

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 13, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 13, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Tom Dinger
Herb Landes

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Commissioner Terry O'Neill
Engineer Mark Glenn
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Randy Bartlett
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the July 9th meeting, seconded by President Miller. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Love moved to approve the financial reports as presented; seconded by Member Dinger. Motion carried 4-0.
2. **Pennvest Loan** – Manager Gable stated he is putting a stop payment on the check that was issued. Manager Gable stated he will issue a new check.
3. **CD Renewal – S&T Bank \$500,000** – Member Love moved to renew the CD at S&T Bank for one year at .35%, seconded by Member Dinger. Motion carried 4-0.

VISITORS:

None

COMMITTEE REPORTS:

None

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated that Don Elzer was here today, and he plans on being here tomorrow. Commissioner O'Neill stated that Don Elzer is working on framework. Commissioner O'Neill stated that Don Elzer has two units completely done, and he hasn't invoiced us yet.
2. **Hastings Street Project** – Commissioner O'Neill reported they have resumed working on this project this week. They are past Central Avenue.

3. **Decommission of Old Water Plant** – Commissioner O'Neill stated they are working on this project and getting close to the \$5,000.00 limit of funds assigned to this project.
4. **New Pick-Up Truck** – Commissioner O'Neill stated that the new pick-up truck has arrived. Commissioner O'Neill also stated that it is in the fleet, and ready to be used.
5. **Grant Update** – Engineer Mark Glenn stated that Pennworks had questions on the grant application. Engineer Mark Glenn stated these questions were answered and the application is under review. Engineer Mark Glenn stated we should find out if our application was approved or not in the Fall.
6. **Corrective Action Plan** – Commissioner O'Neill stated they are working on flow monitoring. Commissioner O'Neill stated they will gather the information and forward it to the Department of Environmental Protection. Commissioner O'Neill reported that \$83,000.00 of the projected \$174,000.00 has been spent for Phase 1. Commissioner O'Neill stated that smoke testing and manhole repairs should be done by December 2013.
7. **Crestwood Trailer Park** – Solicitor Dennison stated that the deed and rite of ways should be done tomorrow. Solicitor Dennison stated that the owner has to sign the documents. Member Love moved to authorize President Miller to sign the rite of way agreements; seconded by Member Landes. Motion carried 4-0.

NEW BUSINESS:

1. Office Operations

- A. **Clearing Account** – Manager Gable stated that he already presented establishing a clearing account to Borough Council and they approved it. Accountant Swineford stated we currently write three checks to pay for an item. Accountant Swineford stated that if there was a clearing account, we would just have to write one check instead of three. Accountant Swineford stated that a similar situation is encountered when processing payroll for Manager Gable, Bonnie Parrett, and Christine Gunning. Accountant Swineford stated that all bills would be paid from the clearing account. Member Landes moved to allow Manager Gable to establish a clearing account to pay bills and for payroll; seconded by Member Dinger. Motion carried 4-0.
- B. **Check Signatures** – Manager Gable asked Authority Board Members if it is alright that his signature is automatically printed on checks that require a second signature. Member Love tabled this issue until the next Authority Board meeting on September 10, 2013. Solicitor Dennison suggested looking on the PMAA website to see what other municipalities are doing.

- C. **Freedom Software Systems** – Manager Gable stated that employees are not satisfied with the performance of the Harris software system currently in use. Manager Gable stated that he has heard good things about the Freedom software system, and that 97% of their business is done in Pennsylvania. Manager Gable stated that representatives from Freedom will be at the Borough Complex on Thursday, August 15th at 1:00 p.m. for another on-site demonstration. Solicitor Dennison recommended having a joint meeting with Borough Council in September regarding the Freedom software system.
2. **Voting Delegate to PMAA Conference** – Member Love moved to approve Robert Moss to be the voting delegate to the PMAA Conference; seconded by Member Landes. Motion carried 4-0.

ENGINEER'S REPORT:

Engineer Mark Glenn stated that Gwin, Dobson and Foreman sent the second DEP Quarterly Status Report on July 26, 2013. Engineer Glenn reported that the annual dam inspection will take place on October 30, 2013. Engineer Glenn invited the Board and staff members to attend Gwin, Dobson & Foreman's annual Golf Outing on Friday, September 13th at 8:00 a.m. at the Sinking Valley Country Club.

EXECUTIVE SESSION:

President Miller called an Executive Session at 5:24 p.m. to discuss personnel issues with no action expected. Executive Session ended at 6:03 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:03 p.m. Member Love moved to adjourn; seconded by Member Dinger. Motion carried 4-0.

Administrative Manager