

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

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

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss – Arrived @ 4:02 P.M.
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
Brad Lashinsky
Laken Lashinsky
Kendall Lashinsky

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 June 13th meeting as submitted; seconded by Vice-Chairman David Love. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated there is a slight change in the financial statements this month. Accountant Kerry Swineford stated there are two cash flow reports; one for sewer and one for water for the current period and year to date. Member Sam McKinley moved to approve the financial statements as presented; seconded by Vice-Chairman David Love. Motion carried 5-0.

VISITORS:

- A. **Brad Lashinsky** – Brad Lashinsky, Executive Director of the Jefferson County Development Council, stated he was here to give an update on what is going on in our community.
1. **Jefferson County Business Park** – Brad Lashinsky stated regarding the Jefferson County Business Park, the developer has chosen to move forward with the project. Brad Lashinsky stated the plans are with the Department of Environmental Protection (DEP) now and it is open for public comment.
 2. **Trucking/Electronic Logs** – Brad Lashinsky stated going across I-80, you have that construction going in. Brad Lashinsky stated he thinks they are pretty much done. Brad Lashinsky stated he thinks there is a telecommunications issue right now that they are trying to get squared away. Brad Lashinsky stated on January 1st all the truck haulers will be switched over to electronic logs. Brad Lashinsky stated truckers have to get off the

road at the eleventh or twelfth hour to rest. Brad Lashinsky stated right now the truck stops are very busy at night because trucks have to get off the road.

3. **Former Days Inn Property** – Brad Lashinsky stated Legacy Truck Centers bought the former Days Inn property. Brad Lashinsky stated they thought demolition would start this week, but the job needs to be finalized which should be done by the end of this week. Brad Lashinsky stated then they will begin the demolition, and in about a month or a month and a half the property should be completely down. Brad Lashinsky stated they are going to remove all the asphalt and repave. Brad Lashinsky stated they contracted with B.W. Graphics and a billboard should be up by the end of this week along Interstate-80 welcoming people to Jefferson County. Brad Lashinsky stated the billboard will remain intact for two years. Brad Lashinsky stated once the building is down, they will remove all the trees and get the entire lot ready. Brad Lashinsky stated this is their first property that will be built with bricks and mortar from the ground up. Brad Lashinsky stated this will be a thirty five thousand square foot facility, and they will start off with about twenty five workers mostly being diesel mechanics. Brad Lashinsky stated they hope that within eighteen months they will have up to forty five employees. Brad Lashinsky stated they have an excellent benefit package, and full health care. Brad Lashinsky stated they are willing to work with our local trade schools in helping to develop a strong diesel mechanic program where they can hopefully recruit from at a later time.
4. **Revolving Loan Fund** – Brad Lashinsky stated mostly everyone knows the Jefferson County Development Council has a revolving loan fund through the USDA. Brad Lashinsky stated back in around 1994 the USDA gave them a million dollars, and they are allowed to lend that out to start-ups or expansions up to one hundred thousand dollars. Brad Lashinsky stated he is proud to say, at this point they are completely tapped out of funding. Brad Lashinsky stated traditionally they do about five or six loans a year. Brad Lashinsky stated in this year alone they have put out over \$450,000.00 in loans.
5. **Medical Marijuana Program** – Brad Lashinsky stated Cresco got awarded the Medical Marijuana Program. Brad Lashinsky reported the grower/processor facility will be in the Industrial Park on Service Center Road. Brad Lashinsky stated they plan to start out with twenty five jobs and go up to eighty employees. Brad Lashinsky stated they will grow plants to make patches, pills, and creams. Brad Lashinsky stated they might be looking for housing or rental properties in the area. Brad Lashinsky stated it also got a dispensary license, so we are the only town in the commonwealth that got both a grower/processor license and a dispensary license. Brad Lashinsky stated this should bring more people and more business to the county. Brad Lashinsky stated Cresco wants to work with veterans, Careerlink, and Jeff Tech to hire local. Brad Lashinsky stated this could be beneficial in decreasing the opiate crisis we have. Brad Lashinsky stated they have to be up and operational by the end of December of this year. Brad Lashinsky stated the first one out to market is key in this industry. Vice-Chairman David Love stated the board appreciates Brad Lashinsky coming to the meeting and

updating them. Brad Lashinsky stated it is great to see development in the area.

