

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, May 19, 2020 @ 4:00 P.M.**

The Brookville Municipal Authority met in the large conference room on Tuesday, May 19, 2020 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 Steve Gibson
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Nick LaBelle – via Zoom

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 March 10th 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 sent out an email with the 2019 year end financials, and he also sent out the January, February, and March updated financials. After some discussion, Member Sam McKinley asked how we are doing on revenues, and Accountant Kerry Swineford stated we are on target for revenue. Member Sam McKinley asked if there is a large number of delinquent accounts compared to normal, and Accountant Kerry Swineford stated no. After some discussion, Member Sam McKinley moved to approve the financial statements as presented; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

- 1. Written Report** – Attached
- 2. Payment Requisitions**
 - a. East Main Street Water and Sewer Lines (Department of Community and Economic Development Pennsylvania Small Water and Sewer) – Terra Works Application for Payment Number Four (Final)** – Engineer Steve Gibson stated for the East Main Street Water and Sewer Line Project we have Terra Works application for payment number four which is the final one in the amount of \$8,651.36. Engineer Steve Gibson

stated there is an ongoing issue with Larry Pearsall and Terra Works about some damaged property. After some discussion, Vice-Chairman Tom Dinger moved to approve Terra Works application for payment number four, which is the final one, in the amount of \$8,651.36 contingent on Terra Works resolving the issue with Larry Pearsall; seconded by Member Sam McKinley. Motion carried 5-0.

- b. **PennDOT (State Route 322 Rose Township Shed) Project – Dave Roman Application for Payment Number Three (Final)** – Engineer Steve Gibson stated for the PennDOT State Route 322 Rose Township Shed Project, we have Dave Roman application for payment number three which is the final one in the amount of \$2,500.00. Member Sam McKinley moved to approve application for payment number three which is the final one to Dave Roman for \$2,500.00; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

- c. **Jefferson County Community Development Block Grant (CDBG) Program** – Engineer Steve Gibson stated for the Jefferson County CDBG Program he was discussing with Commissioner Clyde Bullers projects to submit for this year's grant application that is due the first week of June. Engineer Steve Gibson stated they discussed the water line along Water Street that is a part of the Corsica system. Engineer Steve Gibson stated it is about 1,415 feet of six-inch water line which is the old original line, and it is from Church Street to Pine Street in Corsica. Engineer Steve Gibson stated the cost estimate of the project is \$155,000.00. Manager Dana D. Schreckengost stated Corsica Borough would have to be the applicant. Commissioner Clyde Bullers stated they talked to Chris Simpson, Corsica Borough Council President, and he said he would do anything he could to help. Member Sam McKinley moved to authorize Manager Dana D. Schreckengost and Chairman Brad Miller to sign off between meetings on an application to apply for the non-entitlement CDBG funding with a commitment of ten percent of the estimated costs for the project; seconded by Member Roger Shaw. Motion carried 5-0.

UNFINISHED BUSINESS:

- A. **Pennsylvania Municipal Retirement System (PMRS) Pension Documents** – Manager Dana D. Schreckengost stated it is time to renew our pension documents, and they are switching the investments over to approved 401k type investments. Manager Dana D. Schreckengost stated aside from that nothing else has changed. Manager Dana D. Schreckengost stated considering we are on a Union contract whenever we quote updated these, everything held the same because of the Union Agreement so it is all brought over to match that Union Agreement. Manager Dana D. Schreckengost stated we have Resolution 28-2020 approving the new pension documents, and we would need a motion to sign the actual pension documents. Manager Dana D. Schreckengost stated we have a Cash Balance Plan and a Defined Benefit Plan. Manager Dana D. Schreckengost stated the two plans are identical in their terms except that one is what is mandatory to put into your pension and the cash balance is if you as an employee

have elected to put additional money into your pension. After some discussion, Vice-Chairman Tom Dinger moved to approve Resolution 28-2020 for the new pension documents; seconded by Member Robert Moss. Motion carried 5-0. Vice-Chairman Tom Dinger made a motion to authorize Manager Dana D. Schreckengost and Chairman Brad Miller to sign the newly adopted agreements for the Defined Benefit Plan and the Cash Balance Plan; seconded by Member Roger Shaw. Motion carried 5-0.

NEW BUSINESS:

- A. **Spring Hydrant Flushing** – Commissioner Clyde Bullers stated due to the Coronavirus the normal spring flushing was delayed. Commissioner Clyde Bullers stated it is now scheduled to start on Monday, June 8th and continue through Friday, June 19th. Commissioner Clyde Bullers stated customers may experience low water pressure and cloudy water while flushing is being done. Commissioner Clyde Bullers stated customers who have provided their phone number will receive a phone message the evening before your area is flushed.
- B. **Executive Session – Legal** – Commissioner Clyde Bullers requested an executive session for a legal matter with no action expected.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION: None

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:50 P.M. for a legal matter with no action expected. Executive session ended at 5:06 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:06 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Roger Shaw. Motion carried 5-0.

Administrative Manager