

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

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

**MEMBERS**

Bradley Miller  
David Love  
Tom Dinger  
Robert Moss – arrived 4:05 P.M.  
Sam McKinley – arrived 4:11 P.M.

**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  
Clarinda R. Darr  
Terry O'Neill

**CALL TO ORDER:**

Chairman Brad Miller called the meeting to order at 4:03 P.M.

**APPROVAL OF MINUTES:**

Member Tom Dinger moved to approve the minutes of the March 8<sup>th</sup> meeting as submitted; seconded by Vice-Chairman David Love. Motion carried 4-0.

**FINANCIAL REPORTS:**

- A. **Depreciation Entries** - Accountant Kerry Swineford stated he started making depreciation entries for the Municipal Authority's assets. Accountant Kerry Swineford stated Vice-Chairman David Love pointed out to him that the revenues and expenses were kind of hard to compare to the budget without the depreciation, and suggested he ask the Board to plug in budget numbers for those to make it easier to read. Vice-Chairman David Love stated the budget should be amended to include the depreciation numbers, and the Board authorized Accountant Kerry Swineford to do that.
- B. **Rose Township Loan** - Accountant Kerry Swineford stated the Rose Township loan isn't on the books yet, and he is waiting for their auditors to finish their audit.
- C. **Draw Down on Interim Loan** - Accountant Kerry Swineford stated there was a draw down on the interim loan in December that isn't on the books yet because we haven't received documentation from the bank. Vice-Chairman David Love stated Accountant Kerry Swineford needs to call the bank and find out why he is not getting the information on how the interest is being assessed monthly.
- D. **Approval of Financial Reports** - Vice-Chairman David Love moved to approve the Financial Reports subject to getting those numbers; seconded by Member Robert Moss. Motion carried 4-0.

## COMMITTEE REPORTS:

### A. Engineer's Report

1. **Resolution for the PennDOT HOP Permit/Pickering Street Project** – Engineer Travis Long stated some information was sent to the office here regarding some modifications to the PennDOT HOP Permit for the Pickering Street Project. Engineer Travis Long stated he needs a motion to resign and address the modifications to the HOP Permit conditions as conveyed by the DEP (Department of Environmental Protection). Member Tom Dinger moved to approve the resolution for the PennDOT Highway Occupancy Permit (HOP) for the Pickering Street Project; seconded by Vice-Chairman David Love. Motion carried 5-0.
2. **Chapter 105 Water Obstruction/Encroachment Permit** – Member Sam McKinley moved to authorize Chairman Brad Miller to sign the Chapter 105 Water Obstruction Encroachment Permit; seconded by Member Tom Dinger. Motion carried 5-0.
3. **Signature for the Chapter 105 General Permit** – Engineer Travis Long stated he needs a motion for the signature for the Chapter 105 General Permit. Engineer Travis Long stated it is for the water utility crossings associated with the Phase 1B Project. Vice-Chairman David Love moved to approve signature authorization for the Chapter 105 General Permit; seconded by Member Sam McKinley. Motion carried 5-0.
4. **Chapter 102 MPDES Stormwater Construction Activities Permit** – Engineer Travis Long stated he needs a motion for signature authorization of the Chapter 102 MPDES Stormwater Construction Activities Permit for the wastewater treatment plant. Member Tom Dinger moved to approve signature authorization for the Chapter 102 MPDES Stormwater Construction Activities Permit for the wastewater treatment plant; seconded by Vice-Chairman David Love. Motion carried 5-0.
5. **Bid Opening for Phase 1A Interceptor Sewer and White Street Pump Station Project** – Engineer Travis Long reported the bid opening for the Phase 1A Interceptor Sewer and White Street Pump Station Project took place today at 3:00 P.M. in the conference room in the Borough Complex. Engineer Travis Long stated there are three contracts. Engineer Travis Long stated contract one is for the White Street lift station general-mechanical work. Engineer Travis Long stated contract two is for White Street lift station electrical work. Engineer Long reported contract three is for wastewater conveyance system improvements. Engineer Travis Long stated we had an amazing turn out of bidders, and received eleven bids for contract one, with Terra Works out of Clarion being the apparent low bidder with a base bid of \$1,723,321.00. Engineer Travis Long stated there are two bid alternates associated with this portion of the project. Engineer Travis Long stated the base bid includes pump station appurtenances and a concrete appurtenance on the structure that would go out when wastewater would

