

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, June 14, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 14, 2016 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Bradley Miller  
David Love – arrived @ 4:08 P.M.  
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 4:02 P.M.

**APPROVAL OF MINUTES:**

Member Robert Moss moved to approve the minutes of the May 10<sup>th</sup> meeting as submitted; seconded by Member Tom Dinger. Motion carried 4-0.

**FINANCIAL REPORTS:**

Accountant Kerry Swineford stated he received the Rose Township audit at the end of last month. Accountant Kerry Swineford stated the Authority's auditors came last Tuesday. Member Tom Dinger moved to accept the financial reports as presented; seconded by Member Robert Moss. Motion carried 4-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Phase 1A System Improvements** – Engineer Mark Glenn reported the Notice-of-Intent-to-Award was issued to Terra Works, Enertech Electrical, and Bison Construction for the Phase 1A construction contracts on May 9, 2016. Engineer Mark Glenn reported all agreements, bonds, insurance, and hold harmless agreements have been executed by the contractors and Brookville Municipal Authority. Engineer Mark Glenn reported the preconstruction meeting was held today at 10:00 A.M. at the Borough Complex. Engineer Mark Glenn reported Notice-to-Proceed was signed at the preconstruction meeting and dated for Monday, June 20, 2016.
2. **Pickering Street Sewer Replacement** – Engineer Mark Glenn reported a preconstruction meeting was held on April 28<sup>th</sup>, and at the meeting the Notice-To-Proceed was issued for the effective date of May 9, 2016.

Engineer Mark Glenn stated they started the Pickering Street Sewer Replacement Project, and things are moving slowly since it is an old street with old lines. Engineer Mark Glenn stated this job should take four to six weeks to complete. Engineer Mark Glenn reported Change Order Number One for storm sewer replacement work was approved and signed at the May 9<sup>th</sup> meeting, and the final PennDOT HOP permit was issued on May 4<sup>th</sup>. Engineer Mark Glenn reported Bison Construction began construction on May 23, 2016 and has installed 500 LF of sanitary sewer main and about twenty percent of the total sewer laterals. Engineer Mark Glenn reported after sanitary sewer line replacement work, Bison Construction plans to work on the storm sewer line replacement work. Engineer Mark Glenn reported Gwin, Dobson, and Foreman has processed and returned nineteen submittals to date, four of which required resubmission and were approved. Engineer Mark Glenn reported the first progress meeting is scheduled for Tuesday, June 14<sup>th</sup> at 1:00 P.M.

3. **Wastewater Treatment Plant Upgrade and Phase 1B Sewage Collection System** – Engineer Mark Glenn reported they received minor comments and a request for clarification from the Pennsylvania Department of Environmental Protection (PADEP) on the Part Two permit for the Phase 1B Collection System and Phase 2 Wastewater Treatment Facility project. Engineer Mark Glenn reported the response letter was submitted to the PADEP on June 6<sup>th</sup>. Engineer Mark Glenn stated Phase 1B Design of the Phase 1B sewer improvements is ongoing, and is approximately 85 percent complete. Engineer Mark Glenn reported the PennDOT HOP permit for this project is anticipated to be submitted in June. Engineer Mark Glenn reported Gwin, Dobson, and Foreman submitted a complete package of plans and specifications to the RUS Engineer for review and approval. Engineer Mark Glenn stated we may be in a position to bid this job later in the year.
4. **System Improvements Plan** – Engineer Mark Glenn reported as requested by the Board and in consultation with Commissioner Clyde Bullers and Lead Distribution Operator Bob Radaker, a water and wastewater system plan has been developed for needed system improvements and possible service area extensions. Engineer Mark Glenn stated this report along with cost estimates and funding options will be submitted for Brookville Municipal Authority Board review. Engineer Mark Glenn stated potential extensions into Rose Township could yield twenty five to thirty customers on Route 36 north of Stone Road and along Maplevale Road. Engineer Mark Glenn reported several projects are aimed at replacing and reinforcing waterlines installed over 100 years ago. Engineer Mark Glenn reported after a severe break last winter on Main Street, it is recommended this eight inch main, which is at least 130 years old, be replaced with a larger twelve inch pipe. Engineer Mark Glenn reported the new twelve inch Main Street pipe should be connected with a new twelve inch transmission main from the

filter plant. Engineer Mark Glenn reported the new twelve inch line will be installed in Water Plant Road; connect to the new twelve inch Main Street line; and extend to the existing twelve inch pipe at Daugherty Street, a total of eight thousand feet of pipe. Engineer Mark Glenn stated this will provide better service, give us a second feed into the system, and tie all the main lines together. Engineer Mark Glenn stated this one-point-six-million dollar project would have to be funded and planned in detail. Engineer Mark Glenn reported the Authority is making a substantial investment for improving the existing sewer system, but opportunities exist to expand service to unsewered areas. Engineer Mark Glenn reported the Route 36 North Area that includes an extension on Maplevale Road and the area encompassed by Route 36, Hughey Road, and Stone Road has the potential for 90-100 new customers. Engineer Mark Glenn stated that is a three and a half million dollar project to do. Vice-Chairman David Love asked what would be too costly to pursue. Engineer Mark Glenn stated in terms of Eldred Township, you are getting into another municipality, so you would need the approval of Township officials. Engineer Mark Glenn stated to pick up thirty customers for one million dollars is pretty high. Vice-Chairman David Love asked about the ones along the CRUMA system. Engineer Mark Glenn stated those are primarily service improvements. Commissioner Clyde Bullers stated they are trying to eliminate dead ends in the system with a loop. Vice-Chairman David Love asked how the different areas that need work done would be prioritized. Commissioner Clyde Bullers stated Country Club would be first and Bowley Road would be second. Engineer Mark Glenn stated Bowley Road and McGill Road look like Authority projects that could qualify for CRUMA money.

