

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, November 10, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, November 10, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Robert Moss
Tom Dinger
Sam McKinley

STAFF

Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Mark V. Glenn – arrived 4:11 p.m.
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Patti Slaughter
Matt Triponey
Ruth Rowan

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 October 13th meeting and the minutes of the special meeting on November 2nd as presented; seconded by Member Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Approval of Financial Reports** – Accountant Kerry Swineford stated there is a balance sheet with the Financial Reports. Accountant Swineford stated the receivables on both water and sewer have not been reconciled, but everything else is up to date. Vice-Chairman David Love moved to approve the Financial Reports as presented; seconded by Member Sam McKinley. Motion carried 5-0.

VISITORS:

- A. **North Fork Watershed Association – Donation – Ruth Rowan** – Vice-Chairman David Love stated we have had money in the budget since 2000 for the North Fork Watershed Association. Ruth Rowan from the North Fork Watershed Association stated the Association was established around 2000, and they have gotten several Growing Greener Grants to improve water quality. Ruth Rowan reported these projects are finished and there have been significant improvements in the water quality. Ruth Rowan stated the pH is very positive now. Ruth Rowan reported trout are staying in the smaller tributaries and they do not need to be restocked. Ruth Rowan stated they do Watershed Camps for children in the summer. Ruth Rowan stated the North Fork Watershed Association uses the money the Authority gives them for maintenance. Vice-Chairman David Love stated at one point there was a discussion in regard to exchanging information on water samples, and asked if that discussion took place. Ruth Rowan stated she did not know the North Fork Watershed Association supplied any of the authorities the results of their testing, but that

information is posted on their website. Vice-Chairman David Love asked how many members they have, and Ruth Rowan stated they could use more participation. Ruth Rowan stated they would like representation from this group or the water employees. Ruth Rowan stated the North Fork Watershed Association still tests the streams to maintain the pH, and collaborates with a lot of the fish agencies. Ruth Rowan stated they are trying to maintain the North Fork and they appreciate the support the Brookville Municipal Authority has given them. Vice-Chairman David Love stated the Authority Board appreciates what the North Fork Watershed Association does too. Vice-Chairman David Love asked if North Fork gives the Authority Board invoices to pay. Ruth Rowan stated she thinks Manager Dana D. Shick approved just giving the North Fork Watershed Association a check this year. Vice-Chairman David Love stated that is o.k., and would request an accounting once a year. Ruth Rowan stated that would not be a problem. Vice-Chairman David Love asked Ruth Rowan if the North Fork Watershed Association spent all the money for 2015, and Mrs. Rowan stated they did. Vice-Chairman David Love thanked Ruth Rowan for coming to the meeting.

COMMITTEE REPORTS:

A. Engineer's Report

1. **CO&A/Flow Monitoring Program** – Engineer Mark Glenn reported there were no major rainfall events this month, and the third quarter status report was submitted to DEP.
2. **Phase 1A Wastewater System Improvements** – 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 80% complete. Engineer Mark Glenn stated test borings at the wastewater plant have been completed. Engineer Mark Glenn stated they presented the preliminary design of the treatment plant upgrades to the Board on November 2nd, and a Preliminary Design Memorandum will be prepared with unit operations and process design parameters. Engineer Mark Glenn reported a preliminary cost estimate will also be included. Engineer Mark Glenn stated the permit applications have been submitted. Engineer Glenn stated Strishock has to mine a layer and it has to be graded by them, then we can bid the project.
4. **Phase 1 Exit 81 Water & Sewer Extension Project** – Engineer Mark Glenn reported the contractor is installing sewer pipe and force mains throughout the project site. Engineer Glenn stated the project appears to be on schedule and should be substantially complete by the next Board meeting. Engineer Glenn stated a lot of work needs to be done here.
5. **North Fork Annual Dam Inspection/Corsica Tank Inspection** – Engineer Mark Glenn stated they performed the annual dam inspection

on October 22nd, submitted to DEP, and no major problems were noted. Engineer Mark Glenn reported the Corsica water tank foundation was inspected that day, and was found in be in fair-to-good condition. Engineer Mark Glenn stated a new valve vault is needed for reasons of safety and accessibility.

