

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

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

MEMBERS

Brad Miller
Tom Dinger
Roger Shaw
Robert Moss
Sam McKinley

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:

Member Roger Shaw moved to approve the minutes of the November 13th meeting as submitted; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he included an updated cash flow for sewer. Vice-Chairman Tom Dinger moved to approve the financial reports as presented; seconded by Member Sam McKinley. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Payment Requisitions** –

- a. **USDA-Rural Development – Payment Number 32** - Engineer Josh Gunnett reported requisition number thirty-two to USDA has the following components:

1. **Global Heavy Corporation Payment Requisition Number Twenty** – Engineer Josh Gunnett stated we have payment requisition number twenty from Global Heavy Corporation in the amount of \$84,448.53 for Phase Two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number twenty from Global Heavy Corporation in the amount of

\$84,448.53; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

2. **Westmoreland Electric Services, Incorporated Payment**

Requisition Number Fourteen – Engineer Josh Gunnett stated we have payment requisition number fourteen from Westmoreland Electric in the amount of \$120,156.01. Vice-Chairman Tom Dinger moved to approve payment requisition number fourteen from Westmoreland Electric in the amount of \$120,156.01; seconded by Member Sam McKinley. Motion carried 5-0.

3. **Requisition Number Thirty-Two to USDA-Rural Development** – Engineer Josh Gunnett stated requisition number thirty-two to USDA in the amount of \$226,055.54 includes Gwin, Dobson, and Foreman invoice number forty-four in the amount of \$9,201.00 which was previously approved in the engineering agreement. Engineer Josh Gunnett stated requisition number thirty-two also includes a Rose Township Solicitor invoice in the amount of \$2,250.00. Vice-Chairman Tom Dinger moved to approve the Rose Township Solicitor's invoice in the amount of \$2,250.00; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Josh Gunnett stated requisition number thirty-two to USDA also includes an invoice from Dennison Law Offices, P.C. in the amount of \$10,000.00 which was included in the legal services agreement. Member Roger Shaw moved to approve requisition number thirty-two to USDA in the amount of \$226,055.54; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

b. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$226,055.54.

3. **Change Orders** –

a. **Global Heavy - Phase 2 Wastewater Treatment Facility General-Mechanical Work** – Engineer Josh Gunnett reported there is one change order for Phase 2 wastewater treatment facility general-mechanical work. Engineer Josh Gunnett reported Global Heavy has requested for a time extension of 38 days based upon weather delays, and additional fees pending review.

b. **Westmoreland Electric - Phase 2 Wastewater Treatment Facility Electrical Work** – Engineer Josh Gunnett stated there is a pending change order from Westmoreland Electric for power and wiring to the BioMix system and time extension request pending review. Engineer Josh Gunnett stated they are still waiting to see the revised amount from them, and they should have this at the next meeting.

4. **Crack in Water Plant** - Member Sam McKinley asked for the status of the crack in the Water Plant reservoir or basin. Engineer Josh Gunnett stated that is an ongoing issue. Engineer Josh Gunnett reported every couple of years we have someone come and take care of it. Chairman Brad Miller stated they have been monitoring it and treating it as needed.

UNFINISHED BUSINESS:

A. 2019 Budget – Member Sam McKinley stated we finalized the budget. Member Sam McKinley stated sewage budget revenues are \$1,861,327.00. Member Sam McKinley stated total budget expenses including special projects are \$1,364,772.97. Member Sam McKinley stated the excess in revenues over expenses covers the principle payments on loans outstanding. Member Sam McKinley stated a couple special projects we budgeted for are the Franklin Street and the Route 322 and 28 Projects. Member Sam McKinley stated the sewage budget includes a rate increase of twenty percent. Member Sam McKinley stated for the water budget, water revenues are \$2,019,598.00 and budget expenses are \$1,722,000.00. Member Sam McKinley stated again the excess in revenues over expenses covers the principle payments on loans outstanding. Member Sam McKinley stated special projects budgeted for are the same as on the water as on the sewage. Member Sam McKinley stated there is no rate increase on the water budget. Member Sam McKinley made a motion coming from the Finance Committee to approve the 2019 budget. Chairman Brad Miller asked all Board Members in favor of this motion coming from committee to say ‘aye’. Motion carried 5-0.

NEW BUSINESS:

- A. 2019 Chemical Bids** – Commissioner Clyde Bullers opened the 2019 chemical bids and stated he recommends that Engineer Josh Gunnett tabulates the bids and have the results for the next meeting.
- B. Renew Board Member Term** – Manager Dana D. Schreckengost stated Vice-Chairman Tom Dinger’s term is expiring. Manager Dana D. Schreckengost stated we would need a motion to recommend Tom Dinger to the Borough Council to renew his five year term to 2023. Member Sam McKinley moved to recommend to Borough Council to extend Tom Dinger’s term for five years; seconded by Member Roger Shaw. Motion carried 5-0.
- C. Administrative Manager’s Contract** – Chairman Brad Miller stated next is the Administrative Manager’s contract. Chairman Brad Miller stated the Board has copies of it. Solicitor Jim Dennison stated it has been approved by Brookville Borough Council. Chairman Brad Miller asked for a motion to approve Manager Dana D. Schreckengost’s contract. Vice-Chairman Tom Dinger moved to approve the contract with the Administrative Manager; seconded by Member Robert Moss. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

- 1. Plant Start Up** – Commissioner Clyde Bullers reported they are continuing training, and they are working with the contractors to make sure everything is working like it is supposed to.

2. **Sludge Removal** – Commissioner Clyde Bullers stated they are preparing to remove a lot of sludge from the tanks in preparation to continue the demolition.

B. Solicitor Jim Dennison

1. **Executive Session** – Solicitor Jim Dennison stated he has two things to discuss in executive session regarding legal claims.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

- A. **Patti Slaughter – New Sewer Rate** – Reporter Patti Slaughter asked if the new sewer rate will be effective in January. Manager Dana D. Schreckengost stated it will be effective January 1st, and on the bill due February 15th.

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:40 P.M. to discuss legal claims with no action expected. Executive session ended at 5:17 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:17 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager