

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, June 13, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 13, 2017 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
David Love  
Tom Dinger  
Robert Moss

**STAFF**

Manager Dana D. Shick  
Accountant Kerry Swineford  
Commissioner Clyde Bullers  
Engineer Travis Long  
Solicitor Jim Dennison  
Recorder Christine Gunning

**VISITORS**

Patti Slaughter

**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 May 2<sup>nd</sup> meeting as submitted; seconded by Vice-Chairman David Love. Motion carried 4-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated the auditors started last Wednesday, and they are putting top priority on the Municipal Authority. Vice-Chairman David Love moved to approve the financial statements as presented; seconded by Member Robert Moss. Motion carried 4-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Written Report** – Attached
2. **Change Orders** –
  - a. **Bison Construction Contract Number Three, Change Order Number Three** – Engineer Travis Long stated we have contract number three, change order number three from Bison Construction in the amount of \$7,779.00 for installing wedge curbing along Richardsville Road. Vice-Chairman David Love moved to approve contract number three, change order number three from Bison Construction in the amount of \$7,779.00; seconded by Member Robert Moss. Motion carried 4-0.
  - b. **Global Heavy Corporation Contract Number Four, Change Order Number One** – Engineer Travis Long stated we have contract number four, change order number one from Global Heavy Corporation in the amount of \$61,135.04 for building permit cost in excess of allocated

allowance, and installation of slide gate at diversion box at the wastewater treatment plant. Vice-Chairman David Love moved to approve contract number four, change order number one from Global Heavy Corporation in the amount of \$61,135.04; seconded by Member Tom Dinger. Motion carried 4-0.

3. **Payment Requisitions** – Engineer Travis Long reported requisition number twelve to USDA has five components:
  - a. **Terra Works Incorporated Payment Requisition Number Eleven** – Engineer Travis Long stated we have payment requisition number eleven from Terra Works Incorporated for the White Street pump station in the amount of \$31,730.00. Vice-Chairman David Love moved to approve payment requisition number eleven from Terra Works Incorporated in the amount of \$31,730.00; seconded by Member Tom Dinger. Motion carried 4-0. Engineer Travis Long reported of this total, \$21,154.39 will be paid through DCED and the remaining \$10,575.61 through USDA.
  - b. **Enertech Electrical Incorporated Payment Requisition Number Four** – Engineer Travis Long stated we have payment requisition number four from Enertech Electrical for White Street pump station electrical work in the amount of \$30,854.38. Member Tom Dinger moved to approve payment of requisition number four from Enertech Electrical in the amount of \$30,854.38; seconded by Member Robert Moss. Motion carried 4-0. Engineer Travis Long reported of this total, \$20,570.62 will be paid through DCED and the remaining \$10,283.76 through USDA.
  - c. **Bison Construction Payment Requisition Number Ten for Contract Number Three** – Engineer Travis Long stated we have payment requisition number ten for contract number three from Bison Construction in the amount of \$256,732.19. Member Tom Dinger moved to approve payment requisition number ten for contract number three from Bison Construction in the amount of \$256,732.19; seconded by Member Robert Moss. Motion carried 4-0. Engineer Travis Long reported of the total, \$171,163.35 will be paid through DCED and the remaining \$85,568.84 through USDA.
  - d. **Global Heavy Corporation Payment Requisition Number Two** – Engineer Travis Long stated we have payment requisition number two from Global Heavy Corporation in the amount of \$670,427.11 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman David Love moved to approve payment requisition number two from Global Heavy Corporation in the amount of \$670,427.11; seconded by Member Tom Dinger. Motion carried 4-0. Engineer Travis Long stated this will be paid through USDA.
  - e. **Requisition Number Twelve to USDA** – Engineer Travis Long stated requisition number twelve to USDA in the amount of \$827,314.32 includes Gwin, Dobson, and Foreman invoices number twenty five and twenty six totaling \$50,459.00.

- f. **Requisition Number Thirteen to DCED** – Engineer Travis Long stated we have requisition number thirteen to DCED in the amount of \$212,888.36.
- g. **Submersible Mixers** – Engineer Travis Long stated he is getting back to Vice-Chairman David Love's questions about one of the process changes involving installing submersible mixers. Engineer Travis Long reported they were approached with a substitute product which uses compressed air to provide that mixing. Engineer Travis Long stated the original capital cost we received from the Environmix supplier was \$240,000.00. Engineer Travis Long stated he asked them to break down the costs, and it would cost around \$165,000.00 to put in the mixing system in the NRT tanks. Engineer Travis Long stated he could get it down to a zero change order for the tanks. Engineer Travis Long stated he recommends focusing on the NRT tanks. Engineer Travis Long stated he might propose a change order at the next meeting regarding this.

**B. Finance Committee**

- 1. **Authorize Bidding for Phase 1B – Sandy Lick Area** – Vice-Chairman David Love stated the Finance Committee met and approved the various projects. Vice-Chairman David Love stated the Finance Committee recommends proceeding with the worst case scenario for Sandy Lick for six hundred and some thousand dollars. Vice-Chairman David Love moved to authorize bidding for Phase 1B for the Sandy Lick area for the line that extends from Comet Field back up around to the Belgiumtown Bridge; seconded by Member Tom Dinger. Motion carried 4-0.

