

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, May 10, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, May 10, 2016 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Tom Dinger
Robert Moss
Sam McKinley

STAFF

Manager Dana D. Shick
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Mark Glenn
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Vice-Chairman David Love stated he had one correction to the minutes. Vice-Chairman David Love stated in the 'Board/Staff Reports & Information section, under letter b, number 2, Rich's last name should read 'Conti', not Miller. Member Tom Dinger moved to approve the minutes of the April 12th meeting as amended; seconded by Member Robert Moss. Motion carried 5-0.

FINANCIAL REPORTS:

Accountant Kerry Swineford stated the changes they talked about making to the reports at the last meeting have been made. Accountant Kerry Swineford stated the Rose Township loan is on the books now. Vice-Chairman David Love moved to accept the financial reports for the month of April; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Phase 1A Interceptor Sewer and White Street Pump Station Project** – Engineer Mark Glenn reported the Phase 1A Interceptor Sewer and White Street Pump Station Project was awarded to low bidders based on approval from USDA-RUS officials. Engineer Mark Glenn stated there will be a preconstruction conference on Tuesday, June 14th and the project is tentatively scheduled to start in late May or early June.
2. **Pickering Street Sewer Replacement** – Engineer Mark Glenn stated a preconstruction conference for the Pickering Street Sewer Replacement

was held on Thursday, April 28th with Bison Construction, and construction is scheduled to start on Monday, May 16th. Engineer Mark Glenn stated the contractor will also be replacing the storm sewer for the borough under a change order, and Thom Miller will be the resident inspector.

3. **Phase II Wastewater Treatment and Collection System**

Improvements – Engineer Mark Glenn reported Gwin, Dobson, and Foreman is planning to make a formal submission to USDA-RUS to begin the approval process of the plans and specifications. Engineer Mark Glenn reported the submission will include the drawings for the proposed treatment plant upgrade and collection system replacement. Engineer Mark Glenn stated this should go to bid around November of this year.

4. **North Fork Creek Emergency Action Plan** – Engineer Mark Glenn reported Jefferson County Emergency Management officials signed the Emergency Action Plan (EAP) and the plan was submitted to the Pennsylvania Department of Environmental Protection (PADEP) Dam Safety for final approval.

5. **Exit 81 Water and Sewer Extension Project** – Engineer Mark Glenn reported the final inspection for the Exit 81 Water and Sewer Extension Project was held on Monday, April 25th and all punch-list and closeout items were completed. Engineer Mark Glenn reported the project has been completed according to the plans and specifications, and the documents required under the Dedication Transfer Agreement have been submitted to the Municipal Authority. Solicitor Jim Dennison stated the Dedication Transfer Agreement says the Brookville Municipal Authority is satisfied with the project. Solicitor Jim Dennison stated we will do a bill of sale. Solicitor Jim Dennison stated we are essentially ready to approve this transfer agreement. Member Tom Dinger moved to approve the Dedication Transfer Agreement signed by Chairman Brad Miller; seconded by Member Sam McKinley. Motion carried 5-0.

6. **Insurance for the Dam at Walter Dick Memorial Park** – Vice-Chairman David Love asked Manager Dana D. Shick if the insurance has been adjusted for the Emergency Action Plan and the dam reclassification at Walter Dick Memorial Park. Manager Dana D. Shick stated it has been. Vice-Chairman David Love asked even though there will be no more dam inspections, do we still need to lift the gate on a periodic basis? Commissioner Clyde Bullers stated it probably should be done. Commissioner Clyde Bullers stated the last time the gate was lifted was in 2010. Commissioner Clyde Bullers stated he will contact the Fish Commission and request that they lift the gate.

7. **Corrective Action Plan** – Engineer Mark Glenn reported no sewage bypass events recorded in March, and Gwin, Dobson, and Foreman submitted the first quarterly Department of Environmental Protection (DEP) progress report on Wednesday, April 20, 2016.

UNFINISHED BUSINESS:

- A. Timber Update** – Chairman Brad Miller stated Matson Lumber bid \$120,191.00, and was the highest bidder for timber on the east side of North Fork. Vice-Chairman David Love suggested keeping this money earmarked for the drilling of the third well. Vice-Chairman David Love moved to accept Matson Lumber Company's bid on timber; seconded by Member Tom Dinger. Motion carried 5-0. Vice-Chairman David Love moved to deposit the check in the water fund when we receive it to offset the cost of drilling the third well; seconded by Member Tom Dinger. Motion carried 5-0.
- B. Entry Level Sewer Position Opening** – Commissioner Clyde Bullers reported the bid process of the bargaining unit has been completed, and they have no interest in the entry level sewer position opening. Commissioner Clyde Bullers reported the job opening has been advertised, they are accepting applications, and should start interviewing candidates later this month.
- C. Corsica Water Tank Fence** – Solicitor Jim Dennison stated he is not sure where the Board wants to go with this. Vice-Chairman David Love stated personally he would like to put a fence up. Commissioner Clyde Bullers stated there is not enough space between the road and the water tank, and we might have to relocate the road. Solicitor Jim Dennison stated Engineer Mark Glenn or Commissioner Clyde Bullers should go look at it. Solicitor Jim Dennison stated in order to make a decision we need to find out where the road is in relation to where the fence would be. Commissioner Clyde Bullers stated he will look at it.
- D. Requests for Line Extension in the CRUMA Portion of the System** – Vice-Chairman David Love stated he is aware we have had some requests for line extension in the CRUMA portion of the system near the Country Club and Bowley Road. Vice-Chairman David Love stated he would like to move forward with evaluating those. Vice-Chairman David Love stated he would like to figure out what the costs would be so he can go to CRUMA and see if they would pitch in on these projects. Vice-Chairman David Love stated the Brookville Municipal Authority needs to continue to grow new customers. Vice-Chairman David Love stated if we can figure out creative ways to do this, like with grants, the Authority benefits by spreading fixed costs over a broader customer base. Vice-Chairman David Love stated Maplevale is another area that should be looked at, and it might be grant eligible. Vice-Chairman David Love stated the Brookville Municipal Authority owns an acre of land on top of the hill up behind Black's and it was given to us by a Fiscus man. After some discussion, Vice-Chairman David Love stated months ago he spoke with a Ms. Sepich from Laurelbrooke who wanted to meet with the Board to learn about the history and what the opportunities were for the future. Vice-Chairman David Love stated Ms. Sepich was going to call him when she got back from vacation, but never called him. Vice-Chairman David Love stated he wasn't sure what the project is, but he drove back there and saw land that was kind of graded. Engineer Mark Glenn stated they will look into that. Member Robert Moss asked Vice-Chairman David Love if he will contact Ms.

