

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

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

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss
Sam McKinley

STAFF

Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Travis Long
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Patti Slaughter
Rose James

CALL TO ORDER:

Chairman Brad Miller called the meeting to order at 4:00 P.M. Chairman Brad Miller stated Manager Dana D. Shick was called out for a family emergency and he does not expect her back.

APPROVAL OF MINUTES:

Member Tom Dinger moved to approve the minutes of the October 10th meeting as submitted; seconded by Member Robert Moss. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated last month we paid off the Corsica loan in the amount of \$22,062.64. Vice-Chairman David Love stated the Corsica sewer rates should still be the same after the loan was paid off. Vice-Chairman David Love moved to approve the financial reports as presented; seconded by Member Sam McKinley. Motion carried 5-0.
- B. **ACH Bank Account Monitoring Update** – Accountant Kerry Swineford reported the ACH bank account monitoring has been set up, and has bounced back two things. Accountant Kerry Swineford stated the water payment for the Pennvest loan needed approval to be processed, but it has since been set up to automatically allow this so this will not be a problem from here on out. Accountant Kerry Swineford stated a customer entered their account information wrong when they made a debit card payment through Municipay so their payment bounced back. Accountant Kerry Swineford stated when Municipay tried to pull the money back out of our account that was the second transaction he needed to approve.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

- 1. **Written Report** – Attached

2. **Completed Contracts** – Engineer Travis Long stated contracts one and two are officially complete. Engineer Travis Long stated last month we closed out the electrical contract.
3. **Change Orders** –
 - a. **Phase 1A** – Engineer Travis Long stated there is one change order for Phase 1A at this time.
 1. **Terra Works Incorporated – Contract Number One - Change Order Number Two** – Engineer Travis Long stated we have Terra Works contract number one, change order number two in the amount of \$13,019.87. Engineer Travis Long stated this is a balancing change order for things such as overages in testing allowances. Vice-Chairman David Love moved to approve contract number one, change order number two from Terra Works in the amount of \$13,019.87; seconded by Member Tom Dinger. Motion carried 5-0.
 - b. **Phase 1B and Phase 2** – Engineer Travis Long stated there are no change orders for Phase 1B or Phase 2 at this time.
4. **Payment Requisitions** – Engineer Travis Long reported requisition number seventeen to USDA has the following components:
 - a. **Terra Works, Incorporated Final Payment Requisition Number Fifteen** – Engineer Travis Long stated we have final payment requisition number fifteen from Terra Works in the amount of \$119,093.46. Member Tom Dinger moved to approve final payment requisition number fifteen from Terra Works in the amount of \$119,093.46; seconded by Member Sam McKinley. Motion carried 5-0.
 - b. **Bison Construction Payment Requisition Number Fifteen** – Engineer Travis Long stated we have payment requisition number fifteen from Bison Construction in the amount of \$74,547.10. Member Sam McKinley moved to approve payment requisition number fifteen from Bison Construction in the amount of \$74,547.10; seconded by Member Tom Dinger. Motion carried 5-0.
 - c. **Global Heavy Corporation Payment Requisition Number Seven** – Engineer Travis Long stated we have payment requisition number seven from Global Heavy Corporation in the amount of \$541,408.32 for Phase Two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number seven from Global Heavy Corporation in the amount of \$541,408.32; seconded by Member Tom Dinger. Motion carried 5-0.
 - d. **Westmoreland Electric Services, Incorporated Payment Requisition Number One** – Engineer Travis Long stated we have payment requisition number one from Westmoreland Electric in the amount of \$364,056.22. Member Tom Dinger moved to approve payment requisition number one from Westmoreland Electric in the amount of \$364,056.22; seconded by Member Sam McKinley. Motion carried 5-0.
 - e. **Diehl Contracting LLC Payment Requisition Number One** – Engineer Travis Long stated we have payment requisition number one from Diehl Contracting in the amount of \$139,511.78. Engineer Travis Long stated

this will not be included in the requisition to USDA, but will be taken out of everything that is left over in contingency. Member Sam McKinley moved to approve payment requisition number one from Diehl Contracting in the amount of \$139,511.78; seconded by Member Tom Dinger. Motion carried 5-0.

