

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, October 10, 2017 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 10, 2017 at 4:00 P.M. with the following in attendance:

MEMBERS

David Love
Tom Dinger
Robert Moss
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
Rose James

CALL TO ORDER:

Vice-Chairman David Love called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES:

Member Robert Moss moved to approve the minutes of the September 12th meeting as submitted; seconded by Member Tom Dinger. Motion carried 4-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated he gave the board updated copies of the revenues and expenses. Accountant Kerry Swineford stated it has the depreciation added to the budget. Accountant Kerry Swineford stated if you look at the balance sheet there is a new line named savings and assets. Accountant Kerry Swineford stated that is the PLGIT membrane replacement account. Accountant Kerry Swineford stated this Friday the Corsica loan will be paid off in the amount of twenty two thousand dollars and change. Manager Dana D. Shick stated in the last meeting we authorized the committee to move forward with the CD's. Manager Dana D. Shick stated we created two new sewer CD's, and the first is with S&T Bank in the amount of \$200,000.00 for a 12 month term at point nine percent. Manager Dana D. Shick stated the second is with Farmers National Bank in the amount of \$200,000.00 for a twenty five month term at one point five five percent. Member Tom Dinger moved to approve the financial reports as presented; seconded by Member Sam McKinley. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

- 1. Written Report** – Attached

2. **Phase 1A Substantial Completion** – Engineer Travis Long stated we reached substantial completion on Phase 1A. Member Tom Dinger moved to approve the substantial completion documents for Phase 1A; seconded by Member Sam McKinley. Motion carried 4-0.
3. **Change Orders** –
 - a. **Phase 1A** – Engineer Travis Long stated there are two change orders for Phase 1A at this time.
 1. **Enertech Electrical Incorporated – Contract Number Two - Change Order Number Four** – Engineer Travis Long stated we have Enertech Electrical's contract number two, change order number four in the amount of \$697.57. Engineer Travis Long stated this is a request for reimbursement of one eight hour day for lost time resulting from manufacturer/supplier programming issues prohibiting completion of tasks. Member Sam McKinley moved to approve contract number two, change order number four from Enertech Electrical in the amount of \$697.57; seconded by Member Robert Moss. Motion carried 4-0.
 2. **Enertech Electrical Incorporated – Contract Number Two, Change Order Number Five** – Engineer Travis Long stated we have contract number two, change order number five from Enertech Electrical with a deduct amount of \$38,515.20. Engineer Travis Long stated this is Enertech Electrical's final change order. Member Tom Dinger moved to approve contract number two, final change order number five from Enertech Electrical with a deduct amount of \$38,515.20; seconded by Member Sam McKinley. Motion carried 4-0.
 - b. **Phase 2** – Engineer Travis Long stated there are no change orders for Phase 2 at this time.
4. **Payment Requisitions** – Engineer Travis Long stated Terra Works Incorporated and Westmoreland Electric Services Incorporated have no payment applications this month. Engineer Travis Long reported requisition number sixteen to USDA has the following components:
 - a. **Enertech Electrical, Incorporated Final Payment Requisition Number Seven** – Engineer Travis Long stated we have final payment requisition number seven from Enertech Electrical for White Street pump station electrical work in the amount of \$11,871.46. Member Sam McKinley moved to approve final payment requisition number seven from Enertech Electrical in the amount of \$11,871.46; seconded by Member Tom Dinger. Motion carried 4-0.
 - b. **Bison Construction Payment Requisition Number Fourteen** – Engineer Travis Long stated we have payment requisition number fourteen from Bison Construction in the amount of \$51,151.79. Member Tom Dinger moved to approve payment requisition number fourteen from Bison Construction in the amount of \$51,151.79; seconded by Member Sam McKinley. Motion carried 4-0.

- c. **Global Heavy Corporation Payment Requisition Number Six** – Engineer Travis Long stated we have payment requisition number six from Global Heavy Corporation in the amount of \$770,395.85 for Phase Two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number six from Global Heavy Corporation in the amount of \$770,395.85; seconded by Member Tom Dinger. Motion carried 4-0. Engineer Travis Long stated this will be paid through USDA.
- d. **Requisition Number Sixteen to USDA** – Engineer Travis Long stated requisition number sixteen to USDA in the amount of \$936,876.14 includes Gwin, Dobson, and Foreman invoice number thirty in the amount of \$33,096.00, and an interest reimbursement to the Brookville Municipal Authority in the amount of \$70,361.04. Member Tom Dinger moved to approve requisition number sixteen to USDA in the amount of \$936,876.14; seconded by Member Sam McKinley. Motion carried 4-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **Rate Mitigation Account (RMA) Withdrawal Authorization** – Manager Dana D. Shick stated our health insurance is through the Municipal Benefits Services. Manager Dana D. Shick stated RMA is a rate mitigation account. Manager Dana D. Shick stated every three years allocations are released and they are based upon a third basis. Manager Dana D. Shick stated one third goes into an unrestricted account, and two thirds go into a restricted account. Manager Dana D. Shick stated we are in a group insurance plan and every time the group as a whole is not using the insurance the way the actuaries had anticipated they would excess money is left over. Manager Dana D. Shick stated when that excess money is left over the plan makes sure that the premiums are covered for the year and then they get given back to the group members. Manager Dana D. Shick stated this is group money that we have paid in through premiums that is being allocated back to us. Manager Dana D. Shick stated we are eligible to receive \$8,353.00. Manager Dana D. Shick stated we can only request this during the fourth quarter of the year when enough funds are available to request the withdrawal, and that fund money will be put to offset our premiums for our insurance. Manager Dana D. Shick stated she would like a motion to formally apply for our \$8,353.00 to offset our health insurance for the fourth quarter of this year. Member Sam McKinley asked how this would affect employees, and Manager Dana D. Shick stated it would not affect them. Member Sam McKinley moved to approve the current rate mitigation account withdrawal in the amount of \$8,353.00 as presented; seconded by Member Tom Dinger. Motion carried 4-0.
- B. **Holiday Collection – Food Pantry** – Manager Dana D. Shick stated next we have our annual holiday collection. Manager Dana D. Shick stated we have been switching back and forth between collecting for the animals and collecting for the food pantry. Manager Dana D. Shick stated this year we are collecting for the food pantry. Manager Dana D. Shick stated as of last year, we are just looking

for authorization to put the flyer in with the bill, however the additional funds that it costs to put the flyer in the bills will be paid for through private sources. Member Sam McKinley moved to authorize putting a flyer in with the water/sewer bills regarding the Brookville Municipal Authority's holiday collection for the food pantry as presented; seconded by Member Bob Moss. Motion carried 4-0.

- C. **Office Shut Down - December** – Manager Dana D. Shick stated with the Brookville Municipal Authority and Brookville Borough switching over to a new software company effective the first of the year, we will be shutting down the office on Thursday, December 21st and Friday, December 22nd to make a clean transition over to the new software. Manager Dana D. Shick stated the water and sewer bills will be released at the end of December out of the new software that will be due on or about January 15, 2018.
- D. **PMAA Region 7 Fall Meeting** – Manager Dana D. Shick stated the Pennsylvania Municipal Authorities Association's Region 7 Fall Meeting will be held in Foxburg at the Allegheny Grille on Thursday, October 26th. Manager Dana D. Shick stated the cost to attend is ten dollars per person to cover the lunch fee. Manager Dana D. Shick stated the topic will be the PMAA Deputy Director talking about privatization. Manager Dana D. Shick stated lunch starts at noon and the talk starts at 1:00 P.M. Manager Dana D. Shick asked everyone who would like to attend to let her know.
- E. **New CD Update** – Manager Dana D. Shick stated this topic was discussed already.
- F. **ACH Bank Account Monitoring** – Manager Dana D. Shick stated at some of the conferences she has attended it has been brought up that through your bank there is a service you can elect to take part in that will monitor your bank accounts to either not let checks be written on an account that should never have a check written on the account, or to never let automatic withdrawals or deposits occur without your approval. Manager Dana D. Shick stated S&T Bank offers this service. Manager Dana D. Shick stated there is a ten dollar per month charge for each account we wish to add this to, if we wish to add it. After some discussion, the board generally agreed to pay for S&T Bank's ACH bank account monitoring service for the water account and the sewer account.
- G. **Request for a Letter** – Manager Dana D. Shick stated she received a phone call questioning if we could write a letter that would state the Brookville Municipal Authority will be able to supply water and sewer services during a major power outage to the town. Manager Dana D. Shick stated the person is updating an emergency response plan. Vice-Chairman David Love stated we would not want to provide a guarantee, but we could say we have generators and that type of thing in backup positions. Manager Dana D. Shick asked Solicitor Jim Dennison if she could draft a letter and send it to him for review. Solicitor Jim Dennison stated he thinks in the letter we should be nebulous and say we have some backup but there is no way we can guarantee coverage of service throughout.
- H. **Executive Session** – Manager Dana D. Shick requested an executive session for a legal update.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Fall Hydrant Flushing** – Commissioner Clyde Bullers stated fall hydrant flushing is complete.
2. **Service Line Replacement** - Commissioner Clyde Bullers stated distribution crews have been replacing some service lines that were in bad shape.
3. **Corsica Water Tank** – Commissioner Clyde Bullers reported they reinstalled the ladder, and the safety barricade has been taken off of it. Commissioner Clyde Bullers stated the Corsica water tank is now safer and secure.

B. Vice-Chairman David Love

1. **GIS Report** – Vice-Chairman David Love asked Commissioner Clyde Bullers for a GIS report at the next Brookville Municipal Authority Board meeting.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:41 P.M. to discuss a legal update with no action expected. Executive session ended at 4:55 P.M. with the following action taken:

Member Tom Dinger moved to notify Bison Construction that liquidated damages will begin to be assessed effective October 1, 2017 for failure to meet their construction deadlines; seconded by Member Sam McKinley. Motion carried 4-0.

CALL FOR ADJOURNMENT:

At 4:55 P.M. Member Tom Dinger moved to adjourn; seconded by Member Sam McKinley. Motion carried 4-0.

Administrative Manager