

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, February 11, 2014 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, February 11, 2014 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Robert Moss
Tom Dinger

STAFF

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

VISITORS

Patti Slaughter
Matt Triponey
Karen Allgeier

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Vice Chairman Love asked that in item number 2 under Committee Reports 'a 66% match' be changed to 'a 33% match'. Member Dinger moved to approve the minutes of the January 14th meeting as amended; seconded by Member Moss. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Vice Chairman Love and Solicitor Dennison suggested the Board file the financial statements and approve them at the March 11th meeting when the transition to the Freedom system is complete.

VISITORS:

1. **Karen Allgeier – PA Workplace Safety Committee** – Karen Allgeier from Borough Council asked the Board if they would be interested in joining Borough Council in establishing the Pennsylvania Workplace Safety Committee which would reduce Workers Compensation insurance by 5%. The Board gave Karen Allgeier permission to move forward with this.

COMMITTEE REPORTS:

1. **Engineer Report**
 - A. **Sanitary Sewer Consent Order** - Engineer Mark Glenn stated the Sanitary Sewer Consent Order work is ongoing. Engineer Glenn stated they submitted the fourth quarter report to PADEP on January 27, 2014.
 - B. **Water and Sewer Tapping Fee Evaluation** – Engineer Glenn stated the Water and Sewer Tapping Fee Evaluation is finished. Engineer Glenn stated the evaluation will be reviewed. Engineer Glenn stated he believes the Authority can justify an increase in tapping fees for both water and sewer.

- C. **Annual Sludge Disposal Report** – Engineer Glenn reported that Gwin, Dobson and Foreman completed the annual Form 43 renewal for sludge disposal at the Advanced Disposal Services Greentree Landfill.
- D. **Chapter 94 Wasteload Management Report** – Engineer Glenn stated they are awaiting 2013 plant flow and organic loading data for the Brookville and Corsica wastewater treatment plants. The Report deadline is March 31, 2014.
- E. **Chemical Bids** – Engineer Glenn reported that Gwin, Dobson and Foreman reviewed the 2014 chemical bids and prepared the bid tabulation. Engineer Glenn stated the lowest responsible bidders for each of the chemicals were identified and forwarded to the Authority for action.

2. **Solicitor Dennison** – No Report

UNFINISHED BUSINESS:

- 1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported Don Elzer stated the weather kept him from coming here on several occasions. Commissioner O'Neill stated Don Elzer plans to be here as early as next Tuesday. Commissioner O'Neill stated Mr. Elzer is aware of the problems we are experiencing and he wants to take care of them.
- 2. **Corrective Action Plan - DEP 1st Modification Resolution** – Solicitor Dennison stated he is waiting to hear back from the Pennsylvania Department of Environmental Protection.
- 3. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated this project is moving along.
- 4. **Software Upgrade Update**– Manager Gable stated a representative from Freedom Systems will hopefully be onsite next week. Manager Gable stated Harris has been notified we are terminating their services at the end of this month. Manager Gable reported the new website goes live tomorrow. Manager Gable stated our new web address is Borough.Brookville.pa.us.
- 5. **Rose Township Sewer Rates in 2014** – Commissioner O'Neill stated they are proposing that the Rose Township Sewer Rate go from \$15.25 to \$19.96 flat rate per month. Vice Chairman Love moved to put into effect the rate increase for Rose Township Sewer for usage beginning April 1, 2014 to be billed at the end of April with the flat rate per edu going from \$15.25 to \$19.96 per month; seconded by Member Dinger. Motion carried 4-0.
- 6. **Tap Fee Study** – Engineer Glenn stated the Tap Fee Study has been completed, is being reviewed, and will be discussed at the next Authority Board Meeting on March 11, 2014.
- 7. **Corsica Water Tower Land** – Commissioner O'Neill and Solicitor Dennison stated they are waiting for nicer weather to proceed with this project.

NEW BUSINESS:

1. **Meter Reading Schedule – Actual Reads vs. Estimated Reads** – Manager Gable suggested estimating water/sewer meter readings every other month due to staffing issues. After some discussion, estimating water/sewer meter readings did not seem to be a good idea based on past experience. Commissioner O'Neill stated that another problem we are experiencing is that the meters are read in a thousand gallons instead of a gallon. Manager Gable stated he will talk to a representative from Freedom Systems about this issue.

COMMUNICATIONS AND ANNOUNCEMENTS: None**BOARD/STAFF REPORTS & INFORMATION:**

1. **Member Moss – Line of Credit** – Member Moss stated he thinks the Board should open a line of credit at S&T Bank for construction coming up. Solicitor Dennison asked that this issue be tabled.

EXECUTIVE SESSION:

The Authority Board entered Executive Session to discuss personnel matters at 5:20 p.m. with no action expected. Executive Session ended at 6:01 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:01 p.m. Member Dinger moved to adjourn; seconded by Member Love. Motion carried 4-0.

Administrative Manager