come in and, if the Board chooses, a grinder pump would be put in as well. Engineer Travis Long stated bid alternate number one deducts the concrete away from that structure for potential savings if necessary. Engineer Travis Long stated bid alternate number two is to physically add in the grinder pump into that receiving wet well. Terra Works' bid alternate number one is a deduction of \$100,000.00, their bid alternate number two is an add on of \$150,000.00, and he recommends going with the base bid. Engineer Travis Long stated Gwin, Dobson, and Foreman's original estimate for contract one was approximately 1.5 million dollars. Engineer Travis Long reported we received twelve bids for contract two regarding electrical work, with Enertech Electrical from Lowellville Ohio being the apparent low bidder with a base bid of \$235,000.00. Engineer Travis Long stated Enertech Electrical's bid alternate number one, which would be in the event the Municipal Authority Board decides to install that grinder in the wet well, is \$3,400.00. Engineer Travis Long reported Gwin, Dobson, and Foreman's original estimate for contract two was \$275,000.00. Engineer Travis Long stated we received fourteen bids for contract three, with Bison Construction being the apparent low bidder with a base bid of \$1,976,070.00. Engineer Travis Long stated there were two bid alternates associated with this, with two different kinds of pipe. Engineer Travis Long stated the base bid was the typical c900 pvc sewer pipe, and the bid alternate was using a polypropylene high density pipe. Engineer Travis Long reported Bison Construction's bid alternate number one to use high density pipe would require adding on \$25,640.00. Engineer Travis Long recommended going with the base bid. Engineer Travis Long stated bid alternate number two was a portion of the project that was not USDA funded; the water line on Richards Street. Engineer Travis Long stated Bison Construction's bid was \$241,729.00. Engineer Travis Long stated Gwin, Dobson, and Foreman's original estimate for that was \$350,000.00. Engineer Travis Long reported Gwin, Dobson, and Foreman's original estimate for contract three was 2.6 million dollars. Vice-Chairman David Love moved to accept the apparent low bids pending the engineer's approval and study of the bids for the Phase 1A Project; seconded by Member Sam McKinley. Motion carried 5-0.

6. **Water Allocation Report** – Engineer Travis Long stated they will be working on the annual Water Allocation Report.
7. **Jefferson County Fairgrounds/Sewer Plant Project** – Vice-Chairman David Love stated last month it was mentioned regarding the sewer plant project, that there was a question of whether the fairgrounds would be interested in being the recipient of the fill on that project. Vice-Chairman David Love stated the Jefferson County Fair Board is in favor of this, and it is recommended that this action be taken at this time so it can be incorporated into the permit and into the documents, so they don't have to get separate permits and they don't have to be responsible for grading and seeding and that type of thing. Engineer Travis Long

stated essentially we do that as part of the permit and put it in the contract documents, so they would be bound to that to the extent that that site would be able to retain the fill, anything beyond that would be the contractor's responsibility. Engineer Travis Long stated, if it is in favor of the Board, he needs to meet with Vice-Chairman David Love or someone at the fairgrounds and see what that area is and delineate it so we can do our assessment and if directed incorporate that into the permit. The Brookville Municipal Authority Board indicated they were in favor of this.

