

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, January 12, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, January 12, 2016 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Bradley Miller  
David Love  
Robert Moss  
Tom Dinger  
Sam McKinley

**STAFF**

Manager Dana D. Shick  
Accountant Kerry Swineford  
Commissioner Clyde Bullers  
Engineer Travis Long  
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 made one correction to the minutes of the December 8<sup>th</sup> meeting:

- A. Vice-Chairman David Love stated, on the last page, under ‘Sewer CD’ the last sentence should read ‘Vice-Chairman David Love recommended cashing in the entire cd, and waiting until next month.

Vice-Chairman David Love moved to approve the minutes of the December 8<sup>th</sup> meeting as amended; seconded by Member Sam McKinley. Motion carried 5-0.

**FINANCIAL REPORTS:**

- A. **Approval of Financial Reports** – Accountant Kerry Swineford stated in December \$10,000.00 was transferred from the sewer cash account into the new Rose cash account. Accountant Kerry Swineford stated he will move that money back once the Authority gets that money from Rose. Accountant Kerry Swineford reported a sewer cd matured on Christmas Eve, and we put it back into the sewer cash account. Accountant Kerry Swineford stated it ended up being \$402,554.00. Accountant Kerry Swineford stated that leaves the Authority one sewer cd for \$252,663.00. Member Sam McKinley moved to approve the Financial Reports as presented; seconded by Vice-Chairman David Love. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer’s Report**

1. **Phase 1A Wastewater System Improvements** – Engineer Travis Long reported all necessary permits are approved and in hand for the Phase

1A Project, and he needs a motion from the Board to accept the plans to go to bid. Engineer Travis Long stated Phase 1A includes the main interceptor from the plant all the way up through town, the White Street pump station, and the Industrial Park pump station. Engineer Travis Long stated there will be two bidding cycles; one for Phase 1A and one for Phase 2. Engineer Travis Long stated the bidding cycle for Phase 1A has 3 contracts; one contract for the piping work, one contract for the general mechanical plumbing contractor for the White Street lift station, and one contract for the electrical contractor for the White Street lift station. Engineer Travis Long stated there will be three separate contracts going out for bid under the one bid advertisement. Engineer Travis Long stated Phase 2 consists of the wastewater treatment plant and the remaining collection system work that has been referred to as Phase 1B. Engineer Travis Long stated the main interceptor needs work. Engineer Travis Long stated they prioritized what needed worked on in the Phase 1B Project, and it will cost roughly a couple of million dollars. Engineer Travis Long stated Phase 2 and Phase 1B combined will begin this time of year in 2017. Engineer Travis Long stated they will make sure the workers stick to a task schedule, and they want to make sure there is a full-time person on site. Member Tom Dinger moved to proceed with the advertisement of bid for Phase 1A; seconded by Vice-Chairman David Love. Motion carried 5-0. Member Robert Moss asked Engineer Travis Long about the problems Clearfield is having. Engineer Travis Long stated the contractor went bankrupt and delayed construction, but the plan is going very well. Member Robert Moss asked Solicitor Jim Dennison what the problem with Penelec is, and Solicitor Jim Dennison stated it is hard to get a response from them. Engineer Travis Long stated all he has to do is submit a letter to USDA with the minutes from this meeting.

2. **Phase 2 Wastewater System Improvements** – Engineer Travis Long reported design of the Phase 2 sewer improvements is 85% complete. Engineer Travis Long reported additional survey work has been completed, and deed research is currently ongoing for the collection system improvements. Engineer Travis Long reported the Water Quality Management part two permit was submitted to the Pennsylvania Department of Environmental Protection on January 4, 2016.
3. **Phase 1 Exit 81 Water & Sewer Extension Project** – Engineer Travis Long reported all water and sewer lines are installed and will be tested this week. Engineer Travis Long reported the electrical control panels, pumps and rails for the pump station have been installed, but still need to be wired and energized. Engineer Travis Long reported Penelec needs to provide service to the station.
4. **North Fork Creek Dam** – Engineer Travis Long reported the dam has been reclassified to ‘C-3, Non-High Hazard’ and will no longer require an annual dam inspection. Engineer Travis Long reported the Brookville Municipal Authority must update their dam’s Emergency

Action Plan, the costs of which are included in the 2016 water budget. Engineer Travis Long reported in order to proceed with the Emergency Action Plan updates, Gwin, Dobson and Foreman needs a letter from the Brookville Municipal Authority stating the former water treatment facility building is in no way operational or occupied. Engineer Travis Long reported Gwin, Dobson and Foreman also needs a schedule as to the demolition of the former care takers house so as to coordinate plan update and submission around said removal of structure. Vice-Chairman David Love stated the Board put the demolition on hold for six weeks so the Brookville Volunteer Fire Company could use the building for training.

5. **DEP Water Well Inspection** – Engineer Travis Long reported a sanitary survey and field inspection of the North Fork Creek water well site was performed by Department of Environmental Protection (DEP) Meadville representatives on November 19, 2015. Engineer Travis Long reported DEP has given their tentative approval of the well sites for further testing, pending environmental clearances. Engineer Travis Long stated the Pennsylvania Fish and Boat Commission has provided response regarding the PNDI potential conflict, and has confirmed that the proposed project will not impact the species of concerns. Engineer Travis Long reported response from the Pennsylvania State Historic Preservation Office has not been received, and remains pending.
6. **Pickering Street Sewer Replacement** – Engineer Travis Long reported survey is complete and plans are 85% complete for the Pickering Street Sewer Replacement Project. Engineer Travis Long reported consideration for advertisement for bids is recommended. Vice-Chairman David Love moved to go out for bids for the Pickering Street Sewer Replacement Project; seconded by Member Tom Dinger. Motion carried 5-0.
7. **CO&A/Flow Monitoring Program** – Engineer Travis Long reported one bypass event occurred on December 24, 2015 at the wastewater treatment facility. Engineer Travis Long reported a total of 44,000 gallons were bypassed over a two hour period.

