

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, February 12, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, February 12, 2019 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller – arrived @ 4:05 P.M.  
Tom Dinger  
Roger Shaw  
Robert Moss  
Sam McKinley – arrived @ 4:05 P.M.

**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 4:05 P.M.

**APPROVAL OF MINUTES:**

Commissioner Clyde Bullers stated he had one correction to make to the minutes. Commissioner Clyde Bullers stated on page three, under 'Board/Staff Reports & Information' item number a one, 'rubber ingrained' should be changed to 'rubber roofing'. Vice-Chairman Tom Dinger moved to approve the minutes of the January 8<sup>th</sup> meeting as corrected; seconded by Member Robert Moss. Motion carried 5-0.

**FINANCIAL REPORTS:**

- A. Review of Financial Statements** – Accountant Kerry Swineford stated he is still finishing up 2018. Accountant Kerry Swineford stated some payments are trickling in for 2018. Accountant Kerry Swineford stated this is the first year for the new software for W2's and 1099's, and this year they went out about two weeks earlier than usual. Member Sam McKinley asked if they will get a final budget for 2018, and Accountant Kerry Swineford stated yes, once he gets everything wrapped up. Member Sam McKinley moved to approve the financial reports as presented; seconded by Member Roger Shaw. 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 34** - Engineer Josh Gunnett reported requisition number thirty-four to USDA has the following components:

1. **Global Heavy Corporation Payment Requisition Number Twenty-Two** – Engineer Josh Gunnett stated we have payment requisition number twenty-two from Global Heavy Corporation in the amount of \$64,491.13 for phase two general-mechanical work for the wastewater treatment plant. Vice-Chairman Tom Dinger moved to approve payment requisition number twenty-two from Global Heavy Corporation in the amount of \$64,491.13; seconded by Member Robert Moss. Motion carried 5-0.
2. **Westmoreland Electric Payment Requisition Number Fifteen** – Engineer Josh Gunnett stated we have payment requisition number fifteen from Westmoreland Electric in the amount of \$125,411.30. Member Roger Shaw moved to approve payment requisition number fifteen from Westmoreland Electric in the amount of \$125,411.30; seconded by Member Robert Moss. Motion carried 5-0.
3. **Requisition Number Thirty-Four to USDA-Rural Development** – Engineer Josh Gunnett stated requisition number thirty-four to USDA in the amount of \$202,007.43 includes Gwin, Dobson, and Foreman invoice number forty-six in the amount of \$12,105.00 which was previously approved in the engineering agreement. Vice-Chairman Tom Dinger moved to approve requisition number thirty-four to USDA in the amount of \$202,007.43; seconded by Member Robert Moss. Motion carried 5-0.
- b. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$202,007.43.
3. **Change Orders** –
  - a. **Westmoreland Electric Change Order Number Three - Phase 2 Wastewater Treatment Facility Electrical Work** – Engineer Josh Gunnett stated we have a change order from Westmoreland Electric in the amount of \$24,739.99 and thirty-seven days for the work to install the BioMix system and to extend their contract so they line up with the general contractors. Member Sam McKinley moved to approve change order number three from Westmoreland Electric in the amount of \$24,739.99 and an additional thirty-seven days; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.
  - b. **Phase 2 Engineering Inspection – Amendment Number One** – Engineer Josh Gunnett stated next we have Phase 2 Engineering Inspection Amendment number one in the amount of \$118,500.00 and 130 days. Engineer Josh Gunnett stated this is an amendment to the engineering contract. Vice-Chairman Tom Dinger moved to approve Phase 2 Engineering Inspection Amendment number one in the amount of \$118,500.00 and 130 days; seconded by Member Robert Moss. Motion carried 5-0.
4. **PennDOT Utility Relocation Reimbursement Agreement (State Route 322 and 28 Improvements)** – Engineer Josh Gunnett reported PennDOT has submitted their Utility Relocation Reimbursement Agreement to the Brookville Municipal Authority to be signed. Engineer Josh Gunnett

reported with that agreement PennDOT has also requested that the Brookville Municipal Authority make another resolution to sign the agreement. After some discussion, Member Sam McKinley moved to approve the resolution from PennDOT for the Route 322 and 28 Improvement Project; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

#### **UNFINISHED BUSINESS:**

- A. **Sewer CD Update** – Manager Dana D. Schreckengost stated at the last meeting we were in limbo on what to do with the sewer cd's that were maturing. Manager Dana D. Schreckengost stated when they matured, the federal government had not opened back up yet, so we cashed those cd's out. Manager Dana D. Schreckengost stated at this time the federal government is open, but it is on a temporary basis until February 15<sup>th</sup>. Manager Dana D. Schreckengost stated she would like the board's authorization to open a PLGIT prime account which earns very close interest to what current cd rates are at this time. Manager Dana D. Schreckengost stated we can access the money twice a month without incurring a penalty. Member Sam McKinley moved to authorize Manager Dana D. Schreckengost to open a sewer PLGIT account and to transfer the sewer cd funds in the amount of \$550,000.00 into that account; seconded by Member Robert Moss. Motion carried 5-0.

#### **NEW BUSINESS:**

- A. **Statement of Ethics Forms** – Manager Dana D. Schreckengost stated she wanted to remind the board members that they have their Statement of Ethics forms, and they are filling them out for 2018. Manager Dana D. Schreckengost stated she needs those back by May.

#### **COMMUNICATIONS AND ANNOUNCEMENTS: None**

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

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

1. **American Resource Recovery - RBC Removal** – Commissioner Clyde Bullers reported American Resource Recovery removed the RBC's. Commissioner Clyde Bullers stated due to the weather they have been running behind. Commissioner Clyde Bullers stated they got all the RBC's out today and now it is just a matter of moving everything out of there so they are just about done with that part of the project.
2. **Sludge Removal** – Commissioner Clyde Bullers reported sludge removal is ongoing. Engineer Josh Gunnett stated there is a contract allowance for sludge removal and sludge hauling. Engineer Josh Gunnett stated Commissioner Clyde Bullers and Aaron Haines are trying to do as much as they can before you have to get into that allowance.

##### **B. Solicitor Jim Dennison**

1. **USDA Legal Services Agreement – PennDOT State Route 322 and 28 Project** – Solicitor Jim Dennison stated USDA is requesting a legal services agreement on the PennDOT State Route 322 and 28 Project. Solicitor Jim

Dennison stated the fee is three thousand dollars. Solicitor Jim Dennison stated they require a Borough guarantee. Member Sam McKinley moved to approve the legal services agreement with the PennDOT State Route 322 and 28 Project; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

2. **Resolution for the East Main Street Project** – Solicitor Jim Dennison stated next is just a resolution, and this is for the East Main Street Project that will run from the Lutheran Church down to Brookville Chevrolet and over to the other side of the Sunoco station down through between the Richards and the Pearsall properties. Solicitor Jim Dennison stated this is a motion to allow for condemnation of right-of-ways if we need to. Member Roger Shaw moved to approve the resolution for the East Main Street Project; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

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

**CALL FOR ADJOURNMENT:**

At 5:09 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

---

Administrative Manager