

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, August 13, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, August 13, 2019 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

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Sam McKinley moved to approve the minutes of the July 9th meeting as submitted; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated for sewer we are at fifty-three percent of revenues for the year, and forty-eight percent of expenses for the year. Accountant Kerry Swineford stated for water we are at fifty-three percent of revenues for the year, and forty percent of expenses for the year. After some discussion, Vice-Chairman Tom Dinger moved to approve the financial statements as presented; seconded by Member Sam McKinley. 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 40** - Engineer Josh Gunnett reported requisition number forty to USDA has the following components:
 1. **Global Heavy Corporation Payment Requisition Number Twenty-Eight** – Engineer Josh Gunnett stated payment requisition number twenty-eight from Global Heavy Corporation in the amount of \$154,776.59 for phase two general-mechanical work for the

wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number twenty-eight from Global Heavy in the amount of \$154,776.59; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

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

3. **Requisition Number Forty to USDA-Rural Development** – Engineer Josh Gunnett stated we have requisition number forty to USDA in the amount of \$166,641.59 includes Gwin, Dobson, and Foreman invoice number fifty-two in the amount of \$11,865.00 which was previously approved in the engineering agreement. Vice-Chairman Tom Dinger moved to approve requisition number forty to USDA in the amount of \$166,641.59; seconded by Member Roger Shaw. Motion carried 5-0.

b. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month are \$166,641.59.

3. **Change Orders** –

a. **Westmoreland Electric Change Order Number Five** – Engineer Josh Gunnett stated we have change order number five from Westmoreland Electric in the amount of \$2,627.00 for electrical work for the new scum pump. Member Sam McKinley moved to approve change order number five from Westmoreland Electric in the amount of \$2,627.00 as presented; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

4. **PennDOT Truck Wash Agreement** – Engineer Josh Gunnett stated he has a short form agreement for the engineering fees that PennDOT will pay for the PennDOT truck wash. Engineer Josh Gunnett stated PennDOT will pay for the entire project. Engineer Josh Gunnett stated he also has the customer service agreement. Engineer Josh Gunnett stated he is asking for approval of the short form engineering agreement, customer service agreement, and to put it out for bid. Vice-Chairman Tom Dinger moved to approve the short form engineering agreement and the customer service agreement for the PennDOT truck wash project, and then to put the project out for bid; seconded by Member Roger Shaw. Motion carried 5-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. **Cash Transfer** – Accountant Kerry Swineford stated in the past couple of months we have transferred money from our S&T Bank Account for the Sewer Fund to the PLGIT account because the cash balance was higher than normal.

Accountant Kerry Swineford stated this month sewer and now water cash balances are pretty high so he would like to transfer fifty thousand dollars from the water S&T Bank Account and sewer S&T Bank account to the PLGIT accounts. Accountant Kerry Swineford stated right now the S&T Bank sewer account balance is \$622,060.00 and the S&T Bank water account balance is

\$558,719.00. Accountant Kerry Swineford stated those two account balances are normally about \$500,000.00 each. Member Roger Shaw moved to approve transferring fifty thousand dollars from the water S&T Bank account and the sewer S&T Bank account to the PLGIT accounts; seconded by Member Sam McKinley. Motion carried 5-0.

B. PennDOT Truck Wash Agreement – Chairman Brad Miller stated this was already discussed.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Commissioner Clyde Bullers

1. **Leak Detection Meters** – Commissioner Clyde Bullers stated they are using leak detection meters to try to find a leak in the CRUMA system. Commissioner Clyde Bullers stated with those meters, they have it narrowed down to a section of line.
2. **Supervisory Control and Data Acquisition (SCADA) System** – Commissioner Clyde Bullers stated the wastewater end is still fine tuning everything and trying to get the bugs worked out of the SCADA system.
3. **Chapter 109** – Commissioner Clyde Bullers stated just a little explanation on that Chapter 109 - basically through EPA we have been voluntarily monitoring for contaminants.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:42 P.M. Member Sam McKinley moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager