

MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, September 10, 2013 @ 4:00 P.M.

The Brookville Municipal Authority met in Council Chambers on Tuesday, September 10, 2013 at 4:00 P.M. with the following in attendance:

MEMBERS

Bradley Miller
David Love
Robert Moss
Herb Landes
Tom Dinger - arrived
at 4:35 p.m.

STAFF

Manager Charles Gable
Solicitor Jim Dennison
Commissioner Terry O'Neill
Engineer Travis Long
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 Love stated that on page one of the minutes, the second item under Financial Reports should be 'Pennvest Loan' not 'Customer Deposit'. Member Love moved to approve the minutes of the August 13th meeting with that correction, seconded by Member Landes. Motion carried 4-0.

FINANCIAL REPORTS:

1. **Approval of Expenditures** - Member Love moved to approve the financial reports as presented; seconded by Member Moss. Motion carried 4-0.

VISITORS:

None

COMMITTEE REPORTS:

None

UNFINISHED BUSINESS:

1. **RBC Gear Reducer Replacement Status** – Commissioner O'Neill stated that Don Elzer is coming next Wednesday, and Don Elzer is staying until the job is finished. Commissioner O'Neill stated that Mr. Elzer has to put media in all of the units, and he has to complete the structural component on two of the units.
2. **Hastings Street Project** – Commissioner O'Neill reported the main line portion of the project has been completed. Commissioner O'Neill stated they are working on the actual connections to the houses. Commissioner O'Neill stated he had a preconstruction meeting with Heeter Construction. Commissioner O'Neill stated that this project is almost done.

3. **Decommission of Old Water Plant** – Commissioner O’Neill stated the sediment basin is 60% back filled, and the plant has been drained.
4. **Grant Update** – Engineer Travis Long stated we should find out if our application was approved or not in mid to late September.
5. **Corrective Action Plan** – Commissioner O’Neill stated three weeks of TB work have been completed. Commissioner O’Neill stated they did the manhole inspections. Commissioner O’Neill reported that everything is going according to schedule. Solicitor Dennison stated the DEP 1st Modification Resolution is moving ahead.
6. **Crestwood Trailer Park** – Solicitor Dennison stated he prepared the agreement and the deed. Solicitor Dennison stated he is waiting to get an offer back.

NEW BUSINESS:

1. **Software Program Upgrades**
 - A. **Freedom Systems** – Manager Gable stated that we are considering switching from Harris to the Freedom Systems software program to help us with revenue management, financial management, and land management. Freedom Systems does 97% of their business in Pennsylvania.
 - B. **Virtual Towns Website Development** – Manager Gable stated that Virtual Towns focuses on Municipalities. Manager Gable stated that a Virtual Towns website will let us do online surveys and payments.
 - C. **Hardware Upgrades** – Manager Gable stated Borough Council adopted Freedom Systems last week. Manager Gable stated we might go live with the new software in January 2014. Manager Gable stated we are getting the hardware through Clarion Computer.
2. **Financing the Software Upgrades** – Manager Gable stated the upfront costs are split at 45% Borough and 55% Authority, and the annual maintenance costs slightly more for the Authority with a 60-40 split. Member Love moved to approve the switch to Freedom Systems at the cost indicated and at the split in cost with the Borough; seconded by Member Landes. Motion carried 4-0.
3. **New Meters** – Member Love stated he would like the Authority to buy some water meters this year to avoid a price increase next year.
4. **2014 MMO** – Manager Gable stated the Minimum Municipal Obligation for the pension funds is \$16,617.00 for fiscal year 2014. Member Landes moved to approve the 2014 Minimum Municipal Obligation; seconded by Member Love. Motion carried 4-0.

ENGINEER’S REPORT:

Engineer Travis Long reported the Corrective Action Plan work is continuing on schedule. Engineer Long reported that two storm events occurred on August 7th and August 31st – September 1st. The August 7th event did not have a major impact on the system and resulted in no overflows. However, the August 31st – September 1st storm was very large and extended bypasses at the plant and caused surcharge, manhole overflows, and backup conditions throughout the system.

COMMUNICATIONS AND ANNOUNCEMENTS:

1. **Jefferson County Development Luncheon** – Manager Gable stated Authority Board Members are invited to attend a Jefferson County Development Luncheon on Thursday, September 12th at 11:30 a.m. at the Scottish Heights Golf Club & Lounge in Brockport.

EXECUTIVE SESSION:

Manager Gable and Commissioner O'Neill requested an executive session to discuss personnel matters with action expected. The Authority Board entered an Executive Session at 4:50 p.m. Executive Session ended at 5:30 p.m. with the following action taken. Member Love moved to extend the probationary employment period of employee Daniel Christensen by 100 days, pending final approval by the bargaining unit; seconded by Member Dinger. Motion carried 5-0.

CALL FOR ADJOURNMENT:

At 5:41 p.m. Member Love moved to adjourn; seconded by Member Landes. Motion carried 5-0.

Administrative Manager