

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, March 8, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, March 8, 2016 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
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
Clarinda R. Darr

CALL TO ORDER:

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

APPROVAL OF MINUTES:

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

FINANCIAL REPORTS:

- A. **Approval of Financial Reports** – Accountant Kerry Swineford stated the check we sent out for the right of ways for Giant Eagle needs moved from legal fees to conveyance fees. Vice-Chairman David Love moved to approve the Financial Reports as presented; seconded by Member Tom Dinger. Motion carried 4-0.

VISITORS:

- A. **Clarinda R. Darr – Walter Dick Park DCNR Grant Update** – Borough Council Community Resources Committee Chair Clarinda R. Darr stated the committee put out a request for proposals for Walter Dick Park and received five back. Borough Council Member Clarinda R. Darr stated the committee selected four of those five to interview this Thursday, March 10th. Vice-Chairman David Love stated he was told the caretaker's cottage is down, and Borough Council Member Darr stated that was correct. Vice-Chairman David Love stated there have been questions raised in the past in regards to more parking spaces being put there, and her committee is the one that would probably want to pursue something like that, and Borough Council Member Darr stated that was correct. Vice-Chairman David Love stated the Board will need a request from the Community Resources Committee at a later date in regards to this.

COMMITTEE REPORTS:

A. Engineer's Report

1. **Phase 1A Wastewater System Improvements** – Engineer Mark Glenn reported the bid opening is scheduled for April 10, 2016.
2. **Phase 2 Wastewater System Improvements** – Engineer Mark Glenn stated final plans and specifications are at 50% completion. Engineer Mark Glenn stated the Phase 2 wastewater collection system design is essentially complete except for any changes required by right of ways. Engineer Glenn stated Gwin, Dobson, and Foreman is requesting a meeting with the Board to review project plans between now and the end of the month. Engineer Glenn stated he will set something up with Manager Dana D. Shick.
3. **Phase 1 Exit 82 Water & Sewer Extension Project** – Engineer Mark Glenn reported Wilson Excavating started restoration on March 4, 2016 including Pennsylvania Department of Environmental Protection (PADEP) and Jefferson County Conservation wetland encroachment work. Engineer Glenn stated final project closeout must be attained by April 28, 2016 in order to retain the EDA federal grant.
4. **Pickering Street Sewer Replacement** – Engineer Mark Glenn stated he opened bids for the Pickering Street Sewer Replacement Project at 3:00 P.M. today. Engineer Glenn reported Bison Construction from Fairmount City had the winning bid at \$238,935.00. Engineer Glenn stated the second bidder was Dave Roman Excavating from Reynoldsville with a bid of \$263,250.00. Engineer Mark Glenn stated Brookville Borough wants to piggyback its Pickering Street Stormwater Project with the Brookville Municipal Authority's Pickering Street Sewer Replacement Project, and that will require a change order. Vice-Chairman David Love stated the Brookville Municipal Authority has \$100,000.00 in the I&I line item. Vice-Chairman David Love moved to, after evaluation by the engineering firm, award this to the lowest responsible bidder and reduce the cost by taking the money out of that I&I line item and moving into the budget for this project; seconded by Member Sam McKinley. Motion carried 4-0.

UNFINISHED BUSINESS:

- A. **Third Water Well** – Chairman Brad Miller reported he received a letter from the Department of Environmental Protection (DEP) stating they approved the location for a third water well.
- B. **Timber** – Member Sam McKinley asked for the status on the timber. Chairman Brad Miller stated he is working on it, and he is almost done.

NEW BUSINESS:

- A. **Water Quality** – Vice-Chairman David Love stated when we have fires and water line breaks, a change in the Brookville Municipal Authority's water quality is just a consequence of those events. Vice-Chairman David Love

stated the Brookville Municipal Authority is trying to provide good quality water, but also water to fight fires.

- B. Hire New Sewer Employee** – Vice-Chairman David Love stated Commissioner Clyde Bullers brought it to the Board's attention that we are at the point where we need to hire a new sewer employee. Member Sam McKinley asked if this was budgeted for. Vice-Chairman David Love stated it was not, but there are some other personnel issues that might offset this. Vice-Chairman David Love moved to authorize Commissioner Clyde Bullers to post for a new sewer employee; seconded by Member Sam McKinley. Motion carried 4-0.
- C. Consulting Agreement** – Manager Dana D. Shick stated the Brookville Municipal Authority received a consulting agreement from Campbell, Durrant, Beatty, Palumbo, and Miller, which is the attorney at law the Authority uses sometimes for personnel related issues. Manager Dana D. Shick stated the agreement lists the hourly rate they would charge for the different associates. Manager Dana D. Shick stated principles are \$205.00, senior associates are \$185.00, associates are \$175.00, and paralegals and law clerks are \$135.00. Manager Shick reported the Authority would save \$10.00 per hour on Rich Miller's associate fees if we became a member of the Public Employer Labor Relations Advisory Service (PELRAS). Manager Shick stated membership is \$450.00 per year. Manager Dana D. Shick stated she is going to their seminar. Member Sam McKinley moved to approve signing the contract for the consulting agreement; seconded by Vice-Chairman David Love. Motion carried 4-0. Vice-Chairman David Love moved to become a member of PELRAS for \$450.00 per year; seconded by Member Tom Dinger. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

- A. Solicitor Jim Dennison**
1. **Giant Eagle** – Solicitor Jim Dennison stated we closed on the deal with Giant Eagle.
 2. **Penelec** – Solicitor Jim Dennison stated we got the agreement with Penelec straightened out.
- B. Vice-Chairman David Love**
1. **Fencing around the Corsica Water Tank** – Vice-Chairman David Love stated he is concerned from a security standpoint with getting a fence built around the Corsica water tank. Engineer Mark Glenn stated he will find out if fencing is required.
 2. **Executive Session** – Vice-Chairman David Love requested an executive session for personnel issues.
- C. Commissioner Clyde Bullers**
1. **Repairs Made in 2015** – Commissioner Clyde Bullers reported his crew repaired 15 main line water breaks and four service lines in 2015.

2. **Sensus Meters Installed** – Commissioner Clyde Bullers reported his crew has installed 1,600 Sensus meters so far.

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 5:12 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:12 p.m. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 4-0.

Administrative Manager