

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, April 11, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, April 11, 2017 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
David Love  
Tom Dinger  
Robert Moss - arrived  
@ 4:05 P.M.

**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  
Paul Gray  
Isaac Gray  
Ethan Gray  
Ann Sarvey  
Sandy Snyder  
Mabel Dunkle

**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 March 14<sup>th</sup> meeting as submitted; seconded by Vice-Chairman David Love. Motion carried 3-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford reported he was finally able to get the CD information off of S&T Bank's website right before the meeting, so next month he will have notes pertaining to the CD's and loans. Accountant Kerry Swineford stated these notes will be sent out with the financial reports. Accountant Kerry Swineford stated the Pennvest water payment goes up this month due to the interest rate changes. Vice-Chairman David Love moved to approve the financial statements as presented; seconded by Member Tom Dinger. Motion carried 3-0.

**VISITORS:**

- A. **Paul Gray – Water Policy and Turn On/Turn Offs** – Brookville resident and property owner Paul Gray stated he would like to give the board some background information, and then he has four requests to make. Paul Gray stated Solicitor Jim Dennison came to him about a year ago and asked him to grant a right of way across one of his properties so the Brookville Municipal Authority could do a project. Paul Gray stated after a lot of deliberation, he gave the Brookville Municipal Authority that right of way. Paul Gray asked the board to keep that in mind. Paul Gray stated his leases generally expire all at one time, so he tries to get tenants ahead of time so he can place them in a unit. Paul Gray stated when he puts a tenant in, the Brookville Municipal Authority's policy right now is that the

previous tenant has to pay their water bill before we will grant a new tenant water service. Paul Gray asked the board not to deny new tenants water service because of a previous bill of the former tenant. Paul Gray stated the Brookville Municipal Authority should try to collect the former tenant's bills without holding up new customers. Paul Gray stated he does not think that late charges, disconnect fees, reconnection fees or bad check charges should be the landlord's responsibility. Paul Gray requested that the Brookville Municipal Authority shut the water off as soon as the tenant is delinquent. Solicitor Jim Dennison stated the Brookville Municipal Authority cannot do that according to the law, and that only the past due portion of the bill triggers the shut off notice. Solicitor Jim Dennison stated not all of the bill is overdue. Paul Gray stated he thinks every person eighteen years of age and older should sign some sort of paper saying they are responsible to pay the water bill. Paul Gray stated landlords can be the Brookville Municipal Authority's greatest allies in helping get water bills paid. Paul Gray requested a written response within thirty days on what the board's thoughts are on modifying these policies and procedures. Paul Gray thanked the board for hearing him.

## **COMMITTEE REPORTS:**

### **A. Engineer's Report**

1. **Written Report** – Attached
2. **Change Orders** –

- a. **Contract Number One – Change Order Number Two (Extension of Time)** – Engineer Travis Long stated he needs a motion approving contract number one for Terra Works' change order number two for an extension of time of substantial completion of April 16, 2017 to July 31, 2017, and final completion of June 20, 2017 to August 31, 2017. Engineer Travis Long reported this change order is a resultant of manufacture lead times for pumps. Engineer Travis Long reported this change order would not change the contract price. Vice-Chairman David Love moved to approve contract number one for Terra Works' change order number two for an extension of time as presented; seconded by Member Tom Dinger. Motion carried 4-0.
- b. **Contract Number Two – Change Order Number One (Extension of Time)** - Engineer Travis Long stated he needs a motion approving contract number two for Enertech Electric's change order number one for an extension of time of substantial completion of April 16, 2017 to July 31, 2017, and final completion of June 20, 2017 to August 31, 2017. Engineer Travis Long reported this change order is a resultant of manufacture lead times for pumps. Engineer Travis Long reported this change order would not change the contract price. Member Tom Dinger moved to approve contract number two for Enertech Electric's change order number one for an extension of time as presented; seconded by Vice-Chairman David Love. Motion carried 4-0.
- c. **Contract Number Two – Change Order Number Two (\$4,592.87)** – Engineer Travis Long stated with regard to contract number two, Enertech Electric with the receipt of the submittals for the pump station,

the manufacturer has requested an upsize in amperage per breaker, which changes the wire size, and requires relocation of the alarm dialer and associated wiring. Engineer Travis Long stated Enertech Electric submitted a request for change order number two for modifications to the electrical components to match that of the pumps. Engineer Travis Long stated that would be for a dollar change order in the amount of \$4,592.87. Vice-Chairman David Love moved to approve contract number two for Enertech Electric's change order number two in the dollar amount of \$4,592.87 as presented; seconded by Member Tom Dinger. Motion carried 4-0.

- d. **Contract Number Three – Change Order Number Two (Extension of Time)** – Engineer Travis Long stated he needs a motion approving contract number three for Bison Construction's change order number two for an extension of time of substantial completion of April 16, 2017 to July 31, 2017, and final completion of June 20, 2017 to August 31, 2017. Engineer Travis Long reported this change order is a resultant the Clement Run change order and scheduling issues with the directional drilling company. Engineer Travis Long reported this change order would not change the contract price. Member Tom Dinger moved to approve contract number three for Bison Construction's change order number two for an extension of time as presented; seconded by Vice-Chairman David Love. Motion carried 4-0.

