

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, October 13, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 13, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Robert Moss
Tom Dinger – arrived 4:05 p.m.

STAFF

Manager Dana D. Shick
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Mark V. Glenn
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:

Member Robert Moss moved to approve the minutes of the September 8th meeting as presented; seconded by Vice-Chairman David Love. Motion carried 3-0.

FINANCIAL REPORTS:

- A. **Meter Loan at S&T Bank** – Accountant Kerry Swineford reported the water meter loan was paid off last week, and that line of credit will remain open.
- B. **2014 Audit** – Accountant Kerry Swineford reported the 2014 audit has been finalized, and there were no findings.
- C. **Approval of Financial Reports** – Vice-Chairman David Love moved to approve the monthly Financial Statements as presented; seconded by Member Tom Dinger. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

- 1. **CO&A/Flow Monitoring Program** – Engineer Mark Glenn reported we have had meters in the system for the past 30 months. Engineer Mark Glenn stated an event occurred on September 30th that resulted in a 21 hour bypass at the Sewer Plant. Engineer Glenn reported this is the second highest event on record. Engineer Glenn stated our plant has a fixed capacity. Engineer Glenn stated, under the consent order, we cannot have any bypassing in the system. Engineer Mark Glenn stated we need to design a facility that can take care of the wet weather flows, while also being able to treat average flow through the system. Member Tom Dinger asked if peak flows will be reduced with the work that will

be done. Engineer Mark Glenn stated the peaks will be reduced somewhat, but the system does produce a lot of flow. Engineer Mark Glenn stated the problem is the storm drainage, and that if we get the water out of the system it can go into the street.

2. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported comments were received from USDA-RUS for the Phase 1A plans and specifications, and revised documents were resubmitted on October 6th. Engineer Mark Glenn reported easement acquisitions are ongoing. Engineer Mark Glenn stated the USDA-RUS forwarded a checklist with items required from the Authority, and the project cannot proceed to the bid phase until these items are submitted and easements are acquired and recorded.
3. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn reported drawings for the sewer replacement work are 75% complete. Engineer Mark Glenn stated test borings at the wastewater plant will be completed soon. Engineer Mark Glenn stated they are getting closer to being ready to make a presentation to the Board about this.
4. **Phase 1 Exit 81 Water & Sewer Extension Project** – Engineer Mark Glenn reported precast concrete manholes and lift station wet well components were delivered to the site on October 5th, and Wilson Contracting has begun installing the lift station. Engineer Mark Glenn reported a pipe crew has started to work near McCauley Trucking, and Penelec has also been onsite to coordinate power to the lift station this week.

UNFINISHED BUSINESS:

- A. **Rose Township Transfer Status** – Solicitor Jim Dennison reported the audit has been submitted. Solicitor Dennison stated it will be another week or two until we get Pennvest's decision. Solicitor Dennison stated until we get that, we cannot do much of anything.
- B. **Employee Handbook** – Manager Dana D. Shick reported she heard back from the Union regarding the Employee Handbook. Manager Dana D. Shick stated the Union feels the Employee Handbook has no bearing on the Union contract. Vice-Chairman David Love asked about the probationary period. Manager Dana D. Shick stated the Authority has the longest probationary period, and it is one hundred days. Vice-Chairman David Love moved to approve the Employee Handbook; seconded by Member Tom Dinger. Motion carried 4-0.

NEW BUSINESS:

- A. **Christmas Club Accounts** – Manager Dana D. Shick reported there was a little bit of confusion with the Christmas club accounts. Manager Dana D. Shick stated money was not being deposited into the accounts on a timely basis, and .01% interest totaling \$13.58 is owed to Authority and Borough employees. Board Members in general agreed the Authority would pay \$13.58 in interest owed to Authority and Borough employees who requested Christmas clubs.

- B. Future Well Location** – Commissioner Clyde Bullers reported James Castleberry is here, and he met with him. Commissioner Clyde Bullers stated Mr. Castleberry located a few areas he thinks are good locations for future wells. Commissioner Clyde Bullers reported the location has to physically be approved by DEP. Engineer Mark Glenn stated he will call DEP. Commissioner Clyde Bullers reported Mr. Castleberry will get a cost estimate to the Board. Vice-Chairman David Love moved that the Board proceed to site the third well, and get the cost to drill it and get it connected; seconded by Member Tom Dinger. Motion carried 4-0.
- C. Collection System Flow Monitoring** – Vice-Chairman David Love stated he had no further information on this topic.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. Region 7 Fall Meeting** – Manager Dana D. Shick reported the Region 7 Fall meeting took place in Elk County at the Benezette Visitor Center. Manager Dana D. Shick stated she attended this meeting with Vice-Chairman David Love. Manager Dana D. Shick stated it was a great experience, and she made a lot of great contacts.
- B. Food Pantry Collection Sheet – Water/Sewer Bills** – Manager Dana D. Shick reported the Water Office will take up a collection for the Food Pantry this year. Manager Dana D. Shick asked the Board if the Authority would pay for the cost of the sheet explaining this that will be included with customers' water/sewer bills. Manager Dana D. Shick stated it would cost 10-cents per sheet to include it with the water/sewer bills, with the total cost being roughly \$250.00. Vice-Chairman David Love stated he had at least one complaint last year that the Authority spent the money to do this, and asked Solicitor Jim Dennison if the Authority Board has the right to do this. Solicitor Jim Dennison stated it is not covered under the Municipal Authorities Act. Vice-Chairman David Love asked if we could see if someone else would be willing to cover this cost. Manager Dana D. Shick stated she would look into it.

BOARD/STAFF REPORTS & INFORMATION:

- A. Executive Session** – Vice-Chairman David Love requested an Executive Session.
- B. Haugh Hollow Project** – Commissioner Clyde Bullers reported Haugh Hollow is completed except for paving which they will get to towards the end of the season. Commissioner Clyde Bullers stated everything went very well there.
- C. Rose Township Testing** – Commissioner Clyde Bullers stated we met with DEP, and have started to do some of the testing required for Rose Township.
- D. USDA Loan/Interim Financing** – Solicitor Jim Dennison stated he sent the Board proposals regarding interim financing so they can review them and decide which one they prefer. Solicitor Dennison stated once the Authority Board chooses a proposal, Borough Council can proceed with their guarantee. Vice-Chairman David Love moved to proceed with interim financing proposals; seconded by Member Robert Moss. Motion carried 4-0.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 4:46 p.m. with no action expected. Executive Session ended at 5:08 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:08 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 4-0.

Administrative Manager