

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING November 15, 2011

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Tom Eby
Steve Lanich
Andrew Swales

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

CALL TO ORDER:

The November 15, 2011, Regular Meeting of the Benner Township Water Authority was called to order at 6:35 P.M. by Tom Eby, Chairman.

APPROVAL OF MEETING MINUTES:

The Minutes of the October 18, 2011 regular meeting were presented for review. **Mr. Swales moved, seconded by Mr. Lanich to approve the Minutes of the October 18, 2011 Regular Meeting as presented. 3 ayes, 0 nays, 2 absent. The motion carried.**

TREASURER'S REPORT:

Mr. Lanich reviewed the Treasurer's Report as presented. The total balance as of October 31, 2011 for both bank accounts is \$195,003.44. Mr. Eby asked the Board if there were any questions regarding the Paid Checks or Bills by Vendor submitted for approval. **Mr. Swales moved, seconded by Mr. Eby to approve the Treasurer's Report as presented, the Paid Checks in the amount of \$195.03 and Bills by Vendor in the amount of \$1,896.21. 3 ayes, 0 nays, 2 absent. The motion carried.**

SBWJA REPORT:

Opequon Hill Water Leak – Mr. Miller informed the Board that on November 11, 2011 he was contacted by Ed Guenot regarding a water leak he found on a service line in Opequon Hill. The leak was determined to be on the property owner's side of the valve and was corrected by Ed Guenot the following day with an inspection by SBWJA personnel. Mr. Miller indicated the leak was a result of poor workmanship during the construction of this line.

2012 Analytical Testing – Mr. Miller informed the Board that he recently received the necessary paperwork from the PA DEP to request a waiver for some analytical testing that is scheduled for completion in 2012. The waivers would be for IOCs, SOCs and VOCs. The waivers would require an extensive amount of administrative work due to information being obtained regarding the local chemical use practices surrounding the wells. An application fee of \$200.00 would be due for the Grove Park system and application fee of \$300.00 would be due for the Opequon/Hampton system.

Mr. Miller estimates the testing for Grove Park to cost around \$900.00 and Opequon/Hampton's testing to cost around \$690.00. Mr. Miller explained that Grove Park's analytical testing expense would be more because of the initial three (3) year testing that needs completed. Mr. Miller asked the Board if they were interested in applying for the waiver or would they prefer to complete the testing to determine actual results. **Mr. Eby moved, seconded by Mr. Lanich to proceed with the analytical testing for each of the wells instead of applying for a waiver. 3 ayes, 0 nays, 2 absent. The motion carried.**

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

GUESTS: There were no Guests present.

CORRESPONDENCE:

HRG, Inc. – The Authority received a letter dated October 21, 2011 from Jason Fralick, P.E., Vice President of HRG terminating the retainer agreement with the Benner Township Water Authority effective November 5, 2011.

Hazen & Sawyer – Brian Book provided the Authority with a Project Status report outlining key milestones for the Village of Peru.

OLD BUSINESS:

Request for Proposal (Retained Engineer) – The Board requested an RFP be sent out for 2012 Engineering Services and suggested Hazen & Sawyer provide the Authority with a proposal for engineering services.

Village of Peru:

Preliminary Construction Drawings – The Board reviewed the preliminary construction drawings prepared by Hazen & Sawyer. Brian Book and Mr. Miller discussed some areas of concern with the project. One property located in Peru Circle has what appears to be a failing on-lot septic system and is near the proposed location of the water main. Mr. Book explained that the contractor will need to be careful when crossing the property so the drain field is not compromised. The water main will not be able to be relocated elsewhere on the property due to large trees and a wall.

The Authority Board stated they want this failing system documented so the homeowner does not come back claiming the Authority's contractor damaged the system. Mr. Book suggested contacting Dick Campbell and having language incorporated into the Right-of-Way agreement to handle this situation. Mr. Swales suggested having the property owner pump the septic tank 1-2 weeks prior to the contractor accessing the property to allow the drain field to dry out. Mr. Miller stated he believes the homeowner will be cooperative.

