

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, September 13, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, September 13, 2016 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Bradley Miller  
David Love  
Tom Dinger  
Robert Moss

**STAFF**

Manager Dana D. Shick  
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:**

Member Tom Dinger moved to approve the minutes of the August 9<sup>th</sup> meeting as presented. Commissioner Clyde Bullers stated he has one change to make to the minutes. Commissioner Clyde Bullers stated under number three in the Engineer's Report, the name Chris Sherman should be changed to Joseph Sherman. Member Tom Dinger amended his motion to include this change; seconded by Vice-Chairman David Love. Motion carried 4-0.

**FINANCIAL REPORTS:**

Vice-Chairman David Love stated he had a question regarding the Sewer Fund. Vice-Chairman David Love stated we agreed to use the \$100,000.00 in the budget for I and I work on the shortfall on the Pickering Street Project, right? Commissioner Clyde Bullers stated basically, yes. Member Robert Moss asked what the 'Applied Credit Balance' of \$21,916.25 on the Water Fund is for. Manager Dana D. Shick stated that is when people make payments and they already have a credit on their account. Manager Dana D. Shick stated that goes back and applies itself to their individual bills. Member Tom Dinger moved to accept the financial reports as submitted; seconded by Member Robert Moss. Motion carried 4-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Written Report** – Attached
2. **Requisitions** –
  - a. **Terra Works Incorporated Requisition** – Engineer Mark Glenn stated we have application number three for payment from Terra Works

Incorporated in the amount of \$94,500.00 for the White Street pump station general mechanical work.

- b. **Enertech Electrical Requisition** – Engineer Mark Glenn stated we have request number one from Enertech Electrical for pump station four in the amount of \$4,230.00.
  - c. **Bison Construction Requisition** - Engineer Mark Glenn stated we have requisition payment application number one from Bison Construction for the sewer work in the amount of \$328,711.63.
  - d. **Disbursements/Short Street Project** - Engineer Mark Glenn stated the total amount is \$427,441.63 which is then further broken up into various disbursements including; a USDA reimbursement in the amount of \$115,548.53, a DCED Pennworks Grant in the amount of \$231,131.72, and the Authority contribution to the Short Street water line which is an ineligible cost in the amount of \$80,761.37. Engineer Mark Glenn stated if you add those three together you come up with \$427,441.63. Member Robert Moss asked Engineer Mark Glenn about the Short Street Project. Engineer Mark Glenn stated it was a good choice to replace that water line on Short Street, and RUS said that is fine if it is included in the project, but it is an ineligible cost since it is not sewer related.
  - e. **Motion to Approve Requisitions** – Vice-Chairman David Love moved to approve paying the three requisitions pursuant to the memo from Gwin, Dobson, and Foreman totaling \$427,441.63; seconded by Member Tom Dinger. Motion carried 4-0.
3. **Funding Application** – Engineer Mark Glenn alerted the Board that at the next meeting in October he will have a funding application for the Authority. Engineer Mark Glenn stated the application is from the Commonwealth Finance Authority to apply for a grant for a new project. Engineer Mark Glenn stated this grant requires a fifteen percent match.

#### **UNFINISHED BUSINESS:**

- A. **Third Water Well** – Solicitor Jim Dennison stated he has been in contact with James Castleberry, and sent him a copy of the proposed agreement. Solicitor Jim Dennison stated he also sent a copy of the proposed agreement to Engineer Mark Glenn and Engineer Travis Long. Member Robert Moss asked what the anticipated flow out of the well is. Engineer Mark Glenn stated he did not think that James Castleberry ever said what the flow out is, but he would be very surprised if it was more than 100 gallon flow.
- B. **Corsica Water Tank Property Agreement** – Solicitor Jim Dennison stated Commissioner Clyde Bullers gave him a copy of the Corsica Water Tank Property Agreement. Solicitor Jim Dennison stated he sent a copy of that agreement to the Board Members and National Fuel. Solicitor Jim Dennison stated he requested that National Fuel remove having service development rights from the agreement. Vice-Chairman David Love moved to approve the acquisition of the property by the Corsica Water Tank as amended by Solicitor Jim Dennison; seconded by Member Tom Dinger. Motion carried 4-0.

- C. **2017 MMO Calculation Worksheet** – Manager Dana D. Shick stated the Minimum Municipal Obligation (MMO) this year is \$45,621.00. Manager Dana D. Shick stated the Minimum Municipal Obligation was \$43,476.00 in 2016. Vice-Chairman David Love moved to authorize Manager Dana D. Shick to submit the 2017 Minimum Municipal Obligation calculation; seconded by Member Tom Dinger. Motion carried 4-0.
- D. **Mendenhall Road Update** – Commissioner Clyde Bullers stated he received completed questionnaires from fourteen residents on Mendenhall Road. Commissioner Clyde Bullers stated the questionnaires have been submitted to the Department of Environmental Protection (DEP) Bureau of Abandoned Mine Reclamation, and we will just have to wait and see what they decide. Vice-Chairman David Love asked if they would buy the materials, and Engineer Mark Glenn stated yes. Vice-Chairman David Love stated the Board will have to decide who will fund the labor; whether we will fund it totally or expect the homeowners to do it. Engineer Mark Glenn stated that is a state road. Vice-Chairman David Love asked if the Authority could get the township involved in this. Engineer Mark Glenn stated the township does not want to be involved. Member Robert Moss asked if Mendenhall Road is a dead end, and Commissioner Clyde Bullers stated it is.

#### **NEW BUSINESS:**

- A. **CD Recommendations** – Manager Dana D. Shick stated since we got back some of those big requisitions from fees that we have been paying, we are in need of putting some money from our sewer account into a CD. Manager Dana D. Shick stated the recommendation is that \$350,000.00 be put into a CD. Commissioner Clyde Bullers stated there is one item we did not budget; to order water meters which would cost \$120,000.00. After some discussion, Manager Dana D. Shick stated she still recommends that \$350,000.00 goes in now. Vice-Chairman David Love moved to authorize Manager Dana D. Shick to put \$350,000.00 into a CD at the best rate she can get; seconded by Member Tom Dinger. Motion carried 4-0.
- B. **Fall Hydrant Flushing** – Commissioner Clyde Bullers stated a copy of the Fall Hydrant Flushing Schedule is in the agenda. Commissioner Clyde Bullers stated this schedule will also be advertised in the paper, on our website, and on our Facebook page. Member Robert Moss asked if they follow the same schedule every year, and Commissioner Clyde Bullers stated pretty much.

#### **COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. **Drought Watch** – Manager Dana D. Shick stated she would like to remind everyone that Jefferson County is still under a drought watch, and asked everyone to try to reduce their water consumption by five percent.
- B. **Pennsylvania Municipal Authorities Association Conference** – Manager Dana D. Shick stated she spoke to some great vendors and brought back some literature from the Pennsylvania Municipal Authorities Association Conference. Manager Dana D. Shick stated she will start making some recommendations to improve some things.

## **BOARD/STAFF REPORTS & INFORMATION:**

### **A. Commissioner Clyde Bullers**

1. **Sed Basins/Primary & Secondary Tanks** – Commissioner Clyde Bullers stated the Water Plant crews are cleaning the sed basins, which they do once a year. Commissioner Clyde Bullers stated the crews at the Wastewater Plant are cleaning the primary and secondary tanks.
2. **Water Meters** – Commissioner Clyde Bullers stated they have installed a total of 2,010 water meters so far, and there are about 700 to go. Commissioner Clyde Bullers stated they are ordering 500 meters, and they might order the rest by the end of the year before the price increases. Member Robert Moss asked if the guys can just drive by to read them, and Commissioner Clyde Bullers stated yes and it is working well. Vice-Chairman David Love stated Bob Radaker, the Lead Distribution Operator, always liked Badger meters, but he is really pleased with how the new Sensus Meters are working.
3. **Water Line Break/Boil Water Alert** – Vice-Chairman David Love asked Commissioner Clyde Bullers where the water line break was. Commissioner Clyde Bullers stated the break was between the Quality Inn and the interstate. Commissioner Clyde Bullers stated the water line break necessitated a need for the boil water alert.

### **B. Vice-Chairman David Love**

1. **Executive Session** – Vice-Chairman David Love requested an Executive Session for personnel matters.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:** None

## **EXECUTIVE SESSION:**

The Municipal Authority Board entered an Executive Session at 4:54 P.M. to discuss personnel matters with no action expected. Executive Session ended at 5:22 P.M. with no action taken.

## **CALL FOR ADJOURNMENT:**

At 5:22 P.M. Member Tom Dinger moved to adjourn; seconded by Vice-Chairman David Love. Motion carried 4-0.

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Administrative Manager

