

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, January 13, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, January 13, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Sam McKinley

STAFF

Manager Dana Shick
Commissioner Terry O'Neill
Engineer Travis Long – arrived at 4:09 p.m.
Accountant Kerry Swineford
Solicitor Jim Dennison
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:

Member Dinger moved to approve the minutes of the December 9th meeting as submitted; seconded by Vice-Chairman Love. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Residential/Commercial Meter Sales** – Accountant Swineford stated he would like to combine the line items 'Residential Meter Sales' and 'Commercial Meter Sales' into simply 'Meter Sales' so it is easier to reconcile accounts receivable revenues. Vice-Chairman Love, Solicitor Dennison, and the Board in general agreed this would be alright.
2. **Approval of Financial Reports** – Vice-Chairman Love moved to approve the financial reports for the month of December as presented; seconded by Member Dinger. Motion carried 4-0.

VISITORS: None

UNFINISHED BUSINESS:

1. **Rose Township Agreement** – Solicitor Dennison stated he received a proposal from Rose Township's attorney, and they are concerned about the rate structure. Vice-Chairman Love stated it doesn't mention the Township Guarantee and this should be looked into. Vice-Chairman Love stated the Board will have to decide what our negotiating position is for the debt service. Solicitor Dennison stated this topic can be discussed more in Executive Session.

COMMITTEE REPORTS:

1. Engineer's Report

- A. **U.S.D.A. Funding** – Engineer Travis Long stated he received written formal verification from U.S.D.A. that everything is funding eligible for the entire project, and they authorized us to submit the full application and environmental documents. Engineer Long stated that Pennvest requires you have the necessary permits in hand, and U.S.D.A. does not. Member McKinley made a motion to move forward with the application to U.S.D.A.; seconded by Vice-Chairman Love. Motion carried 4-0. Solicitor Dennison asked Engineer Long how long the turn-around time is, and Engineer Long stated a complete offer could be submitted and closed in six months. Engineer Long stated he will contact USDA tomorrow and e-mail the Board Members. Vice-Chairman Love asked Engineer Long what kind of a time table are we on for the Lift Station. Engineer Long stated we don't have to work on this project simultaneously. Engineer Long stated he will be in communication with the Board.
- B. **Act 537 Plan** – Engineer Travis Long reported the Department of Environmental Protection (DEP) had minimal comments on the Authority's Act 537 Plan, and it should formally approve the Act 537 Plan within 30 days.
- C. **Draft Engineering Plan of Phase 1 & 2** – Vice-Chairman Love moved to approve the Draft Engineering Plan of Phase 1 & 2; seconded by Member Dinger. Motion carried 4-0.

UNFINISHED BUSINESS:

- 2. **RBC's Update** – Commissioner O'Neill reported the good news is the RBC's are running, and the bad news is we haven't heard from Josstech about securing the media. Commissioner O'Neill stated Mr. Don Elzer has not asked for any more money, or for the molds. Commissioner O'Neill stated they are ready to go, but can't secure the raw materials. Commissioner O'Neill reported they will keep moving forward with this project.
- 3. **Water Meter Installation** – Commissioner O'Neill reported the numbers for this project are basically the same as last month, and that we installed roughly 1,048 water meters in the Brookville Borough and the Cruma system so far. Commissioner O'Neill reported we received the 500 meters that were ordered.
- 4. **Crestwood Mobile Home Park Status** – Solicitor Dennison reported he received a call from the owner of Crestwood Mobile Home Park, and the owner acted like he just heard about this. Solicitor Dennison stated we will continue to work on this project.
- 5. **Timber Update** – Commissioner O'Neill reported this project is going well, and that half of the timber will be removed by the end of this week. Solicitor Dennison stated they have one year to remove the timber. Commissioner O'Neill stated when the weather breaks, they will look at the east side of the project and come up with a plan.

6. **Old Water Plant Facility and Surrounding Buildings** – Vice-Chairman Love asked Commissioner O’Neill if he moved out of the Water Plant House yet. Commissioner O’Neill stated he is in the process of moving out, and will be completely moved out by the time he retires.

NEW BUSINESS:

1. **Chemical Bids** – Engineer Travis Long opened the chemical bids. Engineer Long stated he will tabulate all of the bids tomorrow and give the information to the Board. Vice-Chairman Love moved to accept the lowest responsible bid on each component; seconded by Member Dinger. Motion carried 4-0.
2. **Change in Water/Sewer Bill Due Date** – Manager Dana D. Shick stated, due to the holidays, the due date for January’s water/sewer bills had to be pushed back to January 26th, and the due date for February’s water/sewer bills will be pushed back to February 20th.
3. **Executive Session** – Manager Shick requested an executive session.
4. **Retainment of Current Officers** – Member Dinger moved to place on the table the slate of officers, and to retain current officers for the year; seconded by Member McKinley. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

1. Reporter Matt Triponey asked the Board what project the USDA money would be used for. Engineer Travis Long stated it would be used for sewage system improvements.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 5:03 p.m.
Executive Session ended at 6:28 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 6:28 p.m. Member Dinger moved to adjourn; seconded by Vice Chairman Love.
Motion carried 4-0.

Administrative Manager