Permitting – Mr. Book recommended the Board authorize Mr. Miller to act on behalf of the Authority to apply for the PennDOT Highway Occupancy Permit (HOP) and County Erosion/Sedimentation Permit (E/S) once the preliminary plans have been accepted. Mr. Book would like to submit the HOP and E/S permits to the respective agencies by the end of November to avoid any delays with the bidding process. **Mr. Eby moved, seconded by Mr. Swales to authorize N. Warren Miller to act on behalf of the Benner Township Water Authority to apply for the necessary permits and process payment for the necessary permit fees once he feels the Construction Prints are acceptable. 3 ayes, 0 nays, 2 absent. The motion carried.**

Bid Documents – Mr. Book stated the project can be bid once the Authority receives approval from PennDOT and the Centre County Soil Conservation District, which he anticipates being in December. Mr. Miller indicated he would like to advertise the project for bid by January 15, 2012. Mr. Book asked the Board if they would want the bid specifications to include 8" Plastic or 8" Ductile Iron Pipe and the Board stated it would depend on the cost. Mr. Book indicated the bid specs could include both and the Authority could make a decision once the actual costs are determined. Mr. Miller suggested the bid specs should include the option of running a service line to within one foot of each home.

CDBG Monies – Mrs. Gill informed the Board that Matt Milliron has provided a Subgrantee Agreement for the reallocated CDBG monies that will require approval/signature by the Benner Township Supervisors during their meeting on November 21, 2011. The total grant amount has not been completely finalized at this point by the PA DCED; however, Mr. Milliron believes the amount allocated will be \$67,401. This amount is specified in the Subgrantee Agreement; however, Mr. Milliron wants the Benner Township Supervisors to realize this amount may slightly change once he receives a response from the PA DCED. Mr. Eby indicated he will attend the Benner Township Supervisors meeting on November 21, 2011 to answer any questions the Supervisors may have regarding the project. Mr. Miller stated that he will also attend the Supervisors meeting.

NEW BUSINESS:

2012 Tentative Budget – Mr. Lanich met with Mr. Miller and Mrs. Gill on November 8, 2011 to review and discuss the budget. Mr. Miller explained that the Water Revenue Account reflects approximately 1 ½ quarters of water revenue for the Village of Peru. Mrs. Gill informed the Board that the System Reserve Income Deposit was established to identify use of reserves (savings) for the Village of Peru in the amount of \$100,000, which is offset by the Future Projects Expense account. Mr. Eby recommended increasing that amount to reflect budgeting \$130,000 from reserves for the Village of Peru and the Board agreed. **Mr. Swales moved, seconded by Mr. Eby to approve the 2012 Tentative Budget as amended with increasing the System Reserve Income Deposit (#52502) to \$130,000 and Future Projects – BTWA Expense Account (#81704) to \$130,000.** 3 ayes, 0 nays, 2 absent. **The motion carried.**

2012 Board Meeting Schedule – The proposed 2012 Board Meeting schedule was presented for discussion. **Mr. Swales moved, seconded by Mr. Eby to approve the 2012 Board meeting schedule as presented and made a part of these official meeting minutes.** 3 ayes, 0 nays, 2 absent.

Mr. Lanich indicated he will not be able to attend the January or February 2012 meetings.

ACTION ITEMS:

-Warren Miller to work with Brian Book, Hazen & Sawyer to finalize Village of Peru Construction Prints. Once approved, HOP will be submitted to PennDOT and E/S plan will be submitted to Centre County Conservation District with proper fees.

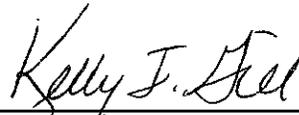
-Engineering RFPs to be sent

Next regular scheduled meeting is December 20, 2011 at 6:30 p.m.

ADJOURNMENT:

Mr. Lanich moved, seconded by Mr. Eby to adjourn the meeting at 7:45 p.m. 3 ayes, 0 nays, 2 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 12/21/2011

Benner Township Water Authority
2012 Regular Meeting Schedule

January 17, 2012
February 21, 2012
March 20, 2012
April 17, 2012
May 15, 2012
June 19, 2012
July 17, 2012
August 21, 2012
September 18, 2012
October 16, 2012
November 20, 2012
December 18, 2012

All Regular Meetings will be held on the third Tuesday of each month. The regular meetings will begin at 6:30 P.M., prevailing time. A Work Session may be held before each Regular Meeting and will begin at 5:30 P.M., prevailing time. All meetings and work sessions will be held at the Benner Township Municipal Building, 1224 Buffalo Run Road, Bellefonte, PA unless otherwise advertised.

Mark Capriani, Secretary