

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

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

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss
Sam McKinley

STAFF

Manager Dana D. Shick
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Travis Long – arrived @ 4:44 P.M.
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 moved to approve the minutes of the November 8th meeting as submitted; seconded by Member Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated he sent out the new financials based on what the auditors provide. Member Sam McKinley stated it was a nice format and asked if the budget can be added. Accountant Kerry Swineford stated he would look into that. Accountant Kerry Swineford stated next month he will try to add notes to the financials for important items. Vice-Chairman David Love moved to accept the financial statements as submitted; seconded by Member Robert Moss. Motion carried 5-0.
- B. CD Recommendations** – Accountant Kerry Swineford stated as of today there is \$982,196.00 in the sewer fund bank account. Accountant Kerry Swineford stated he recommends doing a \$300,000.00 CD. Vice-Chairman David Love moved to authorize Manager Dana D. Shick to secure a CD for \$300,000.00 based on competitive quotes and to accept the highest for a twelve month period; seconded by Member Tom Dinger. Motion carried 5-0.
- C. Transfer Funds to PLGIT** – Accountant Kerry Swineford stated we have a customer deposit account in PLGIT. Accountant Kerry Swineford stated our current customer deposit balance is about \$74,000.00. Manager Dana D. Shick stated there is less than one dollar in the PLGIT account right now. Accountant Kerry Swineford stated he thinks some of those funds should be moved to an interest bearing account. Accountant Kerry Swineford stated he recommends we keep about \$7,000.00 in the S&T Bank account and move the remainder over to the customer deposit account in PLGIT. Member Robert Moss asked how much interest they are paying, and Manager Dana D. Shick stated point two nine

percent. Member Sam McKinley asked if PLGIT charges a commission, and Manager Dana D. Shick stated they do not. Member Robert Moss moved to keep \$7,000.00 in the S&T Bank account and transfer the balance to the PLGIT account; seconded by Member Sam McKinley. Motion carried 5-0. Member Sam McKinley asked that the Board be informed of PLGIT options at future Brookville Municipal Authority Board meetings.

UNFINISHED BUSINESS:

- A. Third Water Well** – Solicitor Jim Dennison stated we are on hold regarding the third water well.
- B. Corsica Tank Property Agreement** – Solicitor Jim Dennison stated last week we authorized surveyor Jack Chamberlin to work on that. Solicitor Jim Dennison stated he talked to Ken Berlin and gave it to him, and he was going to get back to them to finalize it. Solicitor Jim Dennison stated this agreement is coming to a close. Member Robert Moss asked Solicitor Jim Dennison what the subdivision map is. Solicitor Jim Dennison stated we had a rough drawing from Ken Berlin about what we were actually buying, so it is a more detailed plat map of the property.

NEW BUSINESS:

- A. Board Designations – Membrane Replacement Funds (\$50k)** – Vice-Chairman David Love stated at the recommendation of the engineering firm, we have been putting aside \$54,000.00 in the budget each year towards membrane replacement funds. Vice-Chairman David Love stated we do not know when that is going to occur, and he wants to deposit \$108,000.00 of these funds in a PLGIT account. Vice-Chairman David Love stated he thinks we need board action to legally restrict those funds. Vice-Chairman David Love moved to establish a membrane replacement fund and the board approve restricting these funds in the amount of \$54,000.00 for the years 2015 and 2016 for a total of \$108,000.00 with a PLGIT fund to be determined at the next meeting; seconded by Member Tom Dinger. Motion carried 5-0.
- B. Historical Society Request** – Vice-Chairman David Love stated he received an e-mail from Eric Armstrong, the President of the Historical Society. Vice-Chairman David Love asked Commissioner Clyde Bullers to find out what artifacts we have. Commissioner Clyde Bullers stated they found some stuff the Historical Society might be interested in. Vice-Chairman David Love asked if the Municipal Authority should just turn the artifacts over to the Historical Society. Commissioner Clyde Bullers stated maybe we could stipulate that the artifacts come back to the Municipal Authority. Commissioner Clyde Bullers stated he would talk to the Historical Society about this.
- C. 2017 Budgets** – Manager Dana D. Shick stated everyone has a 2017 budget for the water account and the sewer account. Manager Dana D. Shick stated these are the budgets presented for approval this evening. Manager Dana D. Shick stated the water revenues are \$1,866,000.00 and sewer revenues are \$1,445,500.00. Manager Dana D. Shick stated on the water side we will have a five-percent rate increase strictly for water to help offset the cost of adding

employees for pending future retirement. Manager Dana D. Shick stated there are several capital purchases this year such as the Corsica water tank fence, the radio read meters, and the GIS water system mapping. Member Sam McKinley moved to approve the 2017 water and sewer budgets as presented, with a five-percent water rate increase effective January 1, 2017; seconded by Vice-Chairman David Love. Motion carried 5-0.

- D. Union Contract** – Manager Dana D. Shick stated we have reached an agreement with the Municipal Authority’s Union. Manager Dana D. Shick stated the contract went up for a vote on Friday, December 9th, and the union has approved that contract. Manager Dana D. Shick stated some of the highlights of that contract are that the employees will receive a thirty-cent rate increase for the first three years of the contract, and a forty-cent rate increase for the fourth and fifth years of the contract. Manager Dana D. Shick stated new hires are on a separate wage tier. Vice-Chairman David Love moved to approve the union tentative agreement; seconded by Member Tom Dinger. Motion carried 5-0.

VISITORS:

- A. Seth Kerr – GIS Information** – Seth Kerr, the Jefferson County GIS Director, stated he wondered if Gwin, Dobson, and Foreman would be open to sharing infrastructure information, such as water lines and sewer lines, with the county. Jefferson County GIS Director Seth Kerr asked if the Municipal Authority would be interested in Gwin, Dobson, and Foreman releasing information to the county. Vice-Chairman David Love asked if the Municipal Authority would be allowed to do that from a Homeland Security standpoint. Jefferson County GIS Director Seth Kerr stated he heard this concern raised before, and you could have some sort of data sharing agreement that specifies the information is proprietary and the public cannot view it or access it. Jefferson County GIS Director Seth Kerr stated if there is an interest in this, there would have to be a meeting between the Jefferson County Commissioners and the Brookville Municipal Authority Board. After some discussion, the Brookville Municipal Authority Board Members generally agreed that sharing information is good. Jefferson County GIS Director Seth Kerr stated a lot of people benefit by open data sharing. Chairman Brad Miller stated it is a lot of information to consider, and we will probably have an ongoing discussion about this. Chairman Brad Miller thanked Jefferson County GIS Director Seth Kerr for coming to the meeting.

COMMITTEE REPORTS:

A. Engineer’s Report

1. **Written Report** – Attached
2. **Payment Requisitions** –
 - a. **Terra Works Incorporated Payment Requisition Number Six** – Engineer Travis Long apologized for being late to the meeting, and stated the roads are slick. Engineer Travis Long stated we have payment requisition number six from Terra Works Incorporated in the amount of \$91,089.00 for work on the White Street pump station. Member Tom Dinger moved to approve payment requisition number six from Terra

Works Incorporated in the amount of \$91,089.00; seconded by Member Robert Moss. Motion carried 5-0. Engineer Travis Long reported of this total, 66.67% which is \$60,729.04 will be paid with PennWorks grant funds and the remaining 33.33% which is \$30,359.96 through USDA.

b. Bison Construction Payment Requisition Number Four for the Sewer

Work - Engineer Travis Long stated we have payment requisition number four from Bison Construction in the amount of \$156,892.05 for sewer work done on the interceptor sewer replacement. Member Tom Dinger moved to approve payment requisition number four from Bison Construction in the amount of \$156,892.05; seconded by Member Robert Moss. Motion carried 5-0.

c. Bison Construction Payment Requisition Number Four for the Water

Work on Richards Street – Engineer Travis Long stated we have payment requisition number four from Bison Construction in the amount of \$10,447.12 for water work done on Richards Street. Vice-Chairman David Love moved to approve payment requisition number four from Bison Construction in the amount of \$10,447.12 for water work done on Richards Street; seconded by Member Tom Dinger. Motion carried 5-0.

