

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, April 12, 2022 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, April 12, 2022 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Roger Shaw
Darren Hack

STAFF

Manager Dana Rooney
Accountant Kerry Swineford
Commissioner Aaron Haines
Engineer Steve Gibson
Solicitor Jim Dennison

VISITORS

Patti Slaughter
Justin Felgar

CALL TO ORDER:

Chairman Brad Miller called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES:

Vice-Chairman Roger Shaw moved to approve the minutes of the March 8th meeting as submitted; seconded by Member Darren Hack. Motion carried 3-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he should be finishing up last year in the next few weeks, and when he does, he will give everyone updated financials for last year, and carry that forward to this year's financials. Accountant Kerry Swineford stated he just cut the check for the membrane replacement today, so that is taken care of for this year. Engineer Steve Gibson stated he suggests holding off on mailing that check until they see if they reduced the cost of the order. Vice-Chairman Roger Shaw moved to approve the financial statements as presented; seconded by Member Darren Hack. Motion carried 3-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Drinking Water Grant Funding** – Engineer Steve Gibson stated last month we talked about a new program that opened up called the Environmental Protection Agency (EPA) Reduction in Lead Exposure Via Drinking Water Grant Funding program. Engineer Steve Gibson stated the deadline is April 19, 2022. Engineer Steve Gibson stated it is mainly targeted for construction and infrastructure projects related to replacing lead mains and lead service lines. Engineer Steve Gibson stated he put together an application for an area

of town that is focusing on some lead in line component replacements. Engineer Steve Gibson stated one of the target audiences for this program was areas that had daycares and child care facilities, so we targeted two areas in town that were directly related to those types of facilities. After some discussion, Member Darren Hack made a motion to submit the EPA Reduction in Lead Exposure Via Drinking Water grant application as it was prepared; seconded by Vice-Chairman Roger Shaw. Motion carried 3-0.

3. 2022 Community Development Block Grant (CDBG) Application –

Engineer Steve Gibson stated the next item he has is the 2022 CDBG non-entitlement grant application which is due on May 20, 2022. Engineer Steve Gibson stated we talked about continuing along in the Corsica water system. Engineer Steve Gibson stated the last two years we split up the Water Street replacement, and both those projects got funded through CDBG, into two phases. Engineer Steve Gibson stated continuing along that would be the loop along Pine Street, and then along Maple Street to Route 949. Engineer Steve Gibson stated it falls within the project scope and size that the county is looking for. Engineer Steve Gibson stated the other two areas in Corsica that we eventually want to work on is the line along Route 949, which, based on the length of that, we would probably break that into two separate projects down the road. Engineer Steve Gibson stated systematically we could submit either this one, or split 949 into two separate projects. Vice-Chairman Roger Shaw made a motion to submit the 2022 CDBG grant application for the Corsica project to continue the existing project with the loop along Pine Street, and then along Maple Street to Route 949; seconded by Member Darren Hack. Motion carried 3-0.

4. Annual Water Allocation Report – Engineer Steve Gibson stated they finished the annual Water Allocation Report for last year. Engineer Steve Gibson stated your production has been pretty consistent over the last three years. Engineer Steve Gibson stated last year roughly 674,000 gallons per day was produced on average, your average withdraw was 702,000 gallons per day, and that correlates to around seventy percent metered flow, which is where the metered flow has been for the last couple of years.

UNFINISHED BUSINESS:

- A. Sewer CD Renewal Update** – Manager Dana Rooney stated at the last meeting we pushed out a renewing \$100,000.00 sewer CD to the Finance Committee to make a decision. Manager Dana Rooney stated the Finance Committee decided to renew the CD at S&T Bank for six months at point one five percent interest.

NEW BUSINESS:

- A. Employee Handbook Revisions** – Manager Dana Rooney stated Board Members should have gotten an email with the employee handbook revisions. Manager Dana Rooney stated we had a personnel attorney take a look at our handbook, and they recommended a few changes on that. Manager Dana Rooney stated if those are changes you are in agreement with, she would need a motion to accept the revisions to the employee handbook. Member Darren Hack made a motion to

accept the revisions to the employee handbook; seconded by Vice-Chairman Roger Shaw. Motion carried 3-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. **Executive Session** – Manager Dana Rooney requested an executive session for a personnel matter with no action expected.
- B. **PENNVEST Grant/Loan** – Manager Dana Rooney stated just this past week on Thursday she and Chairman Brad Miller closed out the PENNVEST grant slash loan that we are getting for the Main Street project. Manager Dana Rooney stated that was a great process, and super simple. Manager Dana Rooney stated it was all online.

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Aaron Haines

- 1. **Supervisory Control and Data Acquisition (SCADA) System** – Commissioner Aaron Haines stated the new SCADA system for the water plant is up and running. Commissioner Aaron Haines stated it took a couple days for them to work out some bugs and figure out some formulations, but it is all taken care of.
- 2. **Membrane Filters** – Commissioner Aaron Haines stated the new membrane filters arrived as scheduled. Commissioner Aaron Haines stated we are working on a plan to swap out the worst from all three skids, with the best from the one single skid that we are actually replacing.
- 3. **Geographic Information System (GIS) Trimble Unit** - Commissioner Aaron Haines stated they received their GIS Trimble unit, and have begun to plot some points in the system.
- 4. **Main Street Project** - Commissioner Aaron Haines stated we got confirmation today at the preconstruction meeting for Main Street that they will shut down during the Laurel Festival.

B. Solicitor Jim Dennison

- 1. **Agreements** - Solicitor Jim Dennison stated he is working on the agreements with the people on Main Street.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:30 P.M. to discuss a personnel matter with no action expected. Executive session ended at 4:48 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 4:48 P.M. Vice-Chairman Roger Shaw moved to adjourn; seconded by Member Darren Hack. Motion carried 3-0.

Administrative Manager

