

**Attachment A**

**M I N U T E S**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, December 8, 2015 @ 4:00 P.M.**

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

<b><u>MEMBERS</u></b>	<b><u>STAFF</u></b>	<b><u>VISITORS</u></b>
Bradley Miller	Manager Dana D. Shick	Patti Slaughter
David Love	Accountant Kerry Swineford	Matt Triponey
Robert Moss	Commissioner Clyde Bullers	Ben Reed
Tom Dinger	Engineer Mark Glenn	
Sam McKinley	Solicitor Jim Dennison	
	Recorder Christine Gunning	

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Vice-Chairman David Love made two corrections to the minutes of the November 10<sup>th</sup> meeting:

- A. Vice-Chairman David Love stated, on the first page, under 'Visitors', in the third line from the last, the words 'sand holes' should be replaced with the words 'water samples'.
- B. Vice-Chairman David Love stated on the fourth page, under '2016 Budget', under item number one, 'Sewer Budget', the words 'as a full year's affect of a prior rate increase' should follow the words 'Member Sam McKinley stated sewer sales are anticipated to be up \$250,000.00 from the year before'.

Member Tom Dinger moved to approve the minutes of the November 10<sup>th</sup> meeting as amended; seconded by Vice-Chairman David Love. Motion carried 5-0.

**FINANCIAL REPORTS:**

- A. **Approval of Financial Reports** – Accountant Kerry Swineford stated the water depreciation for the month of November was \$34,579.85, and the sewer depreciation was \$12,382.53. Accountant Kerry Swineford stated the Authority paid \$488,030.60 in principle through November for the water Pennvest loan for the water plant. Accountant Swineford reported on the sewer side the Authority paid \$39,382.35 in principle payments for the Corsica sewage treatment plant. Accountant Swineford stated last month he was asked to come up with some numbers to show what Corsica water/sewer customer bills would look like after the debt is paid, and they are moved to Brookville's rate schedule. Accountant Swineford gave the Board an example, and stated that is what their bill would look like with debt and without the debt. Accountant Swineford provided a comparison for Rose Township customers when they come over at the beginning of the year. Accountant Swineford reported Engineer Travis Long came up with a

rate table based off of usage. Accountant Swineford stated customer with heavier water usage will see an increase, and customers with lighter water usage will see a decrease. Vice-Chairman David Love moved to approve the Financial Reports as presented; seconded by Member Robert Moss. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **CO&A/Flow Monitoring Program** – Engineer Mark Glenn reported there were no major rainfall events this month.
2. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported they are awaiting USDA-RUS approval of the Phase 1A plans, and final RUS technical comments should be received this week. Engineer Mark Glenn stated easement acquisitions are ongoing. Engineer Mark Glenn reported the Giant Eagle property agreement is in process. Engineer Mark Glenn stated hopefully we will be in a position soon to advertise.
3. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn reported design of the Phase 2 sewer improvements is 85% complete. Engineer Mark Glenn stated additional survey work was delayed and rescheduled to December 3, 2015, and any remaining survey for Phase 1A and Phase 1B is scheduled to be completed next week. Engineer Glenn reported survey for the Jefferson Manor area for Phase 1A was done on December 3, 2015. Engineer Glenn stated they attended a permit pre-application meeting with the Department of Environmental Protection, Brookville Municipal Authority, Corps of Engineers and Jefferson County Conservation District on December 4<sup>th</sup> at the Department of Environmental Protection Meadville Office.
4. **Phase 1 Exit 81 Water & Sewer Extension Project** – Engineer Mark Glenn stated all the pipe work is done. Engineer Mark Glenn stated the test was not favorable, and they have a leak somewhere. Engineer Glenn stated a good bit of work needs done between now and the final inspection on December 31<sup>st</sup>.
5. **North Fork Creek Dam** – Engineer Mark Glenn stated in a November 24 letter from the Pennsylvania Department of Environmental Protection Division of Dam Safety, the dam has been reclassified to “C-3, Non-High Hazard” and will no longer require an annual dam inspection. Engineer Glenn stated this is contingent on demolition of the caretaker’s house. Vice-Chairman David Love stated the Board should agree to use the old water plant for storage, and not pursue having it be used for other uses. Solicitor Jim Dennison stated there are so many issues there including parking, and that it is in the middle of a park. Solicitor Dennison stated Fire Chief Jim Lipuma would like to use the old house for training, and that the Brookville Volunteer Fire Company would cut holes through the roof and walls. Vice-Chairman David Love asked if

there is a liability to the Brookville Municipal Authority, and Solicitor Dennison stated there is not. Vice-Chairman David Love moved to hold up demolition of the caretaker's house for six weeks to allow the Brookville Volunteer Fire Company to use the building for practice drills; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Mark Glenn reported the North Fork Creek Dam's redesignation should result in a significant insurance premium reduction. Engineer Glenn reported the Brookville Municipal Authority must update the dam Emergency Action Plan.

6. **DEP Water Well Inspection** – Engineer Mark Glenn stated a sanitary survey and field inspection of the North Fork Creek water well site was performed by the Department of Environmental Protection Meadville representatives on November 19<sup>th</sup>. Engineer Mark Glenn stated well sites were identified about 3800 feet above the previous well. Engineer Glenn reported the Department of Environmental Protection has given their tentative approval of the well sites for further exploratory drilling and testing, pending environmental clearances.
7. **Pickering Street Sewer Replacement** – Engineer Mark Glenn reported the survey is complete and preliminary plans are ongoing.

#### **UNFINISHED BUSINESS:**

- A. **Ben Reed – Bond Council – Closing Documents for USDA Loan** – Ben Reed, a Municipal Finance Attorney with Rhoads and Sinon in Harrisburg, stated he is here to have the documents signed in advance of the closing of the USDA loan. Ben Reed reported Brookville Borough Council enacted its guarantee ordinance, and they need sixteen days to approve that. Ben Reed stated he needs to talk to S&T Bank to get a few things clarified including; the 15% hold back S&T Bank wants, and S&T Bank's request for the Brookville Municipal Authority Board to send them a \$3,000.00 check when that will actually be paid in the first proceeds. Ben Reed stated once the documents are signed, S&T Bank will have a chance to review them. At this time the documents were signed, and the Board thanked Ben Reed for coming to the meeting.
- B. **2016 Budgets** – Member Sam McKinley reported the Sewer Budget is unchanged from when the Board spoke about it last month except for debt service. Member Robert Moss moved to adopt the 2016 Budget as presented incorporating a 5% water rate increase; seconded by Vice-Chairman David Love. Motion carried 5-0.
- C. **Third Water Well** – Chairman Brad Miller stated this topic was already addressed.
- D. **Rose Township Transactions** – Manager Dana D. Shick reported the Brookville Municipal Authority is taking on Rose Township water/sewer customers January 1, 2016. Manager Dana D. Shick reported a letter was sent out introducing ourselves, requesting phone numbers, and encouraging the new Rose Township water/sewer customers to sign up for ACH. Manager Dana D. Shick stated so far everything is going pretty smoothly. Manager Dana D.

Shick stated they are still working on writing a letter to multi-unit customers. Solicitor Jim Dennison stated the closing documents are being sent on December 17, 2015. Vice-Chairman David Love moved to authorize the Chairman and the Secretary to sign the documents to finish off the acquisition of the Rose Township Municipal Authority; seconded by Member Tom Dinger. Motion carried 5-0.

- E. **Resolution 11-2015/Extending Life of Brookville Municipal Authority** – Solicitor Jim Dennison stated Resolution 11-2015 regards adopting the articles of amendment which will extend the life of the Brookville Municipal Authority another fifty years. Member Sam McKinley moved to approve Resolution 11-2015; seconded by Vice-Chairman David Love. Motion carried 5-0.
- F. **Resolution for the Bank Account for Pennvest Loan Payments** – Member Sam McKinley moved to approve the signing of the resolution to be prepared by the bank to open an account specifically for the purpose of paying the Pennvest loan; seconded by Member Tom Dinger. Motion carried 5-0.
- G. **Sewage Project/Sewer Lines/Agreement of Sale with Giant Eagle** – Solicitor Jim Dennison reported they did finalize the Agreement of Sale with Giant Eagle. Solicitor Jim Dennison stated we are purchasing it for \$10,000.00 with \$1,000.00 down. Solicitor Jim Dennison stated we agreed to pay their legal fees. Member Tom Dinger moved to approve the Agreement of Sale with Giant Eagle; seconded by Member Robert Moss. Motion carried 5-0.
- H. **Resolution for Eminent Domain** – Solicitor Jim Dennison stated the Board needs to approve the Resolution for Eminent Domain required for the new sewer project. Vice-Chairman David Love moved to authorize the appropriate officers to sign the Resolution for Eminent Domain; seconded by Member Tom Dinger. Motion carried 5-0.

#### **NEW BUSINESS:**

- A. **Chemical Bids** – Commissioner Clyde Bullers reported the Brookville Municipal Authority received three bids for chemicals in 2016 from Univar USA, SAL Chemical, and USALCO. Vice-Chairman David Love moved to accept the lowest responsible bid for each chemical; seconded by Member Tom Dinger. Motion carried 5-0.
- B. **Policy on Pipe Line Materials** – Commissioner Clyde Bullers stated pvc c900 pipe is about fifty percent cheaper than ductile iron. Commissioner Clyde Bullers stated a lot of grant money will no longer pay for the difference in cost between ductile iron and pvc pipe. Commissioner Clyde Bullers stated he recommends the Board make a motion to authorize the option to use pvc c900 pipe for main line installation in our rules and regulations. Vice-Chairman David Love stated he would include the incorporation of a tracer wire with it. Vice-Chairman David Love moved to authorize the option to use pvc pipe with a tracer wire for main line installation in our rules and regulations; seconded by Member Tom Dinger. Motion carried 5-0.
- C. **Experience of Water Line Break** – Commissioner Clyde Bullers reported the water line break on Main Street November 21<sup>st</sup> went as well as could be expected, and our employees did a great job. Commissioner Clyde Bullers

