

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, June 12, 2018 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 12, 2018 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Tom Dinger
Robert Moss
Roger Shaw

STAFF

Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Josh Gunnett
Recorder Christine Gunning
Solicitor Jim Dennison

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 Tom Dinger stated he had one correction to make to the minutes of the May 8th meeting. Vice-Chairman Tom Dinger stated under 'Board/Staff Reports and Information', item number three, in the first sentence, 'acid line drainage' should actually be 'acid mine drainage'. Vice-Chairman Tom Dinger moved to approve the minutes of the May 8th meeting with that correction; seconded by Member Robert Moss. Motion carried 4-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated this was the first month the financials were produced directly from the new software. Accountant Kerry Swineford stated he changed the format of the budgets more similarly to the prior software. Accountant Kerry Swineford stated the auditor showed up two weeks ago. Vice-Chairman Tom Dinger moved to approve the financial reports as presented; seconded by Member Roger Shaw. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Change Orders** –
 - a. **Phase 1A** – Engineer Josh Gunnett reported there are no further change orders for Phase 1A.
 - b. **Phase 2** – Engineer Josh Gunnett stated there are no change orders for Phase 2 at this time.

3. **Payment Requisitions** – Engineer Josh Gunnett reported requisition number twenty-four to USDA has the following components:
- a. **Bison Construction Incorporated - No Payment Requisition** – Engineer Josh Gunnett reported Bison Construction does not have a payment requisition this month.
 - b. **Global Heavy Corporation Payment Requisition Number Fourteen** – Engineer Josh Gunnett stated we have payment requisition number fourteen from Global Heavy Corporation in the amount of \$1,008,749.31 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman Tom Dinger moved to approve payment requisition number fourteen from Global Heavy Corporation in the amount of \$1,008,749.31; seconded by Member Roger Shaw. Motion carried 4-0.
 - c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Eight** – Engineer Josh Gunnett stated we have payment requisition number eight from Westmoreland Electric in the amount of \$20,347.75. Vice-Chairman Tom Dinger moved to approve payment requisition number eight from Westmoreland Electric in the amount of \$20,347.75; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.
 - d. **Diehl Contracting LLC, Payment Requisition Number Four** – Engineer Josh Gunnett stated we have payment requisition number four from Diehl Contracting in the amount of \$42,598.01. Vice-Chairman Tom Dinger moved to approve payment requisition number four from Diehl Contracting in the amount of \$42,598.01; seconded by Member Roger Shaw. Motion carried 4-0.
 - e. **Interest Reimbursement** – Engineer Josh Gunnett reported the Brookville Municipal Authority will receive an interest reimbursement of \$216,397.28.
 - f. **Requisition Number Twenty-Four to USDA** – Engineer Josh Gunnett stated requisition number twenty-four to USDA in the amount of \$1,257,929.34 includes Gwin, Dobson, and Foreman invoice number thirty-eight in the amount of \$12,435.00 which was previously approved in the engineering agreement. Engineer Josh Gunnett stated this includes everything but Diehl Contracting. Member Robert Moss asked why Diehl Contracting is not included. Engineer Josh Gunnett stated Diehl Contracting has not been included because USDA did not want to get into the contingency funds until the end. Vice-Chairman Tom Dinger moved to approve requisition number twenty-four to USDA in the amount of \$1,257,929.34; seconded by Member Robert Moss. Motion carried 4-0.
 - g. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$1,300,527.35 which is inclusive of Diehl Contracting.
 - h. **Approving Form A-300 and Form A-415** – Engineer Josh Gunnett stated in regards to the PennDOT State Route 28 and 322 Project we have form A-300 asking PennDOT for seventy five percent reimbursement for all costs incurred, and form A-415 to get reimbursed for the engineering

expenses. Vice-Chairman Tom Dinger moved to approve form A-300 letter resolution, and form A-415 engineering agreement for the PennDOT State Route 28 and 322 Intersection Realignment Project; seconded by Member Robert Moss. Motion carried 4-0.

UNFINISHED BUSINESS:

- A. Laurel Festival – Water Hydrant Use** – Accountant Kerry Swineford stated at the Laurel Festival they are going to fill a Fol-Da-Tank for the Battle of the Barrels. Accountant Kerry Swineford stated Corsica right now has four teams registered. Accountant Kerry Swineford stated their estimate was about two-thousand gallons of water for the event. Accountant Kerry Swineford stated he needs a motion to approve the use of the hydrant to fill a Fol-Da-Tank for Battle of the Barrels. Chairman Brad Miller asked Commissioner Clyde Bullers if he is o.k. with this. Commissioner Clyde Bullers stated they discussed it and are o.k. with it. Commissioner Clyde Bullers stated just for protection we are required to put a back-flow preventer and a meter there. Commissioner Clyde Bullers stated we have to record our lost water every year, and the meter will tell us the usage. Chairman Brad Miller stated he thinks it is good to work with our fire company on this. Vice-Chairman Tom Dinger moved to approve the water hydrant use at the Laurel Festival for filling the Fol-Da-Tank at the Battle of the Barrels; seconded by Member Robert Moss. Motion carried 4-0.

NEW BUSINESS:

- A. New Water/Sewer Bill Format** – Accountant Kerry Swineford stated the bills that are coming out at the end of the month will have a sheet in them describing the new bill format. Accountant Kerry Swineford stated the rates are not changing, just the format. Accountant Kerry Swineford stated there is a new line item under the account summary section of the bill that is labelled ‘base charge’. Accountant Kerry Swineford stated the base charge is the minimum amount each customer must pay for water and sewer usage up to one thousand gallons. Accountant Kerry Swineford stated if you use zero to one thousand gallons you will have zero dollars under ‘new usage charges’. Accountant Kerry Swineford stated if you use more than one thousand gallons, your current activity will reflect the breakdown of water and sewer charges, and be summarized in the new usage charges line in the account summary section. Accountant Kerry Swineford stated a sheet will be in with the bills explaining that.
- B. Water CD Maturing** – Accountant Kerry Swineford stated we have a water CD maturing on June 6th, and we got some rates for \$500,000.00. Accountant Kerry Swineford stated Farmers National Bank offered us a money market savings account for one point five percent, a six month CD for point one five percent, a twelve month CD for point two percent, an eighteen month CD for point two five percent, a sixty-six month CD for three percent, and a fifty-four month CD at two point seven five percent. Accountant Kerry Swineford stated First Commonwealth has point five percent for six months, and point six five percent for twelve months. Accountant Kerry Swineford stated S&T Bank has a six month for one point three five percent, and a twelve month for one point eight

five percent. Accountant Kerry Swineford stated the balance right now is around \$502,000.00. Vice-Chairman Tom Dinger moved to approve acquiring another CD at S&T Bank for \$500,000.00 at one point eight five percent for twelve months; seconded by Member Roger Shaw. Motion carried 4-0.

C. Advertise Notice of Intent to Apply – Accountant Kerry Swineford stated with the Route 322 and 28 Project, we are trying to get funding for the twenty-five percent that we have to pay. Accountant Kerry Swineford stated we are applying for a grant with USDA, Rural Development, Rural Utilities Service. Accountant Kerry Swineford stated we have to post a notice in the newspaper sixty days beforehand to declare our intent to apply for that. Accountant Kerry Swineford stated he needs a motion to advertise our notice of intent to apply. Member Roger Shaw moved to approve advertising their notice of intent to apply for a grant from the USDA, Rural Development, Rural Utilities Service; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

D. Resolution 21-2018 – USDA Documentation Authorization – Solicitor Jim Dennison stated Resolution 21-2018 authorizes Manager Dana D. Schreckengost as Authority Manager to sign any and all USDA Documentation that they have with the Brookville Municipal Authority. Vice-Chairman Tom Dinger moved to approve Resolution 21-2018 as presented; seconded by Member Roger Shaw. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **South Main Street Sewer Line Project** – Commissioner Clyde Bullers reported the South Main Street sewer line project is about ninety-five percent complete.
2. **Sludge Line at the Water Plant/Diehl Contracting** – Commissioner Clyde Bullers reported Diehl has completed the sludge line at the water plant, and they have put it into use already.
3. **Water Distribution Crew/Leak Detection** – Commissioner Clyde Bullers stated the water distribution crew has been doing a lot of leak detection throughout the system.
4. **State Route 28 and 322 Project** – Commissioner Clyde Bullers stated we have been working with Gwin, Dobson, and Foreman on the State Route 28 and 322 Project. Commissioner Clyde Bullers stated they are trying to come up with a sequence of construction that causes the least inconvenience to the customers.

B. Solicitor Jim Dennison

1. **Manager Dana D. Schreckengost's Official Contract** – Solicitor Jim Dennison stated Manager Dana D. Schreckengost's official contract is up this year, and she has some changes she wanted to make. Solicitor Jim Dennison stated you need to have your Personnel Committee talk with Brookville Borough Council regarding this.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:58 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Roger Shaw. Motion carried 4-0.

Administrative Manager