

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 8, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 8, 2017 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss – arrived @ 4:15 P.M.
Sam McKinley

STAFF

Manager Dana D. Shick
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Travis Long
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 July 11th meeting as submitted; seconded by Member Sam McKinley. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he was double checking transactions and discovered that in the budget for phone and internet, there were some payments in there for GeoDecisions Notify. Account Kerry Swineford stated he talked to Manager Dana D. Shick about this, and they both agreed they probably should not be in with phone and internet charges. Vice-Chairman David Love moved to approve the financial statements as presented; seconded by Member Tom Dinger. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached

2. **Change Orders** –

a. **Phase 1A**

1. **Terra Works – Contract Number One, Change Order Number Three** – Engineer Travis Long stated this no dollar change order request for Terra Works was approved at the last meeting. Engineer Travis Long stated the pump supplier will not deliver pumps until July 26th of this year, and Terra Works requested an extension of time to October 6, 2017 and the board made a motion approving this.

2. **Enertech Electric Contract Number Two, Change Order Number Two** – Engineer Travis Long stated the board approved this zero dollar change order extension of time request at last month's meeting.

3. **Bison Construction Contract Number Three, Change Order Number Four** – Engineer Travis Long stated we have Bison Construction's contract number three change order number four. Engineer Travis Long stated this is a zero dollar change order for an extension of time request which was already extended once. After some discussion, Vice-Chairman David Love moved to grant a three days extension to end on August 31st on the condition the necessary pipe to connect the White Street pump station be done by the 15th and with the caveat that this is the final extension the board will grant; seconded by Member Tom Dinger. Motion carried 5-0.

b. **Phase 2**

1. **Global Heavy Contract Number Four, Change Order Number Two** – Engineer Travis Long stated for Phase 2 we have contract number four change order number two from Global Heavy in the amount of \$53,500.38 for the modification of the NRT tank mixing system and deletion of submersible mixers. Member Sam McKinley moved to approve contract number four change order number two from Global Heavy in the amount of \$53,500.38; seconded by Member Tom Dinger. Motion carried 5-0.

2. **Westmoreland Electric Contract Number Five Change Order Number One** – Engineer Travis Long stated for Phase 2 we have contract number five change order number one from Westmoreland Electric with a savings of \$38,837.00 for value engineering modifications to underground electric. Vice-Chairman David Love moved to approve contract number five change order number one from Westmoreland Electric with a savings of \$38,837.00; seconded by Member Sam McKinley. Motion carried 5-0.

3. **Payment Requisitions** – Engineer Travis Long reported requisition number fourteen to USDA has the following components:

a. **Terra Works, Incorporated Payment Requisition Number Thirteen** – Engineer Travis Long stated we have payment requisition number thirteen from Terra Works for the White Street pump station in the amount of \$397,083.00. Member Tom Dinger moved to approve payment requisition number thirteen from Terra Works in the amount of \$397,083.00; seconded by Member Sam McKinley. Motion carried 5-0.

b. **Bison Construction Payment Requisition Number Twelve** – Engineer Travis Long stated we have payment requisition number twelve from Bison Construction in the amount of \$76,999.40. Member Tom Dinger moved to approve payment requisition number twelve from Bison Construction in the amount of \$76,999.40; seconded by Member Sam McKinley. Motion carried 5-0.

c. **Global Heavy Corporation Payment Requisition Number Four** – Engineer Travis Long stated we have payment requisition number four

from Global Heavy Corporation in the amount of \$484,358.93 for Phase Two general-mechanical work for the wastewater treatment plant. Member Tom Dinger moved to approve payment requisition number four from Global Heavy Corporation in the amount of \$484,358.93; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Travis Long stated this will be paid through USDA.

d. **Requisition Number Fourteen to USDA** – Engineer Travis Long stated requisition number fourteen to USDA in the amount of \$989,177.33 includes Gwin, Dobson, and Foreman invoice number twenty eight in the amount of \$30,736.00.

e. **DCED Funds** – Engineer Travis Long stated as of last month's requisitions, we utilized all DCED funds.