**UNFINISHED BUSINESS:**

- A. **Resolution Number 17-2017 - Additional Interim S&T Bank Loan** – Solicitor Jim Dennison stated he brought Resolution number 17-2017 approving the proposal for the additional interim loan at S&T Bank. Vice-Chairman David Love moved to approve Resolution number 17-2017 to accept the bank loan proposal authorizing a loan agreement between the Brookville Municipal Authority and S&T Bank, authorizing issuance of a sewer revenue note series 2017 in the amount of two million dollars; seconded by Member Tom Dinger. Motion carried 4-0.
- B. **Utility Billing Software** – Manager Dana D. Shick stated she would like to talk to the board about looking for a new software program. Manager Dana D. Shick stated she would like to continue pricing and switch on January 1, 2018. Vice-Chairman David Love moved to authorize Manager Dana D. Shick to look for and continue pricing a new software program; seconded by Member Robert Moss. Motion carried 4-0.
- C. **Corsica Sewer Rates** – Commissioner Clyde Bullers stated the Corsica loan will be paid off in the near future, and we decided to look at the Corsica sewer rates to see if we need to raise or lower them. Commissioner Clyde Bullers stated he met with Accountant Kerry Swineford and Aaron Haines, and they looked at the existing budget. Commissioner Clyde Bullers stated they compared the existing budget for Corsica to what we have for the Brookville Municipal Authority, and

they came to the realization that there are a lot of costs we are not recouping in Corsica. Commissioner Clyde Bullers stated they are continuing to look at this and hope to meet with Engineer Travis Long in the near future regarding rates.

- D. Walking Trail Below the Water Plant** – Chairman Brad Miller stated there was some concern about the walking trail below the water plant. Commissioner Clyde Bullers stated they put some number four stone and limestone on the trail on the west side of the stream. Chairman Brad Miller stated the trail on the eastern side of the stream will not be completely restored until the timbering is done.

#### **NEW BUSINESS:**

- A. Purchase New Pickup Truck** – Commissioner Clyde Bullers reported they replaced the 2004 plow truck last year. Commissioner Clyde Bullers stated we have a 2005 snow plow truck that is getting to the point where it needs some major repairs, so we are looking at replacing it. Commissioner Clyde Bullers stated a new truck would probably cost slightly more than \$34,000.00. Commissioner Clyde Bullers stated they are going to pursue some competitive quoting. The board generally agreed it was alright for Commissioner Clyde Bullers to proceed to look into replacing the 2005 snow plow truck.
- B. COSTARS Meeting** – Vice-Chairman David Love stated he went to the COSTARS meeting on Thursday, May 18<sup>th</sup> at the Oliver Township Volunteer Fire Hall in Punxsutawney. Vice-Chairman David Love stated it was a very good presentation.

#### **COMMUNICATIONS AND ANNOUNCEMENTS: None**

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

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

- 1. Water Taps** – Commissioner Clyde Bullers stated they installed two new water taps this month.
- 2. Practice Fire Line** – Commissioner Clyde Bullers stated they installed a practice fire line on Creek Street which included two hydrants, and the Brookville Volunteer Fire Company used it this past weekend. Commissioner Clyde Bullers stated he talked to Deputy Chief Ryan Pearsall at the Brookville Volunteer Fire Company and he said it worked great and he is very pleased with it.
- 3. Water Meters Installed** – Commissioner Clyde Bullers stated they have installed 2,375 water meters, and have about 350 residential meters left to install.
- 4. Sewer Line and Tap Repairs** – Commissioner Clyde Bullers reported they repaired a twenty foot section of collapsed sewer line on South Main Street. Commissioner Clyde Bullers stated they repaired a broken tap out in Corsica. Commissioner Clyde Bullers reported they got to use the new camera they purchased.
- 5. Walking Trail** – Commissioner Clyde Bullers stated they finished working on the west side of the walking trail below the water plant.

**6. Internal Projects**

- a. **Water Leak at Race Street/Creek Street Intersection** – Commissioner Clyde Bullers reported there has been a water leak for five or six years at the Race Street and Creek Street intersection. Commissioner Clyde Bullers stated they have made several attempts to try to repair it. Commissioner Clyde Bullers stated now would be a good time to replace that section from the laundromat to Plyler's At Your Service. Commissioner Clyde Bullers stated he would like to do that project this year, and the estimated cost is forty five thousand dollars.
- b. **Sewer Project on Main Street and White Street** – Commissioner Clyde Bullers stated the other project is a sewer project on Main Street and White Street. Commissioner Clyde Bullers stated they would like to slip line that, and the estimated cost of this project is eighteen thousand dollars.

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

**EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 5:16 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:30 P.M. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:30 P.M. Member Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 4-0.

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Administrative Manager