#### **UNFINISHED BUSINESS:**

- A. **Rose Township Transactions** – Solicitor Jim Dennison stated as of January 1<sup>st</sup> that was closed, so now all Rose Township customers are Brookville customers. Solicitor Jim Dennison stated we still need to transfer some accounts and transfer the right of ways. Vice-Chairman David Love asked about Rose Township's unpaid bills, including electric bills. Manager Dana D. Shick stated those bills have been turned over to the Brookville Municipal Authority and are being sent to our mailing address. Manager Dana D. Shick stated we have a list of Rose Township's outstanding water/sewer accounts. Manager Dana D. Shick stated Rose Township water/sewer customers will receive their first bill from the Brookville Municipal Authority at the end of January, and it will be due on February 15, 2016. Engineer Travis Long asked the Board for a copy of the

Chapter 94 report, which is a wasteload management report, for Rose Township.

- B. Labor Rate Invoice Fees** – Manager Dana D. Shick stated she and Commissioner Clyde Bullers discovered the labor rate invoice fees the Authority is charging no longer cover the employee's hourly rate. Manager Dana D. Shick stated every year the invoice rate will change because of the contracted rates, and we have not updated this invoice rate in quite some time. Manager Dana D. Shick stated the Board needs to set a new rate that will be flexible with the contract to bill anytime there is work done like this. After some discussion, Engineer Travis Long stated if the Board gives him a list of pricing the Authority currently has, he can provide the Board with whatever the standard labor rate is. Manager Dana D. Shick asked if she should send pricing the Authority currently has to Engineer Travis Long. Vice-Chairman David Love stated Manager Dana D. Shick should do this so Engineer Travis Long can put something together for next month's Authority Board meeting.
- C. Sewer CD** – Accountant Kerry Swineford asked the Board how much money to put into the sewer cd. Accountant Kerry Swineford reported the cash balance at the end of December was around \$612,000.00 for the sewer fund, and around \$402,000.00 of that was the sewer cd that was just cashed. Vice-Chairman David Love stated the Authority has to have \$200,000.00 for the Pickering Street Project, and enough money so the Authority can continue to pay bills like the engineering fees and the direct construction costs. Engineer Travis Long stated he will get the direct construction costs to the Board for their approval, and send them immediately to the USDA. Engineer Travis Long stated the USDA releases that money quickly. Vice-Chairman David Love brought up paying the remainder of the engineering fees. Engineer Travis Long suggested when we begin invoicing construction, to automatically include those invoices in. Vice-Chairman David Love asked Engineer Travis Long how many dollars the Authority should set aside for engineering fees. Vice-Chairman David Love stated even though we do this, we can always go back and recoup from the interim financing. Engineer Travis Long estimated that engineering fees will be around \$30,000.00 for Phase 1, and around \$350,000.00 for Phase 2. Engineer Travis Long stated by April they would probably start to draw off of construction funds for the engineering fees. Vice-Chairman David Love recommended not putting any cash back into the sewer cd, and just keeping it in the bank account.
- D. Interim Loan Financing – Draw Down** – Vice-Chairman David Love stated this was already discussed.

**NEW BUSINESS:** None

**COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. Statement of Financial Interests** – Manager Dana D. Shick asked Board Members to fill out the State Ethics Commission Statement of Financial Interests as soon as possible and return the forms to her. Manager Dana D. Shick stated Board Members should date the forms 2015.

- B. Municipal Authority Act Booklets** – Manager Dana D. Shick stated she distributed copies of the Municipal Authority Act Booklets that the Board requested during the November Authority Board meeting.
- C. Executive Session** – Manager Dana D. Shick requested an Executive Session for personnel issues with no action expected.

**BOARD/STAFF REPORTS & INFORMATION:**

- A. Commissioner Clyde Bullers** – Commissioner Clyde Bullers reported in the month of December they fixed four more water leaks throughout the system. Commissioner Clyde Bullers reported there were five RBC's down at one time at the sewer plant due to wiring that was burnt off to the conduit, so they replaced the conduit to the RBC's. Commissioner Clyde Bullers stated there was a structural failure with the digester on the roof, and the crew fixed the problem by putting a plate on the roof itself. Commissioner Clyde Bullers stated this problem would have been costly to fix otherwise.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

- A. Pickering Street Project** – Reporter Patti Slaughter asked if the Pickering Street Project was from Main Street to the bridge, and Chairman Brad Miller said it was. Engineer Travis Long stated it would have been part of the Phase 1B sewer system improvements, but PennDOT will be repaving that, so to save the customers money we are pulling it ahead of schedule to get it done. Engineer Travis Long stated they hope to advertise it for bid by the end of the month.
- B. Water Leak** – Reporter Patti Slaughter asked Commissioner Clyde Bullers if there was a water leak at Brookside. Commissioner Clyde Bullers stated not to his knowledge, but there was a water leak at Laurelbrooke Landing.

**EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 5:11 p.m. to discuss personnel issues with no action expected. Executive Session ended at 6:08 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 6:08 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

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Administrative Manager

