

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, November 8, 2022 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, November 8, 2022 at 4:00 P.M. with the following in attendance:

MEMBERS

Roger Shaw
Robert Moss
Sam McKinley
Darren Hack

STAFF

Manager Dana Rooney
Accountant Kerry Swineford
Commissioner Aaron Haines
Engineer Steve Gibson
Recorder Christine Gunning

VISITORS

Patti Slaughter
Justin Felgar
Bruce Pierson

CALL TO ORDER:

Chairman Roger Shaw welcomed everyone, and called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES:

Member Sam McKinley moved to approve the minutes of the September 13th meeting as submitted; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

VISITORS: None

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated the audit is officially done for last year. Accountant Kerry Swineford stated there were a few format changes. Member Sam McKinley asked if they posted any adjustments, and Accountant Kerry Swineford stated no. Member Sam McKinley stated he did not want to steal Accountant Kerry Swineford's thunder, but he wanted to give you guys credit, because an audit finding no adjustments is good. Accountant Kerry Swineford stated he got the balance sheet and the income statement corrected the way they show it in the audits, and he still has some work to do on the cash flow. Accountant Kerry Swineford stated also, this month we have the USDA payments for the sewer plant which are \$184,417.00 for the first loan, and \$37,060.00 for the second loan. Accountant Kerry Swineford stated other than that, the last few months, the only thing that has really been out of the norm is our Main Street project, and a few payments for finishing up the Maple Street project. Member Sam McKinley stated he would like to make the comment that with rates rising, it might be a good idea to reach out to banks from time to time for their rates and see how they compare to PLGIT. Member Sam McKinley stated historically PLGIT had the better rate, but that will not always be the case, and it is worthwhile to consider using them since they are local banks. Member Sam McKinley made a motion to approve the financial statements as presented; seconded by Member Darren Hack. Motion carried 4-0.

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Pennsylvania Infrastructure Investment Authority (PENNVEST) Payment Request Number Five** – Engineer Steve Gibson stated we recommend approval of PENNVEST payment requisition number five in the amount of \$221,039.75 which includes \$196,045.87 for Terra Works payment request number three, \$19,782.26 for engineering in September 2022, \$5,000.00 for legal number one, and \$211.62 for interest during construction. Member Sam McKinley made a motion to approve PENNVEST payment request number five in the amount of \$221,039.75; seconded by Member Darren Hack. Motion carried 4-0.
3. **PENNVEST Payment Request Number Six** – Engineer Steve Gibson stated we recommend approval of PENNVEST payment request number six in the amount of \$240,198.68 which includes \$223,481.75 for Terra Works payment request number four, \$16,309.65 for engineering in October 2022, and \$407.28 for interest during construction. Member Darren Hack made a motion to approve PENNVEST payment request number six in the amount of \$240,198.68; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.
4. **Environmental Protection Agency (EPA) Reduction in Lead Exposure via Drinking Water Grant Funding** – Engineer Steve Gibson stated he had an update on another grant application we submitted earlier this year, the EPA reduction in lead exposure grant program. Engineer Steve Gibson stated the Brookville Municipal Authority had a debriefing conference which was held with EPA on October 28th to go over the ranking criteria and selection criteria with them to get some overall feedback from EPA. Engineer Steve Gibson stated the Brookville Municipal Authority was not awarded funding for this, but they offered to have a debriefing meeting to give us feedback on how we can make the application better for an upcoming funding round. Engineer Steve Gibson stated the Brookville Municipal Authority is encouraged to reapply for this. Chairman Roger Shaw asked if we heard what their recommendations were. Engineer Steve Gibson stated he thinks it was a handful of items. Manager Dana Rooney stated we have a few tweaks we could make to our grant application, but at the end of the day, we were not low income enough as opposed to some of the other people that applied. Manager Dana Rooney stated much bigger cities got the funding. Manager Dana Rooney stated a lot of it went to Pittsburgh and Philadelphia, and most of it went to schools as opposed to daycare. Member Sam McKinley stated he assumes this is a public health initiative by the government. Engineer Steve Gibson stated right. Member Sam McKinley asked if anyone can speak to, if they are trying to remove lead lines, why and how? Engineer Steve Gibson stated there is a large push right now to eliminate all lead lines in water systems. Engineer Steve Gibson stated there are regulations by the Department of Environmental Protection (DEP) where we have to have a lead service inventory which is due within the next two years. Member Sam

McKinley asked, does that mean cataloguing every lead line we have? Engineer Steve Gibson stated correct, not necessarily replacement, but at least cataloging it, then developing a plan to eliminate them. Member Sam McKinley asked, so at some point we might get mandated to eliminate them? Engineer Steve Gibson stated there is a good possibility, yes. Member Sam McKinley stated and that would be expensive. Engineer Steve Gibson stated there are a lot more grant programs popping up because this is becoming a hot topic. Member Sam McKinley asked do we have any idea what the scope of it would be? Commissioner Aaron Haines stated we have a very good card catalog of records that have been kept over the years of everything that runs to the curb box from the main, and most of the cards we have show what goes into the house. Commissioner Aaron Haines stated the ones that we do not have, we can pothole with our vac truck and look at it on either side of the curb box and be able to fill that information in. Member Sam McKinley stated so we have a lot of the information, but some of it is missing, so this would be a large scale for us to do this? Commissioner Aaron Haines stated there would be some staffing issues and time restraints just to get the lead lines catalogued. Vice-Chairman Robert Moss asked so you have not identified all the lead lines yet? Commissioner Aaron Haines stated not yet. Member Sam McKinley asked are we concerned about the deadline to get the lead lines catalogued – you said staffing issues? Commissioner Aaron Haines stated not presently, but staffing could be a budget issue sometime in the future.

5. **COVID-19 American Rescue Plan Act (ARPA) Pennsylvania Small Water and Sewer Grant Funding** – Engineer Steve Gibson stated this new grant program recently opened on October 1st, and the application deadline is December 21, 2022. Engineer Steve Gibson stated we have submitted applications for this in the past, and the match funds commitment for this is fifteen percent match funds. Engineer Steve Gibson stated we will get two or three projects together, and those are for projects under five hundred thousand dollars. Engineer Steve Gibson stated we have some ideas for this, probably ones we have submitted in the past. Engineer Steve Gibson stated we might tailor one or two of the applications we just submitted recently for the gaming funds to be under five hundred thousand dollars. Engineer Steve Gibson stated we have a couple of estimates, and some higher priority projects we are looking at.
6. **COVID-19 ARPA H2O Pennsylvania Water Supply, Sanitary Sewer and Storm Sewer Funding** – Engineer Steve Gibson stated this new grant program recently opened on October 1st, and the application deadline is December 21, 2022. Engineer Steve Gibson stated the match funds commitment for this is fifty percent match funds, and it is for projects costing over one million dollars. Engineer Steve Gibson stated you could use another funding source like the Pennsylvania Infrastructure Investment Authority (PENNVEST) to come up with the fifty percent match. Engineer Steve Gibson stated we are planning on submitting an application to replace the water transmission main from Brookville to Corsica. Engineer Steve Gibson

stated it is about a five-mile transmission line along the borderline that needs replaced. Engineer Steve Gibson stated it is a large source of lost water in the system, and it is a critical piece of infrastructure to get water to the Route 322 corridor in Corsica Borough. Engineer Steve Gibson stated we are looking at roughly a five-million-dollar project to replace that five-mile line. Member Sam McKinley asked have we identified where we are losing that water? Commissioner Aaron Haines stated we cannot because there is no way to listen on that type of line.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. Rate Mitigation Account Request – Manager Dana Rooney stated first we have the rate mitigation account request. Manager Dana Rooney stated we do this every year, and this is when our group insurance has not used their insurance as much as they thought they would. Manager Dana Rooney stated it is like a refund of the premium. Manager Dana Rooney stated this year we are eligible for one thousand four hundred and forty-one dollars to come back. Manager Dana Rooney stated we just offset that from the premium that we paid into the health insurance for the employees. Member Sam McKinley made a motion to approve the rate mitigation account request in the amount of one thousand four hundred and forty-one dollars as presented by Manager Dana Rooney; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

