

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, April 8, 2014 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, April 8, 2014 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Herb Landes
Tom Dinger

STAFF

Commissioner Terry O'Neill
Engineer Travis Long
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the March 11th meeting; seconded by Member Landes. Motion carried 4-0.

FINANCIAL REPORTS:

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

VISITORS: None

COMMITTEE REPORTS:

1. Engineer Report

- A. **Sanitary Sewer Consent Order** - Engineer Travis Long stated Ken Berlin completed the field instrument survey of the main sewer system in mid-March. Engineer Travis Long reported the flow monitoring program continues and review of data from the Authority is completed once received. Engineer Long reported that continued progress is being made on the Act 537 Plan and Uniform Environmental Review report components and evaluation. Engineer Long stated they are currently working on the alternatives analysis for the treatment facility upgrade options. Engineer Long reported quotations were received from Insight Pipe to perform CCTV inspections of the sanitary sewer system, and to perform smoke testing of the remaining system that was not tested in 2013.
- B. **2013 Waste Load Management Report** – Engineer Travis Long stated the 2013 waste load management report for both the Brookville and Corsica wastewater plants was submitted to PAEP.

UNFINISHED BUSINESS:

1. **Software Upgrade Update**– Accountant Swineford stated most of the water/sewer bills went out on time this month. Accountant Swineford reported we are still having some trouble with billing multi-units.
2. **Corsica Water Tower Land** – Commissioner O’Neill stated no action has been taken on this yet.
3. **Mike’s Supermarket – Water/Sewer Bill Payments** – Vice Chairman Love stated Mike, the owner of Mike’s Supermarket, wants to continue accepting water/sewer bill payments at his store as a customer service. Vice Chairman Love stated Mike’s Supermarket will continue to accept water/sewer bill payments, and customers will be instructed to bring their entire water/sewer bill with them if they want a receipt.
4. **Open Flow Contract** – Vice Chairman Love stated he thinks this contract ran out at the end of March and he would like Manager Gable to call him regarding this.

NEW BUSINESS:

1. **Adoption of Harassment Policy** – Vice Chairman Love stated the Board needs to adopt a Harassment Policy in order to be eligible for a two million dollar grant. Vice Chairman Love made a motion to approve a two page Harassment Policy as part of a new personnel manual; seconded by Member Landes. Motion carried 4-0.
2. **Walter Dick Park Partner Organization Letter** – Vice Chairman Love stated that Borough Council Member Clarinda Darr is asking the Board for a letter of support to have an evaluation of Walter Dick Memorial Park done for \$1,500.00, since the Municipal Authority owns the land. Member Landes moved to authorize the writing of a letter of support to help get grant money, as long as the proposed project doesn’t exceed the original lease agreement, and the Board gets a say in the final approval; seconded by Vice Chairman Love. Motion carried 4-0.
3. **Board Personnel Matter** – Member Landes stated he has had some health issues, but will remain on the Board until a suitable replacement is found. Vice Chairman Love recommended Sam McKinley as a potential candidate. Member Landes moved to submit the name of Sam McKinley to the Borough Council for replacement of himself on the Authority Board; seconded by Vice Chairman Love. Motion carried 4-0.
4. **Manager Search Update** – Vice Chairman Love stated the search for a new Manager is going slow. Chairman Miller stated we want to do a broader search and take our time.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

1. Report by Commissioner Terry O'Neill

- a. **PRWA Conference** - Commissioner O'Neill stated several employees attended the annual PRWA Conference to get their hours for certification in.
- b. **Year-End Reports** – Commissioner O'Neill stated he is working with Engineer Travis Long from Gwin, Dobson and Foreman to get all of the year-end reports in.
- c. **Freedom Systems** – Commissioner O'Neill asked Accountant Swineford to get feedback from Freedom Systems regarding stating water/sewer usage in thousands of gallons.
- d. **New Water Meters** – Commissioner O'Neill reported they are installing new water meters as time permits.
- e. **Executive Session** – Commissioner O'Neill requested an Executive Session to discuss personnel matters.

EXECUTIVE SESSION:

The Authority Board entered Executive Session to discuss personnel matters at 5:14 p.m. with no action expected. Executive Session ended at 6:30 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:30 p.m. Member Dinger moved to adjourn; seconded by Member Landes. Motion carried 4-0.

Administrative Manager