

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, January 9, 2018 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, January 9, 2018 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
David Love
Tom Dinger
Robert Moss
Sam McKinley -
arrived @ 4:05 P.M.

STAFF

Manager Dana D. Schreckengost
Accountant Kerry Swineford –
arrived at 4:05 P.M.
Commissioner Clyde Bullers
Engineer Travis Long
Solicitor Jim Dennison
Recorder Christine Gunning

VISITORS

Patti Slaughter
Rose James

CALL TO ORDER:

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

REORGANIZATION:

- A. **Nomination of Officers** - Member Tom Dinger moved to leave the slate of officers the way they are right now for this coming year; seconded by Member Robert Moss. Motion carried 4-0.

APPROVAL OF MINUTES:

Vice-Chairman David Love moved to approve the minutes of the December 12th meeting as submitted; seconded by Member Tom Dinger. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Manager Dana D. Schreckengost stated financials are included. Manager Dana D. Schreckengost stated these are not final year ends. Manager Dana D. Schreckengost stated we are still waiting for payroll and depreciation to be adjusted. Manager Dana D. Schreckengost stated they will be sent out once they are complete. Vice-Chairman David Love moved to approve the financial reports as presented; seconded by Member Robert Moss. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Chemical Bids** – Engineer Travis Long stated we have some unfinished business from last month's meeting with the opening of the chemical bids. Engineer Travis Long stated he emailed the board members the bid

tabulations. Engineer Travis Long stated we should have a formal motion to accept those as presented and highlighted. Vice-Chairman David Love moved to approve the lowest bidder for the chemical quotes that were opened on December 12th; seconded by Member Tom Dinger. Motion carried 4-0.

3. **Change Orders** –

a. **Phase 1A** – Engineer Travis Long stated there is one change order for Phase 1A at this time.

1. **Bison Construction – Balancing Change Order** – Engineer Travis Long reported we have a balancing change order from Bison Construction which will be a deduction amount from original contract price, yet to be determined. Engineer Travis Long reported it is estimated at approximately \$18,000.00.

b. **Phase 2** – Engineer Travis Long stated we have two change orders for Phase 2.

1. **Global Heavy – Change Order Four** – Engineer Travis Long stated we have change order number four from Global Heavy in the amount of \$25,959.20. Engineer Travis Long stated this change order is associated with unforeseen unsuitable material beneath the proposed chemical building, which was an extension of said material from that identified beneath the proposed blower building. Vice-Chairman David Love moved to approve change order number four from Global Heavy in the amount of \$25,959.20; seconded by Member Tom Dinger. Motion carried 5-0.

2. **Global Heavy – Change Order Five** – Engineer Travis Long stated we have change order number five from Global Heavy in the amount of \$2,848.09. Engineer Travis Long reported this change order is associated with the installation of ten LF of thirty inch diameter sewer line from the Phase 1A diversion box to the influent pump station. Engineer Travis Long reported this work was to be completed by Bison Construction, however due to site conditions, installation was not able to occur at that time. Engineer Travis Long reported it was agreed that Global Heavy would install and said deduction from Bison's contract would occur. Member Sam McKinley moved to approve change order number five from Global Heavy in the amount of \$2,848.09; seconded by Member Tom Dinger. Motion carried 5-0.

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

a. **Bison Construction Incorporated** – Engineer Travis Long stated Bison Construction has no application at the time.

b. **Global Heavy Corporation Payment Requisition Number Nine** – Engineer Travis Long stated we have payment requisition number nine from Global Heavy Corporation in the amount of \$554,021.99 for Phase Two general-mechanical work for the wastewater treatment plant. Vice-Chairman David Love moved to approve payment requisition number nine from Global Heavy Corporation in the amount of \$554,021.99; seconded by Member Tom Dinger. Motion carried 5-0.

- c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Three** – Engineer Travis Long stated we have payment requisition number three from Westmoreland Electric in the amount of \$140,814.07. Member Tom Dinger moved to approve payment requisition number three from Westmoreland Electric in the amount of \$140,814.07; seconded by Member Sam McKinley. Motion carried 5-0.
 - d. **Diehl Contracting LLC Payment Requisition Number Three** – Engineer Travis Long stated we have payment requisition number three from Diehl Contracting in the amount of \$199,330.43. Engineer Travis Long stated this will not be included in this month's requisition to USDA. Engineer Travis Long stated this will be paid out of the General Fund, and will hopefully be reimbursed through USDA in the future. Vice-Chairman David Love moved to approve payment requisition number three from Diehl Contracting in the amount of \$199,330.43; seconded by Member Tom Dinger. Motion carried 5-0.
 - e. **Requisition Number Nineteen to USDA** – Engineer Travis Long stated requisition number nineteen to USDA in the amount of \$708,279.03 includes Gwin, Dobson, and Foreman invoice number thirty-three in the amount of \$13,440.00. Vice-Chairman David Love moved to approve requisition number nineteen to USDA in the amount of \$708,279.03; seconded by Member Tom Dinger. Motion carried 5-0.
 - f. **Total Payment Requisitions** – Engineer Travis Long reported total payment requisitions this month including the one made to Diehl Contracting are \$907,609.46.
5. **Diehl Contracting – Substantial Completion Certification for Phase 1B** – Engineer Travis Long reported effective the end of December 2017, all pipe has been installed, and Gwin, Dobson, and Foreman is recommending issuance of substantial completion certification. Engineer Travis Long reported the remaining work of Diehl Contracting is manderal and vacuum testing, as-builts, and restoration. Member Tom Dinger moved to issue a recommendation for substantial completion certification for Diehl Contracting for Phase 1B; seconded by Vice-Chairman David Love. Motion carried 5-0.
6. **Resolution for Plan Adoption – Resolution Number 19-2018** – Engineer Travis Long stated the only other major item to discuss is a tabled topic from last month, and that was the Rose Township Resolution. Engineer Travis Long stated he revised the second and third paragraphs to be reflective of everything the board asked of, in particular addressing the number of potential connections and associated volumes. Solicitor Jim Dennison recommended changing the word 'excepts' in the third paragraph down to 'accepts'. After some discussion, Vice-Chairman David Love moved to approve Resolution Number 19-2018 with regard to the Rose Township Act 537 Plan; seconded by Member Tom Dinger. Motion carried 5-0.

UNFINISHED BUSINESS:

- A. Software Update** – Manager Dana D. Schreckengost stated we officially changed over to the new software, and the new bills have gone out. Manager Dana D. Schreckengost stated unfortunately it took a little longer than we anticipated for customers to receive those bills. Manager Dana D. Schreckengost stated they did not receive them until approximately January 6th. Manager Dana D. Schreckengost stated at the time they were released, the bills were dated that they were due on the fifteenth as usual. Manager Dana D. Schreckengost stated she would like to extend the due date to January 22nd due to the fact that customers received them later than usual, and send out a robo call to notify the public of that change. Vice-Chairman David Love stated this would be alright and the other board members generally agreed.
- B. White Street Repairs** – Commissioner Clyde Bullers stated as part of the cure-in-place pipe project, a contractor was in before Christmas, and he used air pressure to force a liner down through the pipe and then basically heat it to cure it. Commissioner Clyde Bullers stated when they went to expand the liner the pipe burst just right outside the manhole on North White Street just before Main Street. Commissioner Clyde Bullers reported they tried it a second time, and it failed the second time. Commissioner Clyde Bullers stated they had to do an emergency dig on the corner of White Street and Main Street, and repaired the pipe. Commissioner Clyde Bullers stated they are scheduled to be here on Thursday, and hopefully we will get this project wrapped up.

NEW BUSINESS:

- A. CD's** – Manager Dana D. Schreckengost stated we have two CD's that are getting ready to come due. Manager Dana D. Schreckengost stated they are both sewer CD's, and they both mature on the 17th so she was unable to secure quotes yet. Manager Dana D. Schreckengost stated the current balance on one of them is \$301,190.14, and the other CD is \$250,991.79. Vice-Chairman David Love moved to turn this over to the Finance Committee to research; seconded by Member Tom Dinger. Motion carried 5-0.
- B. Executive Session** – Manager Dana D. Schreckengost requested an executive session for a personnel matter with no action expected.
- C. Rules and Regulations** – Solicitor Jim Dennison stated he looked at the Rules and Regulations and he is done with his end of it. Manager Dana D. Schreckengost stated it is still on her with the new software. Commissioner Clyde Bullers stated he needs clarification on whether the authority pays for the meter and installation or if the property owner does. Commissioner Clyde Bullers stated he will discuss this with Engineer Travis Long.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION: None

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 5:02 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:45 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:45 P.M. Member Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager