

BENNER TOWNSHIP WATER AUTHORITY

REGULAR MEETING

December 15, 2009

ATTENDANCE:

AUTHORITY MEMBERS PRESENT: Steve Lanich
Gary Shultz
Andrew Swales

OTHER ATTENDEES: Warren Miller – SBWJA
Kelly Gill – SBWJA

CONSULTING ENGINEER: Don Schwartz

CALL TO ORDER:

The December 15, 2009, 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 November 17, 2009 regular meeting were presented for review. **Mr. Shultz moved, seconded by Mr. Lanich to approve the Minutes of the November 17, 2009 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 November 30, 2009 for all three bank accounts, including the maintenance bond for the Benner Elementary School, is \$136,508.98. **Mr. Swales moved, seconded by Mr. Shultz to approve the Treasurer's Report as presented.** 3 ayes, 0 nays, 2 absent. **The motion carried.**

Mr. Swales asked the Board if there were any questions regarding the Paid Checks or Bills by Vendor submitted for approval. Mr. Lanich asked Mr. Miller to provide some history with the maintenance bond which is being returned to the Bellefonte Area School District for the Benner Elementary School.

Mr. Miller explained that the Bellefonte Area School District approached the Water Authority several years ago about connecting on to the public water system as a result of well contamination and having to use bottled water for their students. Mr. Swales indicated he believed this was a result of high nitrate levels in the ground water.

The School District then completed a water main extension from Millgate Road (Hampton Hills), across Linda Nau's property and onto the District's property in 2007. As required, the District provided our Authority with an Agreement of Dedication for this extension and an 18 month maintenance bond for use if any issues occurred with the line within this time frame. The 18 month maintenance bond expired on 12/10/2009 and all monies (principal and interest) will be returned to the Bellefonte Area School District.

Mr. Swales moved, seconded by Mr. Shultz to approve the Paid Checks in the amount of \$1,046.73 and Bills by Vendor in the amount of \$8,619.25. 3 ayes, 0 nays, 2 absent. The motion carried.

SBWJA REPORT:

Water Meter Readings – Mr. Miller informed the Board that while obtaining water meter readings on November 30, 2009, we ran into some issues with obtaining a few readings from the external unit. As a result, three water meters have been replaced. One customer had a small fire in their basement, which resulted in damage to the meter; therefore this customer was invoiced for the meter and labor to replace as stated in our rules and regulations. The remaining two meters will be replaced by Sensus because they have a ten (10) year warranty on the head of the meter.

Graphs – Mr. Miller discussed the updated daily usage flow charts that were provided from January 2007 through November 2009. He and Mrs. Gill will work on charting the well levels for a meeting in the near future.

Water Meter Installation Notices – Discussion was held regarding the recent notices mailed to property owners/ developers regarding the requirement for the installation of the water meter. Mr. Miller explained that it has been the policy of the Water Authority to allow the customer three (3) months from the date the water service line was installed to have the water meter set. Once the three month time period expires and the water meter has not been set, the Authority mails a letter to the owner/developer requiring installation. The owner/developer will begin getting invoiced for water service immediately upon the expiration of the three month period or at the time the water meter is installed, whichever occurs first.

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

ENGINEER'S REPORT: See the attached Engineer's Report as made a part of these official Minutes.

Village of Peru – Mr. Schwartz asked if there were any recent discussions regarding providing water service to the Village of Peru. Mr. Miller indicated no further contact has been made by the residents of Peru.

GUESTS: There were no Guests present.

CORRESPONDENCE: There was no Correspondence presented for discussion.

OLD BUSINESS: There was no Old Business presented for discussion.

NEW BUSINESS:

2010 Budget – The 2010 Budget was presented during the November meeting for review and discussion. The Board indicated there were no suggested changes; therefore, **Mr. Shultz moved, seconded by Mr. Swales to approve the 2010 Budget as presented and made a part of these official meeting Minutes.** 3 ayes, 0 nays, 2 absent. The motion carried.

Future Service – Mr. Swales stated he was recently contacted by Ken Schleiden inquiring if anyone has approached the Water Authority about connecting on to our water system due to some quantity issues with their existing well. The homes in question are along SR 550, adjacent to Hampton Hills Subdivision. Mr. Miller indicated these homes could easily be served by extending the existing water main at the entrance of Hampton Hills.

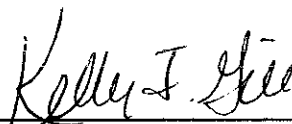
ACTION ITEMS: Warren Miller will provide well level charts for a future meeting.

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

ADJOURNMENT:

Mr. Lanich moved, seconded by Mr. Swales to adjourn the meeting at 7:00 p.m. 3 ayes, 0 nays, 2 absent. The motion carried.

Respectfully submitted,



Kelly J. Gill, Recording Secretary

CC: Benner Township 01/20/2010



2009-54
474 Windmere Drive, Suite 100
State College, PA 16801
(814) 238-7117
FAX (814) 238-7126
www.hrg-inc.com

December 15, 2009

Benner Township Water Authority
1224 Buffalo Run Road
Bellefonte, PA 16823

Re: Status Report - Engineering Activities

Dear Authority Members:

The following summarizes our recent activities on behalf of the Benner Township Water Authority.

Retainer (1494.000)


There were no activities under the retainer agreement in the past month.

Act 57 Tapping Fee Report (1494.007)

Once a reimbursement agreement has been signed by the owner of the Grove Park system and itemized documentation is received to support the cost to construct the system, the draft Act 57 tapping fee report can be finalized.

Very truly yours,

Herbert, Rowland & Grubic, Inc.



Donald Schwartz
Project Manager

DS/dlp
X:\14\1494\1494000\Engineer Reports\2009 Eng Report\ENG 12-09.doc

**Benner Township Water Authority
 2010 BUDGET**

Income Accounts Income Acct Name & No.	2009 Budget Amt	2009 Budget vs Actual through 10/31/09	2010 Amt	\$ Amt Diff	% Diff
50106- Water Revenue	\$ 41,000.00	\$ 33,559.50	\$ 43,000.00	\$ 2,000.00	4.9%
50112 - Delinquent Account Collections	\$ 400.00	\$ 811.68	\$ 500.00	\$ 100.00	25.0%
50116 - SCBWA Payments	\$ 10,500.00	\$ 8,337.00	\$ 8,000.00	\$ (2,500.00)	-23.8%
50501 - Connection Fees	\$ 6,420.00	\$ 10,272.00	\$ 6,420.00	\$ -	0.0%
50502 - Meter Fee Income					
50503 - Inspection Fee Income					
50504 - Permit Fee Income					
52701 - Earned Interest (PLGIT)	\$ 2,000.00	\$ 451.88	\$ 400.00	\$ (1,600.00)	-80.0%
52801 - Earned Interest - Capital Reserves	\$ 300.00	\$ 98.39	\$ 100.00	\$ (200.00)	
TOTAL INCOME	\$ 60,620.00	\$ 53,530.45	\$ 58,420.00	\$ (2,200.00)	-3.6%

Benner Township Water Authority 2010 BUDGET

Benner Township Water Authority
December 15, 2009

2009-56

Expense Acct Name & No.	2009 Budg Amt	2009 Budget vs Actual Through 10/31/09	2010 Budg Amt	\$ Amt Dif	% Diff
71002 - Legal Advertising	\$ 200.00	\$ 88.54	\$ 200.00	\$ -	0.0%
71302 - Conferences, Continuing Education	\$ 600.00	\$ -	\$ 200.00	\$ (400.00)	-66.7%
71402 - Travel Expense	\$ 200.00	\$ -	\$ 100.00	\$ (100.00)	-50.0%
71502 - Dues, Subscription & Memberships	\$ 300.00	\$ -	\$ 200.00	\$ (100.00)	-33.3%
72102 - Postage	\$ 150.00	\$ 91.04	\$ 150.00	\$ -	0.0%
72801 - Clerical Support	\$ 600.00	\$ 40.00	\$ -	\$ (600.00)	-100.0%
72902 - Office Supplies	\$ 200.00	\$ 65.89	\$ 200.00	\$ -	0.0%
73200 - Insurance					
73211 - Umbrella	\$ 600.00	\$ 518.00	\$ 600.00	\$ -	0.0%
73221 - Liability	\$ 300.00	\$ 304.00	\$ 350.00	\$ 50.00	16.7%
73231 - Property/Casualty	\$ 575.00	\$ 519.00	\$ 575.00	\$ -	0.0%
73241 - Public Officials	\$ 1,200.00	\$ 1,000.00	\$ 1,200.00	\$ -	0.0%
74301 - Energy	\$ 3,500.00	\$ 2,529.74	\$ 3,500.00	\$ -	0.0%
74802 - PA One Call	\$ 200.00	\$ -	\$ 100.00	\$ (100.00)	-50.0%
77101 - Maintenance Supplies	\$ 2,000.00	\$ 1,092.61	\$ 1,700.00	\$ (300.00)	-15.0%
77201 - Maintenance System	\$ 2,000.00	\$ 290.25	\$ 1,000.00	\$ (1,000.00)	-50.0%
77301 - Maintenance Repair	\$ 1,500.00	\$ 1,112.86	\$ 1,500.00	\$ -	0.0%
77401 - Maintenance Chemicals	\$ 1,800.00	\$ 997.80	\$ 1,800.00	\$ -	0.0%
77501 - Analytical Testing	\$ 2,500.00	\$ 1,033.90	\$ 1,500.00	\$ (1,000.00)	-40.0%
78301 - Meters	\$ 4,000.00	\$ 638.40	\$ 1,500.00	\$ (2,500.00)	-62.5%
79102 - Legal Fees (Admin)	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0.0%
79202 - Engineering	\$ 3,000.00	\$ 6,430.64	\$ 5,000.00	\$ 2,000.00	66.7%
79302 - Accounting Services	\$ 2,500.00	\$ 2,600.00	\$ 3,000.00	\$ 500.00	20.0%
79701 - Contracted Services/SBWJA	\$ 15,000.00	\$ 12,464.90	\$ 15,000.00	\$ -	0.0%
81701 - Capital Reserves	\$ 7,500.00	\$ 6,250.00	\$ 9,000.00	\$ 1,500.00	20.0%
81702 - Misc. Expense(Contingency) BTWA	\$ 3,000.00	\$ -	\$ 2,000.00	\$ (1,000.00)	-33.3%
81703 - Capital Improvements - BTWA	\$ 2,195.00	\$ -	\$ 2,545.00	\$ 350.00	15.9%
81704 - Future Projects - BTWA					
81705 - Legal Services	\$ 500.00	\$ -	\$ 1,000.00	\$ 500.00	
81706 - Engineering Services	\$ 500.00	\$ -	\$ 500.00	\$ -	
81707 - SBWJA Contracted Services	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
TOTAL EXPENSE	\$ 60,620.00	\$ 38,067.57	\$ 58,420.00	\$ (2,200.00)	-3.6%