

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 9, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 9, 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 Travis Long
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:

Member Tom Dinger moved to approve the minutes of the July 12th meeting as presented. Vice-Chairman David Love asked that it be added under number three of 'Board/Staff Reports and Information' that Commissioner Clyde Bullers was authorized to purchase a computer for \$6,253.86. Member Tom Dinger amended his motion to approve the minutes after this correction was made; seconded by Vice-Chairman David Love. Motion carried 5-0.

FINANCIAL REPORTS:

Accountant Kerry Swineford stated he received an invoice from Freedom for year-end processing this year in the amount of \$1,600.00, and that this amount is usually split with the Borough. Accountant Kerry Swineford stated Manager Dana D. Shick has not presented this to the Borough yet. Accountant Kerry Swineford stated they assist with taxes, W-2's, closing the general ledger, and opening the next year's budget. Member Sam McKinley moved to approve Accountant Kerry Swineford's request for Freedom System's Year End Processing; seconded by Member Robert Moss. Motion carried 5-0. Member Tom Dinger moved to accept the financial reports as presented; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Pickering Street Project** – Engineer Travis Long stated the work on Pickering Street is done. Engineer Travis Long stated they issued substantial completion to Bison Construction for that project. Engineer Travis Long reported we are retaining two-and-one-half percent right now because there is

some additional payment overlay. Engineer Travis Long stated we have not received all of PennDOT's inspection invoices yet. Engineer Travis Long stated Commissioner Clyde Bullers asked him about disbursement for inspection services from the Borough and the Authority and basically it is fifty-fifty because it was literally the same linear footage of pipe up and down, the contractor did it all within the same time period, and basically it overlapped the whole way. Engineer Travis Long stated the first invoice was for one thousand dollars and some change, and the other one should be forthcoming at which time we will have one final requisition for Pickering Street. Engineer Travis Long stated overall it went very well. Engineer Travis Long stated we have the third payment requisition for Bison Construction for \$164,562.92. Engineer Travis Long stated of that, the Authority had a component of \$100,762.65, and the Borough had a component of \$63,807.00. Engineer Travis Long stated there were two change orders that were approved, both on the Borough side. Engineer Travis Long stated the first change order was to extend the sanitary storm sewer from Penn Separator towards the bridge, and the second change order was to extend the storm sewer from where we identified as a terminating point on Pickering Street towards Main Street. Engineer Travis Long stated Pickering Street is very well suited for storm sewer and sanitary sewer at this point. Engineer Travis Long stated the original contract amount from the Authority side was \$238,935.00, and the actual cost was \$258,964.18. Engineer Travis Long stated the actual cost was higher due to the extensions and unforeseens. Engineer Travis Long stated on the component of Pickering Street he needs a motion approving payout number three in the amount of \$164,562.92. Vice-Chairman David Love moved to approve the third payment to Bison Construction for \$164,562.92; seconded by Member Tom Dinger. Motion carried 5-0.

2. **Phase 1A** – Engineer Travis Long reported in regards to Phase 1A Bison has mobilized Phase 1A stormwater and Richards Street's water line replacement component of the project. Engineer Travis Long stated Terra Works has started on the White Street pump station, and it is twenty to twenty-five percent complete. Engineer Travis Long stated he is very pleased with the quality of the work done so far. Engineer Travis Long stated there are no payment requisitions from Bison Construction for this month. Engineer Travis Long stated he received payment requisition number two from Terra Works for Phase 1A in the amount of \$156,375.00. Engineer Travis Long made a recommendation to the Board to make a motion to approve that payment requisition. Member Tom Dinger moved to approve Terra Works payment requisition number two for \$156,375.00; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long stated he received payment requisition number two to go to USDA for payment reimbursement with reimbursement of engineering fees totaling \$822,788.00 to go to Brookville Municipal Authority. Engineer Travis Long stated that entails engineering invoice number nineteen for Phase 1A work and all the engineering that has been done thus far for the wastewater treatment plant.

Engineer Travis Long stated he is asking USDA to reimburse \$52,119.79 and is asking DCED to pay \$104,255.21. Engineer Travis Long stated the total amount is \$874,907.79. Engineer Travis Long stated this should bring everything up to date on the engineering side of things. Travis Long stated the DCED grant money total is \$2,269,167.00 and to date we requested, including this invoice, \$359,967.33, which leaves 1,909,199.67. Member Tom Dinger moved to approve the USDA reimbursement requisition in the amount of \$874,907.79; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long stated the second motion would be to submit the request for reimbursement to DCED. Engineer Travis Long stated this is requisition number three in the amount of \$104,255.21. Member Tom Dinger moved to approve requisition number three in the amount of \$104,255.21; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long stated everything construction-wise is proceeding very well.

3. **Mendenhall Road** – Vice-Chairman David Love stated Engineer Mark Glenn was going to look into mining funds for a line extension on Mendenhall Road. Engineer Travis Long stated Engineer Mark Glenn has contacted Dean Baker with the Department of Environmental Protection's Bureau of Abandoned Mine Reclamation Funds. Engineer Travis Long stated the Department of Environmental Protection (DEP) agrees that should be a viable project. Engineer Travis Long stated Engineer Mark Glenn is looking into this, and we will keep you posted as things develop. Commissioner Clyde Bullers stated he gave Mr. Joseph Sherman a list of general questions regarding the water they have on Mendenhall Road which he will distribute to his neighbors. Engineer Travis Long stated that branch of the Department of Environmental Protection (DEP) is very easy to work with. Engineer Travis Long stated they would provide grant money for materials, we would just have to pay for installation.

UNFINISHED BUSINESS:

- A. **Third Water Well** – Solicitor Jim Dennison stated he should have a draft back by the end of the week. Solicitor Jim Dennison stated by the next Authority Board meeting, we should pretty much be done with this.
- B. **Sprinkler Testing** – Commissioner Clyde Bullers stated at the last meeting we talked about charges for a sprinkler test. Commissioner Clyde Bullers stated the costs he came up with are; an average of thirty five dollars for advertising, and one to two hours of labor at fifty dollars per hour. Commissioner Clyde Bullers stated he is suggesting the Authority charge a fee of eighty-five dollars for a sprinkler test. Member Sam McKinley moved to implement a fee of eighty-five dollars for a sprinkler test; seconded by Vice-Chairman David Love. Motion carried 5-0.
- C. **Corsica Water Tank – Additional Property** - Commissioner Clyde Bullers stated the Authority has been negotiating with National Fuel to purchase one hundred feet by one hundred feet of additional property around the Corsica water tank, and the original offer from National Fuel was for fifteen thousand

dollars. Commissioner Clyde Bullers stated he renegotiated with National Fuel, and got them to lower the price to ten thousand dollars. Commissioner Clyde Bullers stated National Fuel is writing up an agreement, and they will send it to us.

NEW BUSINESS:

- A. Pennsylvania Municipal Authorities Association's (PMAA) Region 7 Fall Meeting** – Manager Dana D. Shick stated the Pennsylvania Municipal Authorities Association's (PMAA) Region 7 Fall Meeting is scheduled for Thursday, September 15th at noon at the Red Fern in Kersey. Manager Dana D. Shick stated the fall topic is processing PA one calls in real time using cloud technology. Manager Dana D. Shick stated she would like to attend, and the cost is fifteen dollars per person. Manager Dana D. Shick stated anyone else who is interested in attending should contact her.
- B. Department of Community and Economic Development (DCED) Meeting** – Manager Dana D. Shick stated the Department of Community and Economic Development (DCED) is having a meeting on August 16th at 6:00 P.M. at the Oliver Township building at the request of Representative Cris Dush. Manager Dana D. Shick stated this meeting is for all the local municipalities, townships, and authorities in the area. Manager Dana D. Shick stated a representative from the Department of Community and Economic Development will be there to talk to us about some of our concerns and problems that we have. Manager Dana D. Shick stated Brookville Borough Council has voted for her to attend this meeting to represent them, instead of attending the Borough Council meeting also scheduled that night. Manager Dana D. Shick stated the Brookville Municipal Authority received a personal invitation from Representative Cris Dush's Office requesting that the Municipal Authority be present and represented as well. Manager Dana D. Shick stated she cannot wear two hats, but if anyone else is interested in attending, please let her know.
- C. Company Picnic** – Manager Dana D. Shick reported the annual picnic for Borough and Authority employees and Authority Board and Council Members is tentatively scheduled for Friday, August 26th at noon.
- D. Drought Watch** – Manager Dana D. Shick stated she wanted to make the public aware that Jefferson County is under a drought watch. Manager Dana D. Shick stated customers are asked to voluntarily cut back water usage, with a goal of achieving a five percent reduction in demand on our system. Manager Dana D. Shick stated customers are asked to voluntarily curtail nonessential water uses such as lawn and garden watering, and washing of vehicles or paved surfaces. Manager Dana D. Shick stated indoor use can be reduced by such measures as washing only full loads of laundry or dishes, or by washing dishes by hand, taking shorter showers, flushing toilets only when necessary, not running water while brushing teeth, and keeping a container of water in the refrigerator rather than running the tap to get cold water. Member Robert Moss asked if Sandy Township put in restrictions already, and Commissioner Clyde Bullers stated they did.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Rules and Regulations/Economic Growth** – Commissioner Clyde Bullers stated he along with Engineer Mark Glenn and Lead Distribution Operator Bob Radaker discussed the current rules and regulations. Commissioner Clyde Bullers stated, after a lengthy discussion, they decided more information is needed before final changes can be made with the key points being residential sprinkler systems; we are not sure what changes need to be made there. Commissioner Clyde Bullers stated the other key point is main line extensions, and what we can do to encourage economic growth in the area. Commissioner Clyde Bullers stated they are still looking into these things.
2. **Water Meters** – Commissioner Clyde Bullers stated they have installed a total of 1,914 water meters so far. Vice-Chairman David Love asked Commissioner Clyde Bullers for an update on the Authority's water meter supply. Commissioner Clyde Bullers stated they still have around three hundred meters, and he will be putting in another order soon for more.

B. Vice-Chairman David Love

1. **Executive Session** – Vice-Chairman David Love requested an Executive Session.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 4:45 P.M. Executive Session ended at 6:05 P.M. with the following action taken:

Vice-Chairman David Love made a motion to grant Mike McMurray a one-time exception to our rules to receive water service to his property. Vice-Chairman David Love stated the main line must extend beyond his driveway to a mid-point on his property where his service line will be connected to serve his property and the Brookville Municipal Authority is to receive a permanent right of way the entire length of the property; seconded by Member Sam McKinley. Motion carried 5-0.

CALL FOR ADJOURNMENT:

At 6:06 P.M. Member Sam McKinley moved to adjourn; seconded by Vice-Chairman David Love. Motion carried 5-0.

Administrative Manager