reported the Department of Environmental Protection was very satisfied with how the emergency was handled. Commissioner Clyde Bullers stated the Brookville Police Department, the Brookville Volunteer Fire Company, and 911 Center did a great job and were very helpful. Commissioner Clyde Bullers stated the cost of the incident is estimated to be \$40,000.00. Commissioner Clyde Bullers stated that pipe was put in around 1914, but we really do not know how old it is. Chairman Brad Miller stated this highlights the importance of having correct customer contact information in the system. Chairman Brad Miller stated there was no positive contamination found of any type.

- D. 2016 Meeting Advertisement** – Manager Dana D. Shick stated every year the Board has to advertise their meetings for the next year. Manager Dana D. Shick stated the Board always holds its meetings the second Tuesday of every month at 4:00 p.m. in Council Chambers. Manager Dana D. Shick stated the advertisement will be in the Jeffersonian Democrat. Member Tom Dinger moved to advertise that the Brookville Municipal Authority Board meetings will be held the second Tuesday of every month at 4:00 p.m. in Council Chambers; seconded by Vice-Chairman David Love. Motion carried 5-0.
- E. Deposits – Brookville Municipal Authority & Rose Township** – Manager Dana D. Shick stated with the acquisition of Rose Township, this does not align. Manager Dana D. Shick reported currently the Brookville Municipal Authority requires a \$100.00 deposit, and Rose Township requires a \$200.00 deposit. Solicitor Jim Dennison recommended making the deposit amount \$200.00, and stated it would save a lot of landlord issues by putting the burden on the tenant. Vice-Chairman David Love moved to set the deposit amounts to \$200.00 for residential and \$400.00 for commercial effective January 1, 2016 including customers in Rose Township; seconded by Member Tom Dinger. Motion carried 5-0.
- F. Member McKinley's Term** – Manager Dana D. Shick reported Member Sam McKinley's term will expire on December 31, 2015. Solicitor Jim Dennison stated the Authority Board needs to make a recommendation to Brookville Borough Council to reappoint Sam McKinley. Vice-Chairman David Love moved to request Borough Council reappoint Sam McKinley to serve five more years on the Brookville Municipal Authority Board; seconded by Member Tom Dinger. Motion carried 5-0.
- G. Resolution 9-2015/E-Signatures** – Manager Dana D. Shick reported Resolution 9-2015 is needed for herself and Commissioner Clyde Bullers to sign off on some Penndot documents. Vice-Chairman David Love moved to approve Resolution 9-2015 allowing Manager Dana D. Shick and Commissioner Clyde Bullers to be involved in the authorizing of the e-signatures; seconded by Member Tom Dinger. Motion carried 5-0.
- H. Computers in Borough Office** – Manager Dana D. Shick reported Jeff with Clarion Computer was on site for a few days, and discovered four out of the five computers are in great working order and nothing needs done to them. Manager Dana D. Shick stated two computers could use an update on their ram to get another two years use out of them. Manager Dana D. Shick stated it was recommended that Accountant Kerry Swineford's computer be replaced.

Manager Dana D. Shick stated a new computer would cost \$899.00 and they would take \$250.00 off for a hard drive carry over. Manager Dana D. Shick reported the front desk computer and Bonnie Parrett's computer need upgraded ram. Member Sam McKinley stated office applications do not require a lot of ram, and recommended the Board wait for cost estimates. Vice-Chairman David Love stated Manager Dana D. Shick should go ahead with replacing Kerry's computer with the cost covered by the Authority 100%, but hold off on ram.

- I. **Sewer CD** – Manager Dana D. Shick stated the cash for the sewer account is getting down, and there is a sewer cd with a balance of \$402,262.46 coming due December 24<sup>th</sup>. Manager Dana D. Shick stated Accountant Kerry Swineford recommended the Authority pull half on its maturity for the sewer cash account, and get bids for the remainder to put back in a cd. Vice-Chairman David Love recommended cashing in the entire cd, and wait until next month.

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

- A. **Executive Session** – Manager Dana D. Shick requested an Executive Session for personnel matters with no action expected.
- B. **Timber** - Vice-Chairman David Love asked the status of the timber. Chairman Brad Miller stated it is not ready yet, and there is still a quarter of the way to go.

#### **EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 5:32 p.m. 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 David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

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Administrative Manager