

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, April 14, 2015 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, April 14, 2015 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss

STAFF

Manager Dana Shick
Engineer Mark Glenn
Accountant Kerry Swineford
Assistant Commissioner Clyde Bullers
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Matt Triponey
Patti Slaughter
Clarinda Darr

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the March 10th meeting as submitted; seconded by Member Moss. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Financial Reports** – Accountant Kerry Swineford stated something wiped out the financial reports, Freedom re-created them and finished them about an hour ago. Vice-Chairman Love stated we should ask Freedom to come in and meet with the Finance Committee to get an explanation for the problems we've been having and tell us what they will do about it. Accountant Swineford stated he will check that everything is o.k. with the financial reports and send them out tomorrow.

VISITORS:

1. **Clarinda R. Darr – Borough Council Member** – Borough Council member Clarinda R. Darr stated she came to introduce herself. Clarinda R. Darr asked the Board Members to keep up the good work.

COMMITTEE REPORTS:

Engineer's Report

- A. **Act 537 Plan** – Engineer Mark Glenn stated a final revision to the Act 537 Plan was sent to Pennsylvania Department of Environmental Protection on March 25th, and it should be approved any day.
- B. **CO&A Flow Monitoring Program** – Engineer Mark Glenn reported there were two significant rainfall events on March 11th and 12th, and no bypasses occurred at the White Street Lift Station.

- C. **Phase 1A Wastewater System Improvements (DECD H2O Grant)** – Engineer Mark Glenn reported we filed for the permit application for the system last month. Engineer Glenn stated we have some revisions to make, and some easements will be needed. Solicitor Dennison stated we will have to get someone to do the appraisals. Vice-Chairman Love stated the five acres by the water plant could cause us some problems. We previously expressed interest in them, and asked Solicitor Dennison to pursue purchasing them in conjunction with obtaining the right of way for the Sewer Conveyance Project. Engineer Glenn reported we started some survey work on Phase 1B and Phase 2.
- D. **Project Funding** – Engineer Mark Glenn reported we were advised we should receive funding for the whole project. Engineer Glenn stated the loan will be at 2.2% and extended out for 40 years. Engineer Mark Glenn stated the 1A Project was folded into the entire project.

UNFINISHED BUSINESS:

1. **Rose Township Agreement** – Solicitor Dennison stated he received an e-mail from Rose Township's attorney stating Rose Township approved our proposal back on the temporary increase fees to cover the debt service loan. Solicitor Dennison stated the agreement is being amended. Manager Shick reported the closing date was extended to September of 2015.
2. **RBC's Update** – Assistant Commissioner Clyde Bullers reported there has been no change regarding the RBC's since last month. Vice-Chairman Love stated Darlington sent us an invoice. Chairman Miller stated we are trying to finalize the invoicing.
3. **Water Meter Installation** – Assistant Commissioner Clyde Bullers reported that we installed roughly 1,160 water meters in the Brookville Borough and the Cruma system so far.
4. **Crestwood Mobile Home Park Status** – Solicitor Dennison reported he hasn't heard from the owners of Crestwood Mobile Home Park or the potential new buyer.
5. **Old Water Plant Facility and Surrounding Buildings** – Vice-Chairman Love stated someone was looking at it, but the sale didn't go through. Vice-Chairman Love stated scrap prices are way down now, so this project is on hold and this topic can be dropped from the agenda.
6. **Employee Handbook** – Vice-Chairman Love stated Commissioner O'Neill and Manager Shick will meet tomorrow with more changes to the employee handbook, and a revised edition will be sent out. Vice-Chairman Love reported Manager Shick will do the evaluations for the office staff. Vice-Chairman Love stated there will be two reports to the Board; one from the Commissioner, and one from the Administrative Manager.

NEW BUSINESS:

1. **Jared Street/Line Replacement** – Assistant Commissioner Clyde Bullers stated on Thursday they replaced a steel line on Jared Street that went bad with copper line.
2. **Haugh Hollow** – Assistant Commissioner Clyde Bullers stated we have to figure out how to resolve the problem at Haugh Hollow, and how much money we can spend. Assistant Commissioner Bullers stated there is money in the budget for water replacement.
3. **Short Street** – Assistant Commissioner Clyde Bullers reported we are not sure if we will pursue this project or not. Vice-Chairman Love stated, if the USDA funding comes in, the Authority should have the funds to cover Short Street. Engineer Mark Glenn stated Short Street would probably be at the end of the project.
4. **Accountant Swineford/Seminars** – Accountant Kerry Swineford asked the Board if he could attend two seminars; one on payroll, and the other on accounts receivable. Vice-Chairman Love stated the money is budgeted, and that if Manager Shick approves it, the Board doesn't need to approve it.

COMMUNICATIONS AND ANNOUNCEMENTS:

1. **Herb Landes/Retirement Dinner** – Manager Shick reported the retirement dinner for Herb Landes will be held in the dining room at the Borough Complex on Thursday, April 16th at 5:00 p.m. Manager Shick stated about 17 people should be attending.
2. **Steering Committee** – Manager Shick reported the Steering Committee will meet here on Wednesday, April 22nd at 7:00 p.m.
3. **Municipal Training** – Manager Shick reported the Municipal Administrators Training she attended in Greensburg, Pennsylvania on March 27th and 28th was a good experience with very useful training. Manager Shick stated there were 14 people in the class.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Patti Slaughter, a reporter, asked the Board for clarification on the sewer rates. Accountant Kerry Swineford stated the 25% sewer rate increase will affect Brookville and Rose Township bulk customers, not Corsica customers.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 4:57 p.m. to discuss personnel issues. Executive Session ended at 5:13 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:13 p.m. Member Dinger moved to adjourn; seconded by Vice-Chairman Love.
Motion carried 4-0.

Administrative Manager