

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, September 11, 2018 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, September 11, 2018 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Tom Dinger
Robert Moss

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

CALL TO ORDER:

Chairman Brad Miller called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES:

Vice-Chairman Tom Dinger moved to approve the minutes of the August 14th meeting as submitted; seconded by Member Robert Moss. Motion carried 3-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he had nothing to add, and if anyone had any questions he would be glad to answer them. Vice-Chairman Tom Dinger 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 1A Wastewater System Improvements** – Engineer Josh Gunnett reported there are no pending change orders for Phase 1A.
 - b. **Phase 1B Sanitary Sewer Replacement Work** – Engineer Josh Gunnett stated there are no pending change orders for Phase 1B.
 - c. **Phase 2 Wastewater Treatment Facility General-Mechanical Work** – Engineer Josh Gunnett stated there are no pending 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 pending change orders for Phase 2 wastewater treatment facility electrical work at this time.

3. **Payment Requisitions** – Engineer Josh Gunnett reported requisition number twenty-seven to USDA has the following components:
- a. **Bison Construction Incorporated – FINAL Payment Requisition Number Seventeen** – Engineer Josh Gunnett stated this month we would like to approve the final application for payment from Bison Construction in the amount of \$24,226.93 contingent upon them completing the work. Chairman Brad Miller asked how many different items are on the punch list for them. Engineer Josh Gunnett stated right now it is a small punch list. After some discussion, Vice-Chairman Tom Dinger moved to approve final payment requisition number seventeen from Bison Construction in the amount of \$24,226.93 contingent on them finishing the final punch list items with a drop dead date of the end of September; seconded by Member Robert Moss. Motion carried 3-0.
 - b. **Global Heavy Corporation Payment Requisition Number Seventeen** – Engineer Josh Gunnett stated we have payment requisition number seventeen from Global Heavy Corporation in the amount of \$254,863.15 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman Tom Dinger moved to approve payment requisition number seventeen from Global Heavy Corporation in the amount of \$254,863.15; seconded by Member Robert Moss. Motion carried 3-0.
 - c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Eleven** – Engineer Josh Gunnett stated we have payment requisition number eleven from Westmoreland Electric in the amount of \$70,717.56. Vice-Chairman Tom Dinger moved to approve payment requisition number eleven from Westmoreland Electric in the amount of \$70,717.56; seconded by Member Robert Moss. Motion carried 3-0.
 - d. **Requisition Number Twenty-Seven to USDA** – Engineer Josh Gunnett stated requisition number twenty-seven to USDA in the amount of \$364,818.62 includes Gwin, Dobson, and Foreman invoice number forty-one in the amount of \$15,011.00 which was previously approved in the engineering agreement. Vice-Chairman Tom Dinger moved to approve requisition number twenty-seven to USDA in the amount of \$364,818.62; seconded by Member Robert Moss. Motion carried 3-0.
 - e. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$364,818.62.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **2019 Minimum Municipal Obligation (MMO) Calculation** – Manager Dana D. Schreckengost stated we have the 2019 Minimum Municipal Obligation (MMO) calculation for the pension plan in the amount of \$66,709.00, with the water portion being \$30,888.00 and the sewer portion being \$35,821.00. Manager Dana D. Schreckengost stated she needs a motion to approve it. Vice-Chairman Tom Dinger moved to approve the Minimum Municipal Obligation in the amount

of \$66,709.00 for plan year 2019; seconded by Member Robert Moss. Motion carried 3-0.

- B. Sewer CD Renewal** – Manager Dana D. Schreckengost stated a sewer CD matures on the 20th of September. Manager Dana D. Schreckengost stated the Fed keeps promising interest rates to go up, so banks do not like to quote out more than a week right now so she does not have new quotes for this CD. Manager Dana D. Schreckengost stated the current balance is \$200,887.64. Manager Dana D. Schreckengost stated she recommends putting this to the Finance Committee to make a decision, and report back at the next meeting. Manager Dana D. Schreckengost stated you will need a motion regardless of your decision tonight, either to approve automatically a term at a local bank or to let the Finance Committee make that decision. Member Robert Moss moved to approve referring the decision on this sewer CD renewal to the Finance Committee; seconded by Vice-Chairman Tom Dinger. Motion carried 3-0.
- C. Fall Hydrant Flushing** – Commissioner Clyde Bullers reported Fall Hydrant Flushing will begin on Tuesday, September 25th and continue until Thursday, October 4th. Commissioner Clyde Bullers stated customers may experience cloudy water or low water pressure as flushing is being done in their area or adjacent areas. Commissioner Clyde Bullers stated customers that provided their phone numbers will receive notification by phone the evening before their area is to be flushed.
- D. Tank Inspections** – Commissioner Clyde Bullers stated our five year tank inspections are coming up in 2019. Commissioner Clyde Bullers stated we contacted the company that did our inspections in 2014, and got a good price of \$6,975.00 to do the three tanks. Commissioner Clyde Bullers stated he would like to have approval to lock in the price at this time. Member Robert Moss moved to lock in the tank inspection quote of \$6,975.00 at this time for 2019; seconded by Vice-Chairman Tom Dinger. Motion carried 3-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. Executive Session** – Manager Dana D. Schreckengost requested an executive session for a personnel matter with no action expected.

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

- 1. Chlorine Residual Rule** – Commissioner Clyde Bullers stated we are continuing to evaluate the different possibilities and solutions to the new Chlorine Residual Rule.
- 2. Water Distribution Crews – Transfers to New Lines** – Commissioner Clyde Bullers stated water distribution crews removed two different areas of old two inch pipe. Commissioner Clyde Bullers stated both of these areas were in the CRUMA system where they had put new lines, a six and an eight inch line but they never removed all the taps from the two inch line so we transferred them all to the new lines. Commissioner Clyde Bullers stated both of them were leaking really bad. Commissioner Clyde Bullers stated

fifteen homes were transferred from the two inch to the new lines, and we abandoned about sixteen hundred feet of two inch pipe.

3. **Manholes** – Commissioner Clyde Bullers reported on the wastewater side the guys are raising manholes to bring them up to grade.

B. Solicitor Jim Dennison

1. **Colonial Crestwood** – Solicitor Jim Dennison stated we have been having ongoing issues with Colonial Crestwood. We had the meter tested and it tested o.k. but a few times this year they had extreme usage of water. Solicitor Jim Dennison stated we have determined it is really not our fault at all with the meter. Solicitor Jim Dennison stated they requested a credit for the sewage and Manager Dana D. Schreckengost is working on that. Solicitor Jim Dennison stated there are some other issues, and this is still ongoing.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:37 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:00 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:00 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 3-0.

Administrative Manager