

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, June 11, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, June 11, 2019 at 4:00 P.M. with the following in attendance:

MEMBERS

Brad Miller
Tom Dinger
Robert Moss
Sam McKinley

STAFF

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.

APPROVAL OF MINUTES:

Vice-Chairman Tom Dinger moved to approve the minutes of the May 14th meeting as submitted; seconded by Member Sam McKinley. Motion carried 4-0.

FINANCIAL REPORTS:

- A. Review of Financial Statements** – Accountant Kerry Swineford stated he made a few changes to the presentation of the budget. Accountant Kerry Swineford stated he changed a column at the end from ‘percent remaining’ to ‘percent used’. Accountant Kerry Swineford stated the auditors started last week. Member Sam McKinley moved to approve the financial statements as presented; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer’s Report

- 1. Written Report** – Attached
- 2. Payment Requisitions** –
 - a. USDA-Rural Development – Payment Number 38** - Engineer Josh Gunnett reported requisition number thirty-eight to USDA has the following components:
 - 1. Global Heavy Corporation Payment Requisition Number Twenty-Six** – Engineer Josh Gunnett stated we have payment requisition number twenty-six from Global Heavy Corporation in the amount of \$300,171.50 for phase two general-mechanical work for the wastewater treatment plant. Vice-Chairman Tom Dinger moved to approve payment requisition number twenty-six from Global Heavy

Corporation in the amount of \$300,171.50; seconded by Member Robert Moss. Motion carried 4-0.

2. **Westmoreland Electric** – Engineer Josh Gunnett stated Westmoreland Electric did not submit a payment requisition this month.
3. **Requisition Number Thirty-Eight to USDA-Rural Development** – Engineer Josh Gunnett stated requisition number thirty-eight to USDA in the amount of \$319,012.50 includes Gwin, Dobson, and Foreman invoice number fifty in the amount of \$18,841.00 which was previously approved in the engineering agreement. Vice-Chairman Tom Dinger moved to approve requisition number thirty-eight to USDA in the amount of \$319,012.50; seconded by Member Robert Moss. Motion carried 4-0.
 - b. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$319,012.50.
3. **Global Heavy Change Order Number Nine** – Engineer Josh Gunnett stated we have change order number nine for phase two general-mechanical work for the wastewater treatment plant from Global Heavy in the amount of \$13,148.15 and nine days of additional contract time. Engineer Josh Gunnett stated included in the change order is a grinder, additional hand rail at the NRT tanks, and then we would also deduct the cash allowance that was not used for the startup chemicals. After some discussion, Member Sam McKinley moved to approve change order number nine from Global Heavy in the amount of \$13,148.15 and nine days of additional contract time; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.
4. **DCED CFA Small Water and Sewer Grant** – Engineer Josh Gunnett reported we opened the bids on May 7th for the East Main Street Water and Sanitary Sewer Replacement Project. Engineer Josh Gunnett reported letter of intent to award was sent on May 15, 2019. Engineer Josh Gunnett reported they are in receipt of the forms and signed agreements from Terra Works, and the agreements are ready to be signed and executed. Engineer Josh Gunnett reported the pre-construction meeting will probably be the week of the twenty-fifth of this month. Vice-Chairman Tom Dinger moved to approve the contracts to Terra Works in the amount of \$437,539.00; seconded by Member Robert Moss. Motion carried 4-0.
5. **McDowell Road CDBG Project** – Engineer Josh Gunnett stated county CDBG funds are available for this year, and the county is typically looking for projects in the \$100,000.00 to \$150,000.00 construction cost. Engineer Josh Gunnett reported this year the McDowell Road Project should fall within the low to moderate income criteria required for the grant. Engineer Josh Gunnett stated the Brookville Municipal Authority and Union Township will need to approve filing the application. Engineer Josh Gunnett stated as part of the application the Brookville Municipal Authority will be asked if they would like to contribute funds, and typically the county wants the applicant to contribute ten percent of the total. Engineer Josh Gunnett reported the exact amount will be finalized after the county bids the project. Engineer Josh

