

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, October 8, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 8, 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  
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:**

Member Roger Shaw moved to approve the minutes of the September 10<sup>th</sup> meeting as submitted; seconded by Member Sam McKinley. Motion carried 3-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated included in your packets are audited financials for last year. Accountant Kerry Swineford stated the auditors made some adjustments; one was to fixed assets on the water for twelve hundred dollars, an adjustment for accumulated depreciation, and an adjustment to accrued interest but everything else is fine for the year. Accountant Kerry Swineford stated he has a quick break down of the total revenues and expenses for the year to date. Accountant Kerry Swineford stated for sewer at the end of September we had \$1,406,170.46 for revenue, which is about seventy-six percent of what we had budgeted for the year, and the expenses were \$954,425.10 which is about seventy percent of what we had budgeted for the year. Accountant Kerry Swineford stated on the water side, revenues are at seventy-two percent, and we are at fifty-eight percent of what we had budgeted for the year for expenses. 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. **Wastewater System Improvements Project - USDA-Rural**

**Development – Payment Number 42** - Engineer Josh Gunnett reported requisition number forty-two to USDA has the following components:

1. **Global Heavy Corporation Payment Requisition Number Thirty –**

Engineer Josh Gunnett stated we have payment requisition number thirty from Global Heavy Corporation in the amount of \$87,361.32 for phase two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number thirty from Global Heavy in the amount of \$87,361.32; seconded by Member Roger Shaw. Motion carried 3-0.

2. **Westmoreland Electric Payment Requisition Number Twenty-One**

– Engineer Josh Gunnett stated we have payment requisition number twenty-one from Westmoreland Electric in the amount of \$14,311.80. Member Roger Shaw moved to approve payment requisition number twenty-one from Westmoreland Electric in the amount of \$14,311.80; seconded by Member Sam McKinley. Motion carried 3-0.

3. **Requisition Number Forty-Two to USDA-Rural Development –**

Engineer Josh Gunnett stated we have requisition number forty-two to USDA in the amount of \$101,673.12. Member Sam McKinley moved to approve requisition number forty-two to USDA in the amount of \$101,673.12; seconded by Member Roger Shaw. Motion carried 3-0.

4. **Total Payment Requisitions** – Engineer Josh Gunnett reported total payment requisitions this month for the Wastewater System Improvements Project are \$101,673.12.

b. **East Main Street Water and Sewer Line Project**

1. **Terra Works Application for Payment Number Two** – Engineer Josh Gunnett stated we have payment requisition number two from Terra Works in the amount of \$190,981.85 for the East Main Street Water and Sewer Line Project. Member Sam McKinley moved to approve payment requisition number two from Terra Works in the amount of \$190,981.85; seconded by Member Roger Shaw. Motion carried 3-0.

2. **Gwin, Dobson, and Foreman Invoice Number Ten** – Engineer Josh Gunnett stated we have Gwin, Dobson, and Foreman invoice number ten in the amount of \$3,660.34 which was already approved in the agreement.

3. **Total Amount Owed** – Engineer Josh Gunnett stated the total amount is \$194,542.19. Engineer Josh Gunnett stated of that amount, the Borough owes \$1,036.95 as part of the stormwater system, bringing the total amount owed by the Municipal Authority to \$193,605.24.

4. **Grant Funds Reimbursement Number Two** – Engineer Josh Gunnett stated the total grant amount we got for the project was \$307,700.00 so what is basically remaining of that grant is \$117,167.60. Engineer Josh Gunnett stated we are going to be

applying for that this month as well. Member Roger Shaw moved to seek approval for requisition number two in the amount of \$117,167.60 for grant funds to cover the Authority amount owed; seconded by Member Sam McKinley. Motion carried 3-0. Engineer Josh Gunnett stated the grant now is done.

5. **Amount of Authority Funds** – Engineer Josh Gunnett stated the amount of Municipal Authority funds needed to pay for this project is \$76,437.64. Vice-Chairman Tom Dinger asked where the \$76,437.64 will come from. Accountant Kerry Swineford stated we had a CD a couple of months ago on the water side that was \$500,000.00 that matured. Accountant Kerry Swineford stated we only put \$450,000.00 back and we held \$50,000.00. Accountant Kerry Swineford stated the sewer side has reserves.

3. **Pennsylvania Small Water and Sewer Grant and Pennsylvania H2O Grant** – Engineer Josh Gunnett stated the Commonwealth Financing Agency reopened the Pennsylvania Small Water and Sewer Grant and the Pennsylvania H2O Grant. Engineer Josh Gunnett stated the application is due by December 13, 2019. Engineer Josh Gunnett stated the Small Water and Sewer Grant has an eighty-five percent reimbursement, and the H2O Grant is only a fifty-percent reimbursement but is also for larger projects. Vice-Chairman Tom Dinger asked if we have projects to submit for that. Commissioner Clyde Bullers stated yes, they looked at several projects we can talk about at the next meeting. Vice-Chairman Tom Dinger asked the Board Members to think of some projects, and we will talk about this at the next meeting.

#### **UNFINISHED BUSINESS:**

- A. **Hydrant Flushing Update** – Commissioner Clyde Bullers stated hydrant flushing has been completed for the fall, and everything went very well.

#### **NEW BUSINESS:**

- A. **Open Truck Bids** – Commissioner Clyde Bullers stated we put out for bid the 2008 Chevy Silverado. Commissioner Clyde Bullers stated we have three bids; Jim Kitko submitted a bid of \$2,962.00, William Kramer submitted a bid for \$2,000.00, and Ken MacInnis submitted a bid for \$1,851.36. Commissioner Clyde Bullers stated the apparent high bidder is Jim Kitko. Member Sam McKinley moved to accept the highest bid for the 2008 Chevy Silverado from Jim Kitko in the amount of \$2,962.00; seconded by Member Roger Shaw. Motion carried 3-0.
- B. **Municipal Benefits Services (MBS) Rate Mitigation Account Fund Request** – Dana D. Schreckengost stated the last couple of years we have been requesting our rate mitigation account withdrawal. Manager Dana D. Schreckengost stated this is the excess money we get from the insurance trust because the whole group did not use the insurance as much as the trust had anticipated. Manager Dana D. Schreckengost stated this year we are eligible to request \$1,124.33 and that will help offset December's premium. Member Roger Shaw moved to request

\$1,124.33 from the Rate Mitigation Account Fund; seconded by Member Sam McKinley. Motion carried 3-0.

- C. 2020 Budgets** – Manager Dana D. Schreckengost stated you have your 2020 Budgets in front of you. Manager Dana D. Schreckengost stated we are not looking to approve those tonight, but the Finance Committee has been meeting to work on those and they are prepared to show them to the Board. Member Sam McKinley stated they are not final, and they may need adjustments. Member Sam McKinley stated sewer rates should stay the same, and water rates may increase on the average bill in the neighborhood of two dollars. Member Sam McKinley stated for the minimum bill it would be less than one dollar for the average bill per month.

**COMMUNICATIONS AND ANNOUNCEMENTS: None**

**BOARD/STAFF REPORTS & INFORMATION:**

**A. Clyde Bullers**

1. **Meter Pits in the CRUMA System** – Commissioner Clyde Bullers stated we talked about putting the meter pits in to try to break up the CRUMA system and try to find out where our lost water was. Commissioner Clyde Bullers stated we did find an area, but we still have not been able to pinpoint it. Commissioner Clyde Bullers stated we are trying to get a Pennsylvania Rural Water Coordinator to help us pinpoint it.
2. **Fire Hydrant Winter Maintenance** – Commissioner Clyde Bullers stated we will be starting our fire hydrant winter maintenance soon.
3. **NRT Tank** – Commissioner Clyde Bullers stated one NRT tank needed cleaned, and it has been cleaned but we have all the sludge coming down so the pressing activity is ongoing down there trying to get rid of that sludge.
4. **Culvert Pipe in Corsica** – Commissioner Clyde Bullers stated the other item we completed is that seventy-two inch culvert pipe in the Welch Run in the Corsica Wastewater Plant has been installed.

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

**CALL FOR ADJOURNMENT:**

At 4:43 P.M. Member Roger Shaw moved to adjourn; seconded by Member Sam McKinley. Motion carried 3-0.

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Administrative Manager

