

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, February 14, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, February 14, 2017 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad 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

Matt Triponey
Patti Slaughter
Danny Long
Dana Baker

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Vice-Chairman David Love moved to approve the minutes of the January 10th meeting as submitted; seconded by Member Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated we purchased a new CD last month for \$300,000.00. Accountant Kerry Swineford stated they renewed an old \$254,000.00 CD for \$250,000.00 and put the \$4,000.00 in sewer. Member Tom Dinger moved to approve the financial statements as submitted; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Payment Requisitions** –

- a. **Terra Works Incorporated Payment Requisition Number Eight** – Engineer Travis Long stated we have payment requisition number eight from Terra Works Incorporated in the amount of \$90,565.49. Vice-Chairman David Love moved to authorize payment of payment requisition number eight from Terra Works Incorporated in the amount of \$90,565.49; seconded by Member Tom Dinger. Motion carried 5-0. Engineer Travis Long reported of this total, \$60,380.01 will be paid through DCED and the remaining \$30,185.48 through USDA.
- b. **Bison Construction Payment Requisition Number Six** – Engineer Travis Long stated we have payment requisition number six from Bison

Construction in the amount of \$154,519.78 Member Tom Dinger moved to approve payment requisition number six from Bison Construction in the amount of \$154,519.78; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long reported of the total, \$103,018.34 will be paid through DCED and the remaining \$51,501.44 through USDA.

- c. **Requisition to the Commonwealth Financing Authority** – Engineer Travis Long stated we have a requisition to the Commonwealth Financing Authority for sixty six point six seven percent of Terra Works and Bison Construction in the amount of \$163,398.35. Member Tom Dinger moved to approve the requisition to the Commonwealth Financing Authority in the amount of \$163,398.35; seconded by Vice-Chairman David Love. Motion carried 5-0.
- d. **Requisition Number Eight to USDA** – Engineer Travis Long stated we have requisition number eight to USDA in the amount of \$112,416.92. Engineer Travis Long stated that includes that 33% portion of Terra Works and Bison Construction, and also requisition numbers 25 and 22 from Gwin, Dobson, and Foreman for construction services. Member Tom Dinger moved to approve requisition number eight to USDA in the amount of \$112,416.92; seconded by Member Sam McKinley. Motion carried 5-0.
- e. **Bids for the Wastewater Treatment Facility Project** - Engineer Travis Long stated we received bids at 2:00 P.M. on January 31st in Council Chambers for the wastewater treatment facility project. Engineer Travis Long stated we received eleven general mechanical contract bids, and four electrical contract bids. Engineer Travis Long stated they reviewed the bids in great detail, and had various discussions on that matter. After some more discussion, Solicitor Jim Dennison requested an Executive Session to discuss a legal matter with no action expected.

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an Executive Session at 4:33 P.M. to discuss a legal matter with no action expected. Executive Session ended at 5:07 P.M. with no action taken.

UNFINISHED BUSINESS:

- A. **Business Park Civil Penalty** – Manager Dana D. Shick stated at the December meeting the board discussed the business park civil penalty that was due to the project at the business park, and it came from the Department of Environmental Protection (DEP). Manager Dana D. Shick stated the board decided at the December meeting that we would pay that up front, and then pass a five hundred dollar fee onto Wilson Excavating. Manager Dana D. Shick stated Wilson Excavating declined any payment. Manager Dana D. Shick stated Wilson Excavating received a penalty that they paid on their own, and they said they are pretty much not going to help us. Solicitor Jim Dennison stated the Board should move on, and this is not worth pursuing.

