

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, December 8, 2020 @ 4:00 P.M.

The Brookville Municipal Authority met in the large conference room on Tuesday, December 8, 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 Rooney
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Steve Gibson
Solicitor Jim Dennison – arrived at 4:02 P.M.
Recorder Christine Gunning

VISITORS

Nick LaBelle
Patti Slaughter

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Sam McKinley moved to approve the minutes of the November 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 we made our second payment for the sewer plant in November. Accountant Kerry Swineford stated we made two payments for the two separate loans. Accountant Kerry Swineford stated we had one loan for \$9,742,000.00, and another loan for \$2,000,000.00. Accountant Kerry Swineford stated for the nine million dollar loan we made a payment of \$103,366.91 for principal, and a payment of \$81,059.00 for interest. Accountant Kerry Swineford stated for the two million dollar loan we made a payment of \$19,969.00 for interest, and a payment of \$17,090.00 for principal. Member Robert Moss asked if these are the annual amounts. Accountant Kerry Swineford stated no, we pay this twice a year in May and November. Member Sam McKinley stated you can accrue that interest all along the way. Accountant Kerry Swineford stated he will start doing that. Accountant Kerry Swineford stated as far as revenue, we are right on target for what we had budgeted. Member Roger Shaw moved to approve the financial statements 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 and Change Orders** – None

UNFINISHED BUSINESS:

- A. 2021 Budgets** – Member Sam McKinley thanked Manager Dana Rooney, Accountant Kerry Swineford, and Commissioner Clyde Bullers for their help putting the 2021 budgets together. Member Sam McKinley stated we will start with the sewer budget, and there is no scheduled increase in rates. Member Sam McKinley stated sewer budget revenues are \$1,669,000.00 and budget expenditures are \$1,418,000.00. Member Sam McKinley stated we are planning to replace the vac truck, and the net price after trade in is \$410,000.00 which will be drawn from reserves. Member Sam McKinley stated we are also planning to purchase a used skid steer for \$50,000.00 also to be drawn from reserves. Member Sam McKinley stated the water budget includes a small rate increase. Member Sam McKinley stated revenues are \$2,012,000.00 and expenditures are \$1,474,000.00. Member Sam McKinley stated water and sewer customers will have a two and a half percent increase on their total bill. Member Sam McKinley stated we should see a decrease in labor costs in 2022 with some employees retiring. Member Sam McKinley stated at some point we will have to look at the Corsica sewer plant. Commissioner Clyde Bullers stated the average life expectancy of a sewer plant is around 25 years and the Corsica plant is probably around 30 years old. Commissioner Clyde Bullers stated it is still operational, but it is something we need to keep in mind for the future. Member Sam McKinley stated our budget is sufficient to cover several projects. Chairman Brad Miller thanked the Finance Committee and everyone who worked on the budget. Vice-Chairman Tom Dinger made a motion to approve the budgets for 2021 as presented; seconded by Member Robert Moss. Motion carried 5-0. Manager Dana Rooney stated the new rates will go effective January 1st, and customers will not see it on their bills until February.

NEW BUSINESS:

- A. Board Recommendation – Member McKinley** – Chairman Brad Miller stated at this time we have a board recommendation. Vice-Chairman Tom Dinger made a motion to recommend to Brookville Borough Council that Sam McKinley be reelected for another five-year term on the Brookville Municipal Authority board; seconded by Member Robert Moss. Motion carried 5-0.
- B. CD Renewal** – Manager Dana Rooney stated we have a water CD coming due in the amount of \$450,000.00. Manager Dana Rooney stated we have two local bank quotes, and we also have PLGIT. Manager Dana Rooney stated the highest interest rate is through S&T Bank with a term of six months at point two five percent, or twelve months at point three percent. Manager Dana Rooney stated First Commonwealth Bank has ninety to one hundred and eighty-one days at point one percent, and a year is point one five percent. Manager Dana Rooney stated if we choose to go with PLGIT, we go with PLGIT prime accounts, and

they are coming in at point zero eight percent. Member Sam McKinley moved to renew the water CD in the amount of \$450,000.00 at S&T Bank for twelve months at point three percent; seconded by Member Roger Shaw. Motion carried 5-0. Manager Dana Rooney asked with the new PLGIT rates that she just announced, do we want to discuss pulling any of our money currently from PLGIT and putting it into CDs at this time? Member Sam McKinley stated he would like to leave the accounts open, and asked if we can pull partial amounts. Manager Dana Rooney stated you can pull any amounts you want, and no amount has to be left in PLGIT in order to keep them open. After some discussion, Member Sam McKinley made a motion to move \$600,000.00 from the sewer PLGIT account to a twelve-month CD at S&T Bank at point three percent; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

C. Meeting Schedule/Advertisement – Manager Dana Rooney stated every year, at the start of the year, we discuss when our monthly meetings will be held. Manager Dana Rooney stated it has recently typically been the second Tuesday of the month at 4:00 P.M. Manager Dana Rooney stated in the past, it was earlier in the morning. Manager Dana Rooney stated she wanted to discuss with the board if they wanted to change the meeting time. After some discussion, Board Members in general agreed to leave the meeting day and time as the second Tuesday of the month at 4:00 P.M.

D. New Hire – Commissioner Clyde Bullers stated we are anticipating some of our present employees retiring in the next year. Commissioner Clyde Bullers stated they have begun the process of interviewing several candidates. Water Commissioner Clyde Bullers stated we have made several offers for employment, and we actually got turned down by one. Commissioner Clyde Bullers stated we do have someone who is very interested. Commissioner Clyde Bullers stated after looking over the applications and talking to these individuals, he would like to begin the process of hiring and training the new candidate. Commissioner Clyde Bullers stated with the board's approval, he would like to offer this candidate the position to start the first of the year, pending the necessary background check, drug and alcohol test, and physical. Commissioner Clyde Bullers stated he would like to appoint an Assistant Commissioner starting at the beginning of the year. Commissioner Clyde Bullers stated there is an individual who is showing a lot of interest and he feels will do the Authority a good job in the future, and he would like to start him at the first of the year. Member Sam McKinley moved to hire one new staff for an entry level position at Commissioner Clyde Buller's and the Personnel Committee's recommendation, and also to create a position for an existing staff as Assistant Commissioner at Commissioner Clyde Buller's and the Personnel Committee's recommendation to start the first of the year; seconded by Member Roger Shaw. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Wastewater Plant** – Commissioner Clyde Bullers stated they are making progress with the warranty work at the wastewater plant. Commissioner Clyde Bullers stated they did some more of the work that they were going to do that they negotiated with the contractor. Commissioner Clyde Bullers stated he believes they had sixty-two thousand dollars that was taken out that they retained. Commissioner Clyde Bullers stated they did some extra work in the fall including paving at the entrance to the wastewater plant and paving at the entrance to the influent pump station.
2. **Water Main Break** – Commissioner Clyde Bullers stated we just had another water main break last night along Waterford Pike, and the crew has been on the scene getting it repaired.

B. Solicitor Jim Dennison

1. **Larry Pearsall/Terra Works** – Solicitor Jim Dennison stated Larry Pearsall was at the last meeting. Solicitor Jim Dennison stated he and Manager Dana Rooney met with him last week and they were able to work everything out with him. Solicitor Jim Dennison stated he is happy and we are happy. Engineer Steve Gibson stated two or three months ago we talked about withholding the final payment to Terra Works for the Main Street Project until we resolved the issues with Larry Pearsall. Engineer Steve Gibson stated if that is the case, we should probably release that final payment to Terra Works. Manager Dana Rooney stated she will check on that and if we are withholding it she will make sure it gets paid.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:40 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager