

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, January 9, 2024 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, January 9, 2024 at 4:00 P.M. with the following in attendance:

MEMBERS

Roger Shaw
Robert Moss
Darren Hack
Bruce Pierson

STAFF

Manager Dana Rooney
Accountant Kerry Swineford
Commissioner Aaron Haines
Solicitor Jim Dennison

VISITORS

Justin Felgar

CALL TO ORDER:

Chairman Roger Shaw called the meeting to order at 4:00 P.M.

REORGANIZATION:

- A. Chairman** – Member Bruce Pierson nominated Roger Shaw for Chairman of the Brookville Municipal Authority Board; seconded by Member Darren Hack. Motion carried 4-0.
- B. Vice-Chairman** – Member Bruce Pierson nominated Member Robert Moss for Vice-Chairman of the Brookville Municipal Authority Board; seconded by Member Darren Hack. Motion carried 4-0.

APPROVAL OF MINUTES:

Member Bruce Pierson moved to approve the minutes of the December 12th meeting as submitted; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

VISITORS: None

FINANCIAL REPORTS:

- A. Review of Financial Statements** - Accountant Kerry Swineford stated there were a couple expenses. Mr. Swineford stated we pay our rent once a year to the Brookville Borough, and he did that in December. Mr. Swineford stated for the year it is \$17,350.00. Mr. Swineford stated we pretty much hit our target for every major revenue. Member Bruce Pierson made a motion to approve the financial statements as presented; seconded by Member Darren Hack. Motion carried 4-0.

COMMITTEE REPORTS:

A. Engineer's Report

- 1. **Written Report** - Attached
- 2. **PENNVEST Payment Request Number Thirteen** – Chairman Roger Shaw stated Engineer Steve Gibson could not be with us due to the weather, so Commissioner Aaron Haines is going to give his report. Mr. Haines stated

we have PENNVEST payment request number thirteen which includes; Terra Works payment application number nine in the amount of \$27,960.10, engineering costs for November and December in the amount of \$4,227.56, and the interest during construction for December through January in the amount of \$1,762.59, bringing the grand total to \$34,305.15. Member Darren Hack made a motion to approve PENNVEST payment requisition number thirteen in the amount of \$34,305.15 as presented; seconded by Member Bruce Pierson. Motion carried 4-0.

3. **Final Balancing Change Order Number Two with Terra Works** – Chairman Roger Shaw stated we need a motion for the final balancing change order number two with Terra Works. Member Bruce Pierson made a motion to approve the final balancing change order number two with Terra Works; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **New Committees** – Chairman Roger Shaw stated we have some reorganization to discuss, and he would like to make some committee member changes. Chairman Shaw stated he wants to appoint Vice-Chairman Robert Moss and Member Bruce Pierson to serve on the Financial Committee. Chairman Shaw stated Member Jason Geer was on that last year, and he is fully aware of this. Chairman Shaw stated Member Geer just does not have the time to serve on the Financial Committee. Chairman Shaw stated he would like to appoint Member Darren Hack and himself to still serve on the Personnel Committee.
- B. **New Bank Signature Cards** – Manager Dana Rooney stated with reappointment of a Chairman and Vice-Chairman, even though those two did not change, with the new change to the Finance Committee, she needs a motion to change our bank signature cards. Manager Rooney stated our bank signature cards typically include the Chairman, Vice-Chairman, and Finance Committee, so we would be replacing Member Jason Geer as a signer with Bruce Pierson. Member Darren Hack made a motion to approve new bank signature cards as presented; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS:

A. Commissioner's Report

1. **Service Line Inventory** - Commissioner Aaron Haines stated we have a project we need to take care of. Mr. Haines stated the Environmental Protection Agency (EPA) has issued an order that every service line all across the country has to be identified as to what material it is, on the public side and the private side. Mr. Haines stated this is a project we will have to put out for bid, because we are just not staffed to be able to take care of this with the time constraints the EPA has put on it. Mr. Haines stated they completed a detailed review of our records for 2,612 service connections, and they were left with only 395 that were unknown and that we did not have records for. Mr. Haines stated it is critical that we do this, because it will keep us moving

forward to the next step. Mr. Haines stated the deadline for all of this is October 16, 2024. Member Bruce Pierson made a motion to give Commissioner Haines approval to put the potholing project out to bid, as part of the service line inventory requirements; seconded by Member Darren Hack. Motion carried 4-0.

BOARD/STAFF REPORTS & INFORMATION: None

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

- A. **Justin Felgar – Colonial Crestwood** – Reporter Justin Felgar asked if there has been any news on the trailer park situation. Solicitor Jim Dennison stated they are still working on it, and it is confidential.

CALL FOR ADJOURNMENT:

At 4:33 P.M. Member Bruce Pierson moved to adjourn; seconded by Vice-Chairman Robert Moss. Motion carried 4-0.

Administrative Manager