NEW BUSINESS:

- A. Paperless Statements** – Manager Dana D. Shick stated the Brookville Municipal Authority now offers paperless statements for the water and sewer bills. Manager Dana D. Shick stated a form is available on our website to receive bills via email. Manager Dana D. Shick stated customers who receive paperless statements will get their bills about five to seven days earlier than if they wait for it to come in the mail. Manager Dana D. Shick stated once customers sign up for paperless statements, they must fill out another form to cancel paperless statements and receive statements in the mail. Manager Dana D. Shick stated customers can either have statements mailed or emailed to them, but not both.
- B. Customer Emergency Contact Information** – Manager Dana D. Shick stated we are updating our customer emergency contact system. Manager Dana D. Shick stated the new system has newer technology. Manager Dana D. Shick stated she is asking for a motion to include this in the next set of water and sewer bills. Manager Dana D. Shick stated there is a \$270.00 fee to put a second flyer out with the bills. Manager Dana D. Shick stated the new system can send you e-mail alerts. Manager Dana D. Shick stated she is asking for a motion to approve putting the emergency contact information sheet in our next billing. Member Sam McKinley moved to approve putting the emergency contact information sheet in our next billing; seconded by Member Tom Dinger. Motion carried 5-0.
- C. New CD's** – Manager Dana D. Shick stated she received some new CD rates. Manager Dana D. Shick stated Farmers National Bank has offered us a three year CD at one point five percent, and we had talked about putting in \$100,000.00 from the water account and \$100,000.00 from the sewer account into this CD for three years. Manager Dana D. Shick stated there is no withdrawal penalty if it is used for a project. Member Sam McKinley moved to purchase this CD under the stipulation that that not draw our balance too close to the minimum maintenance amount; seconded by Vice-Chairman David Love. Motion carried 5-0.
- D. Pickup Truck** – Commissioner Clyde Bullers stated the Brookville Municipal Authority purchased a new pickup truck in December. Commissioner Clyde Bullers stated the Brookville Borough needed a truck and we worked out a deal with them to purchase our old pickup truck with the plow for twenty five hundred dollars. Vice-Chairman David Love moved to retroactively approve the sale of the old pickup truck to the Brookville Borough for twenty five hundred dollars; seconded by Member Tom Dinger. Motion carried 5-0.
- E. Statement of Financial Interest** – Manager Dana D. Shick stated she wanted to remind the board that they need to turn in their statement of financial interest forms by May.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

- 1. Water Supply Reports** – Commissioner Clyde Bullers stated they are working on the annual water supply reports and they are being completed.

2. **Brush Street** – Commissioner Clyde Bullers stated we received the variable frequency drives (VFD) for Brush Street. Commissioner Clyde Bullers stated they have arrived, have been installed, and they are working. Commissioner Clyde Bullers stated they are just waiting for a representative to come in and do the final inspection.
3. **Water Meters** – Commissioner Clyde Bullers stated distribution crews have been installing meters. Commissioner Clyde Bullers stated 2,150 new Sensus water meters have been installed so far.
4. **Wastewater Crews/Construction Area** - Commissioner Clyde Bullers reported wastewater crews are busy moving materials from the construction area and transporting them to the water plant.

B. Vice-Chairman David Love

1. **Former Days Inn Property** – Vice-Chairman David Love stated he asked Brad Lashinsky, Executive Director of the Jefferson County Development Council, for an update on the former Days Inn property. Vice-Chairman David Love stated Brad Lashinsky said the school board approved the release of the lien, and he thought that they would probably take ownership of the property in a couple of weeks.
2. **Engineer Travis Long/Bidding Process** – Vice-Chairman David Love complimented Engineer Travis Long on his work on the bidding process.

C. Solicitor Jim Dennison

1. **Right of Ways** – Solicitor Jim Dennison stated he is working on some stragglers on the Right of Way Agreements for the Phase 1B Project.
2. **Timber** – Solicitor Jim Dennison stated at the last Borough Council meeting, two people stated they were concerned about the cutting of timber on the eastern side of North Fork Creek, which includes an area that was donated by Paul Johns.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 5:26 P.M. Member Tom Dinger moved to adjourn; seconded by Vice-Chairman David Love. Motion carried 5-0.

Administrative Manager