

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, June 10, 2014 @ 1:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 10, 2014 at 1:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Robert Moss
Tom Dinger
Sam McKinley

STAFF

Manager Dana Schreckengost
Commissioner Terry O'Neill
Solicitor Dennison
Engineer Travis Long
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Matt Triponey
Randy Bartley
Steve Gibson
Josh James
Clyde Bullers
Mark Glenn – arrived
at 4:30 p.m.

CALL TO ORDER:

President Miller called the meeting to order at 1:00 P.M.

APPROVAL OF MINUTES:

Vice Chairman Love made a correction to the minutes of the May 13th meeting. Vice Chairman Love stated under 'New Business' item number one should read 'Jerry Johnston reported that CRUMA would like to participate in the Bowley Road Line Extension Project.' President Miller stated the forester's name mentioned after the Executive Session should be spelled 'Grosch' instead of 'Brosch'. Member Dinger moved to approve the minutes of the May 13th meeting as corrected; seconded by Vice Chairman Love. Motion carried 5-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** - Vice Chairman Love moved to approve the financial reports from the month of May; seconded by Member Dinger. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

1. Engineer Report

- A. **Sanitary Sewer Consent Order** – Engineer Travis Long stated he along with Steve Gibson and Josh James, all from Gwin, Dobson and Foreman, will be presenting the Brookville Municipal Authority's proposed wastewater improvement project. Engineer Long reported the presentation will include technical and cost basis for Interceptor Sewer System replacement, Lift Station upgrade, Treatment Plant upgrade and expansion, and inflow/infiltration reduction. Vice Chairman Love stated the Authority has a consent agreement with the Department of Environmental Protection that these projects have to fit into. Engineer Long stated any modifications

have to go through an ACT 537 Sewage Facilities Plan. Engineer Long stated the system is aging and there are things that need to be done. Engineer Long recommended TV work be done in the future at Clement Run, the I-80 Interchange area, and Water Plant Road Sewer. Engineer Long also recommended continuing manhole inspections and rehabilitating them per an annual maintenance plan. Engineer Gibson reported that areas to focus on for smoke testing are west of the White Street pump station, and the North Pickering Street area.

- B. Sewer System Evaluation & Proposed Improvements** – Engineer Steve Gibson stated the total sewer system serves 2,100 customers. Engineer Gibson reported the Consent Order was adopted on April 2, 2012 and includes annual tap restrictions. Engineer Gibson stated the ACT 537 official plan submission deadline is July 31, 2014. Engineer Travis Long stated they have identified areas of concern and they recommend a phased approach which would involve targeted system replacement with partial inflow removal. Engineer Long stated Phase One would involve conveyance system replacement construction, and it would take about a year to complete. Engineer Long stated Phase One would cost around 4.8 million dollars. Engineer Long reported that 2.77 million dollars is available in grant monies, and the Authority would have to come up with 2.1 million dollars. Engineer Long stated Phase Two would involve yearly collection system rehabilitation, and would cost 2.68 million dollars. Engineer Long discussed funding options including Pennvest. Engineer Long stated Gwin, Dobson & Foreman will need a rough draft of what the Authority wants, specifically, if the Board doesn't mind going with an alternative Treatment Plant, at the next Authority Board meeting on July 8, 2014. Vice Chairman Love asked Engineer Long to figure out and let us know what the grant and match would be for doing just the Darrah Street new main Plant outfall sewer and force main alternative, Short Street sewer replacement, and Comet baseball field siphons upgrades in Phase One. President Miller stated we are all on board with these projects and the need for improvement.

