

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, September 9, 2014 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, September 9, 2014 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
David Love  
Tom Dinger  
Robert Moss  
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:**

Vice Chairman Love made three corrections to the minutes of the August 12<sup>th</sup> meeting:

1. Under Unfinished Business/RBC Gear Reducer Replacement Status, the minutes state that 'we owe Don Elzer \$288,000.00', and they should state 'the original contract with Don Elzer was for \$288,000.00'.
2. Under Unfinished Business/Water Meter Installation, the minutes state 'we installed 840 water meters in the Borough' and they should state 'we installed 840 water meters in the system'.
3. Under New Business/Sign Resolution for First Modification, Vice Chairman Love stated the words 'for the consent order' should be added after 'authorizing the first modification'.

Vice Chairman Love moved to approve the minutes of the August 12<sup>th</sup> meeting as amended; seconded by Member Dinger. 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 Dinger. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**1. Engineer's Report**

- A. **Act 537 Plan** – Engineer Mark Glenn reported the Act 537 Plan was distributed to the member Municipalities, Jefferson County Planning Commission, and the Brookville Borough Planning Commission for review and comment on August 24, 2014. Engineer Glenn stated on August 26<sup>th</sup> and 30<sup>th</sup>, the 30-day public notice for the Act 537 Plan was published in the Courier Express. Engineer Glenn stated on August 27<sup>th</sup>, Gwin, Dobson, and

Foreman had a joint meeting with Brookville Borough, Brookville Municipal Authority, Pine Creek Township, Rose Township and Knox Township to discuss the Brookville Municipal Authority's Act 537 Plan. Engineer Glenn reported it was indicated at the meeting that the Member Municipalities were going to adopt the plan at their respective board meetings in September. Engineer Glenn stated Borough Council will adopt the Act 537 Plan Update resolution at their Council meeting on September 16, 2014. Engineer Glenn stated according to the revised compliance schedule in the consent order, the plan needs to be submitted by the end of the month to DEP. Member McKinley moved to approve the proposed Act 537 Plan; seconded by Vice Chairman Love. Motion carried 5-0.

- B. **Sewer Flow Monitoring Program** – Engineer Glenn reported we experienced one of the most significant rainfall events of the study period which resulted in system overflows on August 21<sup>st</sup> and 22<sup>nd</sup>. Engineer Glenn reported there was 1.99 inches of total rainfall in 21 hours with 1.59 in/hour of maximum hourly rainfall.
- C. **Phase One /Exit 81 Sanitary Sewer and Waterline Extension** – Engineer Glenn reported the U.S. Economic Development Agency (EDA) is reviewing the final plans for the sanitary sewer and waterline extension project. Engineer Glenn stated upon approval, it can be advertised and bid. Vice Chairman Love moved to authorize the engineering firm to put Phase One of the Nine Star Park Project out for bid; seconded by Member Dinger. Motion carried 5-0.
- D. **Storage Tank Permits** – Engineer Glenn reported the Department of Environmental Protection (DEP) advised that permits were never obtained for the Sphere Street and Industrial Park elevated water storage tanks. Engineer Glenn stated Gwin, Dobson, and Foreman gave plans of the tanks to the Department.
- E. **Chemical Storage Tanks** – Engineer Glenn reported DEP permits are required for the chemical storage tanks at the North Fork Creek Water Treatment Plant, and Gwin, Dobson, and Foreman completed and filed the permit application documents.

#### **UNFINISHED BUSINESS:**

1. **Rose Township Agreement** – Solicitor Dennison stated he made a draft of the Rose Township Agreement and sent it to Board Members. Solicitor Dennison stated he will discuss this in Executive Session.
2. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported two invoices were submitted by Darlington Equipment; one invoice was for \$35,295.00, and the other was for \$11,700.00. Commissioner O'Neill stated after some discussion with the Board, he was told to forward \$35,295.00 which has been paid to Don Elzer. Commissioner O'Neill stated we retained the invoice for \$11,700.00 until we worked out some issues dealing with the molds. Commissioner O'Neill stated he is waiting to hear back from Mr. Elzer at this time.

3. **Water Meter Installation** – Commissioner O'Neill reported we installed 875 water meters in the Brookville Borough and the Cruma 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 he has no update on this project at this time.

#### **NEW BUSINESS:**

1. **Year End Processing by Freedom** – Manager Schreckengost reported that Freedom Systems can do our year-end processing for us, including our W-2 Forms and 1099 Forms. Manager Schreckengost stated the Borough already approved doing this, with the cost split between the Borough and the Municipal Authority. Manager Schreckengost stated it would cost the Borough \$798.00 and the Municipal Authority \$798.00. Member McKinley moved to approve the year-end processing be outsourced to Freedom Systems; seconded by Vice Chairman Love. Motion carried 5-0.
2. **Pennsylvania Municipal Authorities Association (PMAA) Conference** – Manager Schreckengost reported there is a Stormwater Workshop October 28<sup>th</sup> in State College at the Nittany Lion Inn, and anyone interested in attending should let her know.
3. **Stormwater Laws** – Vice Chairman Love reported new laws are being established regarding stormwater.
4. **Closing Accounts** – Accountant Swineford stated he would like to close these bank accounts by the end of the year:
  - a. **Sweep Account at S&T Bank** – Accountant Swineford stated he would like to close the sweep account (that is associated with sewer checking) at S&T Bank that has a balance of about \$44,000.00, and move it over to the Sewer Fund checking account.
  - b. **Checking Account for Customer Deposits** – Accountant Swineford stated he would like to close the checking account for customer deposits that has a balance of about \$30,000.00, and move that money to a different account. Vice Chairman Love stated that Accountant Swineford should ask the auditors about this.
  - c. **Water Checking Account at First Commonwealth** – Accountant Swineford stated he would like to close a water checking account at First Commonwealth that has four cents in it.Vice Chairman Love moved to authorize Accountant Swineford to close the first and third accounts; seconded by Member Dinger. Motion carried 5-0.

**COMMUNICATIONS AND ANNOUNCEMENTS:** None

#### **BOARD/STAFF REPORTS & INFORMATION:**

1. **Commissioner O'Neill/Media for Unit 8** – Commissioner O'Neill reported we need Josstech to make the media for unit 8, and it would cost around \$32,550.00. Member Dinger moved to approve the payment to Josstech for the media for unit 8; seconded by Member McKinley. Motion carried 5-0.

2. **Vice Chairman Love/Pickup Trucks through Costars Program** – Vice Chairman Love reported the prices on pickup trucks are pretty good right now, and asked Commissioner O'Neill to look into this through the Costars Program.

**EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session to discuss a personnel matter at 5:05 p.m. Executive Session ended at 5:30 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:30 p.m. Member McKinley moved to adjourn; seconded by Member Dinger. Motion carried 5-0.

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Administrative Manager