

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, December 10, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, December 10, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Dave Love
Robert Moss
Herb Landes
Tom Dinger

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Commissioner Terry O'Neill
Engineer Travis Long
Accountant Kerry Swineford
Recorder Christine Gunning – arrived at 4:21 p.m.

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Landes moved to approve the minutes of the November 12th meeting with the change of the spelling of Gary Gilmore's name on page 3; seconded by Member Love. Motion carried 5-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Love moved to approve the financial report for November meeting; seconded by Member Dinger. Motion carried 5-0.

VISITORS:

None

COMMITTEE REPORTS:

1. **Engineer Report** – Engineer Travis Long stated the Hastings Street Sidewalk project has been completed. Engineer Long reported the payment due Heeter Construction is \$2,983.45 after Heeter Construction submits their Final Payment Application. Engineer Long reported the Authority received a \$2,269,167.00 grant from the Commonwealth Finance Authority for wastewater capacity system improvements on November 21, 2013.
2. **Solicitor Dennison** – No Report
3. **Finance Committee (2014 Budget)** – Member Moss stated the water budget includes a 5% rate increase effective January 1, 2014. Member Moss made a motion from committee to approve the Budget proposed for 2014. Motion carried unanimously 5-0.

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated Don Elzer has the backup washers for Unit #8 galvanized, and that Mr. Elzer will be here next week to install them, and Mr. Elzer will install the media the following week.
2. **Corrective Action Plan** – Solicitor Dennison stated that DEP has not responded. Engineer Long stated that we are assuming that because they are not responding, the DEP must approve of it.
3. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated this project is moving along.
4. **Software Upgrade Update**– Manager Gable stated they finished data conversion from Harris to Freedom. Manager Gable stated the first testing phase is done. Manager Gable reported the hard drive is in. Manager Gable also stated that Freedom is setting up online bill pay.
5. **Outsourcing the Water/Sewer Billing** – Manager Gable stated the Authority will save \$3,100.00 per year if we outsource the water/sewer billing. Manager Gable stated that outsourcing the billing will also reduce labor expenses. Manager Gable stated that is everything goes well, we would like to begin outsourcing the billing January 1, 2014. Member Landes moved to authorize Manager Gable to proceed with outsourcing the water/sewer billing as soon as possible; seconded by Member Love. Motion carried 5-0.
6. **Rose Township Sewer Rates in 2014** – Engineer Travis Long reported that Gwin, Dobson & Foreman is updating Rose Township's sewer rate report and is currently 50% complete. Engineer Long stated they are awaiting 2012 annual metered consumption and 2011-2012 major sewer renewal and replacement costs.
7. **Tap Fee Study** – Engineer Travis Long stated that Gwin, Dobson & Foreman is updating the water and sewer tapping fee study and is currently 50% complete. Engineer Long stated this study was last updated by Nichols and Slagle in 2001.
8. **CDBG Funds for Corsica System or other Locations** – Engineer Travis Long stated the CDBG funds are annually allocated. Member Love stated he wants the Authority to slowly work on this and get on the list in time to be eligible for CDBG funds.
9. **Corsica Water Tower Land** – Commissioner O'Neill stated we secured the rite of way from Route 322 to the tower. Commissioner O'Neill stated they did the survey and mapped out the location. Commissioner O'Neill stated the Authority Board needs to determine what they are asking for the property. Commissioner O'Neill stated we would like to extend the line to Route 322.

NEW BUSINESS:

1. **2014 BMA Water Rate Increase** – Member Moss stated earlier in the meeting that the water budget includes a 5% rate increase effective January 1, 2014.

2. **Sewer CD Renewal** – Manager Gable stated a sewer CD with a principal balance of \$350,384.56 is coming up for renewal. Member Love moved to authorize Manager Gable to get rates from the three institutions in regards to a new CD at \$400,000.00 and then Manager Gable can accept the best rate at 12 months; seconded by Member Landes. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

1. **Chamber Eggs and Issues Breakfast** – Manager Gable stated Authority Board Members are invited to attend the Chamber Eggs & Issues Breakfast at the Heritage House Thursday, December 12th at 7:30 a.m.

BOARD/STAFF REPORTS & INFORMATION:

1. **Dave Love** – Member Love moved to approve the payment of the final requisition for the Hastings Street project; seconded by Member Dinger. Motion carried 5-0.

EXECUTIVE SESSION:

The Authority Board entered Executive Session to discuss personnel matters at 5:16 p.m. with no action expected. Executive Session ended at 5:56 p.m. with the following action taken.

1. **Dan Christensen – Probationary Period** – Member Love moved to extend Dan Christensen's probationary period an additional 100 days; seconded by Member Landes. Motion carried 5-0.
2. **Reappointments to the Authority Board** – Manager Gable stated both Tom Dinger and Dave Love have been reappointed to another term on the Authority Board by the Brookville Borough Council. Member Love's term is January 1, 2014 to December 31, 2017. Member Dinger's term is from January 1, 2014 to December 31, 2018.

CALL FOR ADJOURNMENT:

At 6:07 p.m. Member Love moved to adjourn; seconded by Member Dinger. Motion carried 5-0.

Administrative Manager