

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, October 11, 2016 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 11, 2016 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Tom Dinger
Robert Moss
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:

Vice-Chairman David Love stated he had one correction to make to the minutes. Vice-Chairman David Love stated on page two, under item number three, in the last sentence, the word 'fifty' should be 'fifteen'. Vice-Chairman David Love moved to approve the minutes of the September 13th meeting with that correction; seconded by Member Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements/2015 Financial Audit** – Accountant Kerry Swineford stated the audit is finally done. Accountant Kerry Swineford stated he is still working with Freedom to close out 2015 in the software package. Accountant Kerry Swineford stated a small issue with a penny in the Borough is holding us up. Accountant Kerry Swineford stated we cannot close out the books. Accountant Kerry Swineford stated hopefully before the next meeting that will be taken care of. Accountant Kerry Swineford stated the actual statements next month will be more similar to what the auditors provide, as far as the balance sheet and the income statement. Accountant Kerry Swineford stated as for the audit, the most significant change was just a few adjustments to the Accounts Receivable. Accountant Kerry Swineford stated he worked with the auditors to come up with an entry to balance it to a report he has in the software package, so the receivable number on the books actually matches what we have in the software package. Vice-Chairman David Love moved to accept the 2015 Audit Report and the financial statements as submitted; seconded by Member Robert Moss. Motion carried 5-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Payment Requisitions** –
 - a. **Terra Works Incorporated Requisition** – Engineer Mark Glenn stated we have application number four for payment from Terra Works Incorporated in the amount of \$87,525.00 for work on the White Street pump station.
 - b. **Bison Construction Requisition Number Two** - Engineer Mark Glenn stated we have requisition payment application number two from Bison Construction in the amount of \$249,817.13 for the waterline component.
 - c. **Bison Construction Requisition Number Three** – Engineer Mark Glenn stated we have requisition payment application number three from Bison Construction in the amount of \$67,005.63 for the work on the waterline. Engineer Mark Glenn stated this portion of the project is to be paid by Brookville Municipal Authority general funds.
 - d. **Bison Construction Change Order Number One** - Engineer Mark Glenn stated he needs a motion to approve Bison Construction Change Order number one in the amount of \$229,630.00 for the Clement Run siphon replacement.
 - e. **Motion to Approve Requisitions** – Vice-Chairman David Love stated the first part of the motion is to approve paying Terra Works payment requisition number four in the amount of \$87,525.00, the second item is approving Bison Construction's payment request number three in the amount of \$249,817.13, the third item is approving payment to Bison Construction for payment request number two in the amount of \$67,005.63, and item number four is a motion to approve fifty percent of the \$9,588.89 final payment to Bison Construction for their Pickering Street Payment Request Number Four, which is split fifty-fifty between Brookville Borough and Brookville Municipal Authority; seconded by Member Tom Dinger. Motion carried 5-0.
 - f. **Motion to Approve Bison Construction's Change Order Number One** – Vice-Chairman David Love moved to approve Bison Construction's change order number one for the Clement Run siphon replacement in the amount of \$229,630.00; seconded by Member Tom Dinger. Motion carried 5-0.
 - g. **Approval of the Bidding for Phase 1B** – Engineer Mark Glenn requested the Board make a motion approving the bidding for Phase 1B. Member Sam McKinley moved to approve the bidding for Phase 1B; seconded by Vice-Chairman David Love. Motion carried 5-0.

NEW BUSINESS:

1. **Matching Funds Letter – Small Water and Sewer Grant** – Manager Dana D. Shick stated the Board needs to approve a matching grant letter that states the Brookville Municipal Authority will be applying for an eighty five percent grant with the Pennsylvania Small Water and Sewer Program and

match it with fifteen percent. Manager Dana D. Shick stated our fifteen percent is \$74,560.00. Vice-Chairman David Love moved to authorize Manager Dana D. Shick as the Administrative Manager to sign the letter and apply for the grant for the Water Distribution Line Replacement Project; seconded by Member Tom Dinger. Motion carried 5-0.

2. **Resolution 14-2016 – Small Water and Sewer Grant** – Manager Dana D. Shick stated the Board needs to approve Resolution 14-2016. Manager Dana D. Shick stated Resolution 14-2016 states the Brookville Municipal Authority is applying for the Pennsylvania Small Water and Sewer Program Grant in the amount of \$422,505.00, and it states that Brad Miller as Chairman and herself as Secretary will be the officers to execute the documents for this grant, and then she attests it as Secretary that these are all true statements. Member Tom Dinger moved to approve Resolution 14-2016 as presented; seconded by Member Robert Moss. Motion carried 5-0.
3. **Dam Withdraw Permit Renewal** – Vice-Chairman David Love asked Engineer Mark Glenn when the Withdrawal Permit for the dam runs out. Engineer Mark Glenn stated it runs out next year, and the Brookville Municipal Authority will have to reapply for a Water Allocation Permit. Member Robert Moss asked what we are drawing now. Commissioner Clyde Bullers stated the average is seven hundred to seven hundred and fifty thousand gallons. Engineer Mark Glenn stated the current cap is one and a half million gallons.
4. **A Christmas Collection** – Manager Dana D. Shick stated she wondered if the Board was interested in doing a Christmas Collection this year for the Willow Run Sanctuary for Animals. Manager Dana D. Shick asked if the Board wanted to put a letter regarding this in with the water/sewer bills or not. Vice-Chairman David Love stated we have had customers complain about soliciting and using our funds, so it would have to be funded by private donations. After some discussion, Vice-Chairman David Love moved to authorize a request for donations for Willow Run using no Authority funds; seconded by Member Sam McKinley. Motion carried 5-0.

UNFINISHED BUSINESS:

- A. **Third Water Well** – Solicitor Jim Dennison stated Deemer reviewed the agreement and made some recommended changes. Solicitor Jim Dennison stated part of the changes were to make sure that we are covering them under our liability insurance. Solicitor Jim Dennison stated the agreement is pretty well done, except for having the final approval, then it will be brought back to the Board.
- B. **Corsica Water Tank Property Agreement** – Solicitor Jim Dennison stated after the last meeting, he sent the agreement to National Fuel to be signed. Solicitor Jim Dennison stated he is still waiting for the agreement to come back.
- C. **Resolution for Condemnation of Right of Ways for Phase 1B** - Solicitor Jim Dennison stated there are twenty right of ways, and there are four that we have not heard from. Solicitor Jim Dennison stated he made a resolution for

condemnation in the last project, and did not end up using it. Solicitor Jim Dennison stated he recommends, if need be, and we do not get any response in the next week or ten days, he will proceed with that. Solicitor Jim Dennison stated he needs a motion approving that for the condemnation of right of ways. Solicitor Jim Dennison stated he probably will not need to use the resolution for condemnation of right of ways. Vice-Chairman David Love moved to adopt a resolution for condemnation of right of ways as needed for the Phase 1B Project; seconded by Member Tom Dinger. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Work Done on Richards Street and Short Street** – Commissioner Clyde Bullers stated the last service line on the Richards Street and Short Street area was installed today, so all the homes involved in that water line project are now connected to that water line. Commissioner Clyde Bullers stated pretty much all the sewer taps are installed on the new line. Commissioner Clyde Bullers stated they tested all the sewer line from Clark Street to Richards Street to East Main Street. Commissioner Clyde Bullers stated it has been all pressure tested and it passed. Commissioner Clyde Bullers stated it is nearing completion and they will probably start paving next week on that Short Street and Richards Street area.
2. **New Computer** – Commissioner Clyde Bullers stated the new computer has arrived and it is working really well.
3. **Main Air Compressors** – Commissioner Clyde Bullers reported there is a problem with one of the two main air compressors at the Water Plant that supply air to the membrane filters. Commissioner Clyde Bullers stated the drying component on one compressor has failed, so we will have to replace either the compressor and the dryer, or just the dryer. Commissioner Clyde Bullers stated a technician was up, looked at it, and will give us pricing for either way.
4. **Water Meters** – Commissioner Clyde Bullers stated his crews have been busy flushing hydrants and doing distribution line repairs, so they have not put too many more water meters in this month.

B. Solicitor Jim Dennison

1. **Employee Contract Negotiations** – Solicitor Jim Dennison stated we are currently negotiating with the employees on their contract which begins January 1, 2017. Solicitor Jim Dennison stated they have had two sessions with them and more are scheduled. Solicitor Jim Dennison stated negotiations are ongoing and amicable at this point.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 5:09 P.M. Member Tom Dinger moved to adjourn; seconded by Member Sam McKinley. Motion carried 5-0.

Administrative Manager