B. Brookville Municipal Authority 2023 Minimum Municipal Obligation (MMO) – Manager Dana Rooney stated you have the Brookville Municipal Authority 2023 pension MMO, which went down significantly because of some retirements that we have had. Manager Dana Rooney stated the MMO for 2023 is projected at thirty-three thousand three hundred and twenty-three dollars. Member Darren Hack made a motion to approve the Brookville Municipal Authority 2023 MMO projected at thirty-three thousand three hundred and twenty-three dollars as presented; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

C. Board Member Terms

- 1. Recommendation to Reappoint Chairman Roger Shaw** - Manager Dana Rooney stated every year we have a term that is up, and this year it is Roger Shaw's term. Manager Dana Rooney stated five years are up already for him. Manager Dana Rooney stated we need to make a recommendation to Brookville Borough Council if anybody would like to reappoint Roger Shaw. Member Sam McKinley made a motion to recommend Roger Shaw to Brookville Borough Council to renew his five-year term on the Brookville Municipal Authority Board; seconded by Member Darren Hack. Motion carried 4-0.
- 2. Member Sam McKinley's Resignation** – Member Sam McKinley stated he is regretfully requesting the Brookville Municipal Authority Board accept his resignation effective December 31, 2022. Member Sam McKinley stated it has been an honor serving, but he has some priorities that he needs to focus

on. Chairman Roger Shaw stated we regret you are leaving, but we understand that you have to leave. Chairman Roger Shaw stated you brought a lot of great insight and leadership to this board. Chairman Roger Shaw stated you will be greatly missed, and we wish you the best in your future. Member Robert Moss made a motion to regretfully accept Member Sam McKinley's resignation from the Brookville Municipal Authority Board effective December 31, 2022; seconded by Member Darren Hack. Motion carried 4-0.

3. **Recommendation of Bruce Pierson** – Member Sam McKinley made a motion that Brookville Borough Council consider Bruce Pierson as his replacement on the Brookville Municipal Authority Board; seconded by Member Darren Hack. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. **2023 Budget** – Manager Dana Rooney stated either tonight or tomorrow we will send out the 2023 budget to the Board Members. Manager Dana Rooney stated we are looking at two increases effective January 1, 2023; a two percent increase for sewer, and a three percent increase for water. Manager Dana Rooney stated that is less than a dollar increase for a minimum bill. Manager Dana Rooney stated if the Board has questions, they should get ahold of her or Accountant Kerry Swineford. Manager Dana Rooney stated we will hopefully be looking for formal approval at the December meeting.

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner's Report

1. **George Drive Waterline** - Commissioner Aaron Haines stated the George Drive waterline is a budgeted item for this year, and Terra Works, whenever they complete what they are doing on Main Street, they are going to move up there. Commissioner Aaron Haines stated he got two quotes, and Terra Works was the cheapest. Commissioner Aaron Haines stated they anticipate it will take two to three days. Commissioner Aaron Haines stated they are providing excavation and backfill only, and we are providing material and labor to keep the cost down. Commissioner Aaron Haines stated that will be starting sometime within the next month.
2. **Pinecreek Lift Station** – Commissioner Aaron Haines stated the Pinecreek lift station was also a budgeted project for this year. Commissioner Aaron Haines stated Industrial Service Solutions, who is our major pump supplier, replaced the pumps and the rails that hold them. Commissioner Aaron Haines stated the operators have already noticed the hours have dramatically decreased due to the efficiency of the new pumps. Commissioner Aaron Haines stated Accountant Kerry Swineford will see that in the electricity bills as savings, and this was a very worthwhile project.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:52 P.M. Member Sam McKinley moved to adjourn; seconded by Member Darren Hack. Motion carried 4-0.

Administrative Manager