairman and Treasurer to sign the JSSB Commitment Letter dated July 8, 2021 as presented. 3 ayes, 0 nays, 2 absent. The motion carried.**

Mrs. Gill stated that JSSB is requiring our Authority to provide a copy of the IRS issued letter with the Tax Identification number of the Authority for the opening of the bank account and as part of the loan documentation. Mrs. Gill stated she looked through all documentation previously forwarded by Benner Township once the SBWJA began managing the BTWA and there was nothing in the files relating to the Authority's EIN. She then contacted Sharon Royer of Benner Township to determine if they had a copy of the letter since they were likely the ones who applied for the EIN and Mrs. Royer stated all records the Township had for the Water Authority were already sent over. Mrs. Gill contacted the Authority's accountant to see if they may have the documentation since they have been the Water Authority's accountant since the beginning, but unfortunately they didn't have a copy of the IRS issued letter either. SBWJA personnel then attempted to contact the IRS to obtain a copy of the original issued letter, but the IRS indicated the EIN is considered dormant since it hasn't been used for tax purposes. To remove the dormancy status of the EIN, the IRS is requiring an authorized individual of the Authority to contact them and provide personal information such as date of birth, social

security number and name before they will grant the request. Mr. Miller suggested contacting U.S. Congressman Glenn Thompson's office to obtain their assistance with this matter and the Board agreed.

Szeyller Family Limited Partnership Well Exploration Agreement – Mr. Miller and Mrs. Gill met with the Szeyller family on July 16, 2021 to discuss and obtain their signature on the well exploration agreement. During the meeting, discussion was held about how best to determine the amount of payment for the right-of-way/land acquisition and both parties agreed that the payment will be based upon a property appraisal completed by John Curtin Real Estate. It was also agreed that if drilling operations are unsuccessful and the Authority decides not to seek further development on their property, the Authority will pay \$500.00 for the privilege of drilling on their property. Mr. Miller stated that the Szeyller family believes this is the right thing to do to help the community. Discussion was then held about how to thank the Szeyller family for their contribution to this community's water needs and it was suggested naming the well after the Szeyller family. Mr. Eby moved, seconded by Mr. Edkin to approve the Well Exploration Agreement with the Szeyller Family Limited Partnership as presented. 3 ayes, 0 nays, 2 absent. The motion carried.

Baker Tilly Management Discussion Letter – The Authority received the auditor's management discussion letter as it pertains to the 2020 audited financial statements. Mrs. Gill stated that she received confirmation that the 2020 audited financial statements were filed with the PA Department of Economic & Community Development on June 30, 2021. Mr. Edkin stated it was full of valuable information and they did bring up some interesting topics. One being Cybersecurity. Mr. Edkin wanted to know what the back-up strategy is, how are we protecting the information and is it being archived? Mrs. Gill stated that approximately a year ago the SBWJA had a Cyber Network Assessment completed as a result of a local Authority being hacked and held for ransom (bitcoin). At that time the Authority completed a risk assessment and upgraded its firewall. A daily backup is completed onto an external drive and our IT consultant is completing weekly security checks of our system while SBWJA pays \$350.00 per month for this service. Mr. Edkin requested to see a copy of the documentation of the process and procedure. He also inquired about a recovery plan if a disaster would occur and wanted to know how we would do business if there was a disaster that knocked out our computers and hardware.

Mr. Miller indicated the Authority would purchase new computers and the system back-up would be loaded into the computer. Mr. Lanning stated he could provide the name of an individual who does this type of work if needed. Mr. Edkin stated he was concerned of the impact an attack would have on the BTWA if something were to happen to SBWJA's records since the records are co-mingled. Mr. Edkin will be provided with the contact information for a representative of RBA to discuss SBWJA's cybersecurity assessment and plan.

NEW BUSINESS:

Public Comments – Mr. Lanning stated that he would like to know where any comments that aren't part of the agenda can be discussed. Mr. Lanning provided an example and the Board indicated it could be discussed under New Business. Any information a Board Member or Benner Township resident receives could be presented under New Business.

ACTION ITEMS:

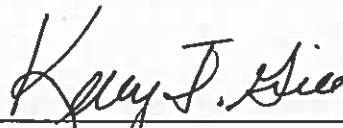
1. Mrs. Gill to provide RBA contact information to Mr. Edkin regarding SBWJA's cyber security assessment and plan.
2. Mr. Miller to contact U.S. Congressman Glenn Thompson's office to assist with obtaining a copy of IRS issued letter with the tax identification number.
3. Key Points of BTWA 07/20/2021 meeting to be submitted to Benner Township Supervisors.
 - a. The repairs to the Hampton Hills water storage tank have been completed and the Authority will begin filling the water tank on 07/22/2021. During the process it was also determined the tank's floor sealant had failed and needed re-sealed which will cost the Authority an additional \$10,000. On 07/27/2021 the required analytical testing will be completed and we anticipate having the tank back in operation by 07/30/2021.
 - b. The Authority signed a commitment letter with Jersey Shore State Bank for the interim financing of the new water source. Closing is tentatively scheduled for 10/01/2021.
 - c. The Authority approved the technical specifications for the new water source. The Authority will be soliciting bids for the drilling of a test well and a production well.
 - d. The well exploration agreement with the Szeyller Family Limited Partnership has been signed by all involved parties.

Next regular scheduled meeting is August 17th at 6:30 p.m.

ADJOURNMENT:

Mr. Edkin moved, seconded by Mr. Lanning to adjourn the meeting at 7:42 p.m. 3 ayes, 0 nays, 2 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 8/18/21

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

REGULAR MEETING
July 20, 2021

GUEST LIST

1. JOHN KOSTES Guest
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