

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 12, 2014 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 12, 2014 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Sam McKinley

STAFF

Manager Dana Schreckengost
Commissioner Terry O'Neill
Solicitor Jim Dennison – arrived at 4:45 p.m.
Engineers Mark Glenn & Travis Long
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Matt Triponey
Patti Slaughter
Clyde Bullers
Chris Silvis

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 8th meeting as submitted; seconded by Vice Chairman Love. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** - Vice Chairman Love moved to approve the financial reports as presented; seconded by Member Dinger. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

1. Engineer's Report

- A. **Exit 81 Business Park Project** – Engineer Mark Glenn from Gwin, Dobson, and Foreman stated all of the documents have been submitted to agencies for approval. Engineer Glenn stated after the documents are approved, we can proceed to the Bid Phase.
- B. **Act 537 Plan** – Engineer Glenn stated the final draft of the Act 537 Plan is complete. Engineer Glenn stated the deadline for submission is September 30, 2014. Engineer Glenn stated we need to start working on getting other grants to help fund the work we plan to do. Engineer Travis Long stated the funding sources need to present to the Municipal Authority Board. A discussion regarding financing these projects took place.
- C. **Phase 1 Exit 81 Sanitary Sewer and Waterline Extension** – Engineer Travis Long stated planning approval is being granted for this project. Member Dinger moved for the Municipal Authority to be the designated applicant for the MPDES construction permit for the sanitary sewer and waterline extension in Pinecreek Township; seconded by Vice Chairman

Love. Motion carried 4-0. Engineer Travis Long stated final approval is needed before the next Authority Board meeting on September 9, 2014.

UNFINISHED BUSINESS:

1. **Rose Township Agreement** – Solicitor Dennison stated he made a draft of the agreement and he will send it to Board Members in a day or so for review.
2. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported this project began on March 2, 2009. Commissioner O'Neill stated nine out of ten units are still running. Commissioner O'Neill stated we paid Josstech \$72,000.00 and settled all claims between Darlington and Josstech. Commissioner O'Neill stated Mr. Elzer sent us two invoices, including one for the media. Commissioner O'Neill stated he thinks we already paid for the media. Commissioner O'Neill stated the original contract with Don Elzer was for \$288,000.00. Commissioner O'Neill stated we paid Don Elzer \$144,000.00 on November 12, 2009. Commissioner O'Neill stated we still owe Mr. Elzer \$11,700.00 that will be paid upon completion of the project. Commissioner O'Neill stated Mr. Elzer needs his moulds to complete other projects he has. Solicitor Dennison stated we won't release Mr. Elzer's moulds until the project is completed.
3. **Water Meter Installation** – Commissioner O'Neill reported we installed 840 water meters in the system so far.
4. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated their client has the agreements, and they have to sign them and send them back.
5. **Timber Update** – President Miller stated this should be done by the next meeting.
6. **Amended Resolution 5-14** – Manager Schreckengost stated this was upgraded to \$115,000.00. Vice Chairman Love moved to approve amended Resolution 5-14; seconded by Member Dinger. Motion carried 4-0.
7. **Conveyance System – Phases** – Vice Chairman Love asked Engineer Travis Long about splitting Phase 1A of the project into two segments. Vice Chairman Love stated, assuming we come up with zero grants, if we include Phase 1B in this, can we eliminate certain parts of it? Engineer Long stated we should ask the funding agencies for options regarding the entire project.

NEW BUSINESS:

1. **Sign Resolution for First Modification** – Member McKinley moved to sign the resolution authorizing the first modification for the consent order; seconded by Member Dinger. Motion carried 4-0.
2. **ACH Transactions** – Manager Schreckengost stated there are no fees associated with ACH transactions on our end.
3. **Credit Card Payments** – Manager Schreckengost stated she talked to Freedom Systems and Municipay regarding credit card payments, and found out there are no fees on our end. Vice Chairman Love stated we should pass the fee on to the customer for credit card payments. Vice Chairman Love moved to authorize the credit card bill payment process to pass the

convenience fee to the customer; seconded by Member Dinger. Motion carried 4-0.

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. **Commissioner O'Neill** – Commissioner O'Neill reminded everyone of the annual picnic this Friday at noon.

EXECUTIVE SESSION:

The Municipal Authority Board entered Executive Session to discuss a personnel matter at 6:05 p.m. Executive Session ended at 6:40 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:40 p.m. Member Dinger moved to adjourn; seconded by Member McKinley. Motion carried 4-0.

Administrative Manager