

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, May 14, 2013 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, May 14, 2013 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Bradley Miller  
David Love  
Robert Moss

**STAFF**

Manager Charles Gable  
Solicitor Jim Dennison  
Commissioner Terry O'Neill  
Engineer Mark Glenn  
Recorder Christine Gunning

**VISITORS**

Patti Slaughter  
Matt Triponey  
Shawn Russell

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Member Moss moved to approve the minutes of the April 9<sup>th</sup> meeting, seconded by Member Love. Motion carried 3-0.

**FINANCIAL REPORTS:**

1. **Approval of Expenditures** - Member Love moved to approve the financial report; seconded by Member Moss. Motion carried 3-0.
2. **Status of S&T Loan for meter purchase** – Solicitor Dennison stated that we are waiting for S&T Bank to send us the paperwork regarding this loan.

**VISITORS:**

None

**COMMITTEE REPORTS:**

President Miller announced that Members Moss and Landes will be on the Finance Committee, and Members Love and Dinger will be on the Personnel Committee.

**UNFINISHED BUSINESS:**

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated that Don Elzer plans on starting this project this month. Commissioner O'Neill stated there is \$165,500.00 in fixed costs and this project is progressing slowly.
2. **Industrial Appraisal** – Manager Gable stated the Industrial Appraisal was approved at the last Municipal Authority meeting. Manager Gable is waiting to hear from Dan Horgos from Industrial Appraisal to set a time to do an appraisal.
3. **Easement at Trailer Park** – Solicitor Dennison reported that the Crestwood Mobile Home Park Project was approved by the Planning Commission at their meeting last night. Solicitor Dennison asked Site Surveyor Ken Berlin to put the descriptions together for the right of ways for the water and sewer. Solicitor Dennison reported that Site Surveyor Berlin has been working with

Commissioner O'Neill and Bob Radaker. They located the sewer line easily, but the water line is more difficult to locate.

4. **Hastings Street Project – Awarding of BID** – Commissioner O'Neill stated that the Authority received documents from Gwin, Dobson & Foreman. President Miller and Manager Gable signed them. Commissioner O'Neill sent them back to Gwin, Dobson and Foreman and the vendors. Commissioner O'Neill stated we should be able to receive materials on site early next week.
5. **Corsica Sewer and CRUMA** –
  - a. **Billing – Simpson** – Manager Gable stated that Karen Simpson is taking care of some loose ends, and she will be done in a couple of days.
  - b. **Meter Installation** – Commissioner O'Neill stated they need to work on a few meter pits.
6. **Corrective Action Plan** –
  - a. **Flow Monitoring** - Engineer Mark Glenn stated that all the meters are installed and operable.
  - b. **DEP Extension Request Update** - Solicitor Dennison stated he has not received any new information back regarding the DEP extension request. The Borough approved the Corrective Action Plan.
7. **Strishock Permit – Route 28** – Commissioner O'Neill reported that the Strishock permit was granted.
8. **Matson Lumber (Corsica) Property Sewer Service** – Commissioner O'Neill stated they did a preliminary walk-thru and are compiling some figures. Commissioner O'Neill stated they will present the anticipated costs to the Authority Board when they are available.
9. **Letter to Withdraw from North Fork Watershed** – Manager Gable stated the DEP already issued the permit. Engineer Glenn recommended attending a meeting to voice our concerns, instead of writing a letter.
10. **CRUMA CDBG Funds Project** – Member Love suggested that Commissioner O'Neill and Engineer Glenn think of a CDBG project for 2014.
11. **New Hires** – Manager Gable reported that the Municipal Authority hired a new employee, Kerry Swineford. Mr. Swineford will begin working for the Authority as a full-time accountant on May 20, 2013.
12. **Accounts Receivable Letter to Sheriff for Hotel Auction** – Manager Gable stated he wrote an accounts receivable letter to the Sheriff for the upcoming Hotel Auction. It states the water bill should be included in the sale of the hotel.

#### **NEW BUSINESS:**

1. **Resolution 13-2/ Resolution of the Brookville Municipal Authority Approving the Revised Corrective Action Plan** – Member Love made a motion to approve Resolution 13-2, the Resolution of the Brookville Municipal Authority Approving the Revised Corrective Action Plan; seconded by Member Moss. Motion carried 3-0.
2. **Stipulated Civil Penalties for April** – Commissioner O'Neill reported that Civil Penalties of \$1,000.00 will be sent on May 24, 2013.

3. **Decommissioning of Old Water Plant** – Commissioner O’Neill stated that they have used the \$2,500.00 that was put aside in the budget to decommission the Old Water Plant. The job has not been completed. If the Authority Board wants to complete the decommissioning, more money is needed. Member Love moved to authorize them to continue decommissioning the Old Water Plant with another \$2,500.00 and report back to the Authority Board; seconded by Member Moss. Motion carried 3-0.
4. **Consumer Confidence Report** – Manager Gable stated that we can send out the Tap Report electronically. We don’t have to mail it out physically, as it was done in the past.
5. **Emerickville Survey** – Member Love stated that the response rate was not good from the customers. They have postponed further action at this point.

**ENGINEER’S REPORT:**

Engineer Mark Glenn reported that he is doing some work with Clyde Bullers and Commissioner O’Neill at the Water Plant. Engineer Glenn stated that the Plant seems to be running o.k. at this point.

**AUTHORITY BOARD/STAFF REPORTS & INFORMATION:**

1. **Terry O’Neill** – Commissioner O’Neill stated that they are hiring Adam Dennison and Madison Shobert for extra summer help.

**EXECUTIVE SESSION:**

President Miller called an Executive Session at 5:08 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:50 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:50 p.m. Member Moss moved to adjourn; seconded by Member Love. Motion carried 3-0.

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Administrative Manager