

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Wednesday, September 13, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Wednesday, September 13, 2017 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
David Love  
Robert Moss

**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:**

Vice-Chairman David Love stated he had one change to make to the minutes of the August 8<sup>th</sup> meeting. Vice-Chairman David Love stated under 'Unfinished Business', item a 'software' it should be added that the cost of the software which is \$51,566.00 will be spread over two years, with the Municipal Authority paying half of the cost this year, and half of the cost next year. Vice-Chairman David Love moved to approve the minutes of the August 8<sup>th</sup> meeting as corrected; seconded by Member Robert Moss. Motion carried 3-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated the interest is a little bit higher than what seems normal because he started accruing interest, and he made an adjustment for the year to date on the CDs. Accountant Kerry Swineford stated the auditors handed in their final audit today. Vice-Chairman David Love gave kudos to Manager Dana D. Shick for including her comments with the audit. Vice-Chairman David Love moved to approve the financial statements as presented; seconded by Member Robert Moss. Motion carried 3-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Written Report** – Attached
2. **Change Orders** –
  - a. **Phase 1A** – Engineer Travis Long stated there are no change orders for Phase 1A at this time.

**b. Phase 2**

**1. Westmoreland Electric Contract Number Five Change Order Number Two**

– Engineer Travis Long stated for Phase 2 we have contract number five change order number two from Westmoreland Electric with a deduct of \$43,149.00 for electrical modifications resulting from the removal of the submersible mixers within the NRT tank. Vice-Chairman David Love moved to approve contract number five change order number two from Westmoreland Electric with a deduct of \$43,149.00; seconded by Member Robert Moss. Motion carried 3-0.

**3. Payment Requisitions** – Engineer Travis Long reported requisition number fifteen to USDA has the following components:

**a. Terra Works, Incorporated Payment Requisition Number Fourteen**

– Engineer Travis Long stated we have payment requisition number fourteen from Terra Works for the White Street lift station in the amount of \$2,470.00. Vice-Chairman David Love moved to approve payment requisition number fourteen from Terra Works in the amount of \$2,470.00; seconded by Member Robert Moss. Motion carried 3-0.

**b. Enertech Electrical, Incorporated Payment Requisition Number Six**

– Engineer Travis Long stated we have payment requisition number six from Enertech Electrical for White Street lift station electrical work in the amount of \$22,435.09. Vice-Chairman David Love moved to approve payment requisition number six from Enertech Electrical in the amount of \$22,435.09; seconded by Member Robert Moss. Motion carried 3-0.

**c. Bison Construction Payment Requisition Number Thirteen**

– Engineer Travis Long stated we have payment requisition number thirteen from Bison Construction in the amount of \$112,863.61. Engineer Travis Long stated Bison Construction missed two deadlines set for June 30<sup>th</sup> and August 30<sup>th</sup>. Engineer Travis Long stated the Municipal Authority is holding around \$106,600.00 of Bison's money. Solicitor Jim Dennison suggested giving Bison Construction until September 30<sup>th</sup> to complete their portion of the project, or get charged one thousand dollars per day. Engineer Travis Long stated the Brookville Municipal Authority is paying the inspection fees. After some more discussion, Vice-Chairman David Love moved to approve payment requisition number thirteen from Bison Construction in the amount of \$112,863.61; seconded by Member Robert Moss. Motion carried 3-0.

**d. Global Heavy Corporation Payment Requisition Number Five**

– Engineer Travis Long stated we have payment requisition number five from Global Heavy Corporation in the amount of \$417,819.50 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman David Love moved to approve payment requisition number five from Global Heavy Corporation in the amount of \$417,819.50; seconded by Member Robert Moss. Motion carried 3-0. Engineer Travis Long stated this will be paid through USDA.

- e. **Requisition Number Fifteen to USDA** – Engineer Travis Long stated requisition number fifteen to USDA in the amount of \$589,397.20 includes Gwin, Dobson, and Foreman invoice number twenty nine in the amount of \$33,809.00.

- 4. **Awarding the Bid for Phase 1B Wastewater Collection System Improvements, Contract Number Six – Sanitary Sewer Replacement Work** – Engineer Travis Long stated for Phase 1B we were in receipt of the bids, we made a motion of intent to award, and he has received all the signed agreements and bonds back from Diehl Excavating out of Glen Hope, Pennsylvania. Engineer Travis Long stated he has them with him and he will need signatures from Chairman Brad Miller and Solicitor Jim Dennison and then he will send them to USDA. Engineer Travis Long stated the intent is to have a preconstruction meeting with Diehl Contracting at the end of this month, and be ready to start in October. Vice-Chairman David Love moved to award for Phase 1B wastewater collection system improvements, contract number six for sanitary sewer replacement work to Diehl Contracting for \$656,950.00; seconded by Member Robert Moss. Motion carried 3-0.

#### **UNFINISHED BUSINESS:**

- A. **Corsica Water Tank Fence** – Vice-Chairman David Love asked Commissioner Clyde Bullers what the status is of the Corsica water tank fence. Commissioner Clyde Bullers stated it is completed.