4. **Bids for Phase 1B Wastewater Collection System Improvements, Contract Number Six – Sanitary Sewer Replacement Work** – Engineer Travis Long stated bids were received and opened here today at 2:00 P.M. for Phase 1B wastewater collection system improvements, contract number six for sanitary sewer replacement work. Engineer Travis Long stated Diehl Contracting was the low bidder at \$656,950.00. Member Sam McKinley moved to accept the lowest responsible bidder subject to review of the bids by the engineering firm for Phase 1B wastewater collection system improvements; seconded by Vice-Chairman David Love. Motion carried 5-0.
5. **UV System for the Corsica Wastewater Plant** – Vice-Chairman David Love moved to proceed to purchase the upgraded UV system for the Corsica wastewater plant; seconded by Member Tom Dinger. Motion carried 5-0.

UNFINISHED BUSINESS:

- A. **Software** – Manager Dana D. Shick stated we have been working on software quotes. Manager Dana D. Shick stated she would like to come before the board with the recommendation of Diversified Technology for the new software. Manager Dana D. Shick stated the cost of new software is \$51,566.00. Vice-Chairman David Love moved to authorize the software change to Diversified Technology at the end of the year for \$51,566.00 with the payment spread over two years paying half this year and half next year, and for it to run concurrent with the current software for the last three months of the year; seconded by Member Sam McKinley. Motion carried 5-0.
- B. **Company Picnic** – Manager Dana D. Shick reminded everybody the company picnic is next Friday, August 18th at noon at the Borough Complex. Manager Dana D. Shick stated we need R.S.V.P.'s by Friday.
- C. **PLGIT Account – Membrane Replacement Funds** – Manager Dana D. Shick stated we had approved creating a new PLGIT account to put the membrane replacement funds into as a savings account. Manager Dana D. Shick stated we opened a PLGIT prime account. Manager Dana D. Shick stated the only restriction with a PLGIT prime account is that you can only do two exchanges per calendar month. Manager Dana D. Shick stated today the interest rate is one point twelve percent in PLGIT prime. Manager Dana D. Shick stated we have set aside funds in the last two year's budgets totaling \$108,000.00. Vice-Chairman

David Love moved to approve transferring the membrane replacement funds totaling \$108,000.00 to the PLGIT prime account; seconded by Member Tom Dinger. Motion carried 5-0.

NEW BUSINESS:

- A. Pool Credits** – Vice-Chairman David Love stated when water/sewer customers fill their pool, they can get a credit for the sewage. Vice-Chairman David Love stated it is a difficult thing to manage, and we rely on the customer's reporting of the gallons used. Manager Dana D. Shick stated recently it was noticed that customers who are delinquent are calling in for pool credits. After some discussion, Member Sam McKinley stated under our current rules, if they are entitled to a credit they should get a credit. Chairman Brad Miller stated he does not think we would want to make it harder for them. Chairman Brad Miller stated he thinks the board should think about this and discuss it some more.
- B. September Meeting Date** – Manager Dana D. Shick stated she and Engineer Travis Long are not able to attend the next meeting scheduled for Tuesday, September 12th, and suggested meeting on Wednesday, September 13th instead. After some discussion, the board generally agreed to meet on Wednesday, September 13th. Member Sam McKinley stated he may not be able to attend.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

- A. Solicitor Jim Dennison/Complaint Letter** – Solicitor Jim Dennison stated he sent Engineer Travis Long a complaint letter he received on restoration. Solicitor Jim Dennison stated if anyone receives complaints on restoration they should forward them to Engineer Travis Long.
- B. Commissioner Clyde Bullers**
- 1. Race Street/Creek Street Water Line** – Commissioner Clyde Bullers stated the distribution crew started the Race Street/Creek Street water line today.
 - 2. Water Meters Installed** – Commissioner Clyde Bullers stated they have about 233 meters, which includes one inch and two inch meters, left to install.
 - 3. Pickering Street** – Member Robert Moss asked Commissioner Clyde Bullers about Pickering Street. Commissioner Clyde Bullers stated they will be paving it within the next week.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 5:06 P.M. Vice-Chairman David Love moved to adjourn; seconded by Member Tom Dinger. Motion carried 5-0.

Administrative Manager

