

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, July 8, 2014 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, July 8, 2014 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Robert Moss
Tom Dinger
Sam McKinley

STAFF

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

VISITORS

Matt Triponey
Patti Slaughter
Clyde Bullers

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 June 10th meeting as submitted; seconded by Vice Chairman Love. Motion carried 5-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** - Vice Chairman Love moved to approve the financial reports as presented; seconded by Member Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

1. Engineer's Report

- A. **Act 537 Plan** – Engineer Mark Glenn from Gwin, Dobson, and Foreman stated they are working on a final draft of the Act 537 Plan, and they will present it at the next Authority Board meeting on Tuesday, August 12, 2014. Engineer Glenn stated the task activity report was approved by the Department of Environmental Protection (D.E.P.) for the 537 Plan.
- B. **Pennworks Grant Wastewater System Improvements** – Engineer Glenn stated the Department of Environmental Protection Sewage Facilities Planning Module application for the Municipal Authority's Phase 1 System Improvements Project was submitted on June 30, 2014. Engineer Glenn stated the improvement program consists of sewer interceptor and pump station upgrades downstream of the proposed Jefferson County Exit 81 Business Park.
- C. **Phase 1 – Exit 81 Sanitary Sewer and Waterline Extension** – Engineer Glenn reported the preliminary plans for the sanitary sewer and waterline extension are complete. Engineer Glenn stated we are in a position to submit the permits for the project, and hope to get the project out to bid

around September. Engineer Glenn reported that part of this project will involve an upgrade to the LIFT station at the Industrial Park. Engineer Glenn stated we would have to match whatever grant money we get for the project. Vice Chairman Love moved to authorize a letter to get some matching grant money for the LIFT station at the Industrial Park; seconded by Member Dinger. Motion carried 5-0.

- D. **DEP Filter Performance Evaluation** – Engineer Glenn stated the DEP Filter Performance Evaluation was done last month and we got a good report.

UNFINISHED BUSINESS:

1. **Rose Township Authority** – Vice Chairman Love moved to authorize Solicitor Dennison to proceed with the agreement for the Rose Township Municipal Authority; seconded by Member McKinley. Motion carried 5-0.
2. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported Don Elzer was on site for two days, and a load of media was dropped off. Commissioner O'Neill stated half of unit four, unit 6, and unit 8 need to be completed.
3. **Water Meter Installation** – Commissioner O'Neill reported we installed 328 water meters in the Borough since January.
4. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated their client has the agreements, and the ball is in their court.
5. **Software Upgrade Update (Utility Billing)** – Accountant Swineford reported we are having less problems with the billing. Accepting credit card payments was discussed.
6. **Corsica Water Tower Land** – Solicitor Dennison stated that he will meet with Commissioner O'Neill someday and they will take a look at the Corsica Water Tower land.
7. **Bowley Road Line Extension** – Commissioner O'Neill reported he talked with Jerry Johnston regarding the Bowley Road line extension, and it would cost around \$60,000.00 to serve about three customers.
8. **Signature Cards – S&T Bank** – Manager Schreckengost stated the paperwork for the signature cards at S&T Bank has been signed.
9. **Timber Contract** – Chairman Miller reported Gary Grosch should be surveying and marking the trees in a couple of weeks.

NEW BUSINESS:

1. **Sign Resolution for Grant** – Vice Chairman Love moved to authorize Chairman Miller to sign the grant request; seconded by Member Dinger. Motion carried 5-0.
2. **CD at S&T Bank** – Manager Schreckengost stated a CD at S&T Bank for \$252,000.00 is maturing July 20th. Manager Schreckengost stated First Commonwealth would give a rate of .25, and S&T Bank is giving a rate of .295 for a six month term. Manager Schreckengost stated she is waiting to hear back from Farmer's National Bank for their rate. Vice Chairman Love

moved to renew the CD at S&T Bank for six months at .295; seconded by Member McKinley. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

1. **Annual Pennsylvania Municipal Authorities Association (PMAA) Conference** – Manager Schreckengost stated that she and Member McKinley are interested in attending the annual PMAA conference being held in Hershey, Pa. on August 25th-27th.

BOARD/STAFF REPORTS & INFORMATION:

1. **Accountant Swineford** – Accountant Kerry Swineford asked the Board Members to print out the financial reports and financial statements themselves and bring them to the meetings if they want to. Manager Schreckengost said we would still print out the Agenda, Minutes, and Engineer's Report, just not the financial reports and statements. The Board Members generally agreed this would be alright.

EXECUTIVE SESSION:

The Municipal Authority Board entered Executive Session to discuss a personnel matter at 5:33 p.m. Executive Session ended at 5:40 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:40 p.m. Member Moss moved to adjourn; seconded by Vice Chairman Love. Motion carried 5-0.

Administrative Manager