

**MINUTES**  
**BROOKVILLE MUNICIPAL AUTHORITY**  
**Tuesday, July 9, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, July 9, 2019 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Tom Dinger  
Roger Shaw  
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

**CALL TO ORDER:**

Vice-Chairman Tom Dinger called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES:**

Vice-Chairman Tom Dinger stated he had one correction to make to the minutes. Vice-Chairman Tom Dinger stated under 'Board/Staff Reports and Information', in item A4, 'granite fencing' should be changed to 'chain link fencing'. Member Sam McKinley moved to approve the minutes of the June 11<sup>th</sup> meeting as corrected; seconded by Member Roger Shaw. Motion carried 3-0.

**FINANCIAL REPORTS:**

- A. Review of Financial Statements** – Accountant Kerry Swineford stated he has nothing to add to the reports. Member Sam McKinley moved to approve the financial statements as presented; seconded by Member Roger Shaw. Motion carried 3-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

- 1. Written Report** – Attached
- 2. Payment Requisitions** –
  - a. USDA-Rural Development – Payment Number 39** - Engineer Josh Gunnett reported requisition number thirty-nine to USDA has the following components:
    - 1. Global Heavy Corporation Payment Requisition Number Twenty-Seven** – Engineer Josh Gunnett stated Global Heavy is behind on the project and asked if the Authority wants to withhold engineering fees in the amount of \$54,220.42, which are the fees we incurred beyond

March. Engineer Josh Gunnett stated if you want to do that, you have to draft a letter as to why you withheld those funds and include it with the payment. Engineer Josh Gunnett stated USDA wants us to look into this because we are pretty far behind and they want to see this completed. Engineer Josh Gunnett stated we have payment requisition number twenty-seven from Global Heavy Corporation in the amount of \$65,171.90, and he recommends payment of \$10,951.48 for phase two general-mechanical work for the wastewater treatment plant. After some discussion, Member Sam McKinley moved to pay \$10,951.48 of payment requisition number twenty-seven from Global Heavy for \$65,171.90 to be accompanied with a letter written by Manager Dana D. Schreckengost stating the reasons why we are withholding funds; seconded by Member Roger Shaw. Motion carried 3-0.

2. **Westmoreland Electric** – Engineer Josh Gunnett stated Westmoreland Electric did not submit a payment requisition this month.

3. **Requisition Number Thirty-Nine to USDA-Rural Development** – Engineer Josh Gunnett stated requisition number thirty-nine to USDA in the amount of \$21,152.48 includes Gwin, Dobson, and Foreman invoice number fifty-one in the amount of \$10,201.00 which was previously approved in the engineering agreement. Member Roger Shaw moved to approve requisition number thirty-nine to USDA in the amount of \$21,152.48; seconded by Member Sam McKinley. Motion carried 3-0.

b. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$21,152.48.

3. **Change Orders** – Engineer Josh Gunnett stated there are no change orders this month.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

A. **Cash Transfer** – Accountant Kerry Swineford stated last month we transferred \$100,000.00 from the S&T Bank account for sewer to PLGIT because we had around \$640,000.00 and in PLGIT the interest is better. Accountant Kerry Swineford stated the sewer cash is back up to \$643,000.00 and he would like to transfer an additional \$100,000.00 from the S&T Bank account for sewer to PLGIT. Member Sam McKinley moved to transfer an additional \$100,000.00 from the S&T Bank sewer account to the PLGIT account; seconded by Member Roger Shaw. Motion carried 3-0.

B. **Pennsylvania Municipal Authorities Association (PMAA) Conference/Voting Delegate** – Manager Dana D. Schreckengost stated board members should have received a flyer in the mail from the Authorities. Manager Dana D. Schreckengost stated the Pennsylvania Municipal Authorities Association's (PMAA) conference will take place September 8<sup>th</sup> through the 11<sup>th</sup> in the

Poconos at the Kalahari Resort. Manager Dana D. Schreckengost stated if anyone would like to attend to please let her know. Manager Dana D. Schreckengost stated she plans to attend if the board is o.k. with that. Manager Dana D. Schreckengost stated we need a voting delegate, so as I plan on attending I would ask if you are o.k. with me being your voting delegate for the conference. Member Roger Shaw moved to approve Manager Dana D. Schreckengost as the voting delegate at the Pennsylvania Municipal Authorities Association Conference; seconded by Member Sam McKinley. Motion carried 3-0.

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

- A. **Community Development Block Grant (CDBG) Application** – Manager Dana D. Schreckengost stated the Community Development Block Grant (CDBG) application is submitted. Manager Dana D. Schreckengost stated so we are in and we are just waiting to hear at this point.

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

A. **Solicitor Jim Dennison**

1. **Rick Cook** – Solicitor Jim Dennison stated he thinks Rick Cook is settled. Solicitor Jim Dennison stated he has not heard anything so he thinks it is over.
2. **Barlett** – Solicitor Jim Dennison stated we settled the Barlett thing too, so that is worked out.

B. **Commissioner Clyde Bullers**

1. **Water Tank Inspections** – Commissioner Clyde Bullers stated the water tank inspections on Sphere Street have been completed by Atlantic Underwater Services. Commissioner Clyde Bullers stated they found no major issues, and they said the tanks look pretty good. Commissioner Clyde Bullers stated there are just a couple of minor things, and we are still waiting on a report from them.
2. **Water Plant/Draining Tanks** – Commissioner Clyde Bullers stated the water plant guys are draining the tanks. Commissioner Clyde Bullers stated they are draining the sludge, and cleaning those up.
3. **Water Distribution Crews/Metering Pits** – Commissioner Clyde Bullers stated distribution crews are installing metering pits for leak control.
4. **Sewer Activity** – Commissioner Clyde Bullers stated in sewer activity, Insight Pipe was here yesterday. Commissioner Clyde Bullers stated they will be back to do some other areas, so this is ongoing.

#### **MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

- A. **Patti Slaughter – Global Heavy** - Reporter Patti Slaughter asked how the \$10,000.00 figure for Global Heavy was arrived at. Engineer Josh Gunnett stated Global Heavy submitted a payment application in the amount of \$65,171.90, and the Authority is withholding \$54,220.42 which is the total cost the Authority has incurred for additional engineering. Member Sam McKinley

stated the project ran long, so there are additional engineering costs since they need to have an engineer on-site.

**CALL FOR ADJOURNMENT:**

At 4:36 P.M. Member Roger Shaw moved to adjourn; seconded by Member Sam McKinley. Motion carried 3-0.

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Administrative Manager