5. **Wastewater Correction Action Plan** – Engineer Mark Glenn reported no bypass events were recorded in May.

#### **UNFINISHED BUSINESS:**

- A. **Timber Update** – Chairman Brad Miller stated the papers were signed, and the check was received. Chairman Brad Miller stated they will have a year to do the project.
- B. **Third Water Well** – Vice-Chairman David Love stated the Board should get moving on this because there is a lull in gas drilling and we may not have much difficulty in getting a company in to drill that third well. Engineer Mark Glenn stated James Castleberry took care of it the last time. Solicitor Jim Dennison stated he will look into this. Member Robert Moss asked Commissioner Clyde Bullers if he was happy with Castleberry's work, and Commissioner Bullers said yes. Commissioner Clyde Bullers stated James Castleberry gave him an estimated cost of \$85,880.00, and that does not include line installations. Vice-Chairman David Love stated we should contact James Castleberry and see if he will consider lowering that price. Engineer

Mark Glenn stated he will call James Castleberry and get back to the Board regarding this.

- C. **Entry Level Position Opening** – Commissioner Clyde Bullers stated he and Manager Dana D. Shick accepted and reviewed numerous applications for the entry level position opening. Commissioner Clyde Bullers stated they narrowed it down to six candidates and made a decision. Commissioner Clyde Bullers stated it will depend on the candidate's successful completion of the pre-employment testing. Commissioner Clyde Bullers stated the new employee should start working around the middle of July.
- D. **National Fuel Property – Corsica Water Tank** – Commissioner Clyde Bullers stated he contacted National Fuel Gas, and they submitted a proposal to us. Commissioner Clyde Bullers stated National Fuel Gas owns property around our property, and is willing to sell us one hundred by one hundred square feet. Commissioner Clyde Bullers stated the present property has a service building that is sitting on our property line, so the additional one hundred by one hundred square feet will definitely give us more room to put a decent fence around that property. Solicitor Jim Dennison stated Surveyor Ken Berlin should map and plot it off. Vice-Chairman David Love moved to accept the proposal from National Fuel Gas to sell us the area near the Corsica Water Tank; seconded by Member Tom Dinger. Motion carried 5-0.

#### **NEW BUSINESS:**

- A. **Amendment to Wastewater Plant S&T Bank Documents** – Solicitor Jim Dennison stated he thinks he sent everyone a copy of the changes Bond Council proposed to make to the note at S and T Bank. Solicitor Jim Dennison stated the original note did not account for 28 days in February, so they changed it to accommodate months that have less than thirty days. Solicitor Jim Dennison stated Bond Council said this is a minor change. Solicitor Jim Dennison stated all we need is a simple motion adopting the revised guaranteed sewer project notice series of 2015 as proposed by Bond Council. Member Tom Dinger moved to adopt the revised guaranteed sewer project notice series of 2015 as proposed by Bond Council; seconded by Vice-Chairman David Love. Motion carried 5-0.
- B. **Pickering Street Invoice from Bison Construction** – Manager Dana D. Shick stated we just received an invoice from Bison Construction today for Pickering Street, and Engineer Travis Long signed off on it at our preconstruction meeting this morning. Manager Dana D. Shick stated the first invoice is for \$75,521.70, and she would need a formal motion to move forward with payment of that. Member Sam McKinley moved to approve moving forward with paying the invoice for \$75,521.70 from Bison Construction for their work done on Pickering Street; seconded by Vice-Chairman David Love. Member Robert Moss asked what this invoice covers. Manager Dana D. Shick stated it covers the work done so far on Pickering Street. Chairman Bradley Miller stated Member Sam McKinley made the motion, and Vice-Chairman David Love seconded it, all those in favor of the motion as presented say 'aye'. 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 30<sup>th</sup> at 7:00 P.M. in Council Chambers at the Borough Complex. Manager Dana D. Shick stated this meeting is open to the public.
- B. Pennsylvania Municipal Authorities Association (PMAA) Conference** – Manager Dana D. Shick stated the 74<sup>th</sup> annual Pennsylvania Municipal Authorities Association (PMAA) Conference will be held at the Wyndham in Pittsburgh August 28<sup>th</sup> to the 31<sup>st</sup>, and she would like to attend.

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

- A. Commissioner Clyde Bullers/Main Street Paving** – Commissioner Clyde Bullers stated at a previous meeting the Board gave approval for the Main Street paving. Commissioner Clyde Bullers stated he received three proposals that were all under the bid limits. Commissioner Clyde Bullers stated he chose Jefferson Paving, with a proposed price of \$10,433.00. Commissioner Clyde Bullers stated Hager Paving proposed the price of \$12,800.00, and Hawbaker proposed the price of \$15,170.00. Commissioner Clyde Bullers stated he went ahead and gave Jefferson Paving permission, and they said they were going to wait until after the Laurel Festival. Commissioner Clyde Bullers stated paving should begin around the end of June or beginning of July.
- B. Vice-Chairman David Love/Executive Session** – Vice-Chairman David Love requested an Executive Session for personnel matters with no action expected.

## **EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 4:49 P.M. to discuss personnel matters with no action expected. Executive Session ended at 5:00 P.M. with no action taken.

## **CALL FOR ADJOURNMENT:**

At 5:00 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

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Administrative Manager