

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, October 14, 2014 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 14, 2014 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Robert Moss
Sam McKinley -
Arrived at 4:32 p.m.

STAFF

Manager Dana Shick
Commissioner Terry O'Neill
Engineer Mark Glenn
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Matt Triponey
Patti Slaughter
Clyde Bullers

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 September 9th meeting as submitted; seconded by Member Moss. Motion carried 3-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** - Vice Chairman Love moved to approve the financial reports as presented; seconded by Member Moss. Motion carried 3-0.

VISITORS: None

COMMITTEE REPORTS:

1. Engineer's Report

- A. **Phase 1 Exit 81 Sanitary Sewer and Waterline Extension** – Engineer Mark Glenn reported there is no change in this project since last month. Engineer Mark Glenn stated they are waiting for EDA approval to bid the project. Engineer Glenn reported the easement plats and descriptions have been completed.
- B. **Act 537 Plan** – Engineer Mark Glenn reported the Act 537 Plan Revision and Component 3M Planning Module Package was submitted to the DEP by the deadline. Engineer Glenn reported no comments were received during the public comment periods for the Act 537 plan.
- C. **Water Treatment Plant** – Engineer Mark Glenn reported the flooring was repaired by a local installer and the bill was sent to Gibson Construction by their request. Engineer Glenn reported the final painting of interior piping is almost finished. Engineer Glenn reported the exterior crack on Sed Tank number one has been repaired, but a faster reacting sealant is required for the interior leakage. Engineer Glenn reported this work has been scheduled.

Engineer Glenn stated Conrady Consultant Services will inspect the three water storage tanks using a remotely operated vehicle.

- D. **Industrial Park Wastewater Lift Station** – Engineer Glenn stated the Board needs to make a decision to start work on replacing the old lift station. Engineer Glenn stated the Industrial Park pump station has to be upgraded. Engineer Glenn stated we have exhausted every option for getting grant money for this project. Engineer Glenn stated Elk County would lend us the \$150,000.00 for the project, and the money would have to be paid back in three years. Vice Chairman Love moved to authorize going out for bids for the lift station near the Industrial Park, and the placement of the lift station, with the cost incurred by the Authority for upgrading the lift station; seconded by Member Moss. Motion carried 3-0.
- E. **Phase 1A Wastewater System Improvements (DECD H2O Grant)** – Engineer Glenn stated the Board also needs to make a decision regarding this project. Engineer Glenn reported plans and specifications need to be prepared to initiate this project. Engineer Glenn reported a draft engineering agreement was submitted for review and we are awaiting any comments for final approval. Engineer Glenn stated the project is ready to go if we want to proceed. Vice Chairman Love moved to proceed with the engineering work for Phase 1A; seconded by Member Moss. Motion carried 3-0.
- F. **Pennvest Meeting** – Manager Shick asked the Board if they want to have a pre-funding meeting with Pennvest and U.S.D.A. President Miller and Vice Chairman Love stated this would be a good idea. Vice Chairman Love stated he thinks the Board should have a meeting before the pre-funding meeting so everyone is on the same page.

UNFINISHED BUSINESS:

- 1. **Rose Township Agreement** – Manager Shick stated the agreement was sent out to all the parties, and we haven't heard back yet.
- 2. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill reported the RBC's were installed and are running. Commissioner O'Neill stated Josstech is securing the raw materials for the media. Commissioner O'Neill stated once Josstech starts production, he will contact Mr. Elzer.
- 3. **Water Meter Installation** – Commissioner O'Neill reported we installed roughly 900 water meters in the Brookville Borough and the Cruma system so far. Commissioner O'Neill stated they placed an order for an additional 500 meters since the prices are locked in. Vice Chairman Love stated we can use our own funds to cover this instead of borrowing funds.
- 4. **Co-Stars Program – Truck Purchase** – Commissioner O'Neill stated he was asked to look up the cost of trucks. Commissioner O'Neill reported he received two different bids from Co-Stars. Commissioner O'Neill suggested we sit back and check into this again at the beginning of the year.
- 5. **Crestwood Mobile Home Park Status** – Manager Shick stated that Solicitor Dennison reported there is not a new update regarding this, and they are waiting on the deed.

6. **Timber Update** – President Miller stated he has results from our forester, Gary Grosch, and 675 trees located on approximately 52 acres in Rose Township are on the list. President Miller stated the prices are good on timber right now. Member Moss moved to put the forestry bid out; seconded by Vice Chairman Love. Motion carried 4-0.
7. **ACH Transactions** – Manager Shick reported the ACH transactions have been turned on, and so far everything seems alright. Manager Shick stated roughly 250 people have signed up for direct debit so far.

NEW BUSINESS:

1. **Closing Customer Deposit Account** – Accountant Swineford stated Solicitor Dennison reported he could not find anything that said we had to have a separate account for customer deposits. Vice Chairman Love moved to authorize Accountant Swineford to close the customer deposit account and move the money to the water fund; seconded by Member Moss. Motion carried 4-0.
2. **Christmas Collection Note** – Manager Shick proposed that the water office be the drop off for donations to the Willow Run Animal Sanctuary in Coolspring. Manager Shick stated the office staff will take the donations to Coolspring. Manager Shick stated it would cost around \$250.00 to send out a mailing with the bill informing customers of this. Member McKinley moved to authorize a mailing not to exceed the cost of \$300.00 for the Willow Run Animal Sanctuary; seconded by Vice Chairman Love. Motion carried 4-0.
3. **Employee ID Badges** – Manager Shick reported employees are being asked to show ID badges. Commissioner O'Neill stated a lot of the employees already have ID badges, and that he will look into this.
4. **Rapid Response System Training** – Manager Shick reported it is required by law for the Authority to have a system to notify residents in case of an emergency. Manager Shick stated system training for Rapid Response would cost \$700.00 plus travel expenses. Commissioner O'Neill stated the Rapid Response system should be updated on a monthly basis. Vice Chairman Love stated the Borough can use the Rapid Response system only for an emergency and with approval from the Municipal Authority Board Chairman. Member McKinley moved to authorize system training for Rapid Response; seconded by Member Moss. Motion carried 4-0.
5. **2015 MMO Calculation** – Manager Shick stated the 2015 MMO calculation, \$42,775.00, is right in line with last year's. Vice Chairman Love stated this is next year's funding for the pension plan. Member Moss moved to approve signing the 2015 MMO calculation sheet; seconded by Member McKinley. Motion carried 4-0. After some discussion, Vice Chairman Love stated \$42,775.00 is too high. President Miller stated we will let the approval stand and re-work the 2015 MMO calculation sheet. Manager Shick stated she will look it over again and run it by Vice Chairman Love and Member McKinley.

COMMUNICATIONS AND ANNOUNCEMENTS: None

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Patti Slaughter asked the Board what Phase 1A is. Commissioner O'Neill stated that basically Phase 1A is an advanced system upgrade from the Plant to Haney Hollow.

CALL FOR ADJOURNMENT:

At 5:14 p.m. Member Moss moved to adjourn; seconded by Vice Chairman Love. Motion carried 4-0.

Administrative Manager