#### **NEW BUSINESS:**

- A. **2018 Minimum Municipal Obligation (MMO) Calculation** – Manager Dana D. Shick stated the 2018 MMO is in your packet. Manager Dana D. Shick stated you will see the split out between water and sewer which can change depending on what the Finance Committee decides to do with some of the employees. Manager Dana D. Shick stated the MMO number will not change, which is \$49,009.00. Manager Dana D. Shick stated she needs a motion to accept it. Vice-Chairman David Love moved to approve the 2018 MMO calculation of \$49,009.00; seconded by Member Robert Moss. Motion carried 3-0.
- B. **Sewer CD Maturing** – Manager Dana D. Shick stated a CD is maturing on the sewer side in the amount of \$351,301.71. Manager Dana D. Shick stated the CD is not maturing until September 20<sup>th</sup>, so she is unable to get rates at this time. Manager Dana D. Shick stated she did not know if the board wanted to turn this over to a subcommittee to approve what to do with that when that comes due. Vice-Chairman David Love moved that he, Chairman Brad Miller, and Member Robert Moss be authorized to make that decision on the sewer CD in the amount of \$351,301.71 when it matures; seconded by Member Robert Moss. Motion carried 3-0.
- C. **Date of October Meeting** – Manager Dana D. Shick stated the Brookville Municipal Authority Board's October meeting is set for the 10<sup>th</sup>. Manager Dana D. Shick stated Chairman Brad Miller is unable to attend. Manager Dana D. Shick asked the board if they wanted to change the date of the meeting, or hold that date. Vice-Chairman David Love stated two board members are not here.

Vice-Chairman David Love stated we should make sure we have a quorum. Chairman Brad Miller stated we need to check with those two members. Manager Dana D. Shick stated she will confirm with Member Tom Dinger and Member Sam McKinley. Manager Dana D. Shick stated as of now we will keep the meeting date October 10<sup>th</sup>.

**D. Resolution for Plan Adoption** – Manager Dana D. Shick stated we have a resolution for plan adoption. Manager Dana D. Shick stated this is a resolution for a plan revision to the Act 537 Plan. Manager Dana D. Shick stated Solicitor Jim Dennison has altered the layout of it. Engineer Travis Long stated basically what that is for is we are working with Rose Township to update their Act 537 Plan. Engineer Travis Long stated because you are the receiving entity of any sewer from that, they want to make sure you are capable of receiving it and in agreeance with everything. Engineer Travis Long stated that is why the resolution was required by DEP for concurrence with Rose Township's plan. Vice-Chairman David Love moved to approve Resolution 18-2017 a resolution for plan revision for Act 537; seconded by Member Robert Moss. Motion carried 3-0.

**E. Corsica Loan** – Vice-Chairman David Love asked Accountant Kerry Swineford what the balance of the Corsica loan is. Accountant Kerry Swineford stated he would have to check. Vice-Chairman David Love stated he figured the loan to be somewhere near \$28,000.00. Vice-Chairman David Love stated he would like to get everything cleaned up by year end. Vice-Chairman David Love moved to pay off the Corsica loan for their sewer plant which is around \$28,000.00; seconded by Member Robert Moss. Motion carried 3-0.

**F. Fall Hydrant Flushing** – Commissioner Clyde Bullers reported fall hydrant flushing is scheduled to take place on Tuesday, September 19<sup>th</sup> through Wednesday, September 27<sup>th</sup> from 8:00 A.M. to 4:00 P.M. Commissioner Clyde Bullers stated water customers may have low water pressure and cloudy water.

**G. Membrane Filter Replacement Fund** - Vice-Chairman David Love moved to transfer \$54,000.00 from the membrane replacement line item in the water fund into the PLGIT prime account for the membrane filter replacement fund; seconded by Member Robert Moss. Motion carried 3-0.

## **COMMUNICATIONS AND ANNOUNCEMENTS:**

**A. Executive Session – Personnel** – Manager Dana D. Shick requested an executive session for personnel with no action expected.

## **BOARD/STAFF REPORTS & INFORMATION:**

### **A. Commissioner Clyde Bullers**

- 1. Race Street/Creek Street Water Line** – Commissioner Clyde Bullers stated the distribution crew installed the Race Street/Creek Street water line. Commissioner Clyde Bullers stated we will try to let that settle and pave it probably in late October.
- 2. Corsica Water Tank Fence** – Commissioner Clyde Bullers reported the Corsica water tank fence is installed and completed.

3. **White Street Pump Station** – Commissioner Clyde Bullers stated the White Street pump station is up and operational.

**B. Solicitor Jim Dennison**

1. **Restoration Work** – Solicitor Jim Dennison asked Engineer Travis Long to touch base and try to work with people regarding restoration.

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

**EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 4:57 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:40 P.M. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:40 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Robert Moss. Motion carried 3-0.

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Administrative Manager