UNFINISHED BUSINESS:

1. **Software Upgrade Update (Utility Billing)** – Accountant Swineford reported they ran into a problem with the billing. Accountant Swineford stated the machine that reads the new meters malfunctioned and gave everyone with a new meter a minimum bill. Accountant Swineford stated they are working on correcting the situation.
2. **Corsica Water Tower Land** – Solicitor Dennison stated he needs to get together with Commissioner O'Neill and look at the Corsica Water Tower land in order to proceed with this project.
3. **Rose Township Authority Update** – Engineer Travis Long reported Gwin, Dobson & Foreman did a quick assessment of system conditions, found the system is not that old, and everything is well maintained. Engineer Long recommended that the Board move forward with the acquisition of Rose

Township. Member Moss asked Engineer Long if there was an outstanding issue with DEP. Engineer Long stated there is no outstanding issue with DEP; it has been reconciled. Member McKinley moved to authorize Vice Chairman Love and Chairman Miller to proceed with negotiations with Rose Township Municipal Authority; seconded by Member Dinger. Motion carried 5-0.

4. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported Don Elzer stopped by a few weeks ago, and installed some media on some units. Commissioner O'Neill stated this project continues to progress.
5. **Crestwood Mobile Home Park Status** – Solicitor Dennison stated they have not signed and sent the deed back yet.
6. **Bowley Road Line Extension** – Commissioner O'Neill stated he needs to get some information to figure out if we can move forward with this. Commissioner O'Neill stated we have a cost, but we don't know what monies are available.

NEW BUSINESS:

1. **New Manager – Dana Schreckengost** – Chairman Miller introduced Dana Schreckengost.
 - a. **Hire Dana as Municipal Authority Administrative Manager** - Vice Chairman Love moved to officially approve hiring Dana Schreckengost as the Brookville Municipal Authority Administrative Manager; seconded by Member McKinley. Motion carried 5-0.
 - b. **Add Dana as a Signer to Financial Accounts** – Vice Chairman Love moved to add Dana Schreckengost as a signer to all of the financial accounts; seconded by Member McKinley. Motion carried 5-0.
 - c. **Change Name on Credit Cards from Charles Gable to Dana** – Vice Chairman Love moved to transfer the name on credit cards to Dana from Charles Gable; seconded by Member McKinley. Motion carried 5-0.
 - d. **Check Signing Policy** – Vice Chairman Love moved to have only one internal signature of Accountant Swineford or Manager Schreckengost with a corresponding Board Member's signature on any check; seconded by Member Dinger. Motion carried 5-0.
2. **Need for Administrative Part-Time Help** – Vice Chairman Love moved that Manager Schreckengost be authorized to search for part-time help who is bondable to work approximately 20 hours per week; seconded by Member Moss. Motion carried 5-0.
3. **Personnel Items – Two New Employees** – Commissioner O'Neill reported there are two new Authority employees. Commissioner O'Neill stated Bob Himes was hired June 3rd as a part-time meter reader, and Todd Boyer was hired June 16th to fill a laborer position.
4. **Motion to Proceed with Sewage Operation Plan** – Vice Chairman Love moved to authorize Gwin, Dobson & Foreman to finalize the 537 Plan; seconded by Member Dinger. Motion carried 5-0.
5. **Appoint Board Committees – Personnel and Finance** – Chairman Miller stated Members Moss and McKinley are on the Finance Committee, and Vice Chairman Love and Member Dinger are on the Personnel Committee.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

1. **Exit 81 Business Park Water/Sewer Extension (Phase 1)** – Engineer Mark Glenn stated things are starting to accelerate on this project, and we need to get utilities to the north side of Interstate 80 to the site. Engineer Glenn discussed complications involved with the project. Engineer Glenn stated it would cost six hundred thousand dollars to build the water and sewer lines. Engineer Glenn stated he will have more details about this project at the next Authority Board meeting on July 1, 2014.
2. **Pennsylvania Municipal Authorities Association (PMAA) Annual Conference** – Vice Chairman Love stated Manager Schreckengost and Member McKinley are interested in attending the PMAA Annual Conference being held in Hershey, Pa. on August 25th–27th. Vice Chairman Love stated if anyone else is interested in going, please let Manager Schreckengost know by the deadline, August 1, 2014.

CALL FOR ADJOURNMENT:

At 5:36 p.m. Member Dinger moved to adjourn; seconded by Vice Chairman Love. Motion carried 5-0.

Administrative Manager