Gunnnett reported for the McDowell Road Project, all the funds would come from the Brookville Municipal Authority when submitting for the Tank Main Replacement Project. Engineer Josh Gunnnett reported the contribution amount at this time would be \$12,000.00 out of the \$120,000.00 total. Engineer Josh Gunnnett stated we would just be replacing the lines. Commissioner Clyde Bullers stated we would be replacing one inch line with four inch line. Member Sam McKinley moved to approve the filing of the application for the CDBG funds and tentatively commit to ten percent of the project cost; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

UNFINISHED BUSINESS:

A. Cash Transfer - Member Sam McKinley stated Accountant Kerry Swineford made a suggestion. Member Sam McKinley stated we have got about \$100,000.00 additional cash in the sewage fund. Member Sam McKinley stated we would like to move that to the PLGIT account. Member Sam McKinley stated we have about \$660,000.00 in the operating account and we only need about \$500,000.00 so we would like to send \$100,000.00 to the PLGIT account to earn interest. Member Sam McKinley made a motion to move \$100,000.00 from the operating account to the PLGIT account on the sewage to earn interest; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

NEW BUSINESS:

A. CD Renewal – Accountant Kerry Swineford stated a water CD in the amount of \$509,242.33 is coming up for renewal. Accountant Kerry Swineford stated they would like to put \$450,000.00 back into the CD and use the remaining to cover some expenses for the Franklin/Main Street project that we were short for. Accountant Kerry Swineford stated we would like to move \$59,242.33 to a new PLGIT account for water. Accountant Kerry Swineford stated two banks replied back with rates for the \$450,000.00. Accountant Kerry Swineford stated S&T Bank has six months at one point eight seven percent, and twelve months at one point nine two, and Farmers National Bank had twenty-five months at two point two five percent. Accountant Kerry Swineford stated this would be a new PLGIT account for water, and we would need approval for that. Vice-Chairman Tom Dinger moved to renew a CD in the amount of \$450,000.00 at S&T Bank for twelve months at one point nine two percent, and to open a PLGIT water account with the remaining \$59,242.33; seconded by Member Sam McKinley. Motion carried 4-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

- 1. Hydrant Flushing** – Commissioner Clyde Bullers stated the hydrant flushing that was delayed has started up again. Commissioner Clyde Bullers stated we will be flushing the rest of this week.

2. **Intake Building** – Commissioner Clyde Bullers stated the water plant crew has cleaned out the intake building.
3. **Water and Sewer Taps** – Commissioner Clyde Bullers stated they completed the water and sewer taps for Cresco Yeltrah and Legacy Trucking.
4. **Old Fencing at the Wastewater Plant** – Commissioner Clyde Bullers stated at the wastewater plant, this would be a change order if we decide to do it, there is one hundred and fifty feet of old fencing from the 1960's that was left from a project and it is down next to the creek. Commissioner Clyde Bullers stated with the construction and the way the dirt has been moved in the working area, it has changed the slope to the fence quite a bit. Commissioner Clyde Bullers stated the slope is right up against the fence which makes mowing difficult. Commissioner Clyde Bullers stated that section of fence that is left in there is 1960's fence, and he thinks we should put chain link fencing all around the facility and clean things up. Commissioner Clyde Bullers stated that is something that would probably require a change order. The Board in general agreed this was a good idea.

B. Solicitor Jim Dennison

1. **Rick Cook** – Solicitor Jim Dennison stated he has not heard anything on Rick Cook's issue, so he thinks it must have been settled. Solicitor Jim Dennison stated he thinks he would have heard by now. Engineer Josh Gunnett stated it has been over twenty days. Solicitor Jim Dennison stated he did send a letter to Terra Works.
2. **Mr. Achille** – Solicitor Jim Dennison stated he is still working with Mr. Achille on the other things.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:52 P.M. Member Robert Moss moved to adjourn; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

Administrative Manager