

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, July 14, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, July 14, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss

STAFF

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

VISITORS

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 June 9th meeting as presented; seconded by Member Moss. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** – Accountant Kerry Swineford stated there was one addition; \$153,707.02 for the monthly Financial Supplement Grant that was approved. Vice-Chairman Love moved to approve the Financial Reports as presented; seconded by Member Moss. Motion carried 4-0. Accountant Kerry Swineford reported the auditors are working on getting the Municipal Authority audit finalized.

VISITORS: None

COMMITTEE REPORTS:

1. **Engineer's Report**
 - A. **Phase 1A Wastewater System Improvements** – Engineer Travis Long reported they received the PADEP Water Quality Management Part II Permit Number 3315401 dated June 18, 2015. Engineer Long reported this is the major permit for this project. Engineer Long reported in regards to the PADEP NPDES Stormwater Construction Permit, the technical completeness review letter was received and PADEP and the Corps of Engineers are currently reviewing the application. Engineer Long reported the technical completeness review letter was received for the PADEP GP-11 Permit, and PADEP is currently reviewing the application. Engineer Long reported PennDOT is reviewing HOP permit revisions for the sewer/waterline revisions. Engineer Long stated Gwin, Dobson and

Foreman submitted the project plans to the USDA-RUS state engineer for review on June 30, 2015. Engineer Long reported the appraisal report was received for the new White Street Lift Station subdivision lot, which was submitted to Solicitor Dennison for review and the subdivision plan was also submitted for review. Engineer Travis Long stated they were authorized to contact Giant Eagle this week to move forward with the property acquisition work. Engineer Long stated a test boring at the lift station site was also completed last month. Engineer Travis Long reported easement comments were received from Solicitor Dennison and minor revisions have been made. Engineer Long stated they are completing additional easements for Haney Road sewer. Engineer Long stated they will submit letters to USDA, then put it out for bid for Phase 1. Vice-Chairman Love asked Engineer Travis Long how close Phase 1A is to getting out to bid. Engineer Long reported the specs are basically done, and that it will probably be out to bid this fall and construction should start in the spring.

- B. **Phase 2 Wastewater System Improvements** – Engineer Travis Long reported survey work for the Phase 2 collection system improvements is completed. Engineer Long reported Gwin, Dobson and Foreman is reviewing process treatment options to present to the Authority Board in mid-July. Engineer Long reported preliminary layout work is underway, and they hope to produce a Preliminary Design Memorandum by the end of the month. Engineer Long stated he will talk to Commissioner O’Neill and Assistant Commissioner Clyde Bullers about this moving forward. Member Moss asked Engineer Long how much input DEP has on the design. Engineer Long stated DEP’s input on the design is limited, and their main emphasis is the time table.
- C. **Act 537 Plan Reimbursement** – Engineer Travis Long reported DEP continues to totter back and forth on this. Engineer Travis Long reported in 2014, PADEP approved the Act 537 Task Activity Report with an amount of \$50,000.00, and the Authority is eligible for up to 50% reimbursement through this grant program. Engineer Long recommended submitting the Act 537 Planning Assistance Grant request for \$25,000.00. Member Moss moved to submit the Act 537 Planning Assistance Grant request for \$25,000.00; seconded by Vice-Chairman Love. Motion carried 4-0.

2. Personnel Committee

- A. **Need for Another Employee** - Vice-Chairman Love stated there is a need to hire another employee because of the additional work the Authority will encounter in taking on Rose Township. Vice-Chairman Love stated he would like Commissioner O’Neill and Assistant Commissioner Clyde Bullers to develop a job description, post it, and put the ad in the paper. Vice-Chairman Love stated this will be discussed further in Executive Session, since the hiring of another employee was not budgeted. Vice-Chairman Love moved to authorize Commissioner O’Neill and Assistant Commissioner Clyde Bullers to proceed to attempt to hire an employee with some work experience as a sewer employee; seconded by Member Dinger. Motion carried 4-0.

UNFINISHED BUSINESS:

1. **RBC's Update** – Commissioner Terry O'Neill reported he received a letter from Don Elzer on May 29th, and they met last week to discuss Mr. Elzer's unresolved issues. Commissioner O'Neill reported he told Mr. Elzer that in regards to issue number one the amount of \$49,200.00 is wrong, and that the Authority did not agree to that. Commissioner O'Neill stated in regards to issue number two he told Mr. Elzer the Authority would not pay the invoice for \$11,700.00, and Mr. Elzer said he would void that invoice. Commissioner O'Neill stated, regarding issue number three in Mr. Elzer's letter, that the Authority agreed to pay the \$60,000.00, and Mr. Elzer was happy with that. Commissioner O'Neill stated he brought up another issue to Mr. Elzer, and stated Mr. Elzer said he would provide the media, but did not. Commissioner O'Neill stated the Authority had to purchase the raw material for \$25,884.00 from Josstech to make the media for unit #8. Commissioner O'Neill stated Mr. Elzer said he had no use for the raw material, but Mr. Elzer agreed to purchase it at half cost. Commissioner O'Neill stated the bottom line is the Authority owes Mr. Elzer \$47,058.00. Commissioner O'Neill stated he will compile the paperwork and give it to Accountant Swineford. Commissioner O'Neill reported he has to write a letter with Solicitor Dennison to Josstech so Mr. Elzer can get his molds back. Commissioner O'Neill reported the original contract from 2009 with Mr. Elzer is now settled. Commissioner O'Neill reported a bearing needs fixed, and he is thinking of giving Mr. Elzer the check after the bearing is taken care of. Vice-Chairman Love moved to get Darlington Equipment a check for \$47,058.00, and when the check is signed, give it to Commissioner O'Neill to present to Mr. Elzer; seconded by Member Dinger. Motion carried 4-0. Vice-Chairman Love stated he recommends buying one or two vehicles with that money.
2. **Verizon Service – Mini Tower** – Manager Dana D. Shick reported the Verizon mini tower that was discussed at last month's meeting would reach 7,500 square feet. Manager Shick stated the Verizon mini tower will let employees have Verizon service inside the maintenance shed. Manager Shick stated the mini tower has a one-time fee of \$400.00, and they can split the cost with the Borough. Manager Shick stated this topic is on the next Borough Council meeting agenda.
3. **Pennsylvania Municipal Authorities Association's (PMAA) Annual Conference** – Manager Dana D. Shick reported the PMAA Conference will take place in Lancaster County August 23rd through the 26th, and the registration deadline is August 1st. Manager Shick stated any Board Member who is interested in attending should contact her.

NEW BUSINESS:

1. **Employee Change** – Manager Dana D. Shick stated since the Authority is bringing on Rose Township there is extra work in the office, and she would like to take Chris Silvis from a part-time to a full-time position with a

75%-Authority and 25%-Borough split. Vice-Chairman Love made a motion coming from the Personnel Committee to approve hiring Chris Silvis at the current rate and to turn Chris Silvis full-time with a 75%-Authority and 25%-Borough split. This motion coming from Committee was carried unanimously 4-0.

2. **Online Bill Pay** – Manager Dana D. Shick stated online bill pay is up and running. Manager Shick stated online bill pay customers are required to have an e-mail address so they can receive a receipt. Manager Shick stated customers can pay by check or credit card. Manager Shick reported the fee for paying by check online is \$1.50, and the fee for paying by credit card is \$3.00 for payments up to \$120.00 and 2.45% for payments over \$120.00.
3. **Rose Township** – Manager Dana D. Shick reported the Authority takes responsibility for Rose Township accounts on September 1, 2015.
4. **Source Water Protection Plan Public Meeting** – Manager Dana D. Shick reported the Source Water meetings have come to a conclusion, and there will be a Source Water Protection Plan public meeting on Wednesday, August 19th at 7:00 p.m. in the dining room at the Borough Complex.
5. **Executive Session** – Manager Dana D. Shick requested an Executive Session to discuss personnel issues with no action expected.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION: None

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 5:00 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:35 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:35 p.m. Member Dinger moved to adjourn; seconded by Member Moss. Motion carried 4-0.

Administrative Manager