8. **Phase II Wastewater Treatment and Collection System Improvements** – Engineer Travis Long reported they are awaiting the Department of Environmental Protection's (DEP) review comments on the Part Two Water Quality Management Permit application for treatment plant and system improvements. Engineer Travis Long reported they should submit plans and specifications for RUS review in April, and completion of easement drawings is scheduled for this month.
9. **North Fork Creek Emergency Action Plan** – Engineer Travis Long reported the Emergency Action Plan is completed per Commissioner Clyde Bullers comments. Engineer Travis Long reported they need Jefferson County Emergency Management to review it and sign it before it can be submitted to the Pennsylvania Department of Environmental Protection (PADEP) Dam Safety.
10. **Exit 81 Water and Sewer Extension Project** – Engineer Travis Long reported Wilson Excavating is completing the final cleanup and wetland encroachment restoration work. Engineer Travis Long reported the final inspection is to be scheduled within the week, with final payment applications and closeout documentation anticipated by the deadline on April 30, 2016.
11. **Corrective Action Plan** – Engineer Travis Long reported there were no sewage bypass events recorded in March.

#### **VISITORS:**

- A. **Clarinda R. Darr** – Borough Council Member Clarinda R. Darr thanked the Brookville Municipal Authority Board Members for all of their hard work and encouraged them to press on.

#### **UNFINISHED BUSINESS:**

- A. **Third Water Well** – Solicitor Jim Dennison stated he is working on this.
- B. **Timber** – Chairman Brad Miller stated he spoke with the forester Gary Grosch. Chairman Brad Miller stated we will have the timber price for the east side of North Fork for the next Authority Board meeting.

#### **NEW BUSINESS:**

- A. **Freedom's Live Forum** – Manager Dana D. Shick stated last year she attended our Freedom Software's Live Forum, and this year she recommends that Accountant Kerry Swineford attend it. Manager Dana D. Shick stated

Freedom's Live Forum will take place this year at State College on June 15<sup>th</sup> and 16<sup>th</sup>. Manager Dana D. Shick stated she was on a webinar today to see what other companies are available.

- B. PMAA – 2016 Spring Meeting Region Seven** – Manager Dana D. Shick stated she would like to attend the Pennsylvania Municipal Authorities Association's (PMAA) Region 7 Spring Meeting being held at the Red Fern in Kersey at noon on Thursday, May 19<sup>th</sup>. Manager Dana D. Shick stated the cost to attend is \$15.00 per person, and the deadline to R.S.V.P. is May 3<sup>rd</sup>.
- C. Sourcewater Meeting** – Manager Dana D. Shick reported a sourcewater meeting is tentatively scheduled at the Borough Complex on Thursday, June 30<sup>th</sup> at 7:00 P.M. in Council Chambers.
- D. PennVest Loan for Rose Township** – Accountant Kerry Swineford stated he received documentation that the PennVest loan for Rose Township is officially ours now, and the amortization began on April 1, 2016. Manager Dana D. Shick stated the terms were extended to thirty years. Vice-Chairman David Love moved to authorize Manager Dana D. Shick to sign off on the change in the Rose Township PennVest loan; seconded by Member Robert Moss. Motion carried 5-0.
- E. Request for Executive Session** – Manager Dana D. Shick requested an executive session for personnel issues with no action expected.

**COMMUNICATIONS AND ANNOUNCEMENTS:** None

**BOARD/STAFF REPORTS & INFORMATION:**

- A. Vice-Chairman David Love**
  - 1. Commissioner Clyde Bullers** – Vice-Chairman David Love stated Commissioner Clyde Bullers is a grandfather.
- B. Commissioner Clyde Bullers**
  - 1. Spring Hydrant Flushing** – Commissioner Clyde Bullers reported spring hydrant flushing continues.
  - 2. Fencing around the Corsica Water Tank** – Commissioner Clyde Bullers stated Engineer Mark Glenn contacted the Department of Environmental Protection (DEP) regarding fencing around the Corsica water tank, and learned there are no violations for not having a fence. Commissioner Clyde Bullers stated it is recommended we put fencing around the Corsica water tank for security reasons. Solicitor Jim Dennison stated he would look into this further, and that he will be seeing Rich Conti on Thursday.
  - 3. Sensus Meters Installed** – Commissioner Clyde Bullers reported his crew installed about 61 Sensus meters last month.
  - 4. Phase 1B** – Commissioner Clyde Bullers reported his crew is making some spot repairs in an effort to eliminate some projects in Phase 1B.

**EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 4:52 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:40 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:40 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

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Administrative Manager