

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 14, 2018 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 14, 2018 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Tom Dinger
Robert Moss
Sam McKinley – arrived @ 4:05 P.M.
Roger Shaw

STAFF

Manager Dana D. Schreckengost
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Josh Gunnett
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Patti Slaughter
Rose James
James Balliet

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 some corrections to make to the minutes. Vice-Chairman Tom Dinger stated on page three under 'Payment Requisitions' item h and under 'Unfinished Business' item a, 'Jim Schepis, a Municipal Services Specialist from PennDOT' should be replaced with 'James Balliet, Facilities Planning Director and Corporate Secretary from Gwin, Dobson, and Foreman'. Manager Dana D. Schreckengost stated the name would also need changed on the first page under 'Visitors'. Vice-Chairman Tom Dinger moved to approve the minutes of the July 10th meeting with those corrections; seconded by Member Robert Moss. Motion carried 4-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated our expenses ran a little high last month because we paid rent for the year, and paid the second half of the new software. Vice-Chairman Tom Dinger moved to approve the financial reports as presented; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Change Orders** –
 - a. **Phase 1A Wastewater System Improvements** – Engineer Josh Gunnett reported there are no further change orders for Phase 1A.

- b. **Phase 1B Sanitary Sewer Replacement Work** – Engineer Josh Gunnett stated there are no further change orders for Phase 1B.
 - c. **Phase 2 Wastewater Treatment Facility General-Mechanical Work** – Engineer Josh Gunnett stated there are no change orders at this time for Phase 2 wastewater treatment facility general-mechanical work.
 - d. **Phase 2 Wastewater Treatment Facility Electrical Work** – Engineer Josh Gunnett stated there are no change orders for Phase 2 wastewater treatment facility electrical work at this time.
3. **Payment Requisitions** – Engineer Josh Gunnett reported requisition number twenty-six 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 Sixteen** – Engineer Josh Gunnett stated we have payment requisition number sixteen from Global Heavy Corporation in the amount of \$275,019.30 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman Tom Dinger moved to approve payment requisition number sixteen from Global Heavy Corporation in the amount of \$275,019.30; seconded by Member Sam McKinley. Motion carried 5-0.
 - c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Ten** – Engineer Josh Gunnett stated we have payment requisition number ten from Westmoreland Electric in the amount of \$129,950.57. Member Roger Shaw moved to approve payment requisition number ten from Westmoreland Electric in the amount of \$129,950.57; seconded by Member Sam McKinley. Motion carried 5-0.
 - d. **Requisition Number Twenty-Six to USDA** – Engineer Josh Gunnett stated requisition number twenty-six to USDA in the amount of \$417,612.87 includes Gwin, Dobson, and Foreman invoice number forty in the amount of \$12,643.00 which was previously approved in the engineering agreement. Member Sam McKinley moved to approve requisition number twenty-six to USDA in the amount of \$417,612.87; seconded by Member Roger Shaw. Motion carried 5-0.
 - e. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$417,612.87.
 - f. **Rose Township Act 537 Plan** – Engineer Josh Gunnett stated to move the Rose Township Act 537 Plan forward it requires the Authority's adoption. Engineer Josh Gunnett stated we looked at it further, and based on doing the complete work of eleven-point-four million dollars, if you took it across the entire Brookville Municipal Authority customer base it was a seven to nine dollar increase which really is not fair. Engineer Josh Gunnett stated so we went back and looked at it, and assuming you bring in the one hundred and eighty-one homes in this plan as new customers on the existing Rose Township rate, what would be required from Pennvest or a grant from USDA to maintain that rate. Engineer Josh

Gunnnett stated it works out to be a seventy-three percent grant or a thirty year loan from Pennvest. Engineer Josh Gunnnett stated what we are basically proposing is we get the Act 537 Plan revised. James Balliet from Gwin, Dobson, and Foreman stated originally the plan was drawn up to serve those areas, and the township approved it and this Authority approved it. James Balliet stated there was a condition in the approval that said we are only going to do this if we get funding. James Balliet stated the Department of Environmental Protection (DEP) has changed their policy to where they will no longer allow that condition. James Balliet stated he thinks we need to do back calculation and assume a Rose Township rate that generates so much income for debt service. James Balliet stated whatever is left has to be grant money. James Balliet stated we revised the table and said we need seventy-five percent grant and the remaining debt service is spread among just those one hundred and eighty-one customers. James Balliet stated he thinks the plan has to be finalized, we need to update the charts, the township will have to adopt it again, and the Brookville Municipal Authority Board will have to adopt it again. James Balliet stated he thinks that is the best way to approach this. James Balliet stated they will notify DEP they will have some additional changes to the plan content, the Authority will consider it over the next month, and we will give it to the township again for their September meeting. James Balliet stated in the meantime we will revise the plan and get it to you for the next meeting so you can take a look at it and act on it next month.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Transfer Membrane Funds to PLGIT** – Manager Dana D. Schreckengost stated for the past three years we have been allotting fifty-four thousand dollars a year in the budget to transfer to PLGIT to save up for the membrane. Manager Dana D. Schreckengost stated she would like to transfer fifty-four thousand dollars over to PLGIT prime which is essentially like a savings account. Manager Dana D. Schreckengost stated the interest rate varies, but it is currently at two-point-one-three percent. Manager Dana D. Schreckengost stated we can only access it twice a month. After some discussion, Member Sam McKinley moved to transfer fifty-four thousand dollars to the PLGIT account for the purpose of the reserve for future membrane replacement; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

- A. Solicitor Jim Dennison** – Solicitor Jim Dennison requested an executive session for a legal matter with no action expected.

B. Commissioner Clyde Bullers

1. **Chlorine Residual Rule** – Commissioner Clyde Bullers stated Water Plant distribution crews are still working on different ways we can meet our new Chlorine Residual Rule going into effect April 2019. Commissioner Clyde Bullers stated they did a preliminary investigation regarding how to make changes that would result in cost savings to the Authority.
2. **Break Downs at the Wastewater Plant** – Commissioner Clyde Bullers stated the wastewater guys had a couple of break downs at the Wastewater Plant including the comminutors and the Wenco sludge pump.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:52 P.M. to discuss a legal matter with no action expected. Executive session ended at 5:20 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:20 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager