

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, June 9, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 9, 2015 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
David Love  
Tom Dinger  
Robert Moss  
Sam McKinley – left at 4:45 p.m.

**STAFF**

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

**VISITORS**

Matt Triponey  
Patti Slaughter

**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 May 12<sup>th</sup> meeting as submitted; seconded by Member Moss. Motion carried 5-0.

**FINANCIAL REPORTS:**

1. **Approval of Financial Reports** – Accountant Kerry Swineford stated the auditors are here, and they are working on the Municipal Authority first so the Authority can proceed with acquiring USDA funding. Vice-Chairman Love moved to approve the Financial Reports; seconded by Member McKinley. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**Engineer's Report**

- A. **Pennworks Grant Reimbursement for Engineering Costs** – Engineer Mark Glenn reported 66% of the \$230,539.00 the Authority paid in engineering costs can be reimbursed, which is \$153,707.02. Vice-Chairman Love moved to approve the Pennworks Grant Reimbursement; seconded by Member Dinger. Motion carried 5-0.
- B. **Rose Township Sewer & Water Permit Transfers** – Member Dinger moved to authorize Chairman Miller to sign the Sewer and Water Permit Transfers; seconded by Vice-Chairman Love. Motion carried 5-0.
- C. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported test boring at the White Street site is scheduled for June 10, 2015. Engineer Glenn stated the plans have been finalized for the White Street and

Industrial Park lift stations and the gravity interceptor sewer to the treatment plant. Engineer Glenn stated Gwin, Dobson, and Foreman will submit the final plans to the USDA-RUS state engineer for review by June 30, 2015.

- D. **Well Sites** – Engineer Mark Glenn reported he forwarded information to Chairman Miller regarding well sites.
- E. **Phase 2 Wastewater System Improvements** – Engineer Glenn reported survey work for the Phase 2 collection system improvements is ongoing and will be completed by the end of the week.
- F. **Exit 81 Phase 1 Water and Sewer Extension Project** – Engineer Glenn reported they reviewed shop drawing submissions for the pump station.

#### **UNFINISHED BUSINESS:**

1. **Rose Township Agreement** – Solicitor Dennison stated the Engineers completed the permit transfer process, and the next step is to do the audit.
2. **RBC's Update** – Commissioner Terry O'Neill reported we received the final invoice from Mr. Elzer. Commissioner O'Neill stated he did a summary report back in August of 2014 listing what we have paid to Mr. Elzer. Commissioner O'Neill stated Mr. Elzer has sent us three invoices; one for \$11,700.00, one for \$60,000.00, and one for \$180,000.00. Commissioner O'Neill reported a letter he received from Mr. Elzer states we have three unresolved issues dealing with the RBC upgrade. Commissioner O'Neill stated Mr. Elzer wrote that he has an invoice dated 8-1-14 for repairs to units 2, 4, and 6 that has not been paid. Commissioner O'Neill stated this is incorrect. Commissioner O'Neill reported we originally put in the RBC repairs for \$49,200.00 per RBC, however, the contractual agreement we entered on March 2, 2009 says the total amount of \$288,000.00 for six units cuts that back to \$48,000.00 per unit. Commissioner O'Neill reported Mr. Elzer put the media cost at \$7.00 per sheet, but Commissioner O'Neill stated the Authority paid Josstech \$72,000.00 for the media because Mr. Elzer did not provide it, even though the original contract stated that Mr. Elzer would do the structural steel components plus provide the media. Commissioner O'Neill reported there are several misstatements in the letter he received from Mr. Elzer. Commissioner O'Neill stated we still owe Mr. Elzer around \$60,000.00. Commissioner O'Neill reported Mr. Elzer values his molds at \$90,000.00 each. Commissioner O'Neill reported Josstech has the molds and the media. Commissioner O'Neill stated he will discuss this more with Mr. Elzer. Vice-Chairman Love and Board Members in general agreed to give Commissioner O'Neill permission to negotiate with Mr. Elzer, and agreed the Board will need to accept the outcome.
3. **Sewer Budget Adjustments/Project List** – Commissioner O'Neill stated he presented an I and I (inflow and infiltration) work schedule for the sewage end at the last meeting. Commissioner O'Neill reported that since the last meeting, they had a TV camera crew in to verify the lines that were proposed on that schedule. Vice-Chairman Love asked which lines were proposed. Commissioner O'Neill stated the lines that were proposed were on Pickering Street, Jenks Street, and Madison Avenue. Commissioner O'Neill stated these are internal projects.

## **NEW BUSINESS:**

1. **Smoke & Dye Test Fee** – Manager Shick reported the current fee for our smoke and dye test is \$30.00, which is not enough to cover the Authority's expenses to do the test. Manager Shick stated she is proposing the Board raise the fee to \$50.00. Member Dinger moved to increase our smoke and dye test fee from \$30.00 to \$50.00 effective immediately; seconded by Member McKinley. Motion carried 5-0.
2. **Monthly Billing Minimum for Multi-Units** – Manager Shick stated Lead Distribution Operator Bob Radaker suggested changing the way we bill multi-units to having a monthly service cost with usage on top of that. Some discussion took place regarding charging customers that service cost all the time, even if their water is shut off for the season, then turned back on. Solicitor Dennison stated we would have to do a rate study if we want to do that. Engineer Glenn stated they can do that study. Solicitor Dennison stated we should wait to do this until all the loans are in place, and then change the policy at that time. Engineer Glenn stated we should look at this in a few years.
3. **Verizon Service in Maintenance Building** – Manager Shick stated we use Verizon cell service, and there is no Verizon cell phone service in the maintenance shed. Manager Shick reported Verizon has a package called 'Mini Tower' that will generate its own signal. Manager Shick stated there is a one-time fee of \$400.00. Manager Shick stated, in case of emergency, as long as there is internet service, this would still work. Manager Shick proposed the Authority split the \$400.00 cost with the Borough. After some discussion, Manager Shick stated she would get more details including how long it reaches, and inform the Board at the next meeting. Vice-Chairman Love stated if there is money in the budget, Manager Shick should go ahead and do this.
4. **Resolution – Tenant/Landlord Accounts** – Solicitor Dennison tabled this topic until the next meeting.

## **COMMUNICATIONS AND ANNOUNCEMENTS:**

1. **Pennsylvania Municipal Authorities Association's (PMAA) Annual Conference** – Manager Shick reported she is planning on attending the Pennsylvania Municipal Authorities Association's Annual Conference being held in Lancaster County August 23<sup>rd</sup> through the 26<sup>th</sup>. Manager Shick stated any Board Member who is interested in going should contact her.
2. **Executive Session** – Manager Shick requested an Executive Session for personnel issues with no action expected.
3. **Crestwood Trailer Park** – Solicitor Dennison reported Crestwood Trailer Park changed hands at the end of May, and he found the old rights of way that were granted to the Authority. Solicitor Dennison reported he got an updated agreement for the water lines. Solicitor Dennison stated he wants to set up a meeting with the new owners of Crestwood Trailer Park and Engineer Travis Long.

4. **Solicitor Agreement** – Solicitor Dennison reported he worked on his Solicitor Agreement. Solicitor Dennison stated it was at 24 and he moved it to 35. Vice-Chairman Love moved to approve the Solicitor Agreement as stated; seconded by Member Dinger. Motion carried 4-0.

**BOARD/STAFF REPORTS & INFORMATION:**

1. **Commissioner Terry O'Neill** –
  - a. **Price of Water Meters** – Commissioner O'Neill reported he was told he would receive a phone call if the price of water meters increased, and Commissioner O'Neill stated he has not received a phone call.
  - b. **Mr. Conti/Land by Water Tank** - Commissioner O'Neill stated Rich Conti has not gotten back to him pertaining to the land by the water tank. Commissioner O'Neill stated he is handing this task over to Solicitor Dennison, who is seeing Mr. Conti on Thursday.

**EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 4:55 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:25 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:25 p.m. Member Dinger moved to adjourn; seconded by Vice-Chairman Love. Motion carried 4-0.

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Administrative Manager