

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, March 10, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, March 10, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss
Sam McKinley

STAFF

Manager Dana Shick
Commissioner Terry O'Neill
Engineer Travis Long
Accountant Kerry Swineford
Assistant Commissioner Clyde Bullers
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Matt Triponey
Patti Slaughter
Jim Lipuma
Tracy Zents
Chris Berkey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the February 10th meeting as presented; seconded by Member Moss. Vice-Chairman Love made one correction; after the Executive Session, under 'Cooperation and Transfer Agreements' it should be mentioned the Authority entered the agreements with Nine Star Capital. Member Dinger amended his motion to make that correction; seconded by Member Moss. Motion carried 5-0.

FINANCIAL REPORTS:

1. **Rate Increases** – Vice-Chairman Love asked who did the sewer rate increase calculations for Brookville and Rose Township. Manager Shick stated Engineer Travis Long made the calculations.
2. **Approval of Financial Reports** – Vice-Chairman Love moved to approve the financial reports for the month of February as presented; seconded by Member Dinger. Motion carried 5-0.

VISITORS:

1. **Fire Chief Jim Lipuma/Water System Access for Training** – Vice-Chairman Love stated Fire Chief Jim Lipuma is asking for access to our water system in regards to training. Fire Chief Lipuma stated training is very important. Fire Chief Lipuma stated they would like to use hydrants in town to practice, because it helps the firemen hit the right hydrant, and it helps make sure the firemen have enough hose to get to the structure. Fire Chief Lipuma stated they would like to use a hydrant someplace in town the 3rd and 4th Monday of the month after 7:00 p.m., and they would like the ability to move around town. Fire Chief Lipuma stated this training would help make them a better fire company. Commissioner O'Neill stated they would have to sit down and discuss this in detail, and Fire Chief Lipuma agreed.

2. **Tracy Zents/All Day Drill** – First Assistant Fire Chief Tracy Zents reported the Brookville Volunteer Fire Company plans to have an All Day Drill on Saturday, April 25th rain or shine. First Assistant Fire Chief Zents reported the All Day Drill will encompass a dozen different scenarios. First Assistant Fire Chief Zents stated they have a lot of new members that need training, and they would like to use hydrants on that day. First Assistant Fire Chief Zents stated he will have more detailed information about the drill in a couple of weeks, and Commissioner O'Neill asked him to give the information to him as soon as possible.
3. **Christopher Berkey/Sourewater Protection Plan** – Christopher Berkey from the Department of Environmental Protection (DEP) stated the Authority needs to form a steering committee to work on their Sourewater Protection Plan. Mr. Berkey stated the first committee meeting usually lasts about an hour, and he recommended there be between five to eight people on the steering committee. After some discussion, the Board agreed the first steering committee meeting for the Sourewater Protection Plan should be held on April 22, 2015 at 7:00 p.m. in Council Chambers.

COMMITTEE REPORTS:

Engineer's Report

- A. **USDA RUS Project Funding** – Engineer Travis Long reported everything continues to progress with the USDA funding application.
- B. **Chapter 94 Wasteload Management Reports** – Engineer Travis Long stated the Chapter 94 Wasteload Management Reports are complete.
- C. **Phase 1A Wastewater System Improvements (DECD H2O Grant)** – Engineer Travis Long reported we are ready to submit to DEP for the Water Quality Management Permit, which is necessary for the pump station and upsizing of the line, and also a General Permit 11 which is required for the waterway obstructions and encroachments.
- D. **Motion for Signing Chapter 94 Reports** – Vice-Chairman Love moved to sign the Chapter 94 Wasteload Management Reports; seconded by Member McKinley. Motion carried 5-0.

UNFINISHED BUSINESS:

1. **Rose Township Agreement** – Solicitor Dennison stated he mailed and e-mailed a letter to Rose Township's Attorney regarding the Rose Township Agreement and hasn't heard anything back yet. Solicitor Dennison stated they need to redo the agreement and send us a new time schedule.
2. **RBC's Update** – Commissioner O'Neill reported Josstech billing of \$25,884.00 for the 3600 sheets of media material has been paid. Commissioner O'Neill stated he asked Don Elzer to submit any unpaid invoices to the Authority. Commissioner O'Neill reported Mr. Elzer is requesting the Authority write a letter to Josstech stating we authorize the release of his molds. Commissioner O'Neill stated unit 5 is out of service due to a failed bearing, and Mr. Elzer will repair it on Thursday.
3. **Water Meter Installation** – Commissioner O'Neill reported that we installed roughly 1,120 water meters in the Brookville Borough and the Cruma system so

far. Commissioner O'Neill stated the installation of new radio read meters has been limited due to the cold weather. Vice-Chairman Love stated our guys have worked in this terrible winter weather, and we appreciate all their hard work.

4. **Crestwood Mobile Home Park Status** – Solicitor Dennison reported he got the name of someone who is interested in purchasing the park. Solicitor Dennison stated the potential purchaser is working with Ken Berlin. Solicitor Dennison stated we will have to wait and see what transpires.
5. **Timber Update** – Commissioner O'Neill reported he has no plans to do anything in regards to this until later this spring.
6. **Old Water Plant Facility and Surrounding Buildings** – Vice-Chairman Love stated there was no report on this topic.
7. **Employee Handbook** – Manager Shick reported she sent out the Employee Handbook with the corrections Solicitor Dennison made to it, and they are waiting for approval. Vice-Chairman Love asked if there should be two Employee Handbooks, one for Borough Employees and one for Municipal Authority Employees. After some discussion, Solicitor Dennison stated he will look into this further.
8. **Cooperation Agreement/Nine Star Capital** – Solicitor Dennison reported we still don't have the Cooperation Agreement from Nine Star Capital, and he is trying to set up a meeting.

NEW BUSINESS:

1. **Credit Card Payments** – Manager Shick reported credit card payments are up and running. Manager Shick stated there is a convenience fee charged to customers for paying by credit card. Manager Shick stated right now, credit card payments are accepted in the office or by phone. Manager Shick reported later in the year customers will be able to make credit card payments online.
2. **Municipal Administrators Training** – Manager Shick stated she would like to attend a Municipal Administrators Training course March 27th & 28th in Greensburg, Pennsylvania. Manager Shick stated it costs \$225.00 to attend. Vice-Chairman Love stated the money was budgeted, so Manager Shick could attend this training.
3. **Steering Committee** – Manager Shick stated this topic was already discussed.
4. **Executive Session** – Manager Shick requested an Executive Session for personnel issues.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

1. **Solicitor Jim Dennison** – Solicitor Dennison gave Commissioner O'Neill papers he received from Scott Allen who represented Cruma.
2. **Commissioner Terry O'Neill** – Commissioner O'Neill reported they worked at Haugh Hollow for four days on a frozen line that served two residences. Commissioner O'Neill stated they had to find the line. Commissioner O'Neill stated after it was fixed, the line froze up again. Commissioner O'Neill reported that even though both homes have water now, it is just a temporary

fix, and they might run a six-inch line from 322 this summer to serve existing homes. Commissioner O'Neill stated they haven't finalized what their plans are.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 5:02 p.m.

Executive Session ended at 5:32 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:32 p.m. Vice-Chairman Love moved to adjourn; seconded by Member Moss.

Motion carried 5-0.

Administrative Manager