

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, October 8, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 8, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Robert Moss
Herb Landes
Tom Dinger

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Engineer Mark Glenn – Arrived at 4:10 p.m.
Accountant Kerry Swineford
Recorder Christine Gunning

VISITORS

Patti Slaughter
Matt Triponey

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Dinger moved to approve the minutes of the September 10th meeting as presented; seconded by Member Landes. Motion carried 5-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Landes moved to approve the financial reports as presented; seconded by Member Love. Motion carried 5-0.

VISITORS:

None

COMMITTEE REPORTS:

1. **Engineer Report** – Manager Gable stated a written Engineer Report is in Board Member's packets. Manager Gable stated the Engineer is not present.

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – President Miller stated that Don Elzer has been on site for five or six days in the past week. President Miller stated that Don Elzer is ready to put the media on, and that all the frames are done.
2. **Hastings Street Project** – President Miller stated that the water work is all done on the Hastings Street Project. President Miller reported that the sidewalk cleanup should be starting any day.
3. **Grant Update** – Engineer Mark Glenn stated Pennworks did not meet at the scheduled time. Engineer Glenn stated he was unable to say at this time if our grant application was approved or not.

4. **Corrective Action Plan** – Solicitor Dennison stated he hasn't heard anything new about the Corrective Action Plan. President Miller stated that Commissioner O'Neill had commented previously that we are on track with the Corrective Action Plan.
5. **Crestwood Trailer Park** – Solicitor Dennison stated he prepared the agreement and the deed. Solicitor Dennison stated he is waiting to get an offer back.
6. **Software Upgrade Update** – Manager Gable stated we are hoping to get Freedom Systems up and running by the end of November so we can run a parallel system with Harris for the month of December before we go live with Freedom Systems hopefully January 1, 2014. Manager Gable stated the VTS website development has been pushed back to January because another project has come up that takes priority.

NEW BUSINESS:

1. **Audit Report** – Board members discussed the Audit report. Member Love said there is nothing particularly unique to this audit report. Accountant Swineford stated the ultimate goal with Freedom Systems is to get monthly financial statements for Board Members at the Authority Board meetings. Member Love stated that the Pennvest Loan has a 1% interest rate, so it would be in the Authority's best interest to pay it off at the end of 2017.
2. **Expiration of Terms** – Manager Gable stated that Member Love's term expires December 31, 2013. Manager Gable stated that Member Love is interested in serving another term, so Manager Gable will forward his name to Borough Council for re-appointment on a four year term. Manager Gable stated that Member Dinger's term expired December 31, 2012, and Member Dinger has not been re-appointed officially. Member Dinger is also interested in serving another term. Manager Gable will forward Member Dinger's name to Borough Council for re-appointment on a five year term by the end of the year.
3. **Corsica Sewer Rate Increase** – Manager Gable stated the Authority Board passed a sewage rate increase for Corsica Borough that was never implemented. Member Love stated the Board will have to go back and classify the expenses properly. Member Love stated the increase should not be implemented until 2014. President Miller agreed, stating they should check the numbers again and shoot for January 2014.

COMMUNICATIONS AND ANNOUNCEMENTS:

None

BOARD/STAFF REPORTS & INFORMATION:

1. **Manhole – Brookville Lumber** - Member Love stated the manhole below Brookville Lumber has been replaced.
2. **2014 Budget** - Member Love stated that Commissioner O'Neill needs to meet with Gwin, Dobson & Foreman to go over 2014 budget numbers. Engineer Glenn stated one of the budget items will be more TV work.

3. **New Part-Time Employee** - Member Love reported the Authority hired a new part-time employee, Mark Kerr, to help with painting at the sewage plant.
4. **Laptop/Billing** - Member Love stated that Commissioner O'Neill had reported the laptop and billing is functioning.
5. **LB Supply – Water Meters** - Member Love stated that Commissioner O'Neill has been in contact with LB Supply. Member Love stated that LB Supply will hold the price of their meters for another year, and if there is a price increase it will be minimal. Member Love stated the Authority will get \$150,000.00 worth of meters before the end of the year.

EXECUTIVE SESSION:

The Authority Board entered Executive Session to discuss personnel matters at 4:54 p.m. with no action expected. Executive Session ended at 5:42 p.m. with no action taken.

CALL FOR ADJOURNMENT:

At 5:42 p.m. Member Landes moved to adjourn; seconded by Member Love. Motion carried 5-0.

Administrative Manager