

**AGENDA**

**BROOKVILLE MUNICIPAL AUTHORITY MEETING  
Tuesday, January 14, 2014 @ 4:00 PM**

**MEMBERS**

Bradley Miller - Chairman  
David Love – Vice Chairman  
Tom Dinger  
Robert Moss  
Herb Landes

**STAFF**

Charles Gable, Administrative Manager  
Jim Dennison, Solicitor  
Terry O’Neill, Commissioner  
Mark V. Glenn, Engineer  
Christine Gunning, Administrative Assistant & Recorder  
Kerry Swineford, Accountant

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

a. December 10, 2013

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**III. FINANCIAL REPORT:**

Swineford

a. Approval of expenditures and inter-fund transfers:

i. Expenditures: (December 9, 2013 – December 31, 2013)

1. WATER CHECK: 013920-013984

Attachment A

a. \$96,568.02 plus payroll

2. SEWER CHECK: 012690-012748

a. \$77,902.80 plus payroll

Attachment B

b. Review Financial Statements

Attachments C and D

**IV. VISITORS**

a. None scheduled as of 13 January 2014.

**V. COMMITTEE REPORTS**

a. Engineer Report

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b. Solicitor Dennison

**VI. UNFINISHED BUSINESS**

a. RBC Gear Reducer Replacement Status

O’Neill

b. Grant Update

GD&F

c. Corrective Action Plan (CAP)

O’Neill

i. DEP 1<sup>st</sup> Modification Resolution

Dennison

d. Crestwood Mobile Home Park Status

Dennison

e. Software Upgrade Update

Gable

f. Rose Township Sewer Rates in 2014

GD&F

g. Tap Fee Study

GD&F

h. CDBG funds for Corsica System or other Locations

GD&F

i. Corsica Water Tower Land

O’Neill

**VII. NEW BUSINESS**

- a. CD Renewal
- b. State Ethics Commission Statement of Financial Interest
- c. Chemical BID Opening

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Gable  
O'Neill/Glenn

**VIII. COMMUNICATIONS AND ANNOUNCEMENTS**

**IX. BOARD/STAFF REPORTS & INFORMATION**

- a. Gable/O'Neill request executive session – Personnel Matters
  - i. No Action Expected

**X. ADJOURNMENT**

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, December 10, 2013 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, December 10, 2013 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
Dave Love  
Robert Moss  
Herb Landes  
Tom Dinger  
Recorder

**STAFF**

Manager Charles Gable  
Solicitor Jim Dennison  
Commissioner Terry O'Neill  
Engineer Travis Long  
Accountant Kerry Swineford  
Christine Gunning – arrived at 4:21 p.m.

**VISITORS**

Patti Slaughter  
Matt Triponey

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Member Landes moved to approve the minutes of the November 12<sup>th</sup> meeting with the change of the spelling of Gary Gilmore's name on page 3; seconded by Member Love. Motion carried 5-0.

**FINANCIAL REPORTS:**

1. **Approval of Expenditures** - Member Love moved to approve the financial report for November meeting; seconded by Member Dinger. Motion carried 5-0.

**VISITORS:**

None

**COMMITTEE REPORTS:**

1. **Engineer Report** – Engineer Travis Long stated the Hastings Street Sidewalk project has been completed. Engineer Long reported the payment due Heeter Construction is \$2,983.45 after Heeter Construction submits their Final Payment Application. Engineer Long reported the Authority received a \$2,269,167.00 grant from the Commonwealth Finance Authority for wastewater capacity system improvements on November 21, 2013.
2. **Solicitor Dennison** – No Report
3. **Finance Committee (2014 Budget)** – Member Moss stated the water budget includes a 5% rate increase effective January 1, 2014. Member Moss made a motion from committee to approve the Budget proposed for 2014. Motion carried unanimously 5-0.

**UNFINISHED BUSINESS:**

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated Don Elzer has the backup washers for Unit #8 galvanized, and that Mr. Elzer will be here next week to install them, and Mr. Elzer will install the media the following week.

2. **Corrective Action Plan** – Solicitor Dennison stated that DEP has not responded. Engineer Long stated that we are assuming that because they are not responding, the DEP must approve of it.
3. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated this project is moving along.
4. **Software Upgrade Update**– Manager Gable stated they finished data conversion from Harris to Freedom. Manager Gable stated the first testing phase is done. Manager Gable reported the hard drive is in. Manager Gable also stated that Freedom is setting up online bill pay.
5. **Outsourcing the Water/Sewer Billing** – Manager Gable stated the Authority will save \$3,100.00 per year if we outsource the water/sewer billing. Manager Gable stated that outsourcing the billing will also reduce labor expenses. Manager Gable stated that if everything goes well, we would like to begin outsourcing the billing January 1, 2014. Member Landes moved to authorize Manager Gable to proceed with outsourcing the water/sewer billing as soon as possible; seconded by Member Love. Motion carried 5-0.
6. **Rose Township Sewer Rates in 2014** – Engineer Travis Long reported that Gwin, Dobson & Foreman is updating Rose Township’s sewer rate report and is currently 50% complete. Engineer Long stated they are awaiting 2012 annual metered consumption and 2011-2012 major sewer renewal and replacement costs.
7. **Tap Fee Study** – Engineer Travis Long stated that Gwin, Dobson & Foreman is updating the water and sewer tapping fee study and is currently 50% complete. Engineer Long stated this study was last updated by Nichols and Slagle in 2001.
8. **CDBG Funds for Corsica System or other Locations** – Engineer Travis Long stated the CDBG funds are annually allocated. Member Love stated he wants the Authority to slowly work on this and get on the list in time to be eligible for CDBG funds.
9. **Corsica Water Tower Land** – Commissioner O’Neill stated we secured the rite of way from Route 322 to the tower. Commissioner O’Neill stated they did the survey and mapped out the location. Commissioner O’Neill stated the Authority Board needs to determine what they are asking for the property. Commissioner O’Neill stated we would like to extend the line to Route 322.

**NEW BUSINESS:**

1. **2014 BMA Water Rate Increase** – Member Moss stated earlier in the meeting that the water budget includes a 5% rate increase effective January 1, 2014.
2. **Sewer CD Renewal** – Manager Gable stated a sewer CD with a principal balance of \$350,384.56 is coming up for renewal. Member Love moved to authorize Manager Gable to get rates from the three institutions in regards to a new CD at \$400,000.00 and then Manager Gable can accept the best rate at 12 months; seconded by Member Landes. Motion carried 5-0.

**COMMUNICATIONS AND ANNOUNCEMENTS:**

1. **Chamber Eggs and Issues Breakfast** – Manager Gable stated Authority Board Members are invited to attend the Chamber Eggs & Issues Breakfast at the Heritage House Thursday, December 12<sup>th</sup> at 7:30 a.m.

**BOARD/STAFF REPORTS & INFORMATION:**

1. **Dave Love** – Member Love moved to approve the payment of the final requisition for the Hastings Street project; seconded by Member Dinger. Motion carried 5-0.

**EXECUTIVE SESSION:**

The Authority Board entered Executive Session to discuss personnel matters at 5:16 p.m. with no action expected. Executive Session ended at 5:56 p.m. with the following action taken.

1. **Dan Christensen – Probationary Period** – Member Love moved to extend Dan Christensen’s probationary period an additional 100 days; seconded by Member Landes. Motion carried 5-0.
2. **Reappointments to the Authority Board** – Manager Gable stated both Tom Dinger and Dave Love have been reappointed to another term on the Authority Board by the Brookville Borough Council. Member Love’s term is January 1, 2014 to December 31, 2017. Member Dinger’s term is from January 1, 2014 to December 31, 2018.

**CALL FOR ADJOURNMENT:**

At 6:07 p.m. Member Love moved to adjourn; seconded by Member Dinger. Motion carried 5-0.

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Administrative Manager

**BROOKVILLE MUNICIPAL AUTHORITY  
ENGINEER'S REPORT  
JANUARY 2014**

**Sanitary Sewer Flow Monitoring and Diagnostic Work** – Attached is the flow monitoring summary which will be included in the 4<sup>th</sup> quarter Consent Order Report and covers the period from April-December 2013. During this time, 10 major bypasses occurred at the sewage treatment plant and seven 7 bypasses were noted at the White Street pump station. The total bypass volume was 9.4 million gallons in 2013, the highest in recent years, almost half of which was due to the June 27-28 event (3.44 in. of rainfall).

Also attached is a 2014 schedule of work needed to meet the June 30, 2014 DEP consent order deadline for the system evaluation. This submission will be in the form of a revised Act 537 plan update. As noted, a significant amount of work needs to be done in the next 120 days including sewer system televising, smoke testing, wastewater treatment plant evaluation and interceptor sewer/pump station capacity analysis.

**Rose Township Sewer Rate Evaluation** – The Rose Township sewer rate evaluation resulted in a proposed annual charge of \$239.52/EDU (an increase from \$182.88/EDU in 2011).

**Water and Sewer Tapping Fee Evaluation** - GDF is updating the water and sewer tapping fee study and need the 2001-2012 capital improvements list to complete.

**BROOKVILLE MUNICIPAL AUTHORITY  
PHASE II – CONSENT ORDER AND AGREEMENT SCHEDULING  
(OFFICIAL ACT 537 PLAN AMENDMENT)**

The following schedule has been developed for the Brookville Municipal Authority Consent Order Wastewater System Evaluation and Official sewage facilities plan (Act 537) amendment. To ensure proper planning and completion of project task items, the following schedule is provided:

<b><u>No.</u></b>	<b><u>Task Description</u></b>	<b><u>Schedule</u></b>
	On-Site Evaluation & Field Verifications	
1	System Process & Capacity Validation, Site/Condition Assessment	Mid-January 2014
2	Intensive Influent Sampling Program 7-Day Continuous Composite Sampling (Contract With Fairway Labs) Characterize Wastewater Influent For Process Evaluation	Jan 27- March 2, 2014
3	Statistical Analysis Of 2013 Intensive Flow Data	January 15, 2014
4	Receipt Of All Consistency Approvals PNDI, PHMC, County Planning, Etc.	February 15, 2014
5	Completion Of Bio-Win Modeling For Various Process Application Review Treatment Facility Improvements/Update 2008 WWTF Report	March 15, 2014
6	Complete Field Instrument Surveys Interceptor Sewer Hydraulic Evaluation	April 1, 2014
7	Sanitary Sewer Evaluation Survey Completion Incorporate all I/I Diagnostic Work, TV/Cleaning & Smoke Testing	April 10, 2014
8	Complete Estimates For Selected Alternatives Finalize Collection/Conveyance System Improvements	April 15, 2014
9	Draft Act 537 Plan Revisions Completion	May 1, 2014
10	Submission To Municipalities/Authority For Resolutions Coordinate Monthly Meetings, Could Be Extended Into Early/Mid June)	May 1 – 15, 2014
11	Submission of Act 537 Plan Amendment To PADEP (Early Submission)	June 30, 2014
	Submission of Act 537 Plan Amendment To PADEP (Late Submission)	July 15, 2014

Note: Per The CO&A, Draft Plan Shall Be Submitted To The Department By July 31, 2014

## Memorandum

**From:** Steven J. Gibson, E.I.T.  
**RE:** 2013 BMA Flow Meter Summary  
**Date:** Friday, 3 January 2013

Over the course of the last year there have been seven (7) new portable flow meters installed in the BMA collection and conveyance system at ten (10) different locations. In addition, three (3) permanent flow meters were monitored (plant influent magnetic flow meter, plant bypass No. 002 discharge and white street siphon bypass discharge). Of the portable flow meters, four are Datagator® flow tube meters and three are Isco® area-velocity meters. These meters were installed in April 2013 at the beginning of the sewer system flow monitoring study.

During 2013 there were thirty-two (32) events observed on the BMA collection and conveyance system that produced approximately a half-inch of rain or greater. On June 27-28, the WWTF's collection system experienced the largest rainfall event during the flow monitoring study. Precipitation for the event totaled 3.44 inches during a 14-hour period and the event peak hourly precipitation was 1.62 in/hour. The peak influent flow at the BMA WWTF was greater than 3.8 MGD (above chart recorder maximum recording) and future total peak flow including SSO discharges was about 15 MGD. The event also generated the greatest SSO volume discharged with a total of 4.43 MG over a two-day period.

The second largest event occurred on August 31 – September 1, 2013 with a future total peak flow including SSO discharges equal to 10.3 MGD. This event generated the greatest peak hourly precipitation of 1.68 inches with a storm total of 2.69 inches. The third largest event occurred December 21-22, 2013 with a future total peak flow including SSO discharges equal to 7.8 MGD.

Table 1 shows annual precipitation, SSO volume, and daily maximum SSO flows measured in the Brookville collection system from 2008 to 2013. In 2013 there were ten SSO events totaling 9,381,000 gallons discharged at the combined WWTF bypass and White Street bypass locations.

**Table 1: Annual Rainfall, SSO Volume and Maximum Daily SSO Flow**

Year	Annual Rainfall	WWTF ADF	Annual SSO Volume	Max. Event SSO Flow	No. of SSO Events
	(inches)	(MGD)	(Gal)	(GPD)	
2008	43.55	0.821	4,059,000	945,000	15
2009	47.87	0.836	1,706,000	667,000	9
2010	37.23	0.737	4,807,000	2,292,000	4
2011	51.17	0.919	4,898,000	3,133,000	20
2012	48.09	0.740	722,000	173,000	6
2013	47.78	0.794	9,381,000	4,170,000	10

Flow monitoring efforts are currently on-going. Flow data recorded at each location for each event as well as storm totals can be seen in the attached data. Tabulation of all major rain events observed for the Brookville wastewater SSO's and treatment facility can also be seen in the attached data.



S&T BANK  
P.O. BOX 190  
INDIANA PA 15701

DATE: DECEMBER 26, 2013  
ACCOUNT NUMBER: 5001834943  
CERTIFICATE OF DEPOSIT

FOR PERSONAL ASSISTANCE CALL:  
1-800-325-2265



BROOKVILLE MUNICIPAL AUTHORITY  
18 WESTERN AVE SUITE A  
BROOKVILLE PA 15825-1540

### MATURITY NOTICE

YOUR TIME DEPOSIT WILL MATURE ON 01-19-14. IT WILL BE AUTOMATICALLY RENEWED AT THE RATE IN EFFECT AT THAT TIME, UNLESS YOU MAKE OTHER ARRANGEMENTS WITH US NO LATER THAN 10 DAYS AFTER MATURITY. THE INTEREST RATE AND ANNUAL PERCENTAGE YIELD HAVE NOT YET BEEN DETERMINED. THEY WILL BE AVAILABLE ON 01-19-14. PLEASE CALL 1-800-325-BANK ON OR AFTER THAT DATE TO LEARN THE INTEREST RATE, APY AND MINIMUM BALANCE REQUIREMENT FOR YOUR NEW ACCOUNT.

TIME DEPOSIT NUMBER 2 MATURITY DATE 01-19-14

CURRENT INTEREST RATE .345 TERM 12 MONTHS

CURRENT BALANCE 251,672.26

INT PYMT AT MATURITY 437.71

INT WITHD AT MATURITY .00

PLEASE NOTE THAT FOR RENEWING IRA CD ACCOUNTS, ADDITIONAL DEPOSITS CANNOT BE MADE DURING THE TERM OF THE IRA CD.

REFER TO NEW ACCOUNT INFORMATION ENCLOSED WITH THIS NOTICE.