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Change Orders** –
 - a. **Terra Works No Dollar Change Order Request** – Engineer Travis Long stated we have a no dollar change order request for Terra Works. Engineer Travis Long stated the pump supplier will not deliver pumps until July 26th of this year, and Terra Works is requesting an extension of time to October 6, 2017. Vice-Chairman David Love moved to extend the construction period for Terra Works and Enertech Electrical to October 6, 2017; seconded by Member Tom Dinger. Motion carried 5-0.
 - b. **Pending Change Order for Conversion of Submersible Mixing System to Compressed Air Mixing System** – Engineer Travis Long stated he will have the pending change order for the conversion of a submersible mixing system to a compressed air mixing system finalized by the next Brookville Municipal Authority Board meeting on Tuesday, August 8th.
3. **Payment Requisitions** – Engineer Travis Long reported requisition number thirteen to USDA has the following components:
 - a. **Enertech Electrical Incorporated Payment Requisition Number Five** – Engineer Travis Long stated we have payment requisition number five from Enertech Electrical for White Street pump station electrical work in the amount of \$94,601.16. Member Tom Dinger moved to approve payment of requisition number five from Enertech Electrical in the amount of \$94,601.16; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long reported of this total, \$63,070.59 will be paid through DCED and the remaining \$31,530.57 through USDA.
 - b. **Bison Construction Payment Requisition Number Eleven** – Engineer Travis Long stated we have payment requisition number eleven from Bison Construction in the amount of \$79,137.84. Member Sam McKinley moved to approve payment requisition number eleven from Bison Construction in the amount of \$79,137.84; seconded by Member Tom Dinger. Motion carried 5-0. Engineer Travis Long reported of the total, \$52,761.20 will be paid through DCED and the remaining \$26,376.64 through USDA.
 - c. **Global Heavy Corporation Payment Requisition Number Three** – Engineer Travis Long stated we have payment requisition number three from Global Heavy Corporation in the amount of \$1,034,151.95 for Phase Two general-mechanical work for the wastewater treatment plant. Member Tom Dinger moved to approve payment requisition number three from Global Heavy Corporation in the amount of \$1,034,151.95; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long stated this will be paid through USDA.

- d. **Requisition Number Thirteen to USDA** – Engineer Travis Long stated requisition number thirteen to USDA in the amount of \$1,126,848.16 includes Gwin, Dobson, and Foreman invoice number twenty seven in the amount of \$34,789.00.

UNFINISHED BUSINESS:

- A. **White Street Projects** – Commissioner Clyde Bullers stated we received three quotes for the White Street and Main Street project, with the low price being \$17,872.00 and the high price being \$26,250.00. Commissioner Clyde Bullers stated Insight Pipe had the low quote, and they are offering a one year warranty. After some discussion, Vice-Chairman David Love moved to proceed at a cost of \$17,872.00 with the slip lining of White Street; seconded by Member Sam McKinley. Motion carried 5-0.
- B. **Software** – Manager Dana D. Shick stated she is still working on a software price. Manager Dana D. Shick stated she is working on making sure we have everything we need in that quote before moving forward.
- C. **Filter Replacement Funds/PLGIT** - Vice-Chairman David Love asked Manager Dana D. Shick what was decided with regard to the filter replacement funds of fifty thousand dollars a year. Manager Dana D. Shick stated she thought we decided to put it in a PLGIT account. Manager Dana D. Shick stated she believes the board made a determination, but she will have to check on that.

NEW BUSINESS:

- A. **Pennsylvania Municipal Authorities Association (PMAA) Conference Voting Delegate** – Manager Dana D. Shick stated we need to turn in our voting delegate for the Pennsylvania Municipal Authorities Association (PMAA) Conference if you wish to have one. Manager Dana D. Shick stated it is due by August 15th. Vice-Chairman David Love moved to approve Manager Dana D. Shick as voting delegate for the 2017 PMAA Conference; seconded by Member Sam McKinley. Motion carried 5-0.
- B. **Executive Session** – Manager Dana D. Shick requested an executive session for a personnel matter with no action expected.
- C. **Company Picnic** – Manager Dana D. Shick stated the annual picnic is scheduled for Friday, August 18th at noon at the Brookville Borough Complex.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Clyde Bullers

1. **Pennsylvania Avenue** – Commissioner Clyde Bullers stated the wastewater crew installed 147 feet of six inch pipe on Pennsylvania Avenue.
2. **Water Meters Installed** – Commissioner Clyde Bullers stated they have installed 2,455 water meters, and have about 270 residential meters left to install.

B. Solicitor Jim Dennison

1. **Right of Way** – Solicitor Jim Dennison stated he is working on a right of way for a water line that extends to S and W Pike.
2. **Second Interim Loan** – Solicitor Jim Dennison stated the second interim loan you are doing is on July 18th. Solicitor Jim Dennison stated the Chairman and the Secretary will have to sign some papers regarding this before they leave. Solicitor Jim Dennison stated the board already approved it by resolution at the last meeting.

C. Vice-Chairman David Love

1. **Corsica Property Fence** – Vice-Chairman David Love asked Commissioner Clyde Bullers for the status of the Corsica property fence. Commissioner Clyde Bullers stated he is getting quotes for it.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 5:11 P.M. to discuss a personnel matter with no action expected. Executive session ended at 6:05 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 6:05 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

Administrative Manager