6. **DEP Water Well Inspection** – Engineer Mark Glenn stated they contacted PADEP Northwest Regional Office to arrange an inspection of the North Fork Creek water well site.

UNFINISHED BUSINESS:

- A. **Rose Township Transfer Status** – Solicitor Jim Dennison reported he received an e-mail from Pennvest. Solicitor Dennison stated the Brookville Municipal Authority needs to get a guarantee from the Borough for an interim loan. Solicitor Dennison stated the Board needs to approve extending the existence of the Brookville Municipal Authority an additional 50 years. Vice-Chairman David Love moved to approve the resolution to extend the life of the Brookville Municipal Authority, and to authorize Chairman Brad Miller to sign it; seconded by Member Tom Dinger. Motion carried 5-0. Solicitor Jim Dennison stated the closing of the Rose Township Transfer is scheduled for December 17th, and the actual takeover will happen on January 1, 2016. Solicitor Jim Dennison stated he will present this to Borough Council next week.
- B. **Interim Financing** – Solicitor Jim Dennison stated the Board needs to decide which bank to use for interim financing of the USDA loan. Solicitor Jim Dennison stated the Board received three proposals from First Commonwealth, Farmers National, and S&T Bank. Vice-Chairman David Love moved to adopt the resolution with S&T Bank as the lending agency and authorize Chairman Brad Miller to sign the resolution; seconded by Member Tom Dinger. Motion carried 5-0.
- C. **Third Water Well** – Commissioner Clyde Bullers stated Gwin, Dobson, and Foreman has applied for a meeting with DEP, and we are just waiting on them.

NEW BUSINESS:

- A. **Fairgrounds Right-Of-Way** – Vice-Chairman David Love stated when the project was being planned, Solicitor Jim Dennison got all the Right-Of-Ways, but nothing was done. Vice-Chairman David Love stated he is requesting the Board approve giving the Fairgrounds a free tap. Solicitor Jim Dennison stated this has been taken care of. President Brad Miller asked if everything is squared up on this issue, and Solicitor Jim Dennison stated yes. Engineer Mark Glenn stated until Phase 2 kicks in, we will need to figure out what the base tap fee is.
- B. **Corsica and Rose Township Sewer Rates** – Vice-Chairman David Love stated the loan for the Corsica sewer system will be paid off in a few years, and asked how Corsica sewer rates will be determined when it is paid off. Solicitor Jim Dennison stated that would be totally up to the Board. Vice-Chairman David Love stated we should decide and give those people advance notice. Member Sam McKinley stated we should have separate rate structures for

Corsica and Brookville. Vice-Chairman David Love asked if anyone knew when the Corsica sewer system will be paid off, and Accountant Swineford stated April 2018. Vice-Chairman David Love stated we need to discuss this and think about it. Vice-Chairman David Love asked Accountant Kerry Swineford to take a large customer and a small customer and calculate usage.

- C. **Municipalities Authorities Act Booklets** – Accountant Kerry Swineford stated Manager Dana D. Shick received notification that the Municipalities Authorities Acts have been updated for 2015/2016, and she was wondering how many copies you would like her to order. Accountant Swineford stated the price is \$25.00 each if you purchase under five of them, and \$20.00 each if you purchase five or more. Vice-Chairman David Love suggested and the board generally agreed nine booklets should be ordered.

D. **2016 Budget**

1. **Sewer Budget** - Member Sam McKinley stated he met twice with Accountant Kerry Swineford, Manager Dana D. Shick, Engineer Travis Long, Commissioner Clyde Bullers, and Robert Moss regarding the 2016 Budget. Member Sam McKinley stated the sewer budget has fewer issues. Member Sam McKinley stated because of the changes with Rose Township, we do not have a clear idea of what sewage sales will be. Member Sam McKinley stated, as a conservative estimate, they thought bulk rate would be what the Authority collects. Member Sam McKinley stated sewer sales are anticipated to be up \$250,000.00 from the year before, as a full year's affect of a prior rate increase. Member Sam McKinley asked Vice-Chairman David Love who the ultimate decision maker regarding salaries is, and Vice-Chairman Love stated the Board is. Vice-Chairman David Love stated he will meet with Member Sam McKinley to discuss this further. Vice-Chairman David Love stated we can approve this next month.
2. **Water Budget** – Member Sam McKinley stated the salary issue discussed earlier is also in the Water Budget. Member Sam McKinley stated the Short Street Project might get done this year or next. Vice-Chairman David Love stated he would leave Short Street in the budget. Vice-Chairman David Love stated Brookville Municipal Authority is one of the only authorities left that require the use of ductile iron in building their systems. Vice-Chairman David Love stated he heard that some smaller towns are using PVC. Engineer Mark Glenn stated all the big systems, like in Altoona, use ductile iron. Commissioner Clyde Bullers stated the Board has been discussing the cost to fix an aging infrastructure. Commissioner Clyde Bullers stated maybe the Board needs to change its regulations to include C9 pipe. Engineer Mark Glenn stated he has nothing against PVC. Vice-Chairman David Love stated there is about a fifty percent difference in cost, and that Summerville, Sykesville, and Rose Township all use PVC. Vice-Chairman David Love suggested the Board discuss this. Commissioner Clyde Bullers reported copper costs \$3.10 per foot, and pex tubing costs \$.30 per foot. Vice-Chairman David Love stated the Board can establish policies where it has options, and it is in charge of choosing the

option. Discussion ensued regarding the cost of the Short Street Project. Vice-Chairman David Love stated we should leave the Short Street Project in the budget, but before we do that project, this issue should be resolved. Vice-Chairman David Love stated the Water Plant has a twenty year loan, and the Sewer Plant has a 40 year loan. Member Sam McKinley reported, as it stands, the budget is at a shortfall of \$420,000.00, and most of the deficit is the Short Street Project. Vice-Chairman David Love stated there is a lot of pressure on these budgets looking into the future. Member Sam McKinley stated there might have to be some sort of rate increase on the water side.

- E. Water Plant House** – Commissioner Clyde Bullers stated the Board should make a decision regarding the Water Plant House. Commissioner Bullers reported if the Board demolishes the Water Plant House, there will be a reduction in their liability insurance, a reduction in utility costs, and an elimination of the \$1,000.00 cost to have the dam inspected. Vice-Chairman David Love moved to demolish the little house at the old Water Plant; seconded by Member Tom Dinger. Motion carried 5-0. Commissioner Clyde Bullers asked if the Board would need bids for that, and Vice-Chairman David Love stated we will use internal workers.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. Water Tower Land** – Vice-Chairman David Love stated Consultant Terry O'Neill met with Rich Conti. Vice-Chairman David Love stated it was an amicable meeting, and it sounded like they could come to a conclusion.
- B. Multi-Unit Water/Sewer Billing** – A discussion regarding how water/sewer bills are calculated took place. Vice-Chairman David Love reported Engineer Travis Long stated the process doesn't need to be that complicated. Solicitor Jim Dennison stated he does not think it should be that hard, and we should look at our rules and regulations regarding this.

BOARD/STAFF REPORTS & INFORMATION:

- A. Executive Session** – Commissioner Clyde Bullers requested an Executive Session.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Reporter Patti Slaughter asked what the loan they got from S&T Bank is for, and Vice-Chairman David Love stated it is for interim financing for the USDA loan.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 6:00 p.m. with no action expected. Executive Session ended at 6:18 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:18 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

Administrative Manager