

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 11, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 11, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger – arrived 4:20 p.m.
Robert Moss
Sam McKinley

STAFF

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

VISITORS

Patti Slaughter
Larry McGuire

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Vice-Chairman David Love moved to approve the minutes of the July 14th meeting as presented; seconded by Member Robert Moss. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Approval of Financial Reports** – Accountant Swineford stated there was nothing new to report, and that it was a pretty typical month. Member Robert Moss moved to approve the Financial Reports as presented; seconded by Vice-Chairman Love. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Exit 81 Phase 1 Water & Sewer Extension Project** – Engineer Mark Glenn reported Wilson Excavating completed the horizontal directional borings under I-80. Engineer Glenn reported Wilson Excavating will begin the open cut excavation work for the sanitary sewers and waterline later this month. Engineer Glenn reported all shop drawings for materials and equipment have been processed and reviewed.
2. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported, on August 4th, Gwin, Dobson and Foreman and the Municipal Authority met with PennDOT to review the Phase 1A Highway Occupancy Permit (HOP) and upcoming Phase 2 projects in Brookville and received the Phase 1A permit that day. Engineer Mark Glenn reported the DEP is reviewing the Pennsylvania Department of

Environmental Protection (PADEP) GP-11 and NPDES Stormwater Construction Permit applications. Engineer Mark Glenn reported the White Street Lift Station subdivision plan and property appraisal report was submitted to Giant Eagle for review. Engineer Mark Glenn reported Giant Eagle has no objections to proceeding with the property acquisition. Engineer Glenn reported a final Phase 1A construction cost estimate has been completed. Engineer Glenn reported the project can proceed immediately to the bid phase pending receipt of utility easements.

3. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn reported the preliminary sewer layout work is underway, and they hope to produce a Preliminary Design Memorandum by the end of the month. Engineer Glenn reported test borings are scheduled for later this month.
4. **Act 537 Plan Reimbursement** – Engineer Mark Glenn reported the Act 537 Sewage Facilities Planning Assistance application was signed at the last meeting. Engineer Glenn reported the application was received, but no payments can be processed until the assistance fund is reauthorized in an approved state budget.

UNFINISHED BUSINESS:

- A. **Municipal Authority's Tenure** – Vice-Chairman David Love moved to extend the Authority's tenure for another fifty years; seconded by Member Robert Moss. Motion carried 4-0.
- B. **Rose Township Transfer Status** – Solicitor Jim Dennison reported Pennvest is the only thing that is holding things up. Solicitor Dennison reported the 2014 financials were sent to Pennvest, and they are waiting for the actual audit.
- C. **RBC's Update** – Commissioner Terry O'Neill reported he sent a check to Mr. Don Elzer for \$47,058.00, which is the amount they agreed upon. Solicitor Dennison reported he sent a letter to Josstech so Mr. Elzer can get his molds back. Commissioner Terry O'Neill reported everything should be in place to finalize.

NEW BUSINESS:

- A. **Resolution – Tenant/Landlord Accounts** – Solicitor Jim Dennison tabled this topic.
- B. **Delinquent Accounts – Past Six Months** – Manager Dana D. Shick stated they have been trying to clean up delinquent accounts in the office. Manager Shick stated there is a set of hoops to go through before any action is taken when delinquent accounts are turned over to the District Magistrate. Solicitor Dennison suggested charging interest on delinquent accounts. Accountant Kerry Swineford reported the auditors do write-offs once a year. Vice-Chairman David Love stated a lien can be put on the property, and Manager Dana D. Shick stated she will send them to Solicitor James Dennison. Solicitor James Dennison stated the landlord is ultimately responsible.

- C. **PMAA Conference – Voting Delegate Form** – Manager Dana D. Shick reported the Board needs to appoint a voting delegate and an alternate for the PMAA (Pennsylvania Municipal Authorities Association) Conference taking place August 23rd through the 26th in Lancaster County. Manager Shick stated she plans on attending this conference. Vice-Chairman Love moved to appoint Manager Dana D. Shick as the Municipal Authority Board's voting delegate; seconded by Member Robert Moss. Motion carried 5-0.
- D. **Submerged Lands License Agreement (DEP)** – Manager Dana D. Shick reported some signatures are all that is needed to process the Submerged Lands License Agreement for the force main crossing of Redbank Creek with the Department of Environmental Protection (DEP). Member Robert Moss moved to authorize Chairman Brad Miller to sign the Submerged Lands License Agreement with DEP; seconded by Member Sam McKinley. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. **Source Water Protection Plan Public Meeting** – Manager Dana D. Shick reported there will be a Source Water Protection Plan public meeting on Wednesday, August 19th at 7:00 p.m. in the Borough Complex conference room.

BOARD/STAFF REPORTS & INFORMATION:

- A. **2016 Work Truck through Costars Program** – Commissioner Terry O'Neill reported a 2016 work truck was ordered through Costars and it should be here in six to eight weeks. Vice-Chairman David Love moved to approve the purchase through Costars of a 2016 pickup truck using excess funds from the 'RBC Repairs' line item in the Sewer Fund; seconded by Member Tom Dinger. Motion carried 5-0.
- B. **Haugh Hollow Project** – Assistant Commissioner Clyde Bullers reported the materials are on site for the Haugh Hollow Project, and they should start working on it tomorrow.
- C. **Executive Session** - Vice-Chairman Love requested an Executive Session for a personnel matter with no action expected.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 5:08 p.m. to discuss a personnel matter with no action expected. Executive Session ended at 6:00 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:00 p.m. Vice-Chairman Love moved to adjourn; seconded by Member Robert Moss.
Motion carried 5-0.

Administrative Manager