

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, December 12, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, December 12, 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
Rose James

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 November 14th meeting as submitted; seconded by Member Robert Moss. Motion carried 3-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated the Brookville Municipal Authority received payment for the rate mitigation, with a sewer amount of \$4,399.03 and a water amount of \$3,408.02. Vice-Chairman David Love moved to approve the financial reports 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 2** – Engineer Travis Long stated there is one change order for Phase 2 at this time.
 1. **Global Heavy Corporation - Change Order Number Three** – Engineer Travis Long stated we have Global Heavy's change order number three in the contractor estimated amount of \$48,837.06. Engineer Travis Long stated this change order is associated with unforeseen unsuitable material beneath the proposed blower building. Member Robert Moss moved to approve change order number three from Global Heavy in the amount of \$48,837.06; seconded by Vice-Chairman David Love. Motion carried 3-0.

3. **Payment Requisitions** – Engineer Travis Long reported requisition number eighteen to USDA has the following components:
 - a. **Bison Construction Incorporated** – Engineer Travis Long stated Bison Construction has no application at the time.
 - b. **Global Heavy Corporation Payment Requisition Number Eight** – Engineer Travis Long stated we have payment requisition number eight from Global Heavy Corporation in the amount of \$671,005.43 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman David Love moved to approve payment requisition number eight from Global Heavy Corporation in the amount of \$671,005.43; seconded by Member Robert Moss. Motion carried 3-0.
 - c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Two** – Engineer Travis Long stated we have payment requisition number two from Westmoreland Electric in the amount of \$157,033.46. Vice-Chairman David Love moved to approve payment requisition number two from Westmoreland Electric in the amount of \$157,033.46; seconded by Member Robert Moss. Motion carried 3-0.
 - d. **Diehl Contracting LLC Payment Requisition Number Two** – Engineer Travis Long stated we have payment requisition number two from Diehl Contracting in the amount of \$148,273.14. Engineer Travis Long stated this will not be included in this month's requisition to USDA. Engineer Travis Long stated this will be paid out of the General Fund, and will hopefully be reimbursed through USDA in the future. Vice-Chairman David Love moved to approve payment requisition number two from Diehl Contracting in the amount of \$148,273.14; seconded by Member Robert Moss. Motion carried 3-0.
 - e. **Requisition Number Eighteen to USDA** – Engineer Travis Long stated requisition number eighteen to USDA in the amount of \$841,308.89 includes Gwin, Dobson, and Foreman invoice number thirty-two in the amount of \$13,270.00. Vice-Chairman David Love moved to approve requisition number eighteen to USDA in the amount of \$841,308.89; seconded by Member Robert Moss. Motion carried 3-0.
4. **Grant Application** – Engineer Travis Long reported a notification was sent out from Commonwealth Financing Authority DCED that there is another grant application available for water and wastewater projects for small systems that the Brookville Municipal Authority would qualify for. Engineer Travis Long reported it is for projects between thirty thousand to five hundred thousand dollars. Engineer Travis Long stated this is grant money with no match, and the applications are due February 22, 2018. Engineer Travis Long stated he will get more information regarding this for discussion at the next meeting.

UNFINISHED BUSINESS:

- A. **Office Shut Down – December** – Manager Dana D. Shick stated the Brookville Borough and Municipal Authority Office will be closed on December 21st and 22nd for integration into the new software.

- B. Software Update** – Manager Dana D. Shick stated the software update is going well. Manager Dana D. Shick stated we have a sample of what the new bill will look like on Facebook and on the website. Manager Dana D. Shick stated the new bill will be released to customers at the end of December and it will be due in January. Manager Dana D. Shick stated there is a new graph on the bill that will show what your past usage was. Manager Dana D. Shick stated the only difference on the first bill is you will get a buck sheet which says that since this is the first bill out of the new software, any previous balances or payments will show up as adjustments.

NEW BUSINESS:

- A. Resolution for the Rose Township Act 537 Plan** – Engineer Travis Long stated his office submitted everything to the Department of Environmental Protection (DEP). Engineer Travis Long stated they kept the schedule vague. Commissioner Clyde Bullers stated he was concerned there were no volumes in the resolution. After some discussion, Vice-Chairman David Love suggested postponing acting on this until the next meeting on January 9, 2018.
- B. 2018 Chemical Bids** – Commissioner Clyde Bullers opened the 2018 chemical bids. Engineer Travis Long stated he will tabulate the bids and have the results for the next Brookville Municipal Authority Board meeting.
- C. Open Truck Bids** – Commissioner Clyde Bullers opened the one bid the Brookville Municipal Authority received for the silver 2005 GMC Silverado 2500 four-by-four, and stated it was from Jim Lipuma in the amount of \$3,129.00. Vice-Chairman David Love moved to accept the bid from Jim Lipuma in the amount of \$3,129.00 for the silver 2005 GMC Silverado 2500 four-by-four; seconded by Member Robert Moss. Motion carried 3-0.
- D. Re-appoint Board Member** – Manager Dana D. Shick stated it is the end of the year and we have a Board Member to re-appoint. Manager Dana D. Shick stated we are looking to re-appoint Vice-Chairman David Love for a five-year term. Manager Dana D. Shick stated she needs a motion for this in order to present it to Brookville Borough Council. Member Robert Moss moved to re-appoint Vice-Chairman David Love for a five-year term on the Brookville Municipal Authority Board; seconded by Chairman Brad Miller. Motion carried 2-0, with Vice-Chairman David Love abstaining.
- E. Limited English Proficiency Analysis** – Manager Dana D. Shick stated since we have the USDA loan, we are mandated to approve the Limited English Proficiency Analysis which states if she came across someone who did not speak English, or did not speak English well, she would have to find a way to effectively communicate with them. Vice-Chairman David Love moved to approve the Limited English Proficiency Analysis to be signed; seconded by Member Robert Moss. Motion carried 3-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **NPDES Permit** – Commissioner Clyde Bullers stated he wanted to let the Board know about some of the changes that happened with our new NPDES permit. Commissioner Clyde Bullers stated they will probably purchase a dissolved oxygen (D-O) meter to test for the oxygen level in the water on a daily basis. Commissioner Clyde Bullers stated they decided they will lease a new Influence Sampler for one hundred and twenty five dollars per month. Commissioner Clyde Bullers reported he talked to Engineer Travis Long about our sledge haulers. Commissioner Clyde Bullers stated he thinks they have come up with a plan so we do not have to do any extra testing on that, as long as we limit their deliveries to when we are actually doing our sampling.
2. **Personnel** – Commissioner Clyde Bullers reported Jimmy Kessler was moved to the water plant for cross training. Commissioner Clyde Bullers stated they encourage their employees to get certified in water and wastewater so if emergency situations arise, we can move personnel to different locations to fill those gaps.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 5:16 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Robert Moss. Motion carried 3-0.

Administrative Manager