

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, September 8, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, September 8, 2015 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Bradley Miller  
David Love  
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  
Matt Triponey

**CALL TO ORDER:**

Chairman Bradley 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 August 11<sup>th</sup> meeting as presented; seconded by Member Robert Moss. Motion carried 4-0.

**FINANCIAL REPORTS:**

- A. **Audit** – Accountant Kerry Swineford reported the audit is finished. Vice-Chairman David Love asked if there were any findings. Manager Dana D. Shick stated they need to do a final review.
- B. **Meter Loan at S&T Bank** – Vice-Chairman David Love moved to pay off the water meter loan at S&T Bank; seconded by Member Robert Moss. Motion carried 4-0.
- C. **Approval of Financial Reports** – Vice-Chairman David Love moved to approve the Financial Reports as presented; seconded by Member Robert Moss. Motion carried 4-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

- 1. **Update on Phase 1 Project** – Engineer Mark Glenn reported the contractor will remobilize on September 29<sup>th</sup>, and they hope to schedule a Construction Conference on September 22<sup>nd</sup> or 24<sup>th</sup>.
- 2. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn stated he would like authorization to proceed for bids on this project. Engineer Mark Glenn stated we need easements in hand, and have 120 days to get them. Vice-Chairman David Love moved to authorize the

engineering firm to begin the bidding process pending USDA approval; seconded by Member Sam McKinley. Motion carried 4-0.

3. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn reported drawings for the sewer replacement work are around 50% complete.

#### **UNFINISHED BUSINESS:**

- A. **Rose Township Transfer Status** – Solicitor Jim Dennison reported the audit is complete as of today. Solicitor Dennison stated the audit will be sent to Pennvest, then we will know what they require.
- B. **RBC's Update** – Commissioner Terry O'Neill reported Mr. Don Elzer has contacted Josstech notifying them he will be there to get his molds.
- C. **Employee Handbook** – Manager Dana D. Shick reported she sent a copy of the Employee Handbook to the board members. Manager Shick reported the Employee Handbook is out for Union review.

#### **NEW BUSINESS:**

- A. **Delinquent Accounts – Interest Amount** – Accountant Kerry Swineford stated delinquent accounts were talked about last month, but a penalty wasn't agreed upon. After some discussion, Member Sam McKinley moved to charge an 18% interest charge just on the original balance after 60 days; seconded by Vice-Chairman David Love. Motion carried 4-0.
- B. **2016 MMO (Minimum Municipal Obligation) Calculation** – Manager Dana D. Shick reported a motion is needed to send in the 2016 MMO Calculation for the Brookville Municipal Authority pension plan, which is due by the end of December every year. Vice-Chairman David Love moved to approve the MMO Calculation Worksheet for 2016; seconded by Member Robert Moss. Motion carried 4-0.
- C. **Employee Retirement & Promotion**
  1. **Commissioner Terry O'Neill's Retirement** – Chairman Bradley Miller stated Commissioner Terry O'Neill is officially retiring at the end of this month. Chairman Bradley Miller stated Commissioner Terry O'Neill started working here in February of 1973. Chairman Bradley Miller stated the Authority appreciates Commissioner O'Neill's years of service. Vice-Chairman David Love stated Terry O'Neill will continue on in a consulting capacity. Vice-Chairman David Love moved to enter into a contract to accept Terry O'Neill's retirement for the amount stipulated, and to transition Terry O'Neill from a full-time to a consulting status; seconded by Member Robert Moss. Motion carried 4-0.
  2. **Assistant Commissioner Clyde Buller's Promotion** – Chairman Bradley Miller stated Assistant Commissioner Clyde Bullers will be promoted to Commissioner. Chairman Bradley Miller stated Clyde Bullers has been working here for 32 years. Member Sam McKinley moved to promote Clyde Bullers to the position of Commissioner effective October 1, 2015 at the same salary Commissioner Terry O'Neill currently has; seconded by Member Robert Moss. Motion carried 4-0.

## **COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. **Region 7 Fall Meeting** – Manager Dana D. Shick reported there will be a Region 7 Fall Meeting in Elk County at the Benezette Visitor Center. Manager Dana D. Shick stated she is planning on attending this meeting, and if anyone else is interested in attending she can sign them up.
- B. **2015 PMAA Administrative and Environmental Issues Seminar** – Manager Dana D. Shick reported the 2015 PMAA Administrative and Environmental Issues Seminar will take place on Monday, October 26<sup>th</sup> from 8:00 a.m. to 2:00 p.m. at the Nittany Lion Inn in State College. Manager Shick reported the cost is \$75.00 per registration. Manager Shick stated any board member who is interested in attending this seminar should contact her.
- C. **Jefferson County Development Council's 17<sup>th</sup> Annual Luncheon** – Manager Dana D. Shick reported the Jefferson County Development Council's 17<sup>th</sup> Annual Luncheon will be held October 6<sup>th</sup> at 11:30 a.m. at the Pinecrest Country Club. Manager Shick stated there is no cost to attend, and she will send board members an e-mail regarding this.

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

- A. **Haugh Hollow Project** – Assistant Commissioner Clyde Bullers reported the Haugh Hollow Project is proceeding on schedule, and is around 65% complete.
- B. **Executive Session** – Solicitor Jim Dennison requested an Executive Session to discuss right-of-ways, and asked Engineer Mark Glenn to stay for the session.

## **MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

Reporter Patti Slaughter asked for clarification regarding when the Authority will start to charge interest on delinquent accounts. Accountant Kerry Swineford stated it will start 60 days from now.

## **EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 4:50 p.m. to discuss right-of-ways. Executive Session ended at 5:22 p.m. with the following action taken; Vice-Chairman David Love moved to hire a new sewage collection and water distribution employee who will remain unnamed until the employee and his current employer have been notified; seconded by Member Sam McKinley. Motion carried 4-0.

## **CALL FOR ADJOURNMENT:**

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

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Administrative Manager

