

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, June 11, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 11, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Tom Dinger
Herb Landes

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Commissioner Terry O'Neill
Engineer Travis Long
Accountant Kerry Swineford

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Love moved to approve the minutes of the May 14th meeting after changing the word 'demolition' on page 5 to 'decommission', seconded by Member Dinger. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Love moved to approve the financial report including the expenditures and the budgetary report; seconded by Member Landes. Motion carried 4-0.

VISITORS:

None

COMMITTEE REPORTS:

None

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated that Don Elzer plans to be here later this week to complete units 2, 4, and 6 and will stay on site until the project is completed.
2. **Industrial Appraisal** – Manager Gable stated that he spoke with Industrial Appraisal. They are back logged and won't be able to do an industrial appraisal for the Municipal Authority until late July.
3. **Status of S&T Loan for Meter Purchase** – Manager Gable stated that S&T Bank has Solicitor Dennison's paperwork. After they receive an invoice for the meters, the first installment of the loan will be issued.

4. **Easement at Trailer Park** – Solicitor Dennison stated that Site Surveyor Ken Berlin is working on descriptions for the right-of-ways. Solicitor Dennison reported they are trying to get a deed for the house and an easement for the water line. Solicitor Dennison stated that the Borough approved their subdivision plan.
5. **Hastings Street Project** – Commissioner O'Neill stated that they have started to work on this project. All materials are on site. Commissioner O'Neill stated that the project is progressing as expected.
6. **Corrective Action Plan** – Commissioner O'Neill stated he has not received any final documents from DEP at this time regarding the Corrective Action Plan. Commissioner O'Neill stated we are running off the approved extension request at this time. Engineer Travis Long stated that the DEP approved the revised schedule. Solicitor Dennison recommended contacting the DEP to get an update on what is going on.
7. **CRUMA CDBG Funds Project** – Member Love stated that Engineer Mark Glenn presented the Board with a list of CDBG opportunities in the CRUMA system. Member Love would like Engineer Travis Long to come up with a project for 2014 that would use half a million dollars of CDBG money. Engineer Travis Long stated that he would look into this and get a response to Member Love before the next Authority Board meeting on July 9, 2013.
8. **New Hires (Swineford/Christensen)** – Manager Gable stated that Kerry Swineford began working for the Authority as a full-time accountant on May 20, 2013. Commissioner O'Neill stated that Dan Christensen began working for the Authority on June 3, 2013. Mr. Christensen is working on the Hastings Street Project.
9. **Decommissioning of Old Water Plant** – Commissioner O'Neill reported they are still working on the decommissioning of the old water plant. Commissioner O'Neill stated they are reducing costs by re-using material from the Hastings Street Project for the decommissioning of the old water plant. Commissioner O'Neill also stated that Dave Fleming took the rest of the concrete wall down.

NEW BUSINESS:

1. **Pick-Up Truck** – Commissioner O'Neill stated that the Municipal Authority needs another vehicle for employee use. Commissioner O'Neill reported that he will get vehicle estimates together for discussion at the next Municipal Authority Board meeting on July 9, 2013.
2. **Budget Revisions** – Member Love asked that this topic be tabled until the next Municipal Authority Board meeting on July 9, 2013. Member Love would like the Finance Committee to make revisions to the budget and present it to the Municipal Authority Board for approval at the next meeting. Member Love stated the budget needs re-worked.
3. **Consumer Confidence Report/Water Quality Report** – Manager Gable reported that the Water Quality Report is available online. Manager Gable stated there were only three requests for paper copies.

4. **Approval of Pennworks Grant Application Resolution 3-13** – Engineer Long stated that a grant loan package is available. The application is due June 28, 2013. Engineer Long will submit the application so the Municipal Authority is eligible for any grant monies available. Resolution 3-13 states the Municipal Authority agrees to apply for grant monies. Member Landes moved to approve Resolution 3-13; seconded by Member Love. Motion carried 4-0.

ENGINEER'S REPORT:

1. **Annual Water Allocation Report** – The annual withdrawal permit has been completed and submitted to PADEP. All withdrawals and water use records were found to be acceptable for the 2012 operating year.
2. **Sewer Consent Order and Agreement Modification** – Engineer Long reported that Gwin, Dobson and Foreman has submitted the executed resolutions to DEP as required for approval of the compliance task schedule modifications.
3. **Sanitary Sewer Flow Monitoring and Diagnostic Work** – There were two rain events in May but they were not significant. As of May 24th, the Authority has begun downloading the meter data on a weekly basis and will forward the information each week for review.
4. **Water Treatment Plant Consent Order and Agreement** – Per DEP approval of the North Fork Creek WTP Bin Classification, DEP-Meadville has determined that all CO&A tasks have been completed and are acceptable to the Department. The 2010 Consent Order has been fulfilled and the Authority is in full compliance with all Safe Drinking Water Act regulations.

COMMUNICATIONS AND ANNOUNCEMENTS:

1. **50th Anniversary Celebration – Miller Welding** – Manager Gable stated the Municipal Authority Board members are invited to celebrate the 50th anniversary of Miller Welding on Saturday, June 29th at 4:00 p.m. at the Jefferson County Fairgrounds in Brookville.
2. **Emerickville Extension Survey Results** – Manager Gable stated he sent the Authority Board the Emerickville Extension survey results.
3. **Accounts Receivable Letter to Sheriff** – Manager Gable stated he sent the Authority Board a copy of the accounts receivable letter he sent to the Sheriff for the Sheriff's sale of the old motel on Allegheny Boulevard. Manager Gable stated they are behind on their water bill payments. The Municipal Authority should be able to get these bills paid through the Sheriff's sale.

AUTHORITY BOARD/STAFF REPORTS & INFORMATION:

1. **Commissioner O'Neill** – Terry O'Neill stated that there was a water line break on Allegheny Boulevard about two weeks ago. Member Love stated this seems to be a recurring problem. Commissioner O'Neill stated the most recent water line break happened in the same area as the water line break that took place about two years ago, near the old Howard Johnson's. Commissioner O'Neill commended the crews for responding to the water line break quickly. Commissioner O'Neill stated the crews did an excellent job. Commissioner O'Neill stated that the Municipal Authority will have to look at replacing that water line at some point in the future.

EXECUTIVE SESSION:

President Miller called an Executive Session at 5:06 p.m. with no action expected.
Executive Session ended at 6:30 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:30 p.m. Member Landes moved to adjourn; seconded by Member Love. Motion carried 4-0.

Administrative Manager