d. USDA Engineering Agreement – Engineer Travis Long stated he has a small dilemma with USDA. Engineer Travis Long stated when they put this project together, Gwin, Dobson, and Foreman provided two engineering services agreements to the Brookville Municipal Authority; one for Phase 1A and one for the additional phases. Engineer Travis Long stated when the USDA offered the Brookville Municipal Authority their funding package, they lumped both projects together and kind of came up with an assumed basic fee breakdown of service for design, bidding, etcetera. Engineer Travis Long stated the way Engineer Mark Glenn put the invoicing together, those numbers do not match these numbers. Engineer Travis Long asked USDA if they could take the form and adjust the columns to match what the invoicing was. Engineer Travis Long stated at first USDA said they would need a letter from the Brookville Municipal Authority, and then the USDA said they would need an amended agreement. Engineer Travis Long stated he put together an amended agreement section that has the same fees, and just adjusts how they break out study and design so it matches the invoice and we have a clean accounting process. Member Sam McKinley moved to approve the USDA engineering agreement; seconded by Vice Chairman David Love. Motion carried 5-0.

e. USDA Requisition Number Six – Engineer Travis Long reported we have USDA requisition number six in the amount of \$168,753.08. Member Tom Dinger moved to approve requisition number six in the amount of \$168,753.08 to the USDA; seconded by Member Robert Moss. Motion carried 5-0.

NEW BUSINESS:

- E. Section (SEC) 125 Plan** – Member Sam McKinley stated the Section (SEC) 125 Plan is a cafeteria plan. Member Sam McKinley stated we have a resolution to adopt the plan. Member Sam McKinley stated the Section (SEC) 125 Plan allows employees to, for the portion of the health insurance they are responsible for, effectively reduce their salary, so it is treated as pre-tax so they are not charged payroll taxes. Member Sam McKinley stated the Brookville Municipal Authority is also not charged payroll taxes on those wages. Member Sam McKinley stated it is a win-win for both the employee and the Brookville Municipal Authority, and the Board needs to adopt the plan so it can go into effect in January. Member Sam McKinley moved to approve Resolution 16-2016 to establish a Section (SEC) 125 Plan; seconded by Vice-Chairman David Love. Motion carried 5-0.
- F. NPDES Permit** – Commissioner Clyde Bullers stated the Brookville Municipal Authority's NPDES permit is due to be renewed. Commissioner Clyde Bullers stated the NPDES permit expires in April of 2017. Commissioner Clyde Bullers stated there was some miscommunication in regards to permits and renewals, and we were charged a fine of five hundred dollars because the permit was not sent in in time. Engineer Travis Long stated this was his fault and he will make it right with the Brookville Municipal Authority. Commissioner Clyde Bullers stated in order to prevent getting further penalties, we need to have this consent agreement signed and paid by December 28th. Member Tom Dinger moved to approve the payment and signing of the consent assessment penalty agreement from the Department of Environmental Protection (DEP) for five hundred dollars; seconded by Vice-Chairman David Love. Motion carried 5-0.
- G. Jefferson County Business Park Penalty** – Commissioner Clyde Bullers stated this next issue has to deal with the Jefferson County Business Park. Commissioner Clyde Bullers stated on November 5th of 2015 Wilson Excavating went beyond the permitted limit of disturbance there, and got involved in the wetlands which they should not have done. Commissioner Clyde Bullers stated the Brookville Municipal Authority will be penalized with a fine of five hundred dollars. Engineer Travis Long recommended sending the contractor a copy of the invoice. Vice-Chairman David Love moved to approve the payment and signing of the consent assessment for the civil penalty for the Jefferson County Business Park of five hundred dollars; seconded by Member Tom Dinger. Motion carried 5-0.
- H. 2017 Chemical Bids** – Commissioner Clyde Bullers opened the 2017 chemical bids. Engineer Travis Long stated he will tabulate the bids and have the results for the next Brookville Municipal Authority Board meeting.

COMMUNICATIONS AND ANNOUNCEMENTS:

- A. Executive Session** – Manager Dana D. Shick requested an Executive Session for personnel with no action expected.

BOARD/STAFF REPORTS & INFORMATION:

- A. **Solicitor Jim Dennison/Right of Ways** – Solicitor Jim Dennison stated he is still working on the right of ways for the Phase 1B Project.
- B. **Commissioner Clyde Bullers/Timber Sales** – Commissioner Clyde Bullers stated he talked to the forester Gary Grosch today regarding the timber sale. Commissioner Clyde Bullers stated Gary Grosch had talked to Matson's and they have a crew that will be finishing up in two weeks, and they plan on moving into Allshouse's. Commissioner Clyde Bullers stated they will be there for probably two months, so we are looking at late winter or early spring.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an Executive Session at 5:59 P.M. to discuss a personnel matter with no action expected. Executive Session ended at 6:15 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 6:15 P.M. Member Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager