

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, November 12, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, November 12, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

David Love
Tom Dinger
Robert Moss
Herb Landes

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Commissioner Terry O'Neill
Engineer Mark Glenn
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Patti Slaughter
Matt Triponey
Steve Rowan
Shawn Wessel
Don Crytzer

CALL TO ORDER:

Vice Chairman Love called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the October 8th meeting as submitted; seconded by Member Landes. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Moss moved to approve the financial reports as presented; seconded by Member Landes. Motion carried 4-0.

VISITORS:

1. **North Fork Watershed – Don Crytzer, Shawn Wessel, and Steve Rowan** – North Fork Watershed members Don Crytzer, Shawn Wessel and Steve Rowan were present to request that the Authority continue to support the North Fork Watershed by including \$1,000.00 in the 2014 Budget for them.

COMMITTEE REPORTS:

1. **Engineer Report** – Engineer Mark Glenn stated that the third quarter Progress Report showed there were quite a few instances of sewage system surcharging and bypassing. Engineer Glenn reported there are areas where the conditions of the lines are not good. Engineer Glenn stated their recommendation is to continue to do the televising work, the flow metering and the smoke testing on a much more extensive basis.
2. **Solicitor Dennison** – No Report

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated we had failure on unit eight over the weekend, so Commissioner O'Neill contacted Don Elzer for more parts. Commissioner O'Neill reported that Don Elzer stated unit 7 (one of the original units) had more wear than the ones he originally replaced, and the parts that he tried to fix it with did not work, so Don Elzer is having special ones made. Commissioner O'Neill stated that Don Elzer sends his apologies to the Board, and that Mr. Elzer claims that these parts will be done when the media is ready.
2. **Hastings Street Project** – Commissioner O'Neill stated the Hastings Street Project is completed. Commissioner O'Neill stated the original contract for the sidewalk work was \$57,150.00 and their invoice is for \$56,685.55.
3. **Grant Update** – Engineer Mark Glenn stated the Pennworks grant is still in play and the Authority may get more money.
4. **Corrective Action Plan** – Solicitor Dennison stated he hasn't heard anything new about the Corrective Action Plan.
5. **Crestwood Trailer Park** – Solicitor Dennison stated he prepared the agreement and the deed. Solicitor Dennison stated he is waiting to get an offer back.
6. **Software Upgrade Update** – Manager Gable stated Clarion Computer is getting the new server up and running.
7. **Corsica Sewer Rate Increase** – Vice Chairman Love stated he worked with Accountant Swineford and reviewed the expenses. Vice Chairman Love stated the Authority has absorbed \$15,000.00 in expenses as a result of failing to put the Corsica Sewer Rate increase into effect. Vice Chairman Love recommended putting the Corsica sewer rate increase into effect beginning January 1, 2014 and sending a letter to Corsica sewer customers informing them of this increase.

NEW BUSINESS:

1. **Rose Township Sewer Rates in 2014** – Engineer Mark Glenn stated that the Rose Township sewer rates were last evaluated on March 1, 2011. Engineer Glenn stated Matt Orner is working on the Rose Township sewer rates.
2. **Matson Right of Way** – Solicitor Dennison stated the right of way off Route 322 back the road to Matson's has been established.
3. **Tap Fee Study** – Vice Chairman Love stated the Tap Fee Study hasn't been updated in five years, and it needs to be evaluated. Engineer Mark Glenn will look into this.
4. **Late Fees/Penalties/Shut-Offs** – Manager Gable had a policy question for the Board. Manager Gable suggested charging a \$25.00 fee for water/sewer customers who get put on the monthly shut-off list. Member Dinger moved to implement the new policy that was just discussed; seconded by Member Landes. Motion carried 4-0. Manager Gable stated the new policy will be in place by January 1, 2014.
5. **CDBG Funds for Corsica System or other Locations** – Engineer Glenn and Vice Chairman Love agreed this item should be discussed at a later date since the CDBG Grant is back on the table.

6. **Timber Evaluation** – Vice Chairman Love recommended we evaluate the value of timber on a piece of property the Authority owns. Member Landes stated we should contact Gary Gilmore at 849-7346. Member Landes stated Mr. Gilmore will help the Authority with this matter free of charge.
7. **Hastings Street Payment** – Member Landes moved to approve payment for the Hastings Street Sidewalk Improvement Project in the amount of \$56,685.55 payable to Heeter Enterprises Inc.; seconded by Member Dinger. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

None

BOARD/STAFF REPORTS & INFORMATION:

1. **Terry O'Neill** – Commissioner O'Neill stated he ordered 500 water meters that cost \$227.00 each. Commissioner O'Neill stated he received a letter stating the current meter pricing expires December 1, 2013 and will be extended to March 31, 2014. Commissioner O'Neill stated on April 1, 2014 the price will increase from \$227.00 to \$235.00 per water meter, and that price will remain firm until March of 2015. Commissioner O'Neill reported the letter states the pricing will be reviewed after that date.
2. **Section 179D Allocation Form** – Member Landes made a motion to approve Section 179D Allocation Form presented to us by York Mahoning Mechanical Contractors, Inc.; seconded by Member Dinger. Motion carried 4-0.

EXECUTIVE SESSION:

The Authority Board entered Executive Session to discuss personnel matters at 5:18 p.m. with no action expected. Executive Session ended at 5:40 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:40 p.m. Member Landes moved to adjourn; seconded by Member Moss. Motion carried 4-0.

Administrative Manager