

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, April 9, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, April 9, 2019 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Tom Dinger
Roger Shaw
Robert Moss

STAFF

Manager Dana D. Schreckengost
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Josh Gunnett
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 March 12th meeting as submitted; seconded by Member Robert Moss. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated there is a change in the budget. Accountant Kerry Swineford stated the insurance company that we pay all of our insurance to sends us a bill for one lump sum and tell us it is water, sewer, or Borough. Accountant Kerry Swineford stated we combined all our insurance lines into one line called insurance. Accountant Kerry Swineford stated we started paying for cyber insurance, and added a cyber line for it in the budget.
- B. **2018 Year End Sewer Fund** – Accountant Kerry Swineford stated included in your agenda packet are the 2018 financials for sewer.
- C. **USDA Payment** – Accountant Kerry Swineford stated we received a letter from USDA this week. Accountant Kerry Swineford stated we have a payment due in May which is for interest only. Accountant Kerry Swineford stated we budgeted for a surplus of \$545,386.00 which would cover the principle and interest for that payment, but we are only going to end up paying \$102,657.99 in interest for the loan that is nine million and change, and then \$19,835.00 for the loan that was two million. Accountant Kerry Swineford stated we need to get a check to them by May 13th. Vice-Chairman Tom Dinger moved to approve the USDA interest only payment that is due in May; seconded by Member Robert Moss. Motion carried 4-0. Member Roger Shaw moved to accept the financial statements as presented; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. Written Report – Attached

2. Payment Requisitions –

a. USDA-Rural Development – Payment Number 36 - Engineer Josh Gunnett reported requisition number thirty-six to USDA has the following components:

1. Global Heavy Corporation Payment Requisition Number Twenty-Four – Engineer Josh Gunnett stated he would like to note that

payment requisition number twenty-four from Global Heavy will actually be \$11,463.75 less than what is listed in the Engineer Report.

Engineer Josh Gunnett stated \$11,463.75 is the amount of the masonry work on the brick facade at the chemical feed building.

Engineer Josh Gunnett stated we have payment requisition number twenty-four from Global Heavy Corporation in the amended amount of \$149,694.87 for phase two general-mechanical work for the wastewater treatment plant. Member Roger Shaw moved to approve payment requisition number twenty-four from Global Heavy Corporation in the amended amount of \$149,694.87; seconded by Member Robert Moss. Motion carried 4-0.

2. Westmoreland Electric Payment Requisition Number Seventeen – Engineer Josh Gunnett stated we have payment requisition number seventeen from Westmoreland Electric in the amount of \$10,975.85. Vice-Chairman Tom Dinger moved to approve payment requisition number seventeen from Westmoreland Electric in the amount of \$10,975.85; seconded by Member Robert Moss. Motion carried 4-0.

3. Requisition Number Thirty-Six to USDA-Rural Development – Engineer Josh Gunnett stated requisition number thirty-six to USDA in the amount of \$182,725.72 includes Gwin, Dobson, and Foreman invoice number forty-eight in the amount of \$22,055.00 which was previously approved in the engineering agreement. Member Roger Shaw moved to approve requisition number thirty-six to USDA in the amount of \$182,725.72; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

b. Total Payment Requisitions – Engineer Josh Gunnett reported total payment requisitions this month are \$182,725.72.

3. Change Orders – Engineer Josh Gunnett stated we have change order number eight for phase two general-mechanical work for the wastewater treatment plant from Global Heavy in the amount of \$9,487.13 and eighteen days of additional contract time. Vice-Chairman Tom Dinger moved to approve change order number eight from Global Heavy in the amount of \$9,487.13 and eighteen days of additional contract time; seconded by Member Robert Moss. Motion carried 4-0.

4. **Main Street Project** – Engineer Josh Gunnett reported with the approach of spring construction and to get the best possible bid prices, they recommend bidding the Main Street Project immediately. Engineer Josh Gunnett reported they recommend advertising as soon as possible with a bid opening of May 7, 2019 at 2:00 P.M. Vice-Chairman Tom Dinger moved to put out for bid the Main Street Project as soon as possible; seconded by Member Roger Shaw. Motion carried 4-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **Hydrant Flushing** – Commissioner Clyde Bullers stated spring hydrant flushing will begin on Tuesday, April 23rd and continue throughout the system until Tuesday, May 7th. Commissioner Clyde Bullers stated customers may experience low water pressure or cloudy water as flushing is being done in their neighborhood or adjacent areas in the water system. Commissioner Clyde Bullers stated customers who have provided their phone numbers will receive a notification of flushing in their area the night before the area is to be flushed. Commissioner Clyde Bullers stated the Jeffersonian Democrat newspaper has already published the flushing schedule. Commissioner Clyde Bullers stated the schedule can also be found on our website and Facebook page.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Regulation Regarding Backflow Prevention** – Commissioner Clyde Bullers stated he wanted to let the board know about a regulation regarding backflow prevention. Commissioner Clyde Bullers stated Lead Distribution Operator Bob Radaker and the office staff have been working on compiling a schedule of backflow preventers in our area including the RPZ's (reduced pressure zones) which are supposed to be inspected annually. Commissioner Clyde Bullers stated we will be sending letters out eventually to those companies or businesses that have the RPZ's to remind them that they are to get those inspected annually.
2. **American Resource Recovery** - Commissioner Clyde Bullers stated American Resource Recovery is back in Brookville and they are actually loading materials up from the site.
3. **Executive Session** – Commissioner Clyde Bullers requested an executive session for a personnel matter with no action expected.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:36 P.M. to discuss a personnel matter with no action expected. Executive session ended at 4:45 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 4:45 P.M. Member Roger Shaw moved to adjourn; seconded by Member Robert Moss. Motion carried 4-0.

Administrative Manager