- f. **Requisition Number Seventeen to USDA** – Engineer Travis Long stated requisition number seventeen to USDA in the amount of \$1,111,605.10 includes Gwin, Dobson, and Foreman invoice number thirty one in the amount of \$12,500.00. Member Tom Dinger moved to approve requisition number seventeen to USDA in the amount of \$1,111,605.10; seconded by Member Sam McKinley. Motion carried 5-0.

UNFINISHED BUSINESS:

- A. **Holiday Collection – Food Pantry** – Accountant Kerry Swineford stated we are holding a food drive for the Brookville Municipal Authority for the Brookville Area Food Pantry through December 11th. Accountant Kerry Swineford stated people can drop off any non-perishable in date food items at the Borough Complex.
- B. **Office Shut Down – December** – Accountant Kerry Swineford stated the Brookville Borough and Municipal Authority Office will be closed on December 21st and 22nd. Accountant Kerry Swineford stated those are the days we will be fully implementing our new software.

NEW BUSINESS:

- A. **2018 Budgets** –
1. **Water Budget** - Member Sam McKinley stated in the water budget we have budgeted revenues of \$1,872,350.00 and budgeted expenses including one-time projects of \$1,333,156.00. Member Sam McKinley stated we are anticipating principal payments of \$508,316.34. Member Sam McKinley stated we have a balanced budget without a rate increase.
 2. **Sewer Budget** – Member Sam McKinley stated the sewer budget has revenues of \$1,447,400.00 and budget expenses including one-time projects of \$1,175,718.26.
 3. **Approval of the 2018 Budgets** – Vice-Chairman David Love moved to approve the budgets for the water and sewer funds for 2018; seconded by Member Sam McKinley. Motion carried 5-0. President Brad Miller thanked everyone who worked hard on the budgets.
- B. **New Software Update** – Vice-Chairman David Love asked Accountant Kerry Swineford how things were going with the new software. Accountant Kerry Swineford stated they ran the first parallel billing and it ran really close. Accountant Kerry Swineford stated he is working on a spreadsheet for the payroll. Accountant Kerry Swineford reported the billing that goes out in December will be the first coming out of the new system.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Port Barnett Electrical Upgrade** – Commissioner Clyde Bullers stated \$10,000.00 was budgeted for the Port Barnett electrical upgrade, but they decided to do it in-house and kept the costs way down to around \$1,000.00.
2. **Insight Pipe** - Commissioner Clyde Bullers stated Insight Pipe was onsite at the Main Street and White Street sewer project and did some preliminary cleaning. Commissioner Clyde Bullers stated that will be ongoing in the next month.
3. **Sed Basin Repair** – Commissioner Clyde Bullers reported there was a contractor up doing some work on the sed basin. Commissioner Clyde Bullers stated the contractor did masonry repair on the outside of the sed basin. Commissioner Clyde Bullers reported they are doing the exterior now and will come back to work on interior issues.
4. **Winterizing and Maintenance** – Commissioner Clyde Bullers reported they have been winterizing and doing continued maintenance.
5. **Executive Session** – Commissioner Clyde Bullers requested an executive session for a personnel matter with no action expected.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

- A. Patti Slaughter** – Reporter Patti Slaughter asked what the expenditures are for the water budget. Member Sam McKinley stated expenditures are \$1,333,156.00. Patti Slaughter stated and there will not be any rate increases. Member Sam McKinley stated no rate increases.

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 5:07 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:50 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:50 P.M. Member Tom Dinger moved to adjourn; seconded by Member Sam McKinley. Motion carried 5-0.

Administrative Manager