3. **Payment Requisitions** –

- a. **Terra Works Incorporated Payment Requisition Number Ten** – Engineer Travis Long stated we have payment requisition number ten from Terra Works Incorporated for the White Street pump station in the amount of \$55,425.47. Member Tom Dinger moved to approve payment requisition number ten from Terra Works Incorporated in the amount of \$55,425.47; seconded by Member Robert Moss. Motion carried 4-0. Engineer Travis Long reported of this total, \$36,952.16 will be paid through DCED and the remaining \$18,473.31 through USDA.
- b. **Bison Construction Payment Requisition Number Eight** – Engineer Travis Long stated we have payment requisition number eight from Bison Construction in the amount of \$67,418.46. Member Tom Dinger moved to approve payment requisition number eight from Bison Construction in the amount of \$67,418.46; seconded by Vice-Chairman David Love. Motion carried 4-0. Engineer Travis Long reported of the total, \$44,947.89 will be paid through DCED and the remaining \$22,470.57 through USDA.
- c. **Requisition Number Ten to USDA** – Engineer Travis Long stated we have Gwin, Dobson, and Foreman's engineering fees for Phase 1A and Phase 2. Engineer Travis Long stated as part of the contract agreement they would be included in this USDA requisition. Engineer Travis Long stated requisition number ten to USDA is in the amount of \$80,687.88. Member Tom Dinger moved to approve requisition number ten to USDA

in the amount of \$80,687.88; seconded by Member Robert Moss. Motion carried 4-0.

- d. **Requisition Number Eleven to DCED** – Engineer Travis Long stated we have requisition number eleven to DCED in the amount of \$81,900.05. Vice-Chairman David Love moved to approve requisition number eleven to DCED in the amount of \$81,900.05; seconded by Member Robert Moss. Motion carried 4-0.
- e. **Potential Change Order** – Engineer Travis Long stated a manufacturer makes a mixing system that uses compressed air which can allow for a substantial amount of energy savings. Engineer Travis Long stated we will discuss this more at the next Brookville Municipal Authority board meeting on May 2<sup>nd</sup> when he will have a more detailed proposal package for the board.
- f. **DCED Small Grant** – Engineer Travis Long reported the Brookville Municipal Authority received confirmation from DCED Commonwealth Financing Authority regarding the small grant application we put together. Engineer Travis Long stated unfortunately the Brookville Municipal Authority will not be a recipient of that. Engineer Travis Long stated they might reopen the application process for this at the end of this summer, and if they do we will submit another application.

#### **UNFINISHED BUSINESS:**

- A. **Union Agreement** – Solicitor Jim Dennison stated he heard back from the union regarding the union agreement. Solicitor Jim Dennison stated the union agreement is still being passed around. Solicitor Jim Dennison stated everything seems to be o.k.
- B. **National Fuel Agreement – Corsica Property** – Solicitor Jim Dennison stated we should be closing on that this week or early next week. Solicitor Jim Dennison stated he will need a check for nine thousand dollars.
- C. **Additional Two Million Dollar Loan with S&T Bank** – Solicitor Jim Dennison stated the additional two million dollar loan with S&T Bank will require a pledge of the sewer revenues. Solicitor Jim Dennison stated Ben Reed will have a resolution prepared, and will iron out the details with S&T Bank.
- D. **Acquisition of the Sewer Line on Main Street** – Solicitor Jim Dennison stated he ordered an appraisal of the building we need for the right of way for the acquisition of the sewer line on Main Street. Solicitor Jim Dennison stated that proceeding should be filed sometime this week.
- E. **Spring Hydrant Flushing** – Commissioner Clyde Bullers stated he wanted to remind everyone that spring hydrant flushing will take place April 18<sup>th</sup> through May 2<sup>nd</sup>. Commissioner Clyde Bullers stated they will use telephone notification like in the past. Commissioner Clyde Bullers stated customers may have low water pressure and cloudy water in areas that are being flushed.
- F. **Truck Hauling Rate Clarification (Bulk Rate)** – Commissioner Clyde Bullers stated there was a little bit of confusion from last month's meeting regarding raising the bulk water rate. Commissioner Clyde Bullers stated that rate was for truck hauling bulk water. Vice-Chairman David Love made a motion to correct

the minutes of the March 14<sup>th</sup> meeting under 'New Business' item b, 'Bulk Water Rates' from 'bulk rate' to 'truck hauling rate'; seconded by Member Tom Dinger. Motion carried 4-0.

**NEW BUSINESS:**

- A. **Rescheduling Next Month's Meeting** – Vice-Chairman David Love stated they are rescheduling next month's Brookville Municipal Authority board meeting from May 9<sup>th</sup> to May 2<sup>nd</sup> due to conflicts.

**COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. **Pennsylvania Municipal Authorities Association's (PMAA) Region 7 Spring Meeting** – Manager Dana D. Shick stated she wants to remind everyone that the Pennsylvania Municipal Authorities Association's (PMAA) Region 7 spring meeting is scheduled for Thursday, May 18<sup>th</sup> at the Kinzua Bridge visitor center. Manager Dana D. Shick stated any board members who are interested in attending should let her know. Manager Dana D. Shick stated reservations are due back in by May 2<sup>nd</sup>. Manager Dana D. Shick stated there is no cost for the event this year.
- B. **Executive Session** – Manager Dana D. Shick requested an executive session for a personnel matter with no action expected.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:** None

**EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 5:05 P.M. to discuss a personnel matter with no action expected. Executive session ended at 6:20 P.M. with no action taken.

**CALL FOR ADJOURNMENT:**

At 6:20 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Robert Moss. Motion carried 4-0.

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Administrative Manager