Sepich again. Vice-Chairman David Love stated he could, but he thought if she wanted to she would have called him.

NEW BUSINESS:

- A. Resolution Regarding Lien Fees** – Solicitor Jim Dennison stated there is a statute of the Commonwealth that will allow the Authority to assess additional legal or attorney fees on top of liens. Solicitor Jim Dennison stated in order to do that you have to give them three days' notice by certified mail. Solicitor Jim Dennison stated what happens a lot of times is they have a \$150.00 water bill, and when you let them know we are going to add \$250.00 to that \$150.00 bill, it usually gets paid right away. Solicitor Jim Dennison stated Manager Dana D. Shick can do this by certified mail and he doesn't even need to get involved. Solicitor Jim Dennison stated by the time you file a lien and send notice to the owner, and then if they do pay it you have to do a release a lien. Solicitor Jim Dennison stated he put in a \$250.00 fee, which is the same we charge for the Borough. Solicitor Jim Dennison stated if we have to fight for the fee we'll charge \$170.00 per hour. Solicitor Jim Dennison stated this resolution says the property owner is responsible for all the filing fees and the release a lien fee at an interest rate of twelve percent. Vice-Chairman David Love moved to adopt this resolution regarding the lien fee; seconded by Member Sam McKinley. Motion carried 5-0.
- B. Rose Township Sewer Rates** – Accountant Kerry Swineford stated last month he brought it to the Board's attention that the amount we would be paying for the Rose Township loan each month went down considerably since the loan was extended out to thirty years. Accountant Kerry Swineford stated it was recommended he look into calculating dropping Rose Township's rates down a little bit. Accountant Kerry Swineford stated the amount he came up with was to decrease Rose Township's base rate for minimum usage by ten dollars. Accountant Kerry Swineford stated he cleared it with Engineer Travis Long. Vice-Chairman David Love moved to reduce the debt service portion of the Belgiumtown area by ten dollars per customer; seconded by Member Tom Dinger. Motion carried 5-0. Accountant Kerry Swineford stated this will be effective for the bills that go out at the end of this month.
- C. Cyber Insurance** – Manager Dana D. Shick stated whenever we renewed our insurance at the beginning of April, it came up that we offer online bill pay now. Manager Dana D. Shick stated, even though it is through a third party, the insurance agents suggested we add cyber insurance. Manager Dana D. Shick stated the annual premium for cyber insurance is \$405.00, and it would give us \$100,000.00 in coverage should anything happen to our customer's information if they pay online. Manager Dana D. Shick stated this insurance would come up for review each year when we renew it. Member Sam McKinley moved to accept cyber insurance; seconded by Vice-Chairman David Love. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. Source Water Protection Meeting** – Manager Dana D. Shick reported there will be a Source Water Protection meeting on Thursday, June 30th at 7:00 P.M. in Council Chambers at the Borough Complex.
- B. Executive Session** – Manager Dana D. Shick requested an executive session for personnel matters with no action expected.

BOARD/STAFF REPORTS & INFORMATION:

- A. Vice-Chairman David Love/Main Water Line on Main Street** – Vice Chairman David Love stated the Board needs a map with the layout of where the main water line is on Main Street. Vice-Chairman David Love stated the Board could look at that map to see what the magnitude of the project would be and where the main water line is in regards to all of Main Street. Engineer Mark Glenn stated he will look into this.
- B. Commissioner Clyde Bullers**
 - 1. Bids for Main Street** – Commissioner Clyde Bullers reported he is getting bids for the final repair of the paving that was damaged in the main water line break on Main Street, and has been in contact with PennDOT. Vice-Chairman David Love stated PennDOT requires that repairs be made curb to curb.
 - 2. Sensus Water Meters** – Commissioner Clyde Bullers stated it is about time to get more water meters. Commissioner Clyde Bullers stated he contacted the supplier, and they have made some improvements to the meters. Commissioner Clyde Bullers stated the original contract price went up since 2013 so they can't honor that price anymore. Commissioner Clyde Bullers stated the cost went up \$2.40 per meter and \$5.00 per MXU. Commissioner Clyde Bullers stated they usually order 500 meters at a time. Commissioner Clyde Bullers stated 500 meters would cost \$117,500.00 and sometime in the next month or two we should get them ordered.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Reporter Patti Slaughter asked how long the Pickering Street Project will take to complete. Commissioner Clyde Bullers reported the contractor stated it would take about four to six weeks, weather permitting.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 5:10 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:35 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:35 p.m. Member Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager

