

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

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

**MEMBERS**

Brad Miller  
Tom Dinger  
Roger Shaw  
Robert Moss  
Sam McKinley

**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  
Jim Balliet

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Vice-Chairman Tom Dinger moved to approve the minutes of the October 9<sup>th</sup> meeting as submitted; seconded by Member Roger Shaw. Motion carried 5-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated we made the final payment to Bison Construction for the Short Street and Richards Street Project. Vice-Chairman Tom Dinger moved to approve the financial reports as presented; seconded by Member Robert Moss. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Written Report** – Attached
2. **Payment Requisitions** –

- a. **USDA-Rural Development – Payment Number 29** - Engineer Josh Gunnett reported requisition number twenty-nine to USDA has the following components:

1. **Global Heavy Corporation Payment Requisition Number Nineteen** – Engineer Josh Gunnett stated we have payment requisition number nineteen from Global Heavy Corporation in the amount of \$96,218.85 for Phase Two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number nineteen from Global Heavy

Corporation in the amount of \$96,218.85; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

2. **Westmoreland Electric Services, Incorporated Payment**

**Requisition Number Thirteen** – Engineer Josh Gunnett stated we have payment requisition number thirteen from Westmoreland Electric in the amount of \$65,622.28. Vice-Chairman Tom Dinger moved to approve payment requisition number thirteen from Westmoreland Electric in the amount of \$65,622.28; seconded by Member Robert Moss. Motion carried 5-0.

3. **Requisition Number Twenty-Nine to USDA-Rural Development** –

Engineer Josh Gunnett stated requisition number twenty-nine to USDA in the amount of \$174,941.13 includes Gwin, Dobson, and Foreman invoice number forty-three in the amount of \$13,100.00 which was previously approved in the engineering agreement. Member Sam McKinley moved to approve requisition number twenty-nine to USDA in the amount of \$174,941.13; seconded by Member Roger Shaw. Motion carried 5-0.

b. **USDA-Rural Development – Payment Number 30** – Engineer Josh Gunnett reported requisition number 30 to USDA consists of an invoice from Eckert, Seamans, Cherin and Mellott LLC in the amount of \$15,387.15. Vice-Chairman Tom Dinger moved to approve requisition number thirty to USDA consisting of the invoice from Eckert, Seamans, Cherin and Mellott LLC in the amount of \$15,387.15; seconded by Member Robert Moss. Motion carried 5-0.

c. **USDA-Rural Development – Payment Number 31** – Engineer Josh Gunnett reported requisition number 31 to USDA consists of an S&T Bank Loan 201 payoff amount of \$9,828,666.39 and an S&T Bank Loan 202 payoff amount of \$2,013,207.77 for a total of \$11,841,874.16. Member Sam McKinley moved to approve payment number 31 to USDA-Rural Development consisting of an S&T Bank Loan 201 payoff amount of \$9,828,666.39 and an S&T Bank Loan 202 payoff amount of \$2,013,207.77 for a total of \$11,841,874.16; seconded by Member Roger Shaw. Motion carried 5-0.

d. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$12,032,202.44.

3. **Change Orders** –

a. **Global Heavy - Phase 2 Wastewater Treatment Facility General-Mechanical Work** – Engineer Josh Gunnett stated there is one change order for Phase 2 wastewater treatment facility general-mechanical work. Engineer Josh Gunnett stated Global Heavy has submitted for a time extension, and we are reviewing that change order.

b. **Westmoreland Electric - Phase 2 Wastewater Treatment Facility Electrical Work** – Engineer Josh Gunnett stated there is a pending change order from Westmoreland Electric for power and wiring to the BioMix system.

4. **Department of Community and Economic Development (DCED) Commonwealth Financing Authority (CFA) Small Water and Sewer Grant** – Engineer Josh Gunnett reported the small water and sewer grant application for the Brookville Municipal Authority rehabilitation was approved. Engineer Josh Gunnett stated as part of that grant and to get started on that there is an engineering services agreement in the amount of forty-five thousand dollars which was included in the DCED approved grant application. Vice-Chairman Tom Dinger moved to approve the DCED CFA Small Water and Sewer Grant application including the engineering services agreement; seconded by Member Sam McKinley. Motion carried 5-0.

#### **UNFINISHED BUSINESS:**

- A. **2019 Budget** – Member Sam McKinley stated the Finance Committee has met and has drawn an outline of the budget. Member Sam McKinley stated the question remains on applying the rate increase on the sewer budget. Member Sam McKinley stated we need to meet again before we can finalize that, so the budget is tabled until the December meeting.
- B. **Holiday Collection** – Manager Dana D. Schreckengost stated she would like to remind everyone that we have started to do the holiday collection for the Willow Run Animal Sanctuary in Coolspring. Manager Dana D. Schreckengost stated we are collecting items in the Borough Complex lobby.
- C. **Resolutions** – Manager Dana D. Schreckengost stated we have a number of resolutions to approve for the close out of the S&T Bank loans pertaining to the wastewater treatment plant.
  1. **Resolution for the Bond Closings with USDA** – Manager Dana D. Schreckengost stated first there is a resolution for authorizing and securing the two guaranteed sewer revenue bonds totaling \$11,742,000.00. Manager Dana D. Schreckengost stated we would need a motion allowing her and Chairman Brad Miller to sign those papers at the closing which is tentatively set for Monday, November 19, 2018. After some discussion, Member Sam McKinley moved to authorize the resolution for the guaranteed sewer revenue bond closings with USDA; seconded by Member Roger Shaw. Motion carried 5-0.
  2. **Resolution for the Guarantee Agreement** – Manager Dana D. Schreckengost stated we have a resolution authorizing and approving the guarantee of all of the municipalities. Vice-Chairman Tom Dinger moved to approve the Guarantee Agreement between the Borough of Brookville, Pinecreek Township, Rose Township, Knox Township, and the Brookville Municipal Authority to guarantee the payment of the loans; seconded by Member Robert Moss. Motion carried 5-0.
  3. **Two Million Dollar Loan Resolution** – Manager Dana D. Schreckengost stated we took out two loans because when we opened the first bid, we were short so we had to take out the second loan to make up the difference of the price. Manager Dana D. Schreckengost stated so we never signed the paperwork for USDA taking out that second loan. Member Roger Shaw moved to retroactively approve the signing of the two million dollar loan

resolution for the payment by USDA; seconded by Member Robert Moss. Motion carried 5-0.

4. **Authorizing any Additional Required Signings** - Solicitor Jim Dennison stated you may want to do a resolution authorizing Chairman Brad Miller and Manager Dana D. Schreckengost to sign any other documents that might need their approval. Vice-Chairman Tom Dinger moved to give Manager Dana D. Schreckengost and Chairman Brad Miller the authority to sign anything else that must be signed at the closing coming up; seconded by Member Robert Moss. Motion carried 5-0.

#### **NEW BUSINESS:**

- A. **Shut Off Notices Dollar Amount** – Manager Dana D. Schreckengost stated she and Accountant Kerry Swineford have been evaluating some of our policies and procedures, and we realized that as we had increases to the bills over the years we have not always been keeping up with our shut off policy and procedure. Manager Dana D. Schreckengost stated right now the policy is if you are past due by fifty-five dollars you receive a shut off notice. Manager Dana D. Schreckengost stated our proposal is to increase that to eighty five dollars effective January 1, 2019. Manager Dana D. Schreckengost stated they have it estimated that your general average user should get about three thousand gallons before they are receiving that shut off notice. Vice-Chairman Tom Dinger moved to increase the threshold for the shut off notices from fifty-five dollars to eighty-five dollars effective January 1, 2019; seconded by Member Sam McKinley. Motion carried 5-0.

#### **COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. **Executive Session** – Manager Dana D. Schreckengost requested an executive session for labor related negotiations with no action expected.

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

- A. **Commissioner Clyde Bullers**
  1. **Fire Hydrants** – Commissioner Clyde Bullers reported they are busy winterizing fire hydrants for the winter season.
  2. **Raising Manholes** – Commissioner Clyde Bullers stated they are continuing to raise some more manholes throughout town.
  3. **Training** – Commissioner Clyde Bullers stated wastewater plant operators are receiving training on the equipment.

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

#### **EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 4:44 P.M. to discuss labor related negotiations with no action expected. Executive session ended at 5:25 P.M. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:25 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

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Administrative Manager