

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

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

**MEMBERS**

Brad Miller  
David Love  
Herb Landes  
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  
Clarinda Darr

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Vice Chairman Love moved to approve the minutes of the February 11<sup>th</sup> meeting; seconded by Member Dinger. Motion carried 4-0.

**FINANCIAL REPORTS:**

1. **Approval of Financial Reports** - Vice Chairman Love moved to approve the financial reports; seconded by Member Dinger. Motion carried 4-0.

**VISITORS:**

1. **Clarinda Darr** – Brookville Borough Council Member Clarinda Darr was present to inform Board Members that the Community Resources Committee is looking into getting a DCNR Grant to make a Splash Park, Dog Park, and possibly an ice skating rink in Brookville.
2. **Karen Allgeier** – Brookville Borough Council President Pro-Tem Allgeier was present to inform Board Members that the Personnel Committee is looking into the benefits of the Borough and the Authority establishing its own Safety Committee that is not through the State.

**COMMITTEE REPORTS:**

1. **Engineer Report**
  - A. **Sanitary Sewer Consent Order** - Engineer Mark Glenn stated the Sanitary Sewer Consent Order work is ongoing, and that the next three months will be very busy with smoke testing, etc. Engineer Glenn stated the 537 Plan submission is required by the end of June, 2014, and that the Authority would have to have a plan adopted at that time. Engineer Glenn stated that plan would go to the Municipalities; Brookville Borough, Pinecreek Township, and Rose Township.

## **UNFINISHED BUSINESS:**

1. **RBC Gear Reducer Replacement Status** – Commissioner O’Neill reported we are continuing to have problems with Unit #8. Commissioner O’Neill stated Don Elzer was here on Saturday and took an inventory of the parts we needed, came back yesterday, and got a gear reducer put back on. Commissioner O’Neill reported that Don Elzer left early today, but should be here early next week to get additional units online. Commissioner O’Neill stated Don Elzer has the media for the units under contract. Member Landes moved to allow Commissioner O’Neill and Vice Chairman Love to come up with some financial agreement with Don Elzer to keep this work progressing; seconded by Member Dinger. Motion carried 4-0.
2. **Corrective Action Plan - DEP 1<sup>st</sup> Modification Resolution** – Solicitor Dennison stated the Department of Environmental Protection should be getting back to him regarding the first Modification Resolution.
3. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated he prepared the deed and agreements, and that this project should be wrapped up by the end of next week.
4. **Software Upgrade Update**– Manager Gable stated the first trifold billing went out late and there are a few problems that are being worked on.
5. **Tap Fee Study** – Engineer Glenn stated 2001 was the last time a formal study in tap fees was done. Vice Chairman Love moved to approve Resolution 5-2014 regarding tapping fees, and the amount for the water tap, the capacity portion is \$1200.00, the distribution portion is \$500.00, for a total of \$1700.00, and for the sewer tap, the capacity portion is \$1100.00, and the distribution portion is \$600.00 for a total of \$1700.00; seconded by Member Landes. Motion carried 4-0.
6. **Corsica Water Tower Land** – Commissioner O’Neill stated all the mapping is done, and they are waiting for nicer weather to do a walk thru.
7. **Line of Credit with S&T Bank** – Vice Chairman Love stated he thinks it is too soon to look into this.

## **NEW BUSINESS:**

1. **Mike’s Comet Payments** – Manager Gable suggested considering eliminating this payment option in a few months.
2. **CDBG Funds Projects** – Manager Gable stated he thinks this is a non-issue. Commissioner O’Neill stated he asked Borough Council Member Clarinda Darr to speak to Borough Council President Pro-Tem Allgeier in reference to this.
3. **Amendment to Commitment Letter** – President Miller reported the Amendment to Commitment Letter stated the grant is for any needs in Pinecreek Township or Brookville Borough.
4. **Use of Rapid Response** – Manager Gable stated the Municipal Authority owns this service that is used to notify residents of emergencies. Vice Chairman Love stated the Borough could use it if they got permission from the Chairman of the Authority Board. After some discussion, Member Landes moved to authorize the Mayor and/or the Emergency Management Coordinator

to authorize the dispatch an emergency declaration; seconded by Vice Chairman Love. Motion carried 4-0.

5. **Truck Bid Opening** – Commissioner O’Neill stated the Board received one bid for the 1999 GMC 4x4 truck; \$867.50 from Charles Williams of Rockton, Pennsylvania. Member Landes moved to authorize Manager Gable to process the sale of the 1999 GMC 4x4 truck; seconded by Member Dinger. Motion carried 4-0.
6. **Multi-Unit Bills** – Accountant Swineford showed Board Members the lengthy process involved in figuring out a multi-unit water/sewer bill. Solicitor Dennison suggested rounding down.
7. **Open Flow Contract Renewal** – Vice Chairman Love stated he would get in touch with Member Moss and both of them will meet with Manager Gable to discuss this issue.
8. **Borough Rent** – Manager Gable stated the rent rates for both the water and the sewer are calculated in the budget. Vice Chairman Love moved to pay the entire year’s rent to the Borough; seconded by Member Dinger. Motion carried 4-0.
9. **Former Mayor Wonderling** – Vice Chairman Love moved to make a \$100.00 contribution to the Rebecca M. Arthurs Memorial Library in memory of former Mayor Wonderling; seconded by Member Dinger. Motion carried 4-0.

#### **COMMUNICATIONS AND ANNOUNCEMENTS:**

1. **It’s Leaking Lawsuits, Too** – Manager Gable included this article in the agenda packet regarding a lawyer who is considering holding a water company in West Virginia liable for economic harm from a chemical spill.
2. **Manufacturer’s & Business Ballot** – President Miller asked Accountant Swineford to call and see if the Authority Board is required to cast a ballot in their Board of Governors Election, if the Board is not required, they probably will not do it.
3. **Chamber of Commerce Award Banquet** – Manager Gable stated Board Members are invited to attend the Brookville Area Chamber of Commerce’s 2014 Annual Meeting & Awards Banquet Wednesday, April 9<sup>th</sup> at 11:00a.m. at the Pinecrest Country Club.

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

1. **Report by Commissioner Terry O’Neill** – Commissioner O’Neill reported a truck went down at the Water Plant, so he met with Ralph at Brookville Chevrolet. Commissioner O’Neill stated the Authority needs a truck for summer help, and he is looking into getting it the cheapest way possible. Commissioner O’Neill ended his report by requesting an Executive Session to discuss personnel matters with no action expected.

#### **EXECUTIVE SESSION:**

The Authority Board entered Executive Session to discuss personnel matters at 6:17 p.m. with no action expected. Executive Session ended at 6:36 p.m. with no action taken.

**CALL FOR ADJOURNMENT:**

At 6:36 p.m. Vice Chairman Love moved to adjourn; seconded by Member Dinger.  
Motion carried 4-0.

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Administrative Manager