

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, February 9, 2016 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, February 9, 2016 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Robert Moss
Tom Dinger
Sam McKinley

STAFF

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

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Commissioner Clyde Bullers made one correction to the minutes of the January 12th meeting:

- A. Commissioner Clyde Bullers stated, under ‘Staff Reports’ the fifth line down should read ‘replaced the conduit to the RBC’s’.

Vice-Chairman David Love moved to approve the minutes of the January 12th meeting as amended; seconded by Member Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Approval of Financial Reports** – Accountant Kerry Swineford stated there was an error on the sewer balance sheet. Accountant Swineford stated one cash account did not transfer over, causing a \$10,000.00 difference. Accountant Swineford stated this error has been fixed. Accountant Swineford stated the Authority received two checks from Rose Township, one for \$31,756.87 from their main operating account, and one for \$1,749.85 from the account they paid their loan from. Member Tom Dinger moved to approve the Financial Reports as presented; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer’s Report

- 1. **Phase 1 Exit 81 Water & Sewer Extension Project** – Engineer Mark Glenn reported a substantial completion inspection was held at the project site on January 29th, and the project was found to be functionally complete according to the plans and specifications. Engineer Mark Glenn stated a punch list of remaining items was attached to the

certificate and will be completed this spring. Engineer Mark Glenn reported Gwin, Dobson, and Foreman is assembling required documents per the Transfer Agreement for the transfer of system ownership to the Brookville Municipal Authority.

2. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported all work is completed. Engineer Mark Glenn reported the Brookville Municipal Authority received the signed Subdivision Plan from Giant Eagle, and the plan was approved by Brookville Borough and the Brookville Borough Planning Commission on January 21st.
3. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn reported final design is ongoing with the wastewater treatment facility improvements. Engineer Mark Glenn reported the wastewater collection system design is essentially complete except for change necessitated by right-of-way modifications. Engineer Mark Glenn reported on January 4th a Part Two Water Quality Management Permit Application was submitted to the Department of Environmental Protection (DEP) for the Phase 1B and Phase 2 projects.
4. **DEP Water Well Inspection** – Engineer Mark Glenn reported the Department of Environmental Protection (DEP) has given tentative approval of the well sites for further exploratory drilling and testing, pending environmental clearances. Engineer Mark Glenn reported the PNDI environmental clearance was received stating no impact on sensitive species. Engineer Mark Glenn reported a letter about historical and archaeological resources was sent to the Department of Environmental Protection (DEP). Engineer Mark Glenn reported approval from DEP of the test drilling plan is pending.
5. **North Fork Creek Dam** – Engineer Mark Glenn reported they are preparing an update to the Emergency Action Plan as requested by the Department of Environmental Protection Division of Dam Safety.
6. **Annual Chapter 94 Wasteload Management Report** – Engineer Mark Glenn reported they are preparing the 2015 Wasteload Management Reports for the Corsica and Brookville Municipal Authority wastewater collection and treatment systems.
7. **Pickering Street Sewer Replacement** – Engineer Mark Glenn reported Gwin, Dobson, and Foreman advertised for construction bids for the Pickering Street Sewer Replacement Project on January 29th. Engineer Mark Glenn stated bids will be opened on March 8th at 3:00 PM at the Brookville Borough Office. Engineer Mark Glenn stated Gwin, Dobson, and Foreman is coordinating possible storm sewer replacement with Borough personnel under this project. Engineer Mark Glenn reported this will require the issuance of an addendum to accommodate this change. Engineer Mark Glenn reported a PennDOT HOP permit application was submitted to PennDOT District 10-0 for review, and an Erosion and Sediment Control Plan was also created for the project.

UNFINISHED BUSINESS:

- A. Caretaker's House** – Chairman Brad Miller asked Commissioner Clyde Bullers how the Brookville Volunteer Fire Company is coming along with the things they are doing to the caretaker's house. Commissioner Clyde Bullers stated he has not been contacted by the Brookville Volunteer Fire Company, but he was told they were at the caretaker's house last night and looked at it. Commissioner Clyde Bullers stated the Brookville Volunteer Fire Company has a key to get in the caretaker's house. Commissioner Clyde Bullers stated he wasn't sure exactly what the Brookville Volunteer Fire Company has done to the caretaker's house yet. Chairman Brad Miller stated the Board will give the Brookville Volunteer Fire Company some more time to do their exercise there before we proceed with the demolition.
- B. Timber Sales** – Commissioner Clyde Bullers stated the forester has everything marked above the interstate bridge. Commissioner Clyde Bullers stated the forester was a little confused on where the actual property values were in the section between the two interstate bridges. Commissioner Clyde Bullers stated he found some drawings and maps of that area, and he had one question he was talking to Solicitor Jim Dennison about. Solicitor Jim Dennison stated they are not sure if one tract of land is included in the big conveyance between the Borough and the Authority. Solicitor Jim Dennison stated he did pull the deed and he will figure it out.

NEW BUSINESS:

- A. Election of New Officers** – Solicitor Jim Dennison stated the officers are Chairman and Vice-Chairman. Member Tom Dinger moved to continue this year with the same officers as last year; seconded by Member Robert Moss. Motion carried 5-0.
- B. Letterhead Design** – Manager Dana D. Shick stated the Board needs to discuss the logo because it is causing confusion when the Authority certifies something. Manager Dana D. Shick stated Commissioner Clyde Bullers brought up the old letterhead, and the only change that would need made is to remove the word 'parking' from the bottom. Manager Dana D. Shick stated the Board needs to decide if it wants to change the new letterhead, or go back to the old letterhead. The Authority Board generally agreed to go back to the old letterhead and take parking off the bottom. Vice-Chairman David Love asked what the Borough will do, and Manager Dana D. Shick stated the Borough will continue to use the new letterhead.
- C. Gas Contract** – Vice-Chairman David Love asked Member Robert Moss if they should try to lock up more than one year on the gas contract. Member Robert Moss stated they should try to lock it up as far as they can. Manager Dana D. Shick stated it is signed in April, and she will start to talk to people about this in March. Vice-Chairman David Love asked Manager Dana D. Shick to watch that they don't charge a commission.
- D. Meeting Information Packet** – Vice-Chairman David Love asked what was included in the meeting information packet. Manager Dana D. Shick stated the

office will print out everything for the meetings but the revenues and expenditures. Manager Dana D. Shick stated the revenues and expenditures are included in the e-mail she sends to Authority Board Members about the meetings.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. **IRS Letter** – Manager Dana D. Shick stated the Authority received a letter from the IRS acknowledging they received our form 8038G, which is the guaranteed sewer project note.
- B. **Executive Session** – Manager Dana D. Shick requested an Executive Session for personnel issues with no action expected.

BOARD/STAFF REPORTS & INFORMATION:

- A. **Commissioner Clyde Bullers**
 - 1. **Sensus Meters** - Commissioner Clyde Bullers reported around 1,550 out of about 2,500 Sensus meters have been installed so far.
 - 2. **Sewer Work** – Commissioner Clyde Bullers reported his crew did some sewer work on the south side of Main Street.

EXECUTIVE SESSION:

The Municipal Authority Board entered an Executive Session at 4:41 p.m. to discuss personnel issues with no action expected. Executive Session ended at 5:45 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:45 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

Administrative Manager