

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, March 13, 2018 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, March 13, 2018 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
Tom Dinger  
Robert Moss  
Roger Shaw

**STAFF**

Manager Dana D. Schreckengost  
Accountant Kerry Swineford  
Commissioner Clyde Bullers  
Engineer Josh Gunnett  
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. Chairman Brad Miller introduced Engineer Josh Gunnett who is standing in for Engineer Travis Long. Chairman Brad Miller stated we also have a new board member, Roger Shaw, and welcomed him.

**APPROVAL OF MINUTES:**

Member Tom Dinger moved to approve the minutes of the February 13<sup>th</sup> meeting as submitted; seconded by Member Robert Moss. Motion carried 4-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he included and updated December and January financials. Member Tom Dinger moved to accept the financial reports from February and the amended reports from December and January; seconded by Member Robert Moss. Motion carried 4-0.
- B. **Update on New Accounting Software** – Accountant Kerry Swineford stated he is impressed with what he can do with the new accounting software.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

- 1. **Written Report** – Attached
- 2. **Change Orders** –
  - a. **Phase 1A** – Engineer Josh Gunnett reported the balancing change order for Phase 1A was approved, and there are no further change orders for Phase 1A.
  - b. **Phase 2** – Engineer Josh Gunnett stated there are no change orders for Phase 2 at this time.

3. **Payment Requisitions** – Engineer Josh Gunnett reported requisition number twenty one to USDA has the following components:
- a. **Bison Construction Incorporated - No Payment Requisition** – Engineer Josh Gunnett reported Bison Construction does not have a payment requisition this month.
  - b. **Global Heavy Corporation Payment Requisition Number Eleven** – Engineer Josh Gunnett stated we have payment requisition number eleven from Global Heavy Corporation in the amount of \$582,056.92 for Phase Two general-mechanical work for the wastewater treatment plant. Member Tom Dinger moved to approve payment requisition number eleven from Global Heavy Corporation in the amount of \$582,056.92; seconded by Member Robert Moss. Motion carried 4-0.
  - c. **Westmoreland Electric Services, Incorporated Payment Requisition Number Five** – Engineer Josh Gunnett stated we have payment requisition number five from Westmoreland Electric in the amount of \$86,986.37. Member Robert Moss moved to approve payment requisition number five from Westmoreland Electric in the amount of \$86,986.37; seconded by Member Tom Dinger. Motion carried 4-0.
  - d. **Diehl Contracting LLC** – Engineer Josh Gunnett stated Diehl Contracting did not submit a payment requisition this month.
  - e. **Requisition Number Twenty One to USDA** – Engineer Josh Gunnett stated requisition number twenty one to USDA in the amount of \$681,738.29 includes Gwin, Dobson, and Foreman invoice number thirty-five in the amount of \$12,695.00 which was previously approved in the engineering agreement. Member Tom Dinger moved to approve requisition number twenty one to USDA in the amount of \$681,738.29; seconded by Member Robert Moss. Motion carried 4-0.
  - f. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$681,738.29.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. **Appoint New Vice-Chairman** – Chairman Brad Miller stated we need to appoint a new Vice-Chairman, and we will open it up for nominations. Member Robert Moss nominated Member Tom Dinger to be the new Vice-Chairman. Chairman Brad Miller asked all Board Members in favor to signify by saying ‘aye’. Motion carried 4-0.
- B. **New Bank Signature Cards** – Manager Dana D. Schreckengost stated she needs a motion to do new bank signature cards. Member Robert Moss moved to add Vice-Chairman Tom Dinger to the signature cards at the banks; seconded by Member Roger Shaw. Motion carried 4-0.
- C. **Executive Session** – Solicitor Jim Dennison requested an executive session for a legal matter with possible action.

**COMMUNICATIONS AND ANNOUNCEMENTS:** None

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

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

1. **Project between Main Street and Madison Avenue** – Commissioner Clyde Bullers stated at the last meeting we talked about doing a project between Main Street and Madison Avenue. Commissioner Clyde Bullers reported they completed that project, and after evaluating it he thinks they do not have to do the slip line portion. Commissioner Clyde Bullers stated he thinks we are good to go with that, and will just have some restoration to do in the spring.
2. **Flagger Training** - Commissioner Clyde Bullers stated the Municipal Authority employees have been updated on their training for flaggers in accordance with PennDOT rules and regulations. Commissioner Clyde Bullers stated they are good for another three years. Commissioner Clyde Bullers reported we will have to purchase some new equipment so we are in compliance with new regulations.
3. **Diehl Contracting** – Commissioner Clyde Bullers stated all the paperwork was done with Diehl Contracting, so they are ready to go on that project. Commissioner Clyde Bullers stated they have just been holding off because of weather conditions.

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

### **EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 4:28 P.M. to discuss a legal matter with possible action. Executive session ended at 4:45 P.M. with no action taken.

### **CALL FOR ADJOURNMENT:**

At 4:45 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 4-0.

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Administrative Manager