

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

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

MEMBERS

Brad Miller
Tom Dinger
Roger Shaw
Robert Moss

STAFF

Manager Dana D. Schreckengost
Accountant Kerry Swineford
Commissioner Clyde Bullers
Engineer Josh Gunnett
Recorder Christine Gunning

VISITORS

Patti Slaughter
Nick LaBelle

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Member Roger Shaw moved to approve the minutes of the October 8th meeting as submitted; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated he had nothing else to add, other than a quick break down of percentages. Accountant Kerry Swineford stated to October we should be at about eighty-three percent of the budget. Accountant Kerry Swineford stated for water, we are at eighty-four percent of total revenues for the year, and ninety-two percent of total expenses for the year. Accountant Kerry Swineford stated for sewer we are at eighty-five percent revenues for the year, and ninety-three percent of total expenses for the year. Vice-Chairman Tom Dinger moved to approve the financial statements as presented; seconded by Member Robert Moss. Motion carried 4-0.

VISITORS: None

COMMITTEE REPORTS:

A. Engineer's Report

1. **Written Report** – Attached
2. **Change Orders**

- a. **Change Order Number Eleven for Contract Four** – Engineer Josh Gunnett stated we have change order number eleven for contract number four for material testing in the amount of \$34,356.75. Vice-Chairman Tom Dinger moved to approve change order number eleven for contract number four for material testing in the amount of \$34,356.75; seconded by

Member Roger Shaw. Motion carried 4-0.

3. Payment Requisitions –

a. Wastewater System Improvements Project - USDA-Rural

Development – Payment Number Forty-Three – Engineer Josh Gunnett reported requisition number forty-three to USDA has the following components:

- 1. Global Heavy Corporation Payment Requisition Number Thirty-One** – Engineer Josh Gunnett stated we have payment requisition number thirty-one from Global Heavy Corporation in the amount of \$545,210.47 which is the balance of their contract other than the \$111,000.00 that we are still withholding from Global Heavy. Vice-Chairman Tom Dinger moved to approve payment requisition number thirty-one from Global Heavy in the amount of \$545,210.47; seconded by Member Robert Moss. Motion carried 4-0.
- 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 \$135,975.33. Engineer Josh Gunnett stated after this we will have \$24,600.00 in retainage for Westmoreland Electric. Vice-Chairman Tom Dinger moved to approve payment requisition number twenty-one from Westmoreland Electric in the amount of \$135,975.33; seconded by Member Robert Moss. Motion carried 4-0.
- 3. Requisition Number Forty-Three to USDA-Rural Development** – Engineer Josh Gunnett stated we have requisition number forty-three to USDA in the amount of \$691,185.80 which includes Gwin, Dobson, and Foreman invoice number fifty-four in the amount of \$10,000.00 which was previously approved in the engineering agreement. Member Roger Shaw moved to approve requisition number forty-three to USDA in the amount of \$691,185.80; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0.

b. PennDOT (State Route 322 Rose Township Shed)

- 1. Dave Roman Excavating Application for Payment Number One** – Engineer Josh Gunnett stated we have payment requisition number one from Dave Roman Excavating in the amount of \$126,363.60 for the work out on Route 322 for the PennDOT shed. Vice-Chairman Tom Dinger moved to approve payment requisition number one from Dave Roman Excavating in the amount of \$126,363.60; seconded by Member Roger Shaw. Motion carried 4-0.
- 4. McDowell Road CDBG Project** – Engineer Josh Gunnett stated the McDowell Road Project was approved through CDBG funds, and they do not expect to start that until sometime in 2020.
- 5. Pennsylvania Small Water and Sewer Grant** – Engineer Josh Gunnett stated the Commonwealth Financing Agency reopened the Pennsylvania Small Water and Sewer Grant which has an eighty-five percent reimbursement. Engineer Josh Gunnett stated the application is due by December 13, 2019. Engineer Josh Gunnett stated we have two projects that

are up for discussion; the drive line that would include the stream crossing down at the plant and the water line up Richards Street to Short Street, and the estimated cost of that is \$463,460.00 for construction costs only. Engineer Josh Gunnett stated the other project is up at the 322 and 28 Project. Engineer Josh Gunnett stated there is some additional water line from the Connor Bypass to Jefferson Manor, so we would be running eight inch line the rest of the way up there. Engineer Josh Gunnett stated right now there is existing eight inch cast iron. Engineer Josh Gunnett stated then also running an eight inch line on Route 322 again from Connor connector down to around Sarvey Lane. Engineer Josh Gunnett stated that would tie in a loop from Route 28 to Route 322. Manager Dana D. Schreckengost stated she proposes that Resolution 26-2019 is for the drive line at the cost of \$463,460.00, and Resolution 27-2019 would be for the portions of the PennDOT 322 and 28 Project for the total of \$444,100.00. After some discussion, Member Roger Shaw moved to request the grant from the Pennsylvania Small Water and Sewer Grant Program for Resolution 26-2019 in the amount of \$463,460.00, and to give Manager Dana D. Schreckengost the authority to sign that resolution; seconded by Vice-Chairman Tom Dinger. Motion carried 4-0. Vice-Chairman Tom Dinger moved to request the grant from the Pennsylvania Small Water and Sewer Grant Program for Resolution 27-2019 in the amount of \$444,100.00, and to give Manager Dana D. Schreckengost the authority to sign that resolution; seconded by Member Robert Moss. Motion carried 4-0.

UNFINISHED BUSINESS:

- A. Membrane Funds Transfer** – Accountant Kerry Swineford stated for the Membrane Fund he is seeking approval to transfer the \$54,000.00 yearly amount from the S&T Bank account to the PLGIT account. Accountant Kerry Swineford stated the account currently has \$224,722.00 in it. Chairman Brad Miller stated this is a fund to replace membranes when the time comes, and that is actually approaching quickly. Engineer Josh Gunnett stated the cost of the membranes has come down from about thirty two hundred dollars per membrane to about eighteen fifty. Vice-Chairman Tom Dinger moved to approve the transfer of \$54,000.00 into the Membrane Fund from the S&T Bank account to the PLGIT account; seconded by Member Robert Moss. Motion carried 4-0.
- B. Community Development Block Grant (CDBG) Funding Application** – Manager Dana D. Schreckengost stated she had the CDBG funding application, but Engineer Josh Gunnett touched on that. Manager Dana D. Schreckengost stated we were awarded that and it is in the county's hands at this point.
- C. 2020 Budgets** – Manager Dana D. Schreckengost stated you have received an updated sewer budget. Manager Dana D. Schreckengost stated water has remained the same, but we had a few minor changes to the sewer budget. Manager Dana D. Schreckengost stated on the expenses, you will see that we added a new full-time employee but only for half of the year. Manager Dana D. Schreckengost stated we are looking at doing hiring around May or June for half the year, but it will be full-time status. Manager Dana D. Schreckengost stated

overall you still have revenues that exceed your expenses. Manager Dana D. Schreckengost stated the total revenues for the 2020 sewer account are estimated at \$1,671,430.00 and the expenses have gone up to \$1,374,212.00 so a slight budget change, but no increase on the sewer side. Manager Dana D. Schreckengost stated the Board can review that full budget, and we will look for possible approval at the next meeting.

D. CD Maturity/Renewal – Manager Dana D. Schreckengost stated two CD's matured since the last meeting, and she and Accountant Kerry Swineford recommend combining those because we have a lot of CD's out there. Manager Dana D. Schreckengost stated now it is up to the Board to decide what you want to do with that. Manager Dana D. Schreckengost stated now because yesterday was a holiday, she is working on old numbers but they kind of remain in line so we will have to requote with whatever we decide to go to. Manager Dana D. Schreckengost stated we are investing \$410,000.00. Manager Dana D. Schreckengost stated First Commonwealth Bank has six months at one point four five, and a twelve month rate of one point four. Manager Dana D. Schreckengost stated S&T Bank has six months for one point five two and a twelve month rate of one point five. Manager Dana D. Schreckengost stated the PLGIT Prime rate is one point eight nine. Manager Dana D. Schreckengost stated these rates have changed because of the holiday yesterday, and she was not able to get the new rates but they will remain in line where they were. Manager Dana D. Schreckengost asked are we comfortable with making a recommendation or would we like to move this to the Finance Committee to work off of requested numbers. After some discussion, Vice-Chairman Tom Dinger moved to invest \$410,000.00 into the PLGIT Prime account; seconded by Member Robert Moss. Motion carried 4-0.

E. Holiday Collection – Manager Dana D. Schreckengost stated it is that time of year, we typically put out a Christmas holiday collection. Manager Dana D. Schreckengost stated there is no expense, but we just make everybody aware with a flyer that goes out with our bills. Manager Dana D. Schreckengost stated this year it is the Food Pantry. Manager Dana D. Schreckengost stated the flyer will go out in the November bills.

NEW BUSINESS: None

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Clyde Bullers

- 1. Leak Repairs** – Commissioner Clyde Bullers stated this past month we made three water main leak repairs to several service lines.
- 2. Water Plant/Ten Year Anniversary** – Commissioner Clyde Bullers stated as the water plant is approaching its ten year anniversary, we are having to make some repairs. Commissioner Clyde Bullers stated we had to replace a meter which is a critical piece of equipment at the plant. Commissioner Clyde Bullers stated it controls all the functions of the chemical feeds.

3. **SCADA System** – Commissioner Clyde Bullers stated they are making final adjustments to the SCADA system at the wastewater plant.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION: None

CALL FOR ADJOURNMENT:

At 4:51 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Roger Shaw. Motion carried 4-0.

Administrative Manager