

**MINUTES
BROOKVILLE MUNICIPAL AUTHORITY
Tuesday, December 10, 2019 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, December 10, 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
Nick LaBelle

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 November 12th meeting as submitted; seconded by Member Robert Moss. Motion carried 5-0.

FINANCIAL REPORTS:

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated last month we transferred the fifty-four thousand dollars that we set aside each year for the membranes into the PLGIT account. Accountant Kerry Swineford stated he has some quick numbers for the budget. Accountant Kerry Swineford stated on the water side if we take out the PennDOT truck wash we are at ninety-two percent of total revenues for the year, and one hundred and one percent of total expenses through the end of November. Accountant Kerry Swineford stated there are a few things that can explain why that happened such as the Franklin Street Project came in a little more than what we planned for. Accountant Kerry Swineford stated on the sewer side when you take out the new Sewer Plant Project and truck wash we are at ninety-three percent of total revenues for the year, and when you take those things out of the expenses we are at one hundred and one percent of total expenses. 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. PennDOT (State Route 322 Rose Township Shed)

1. Dave Roman Excavating Application for Payment Number Two –

Engineer Josh Gunnett stated we have payment requisition number two from Dave Roman Excavating in the amount of \$72,682.40 for the work out on Route 322 for the PennDOT shed. Member Roger Shaw moved to approve payment requisition number two from Dave Roman Excavating in the amount of \$72,682.40; seconded by Member Sam McKinley. Motion carried 5-0. Engineer Josh Gunnett stated we are holding twenty-five hundred dollars in retainage from them.

UNFINISHED BUSINESS:

A. 2020 Budgets – Manager Dana D. Schreckengost stated we passed out a revised 2020 Budget at the last meeting for the Sewer Fund. Manager Dana D.

Schreckengost stated we have not made any changes from the original proposal on the Water Fund. Member Sam McKinley stated for the sewer budget, budget revenues are \$1,671,430.00 and budget expenses including special projects are \$1,376,212.00. Member Sam McKinley stated principal payments on loans is \$223,574.00 leaving an excess of revenues over expenses in principal payments of \$73,643.00 of which we tentatively spoke of needing a new pickup truck.

Member Sam McKinley stated there is no sewer rate increase. Member Sam McKinley stated for the water budget, budget revenues are \$1,911,765.00 and budget expenses are \$1,398,899.00. Member Sam McKinley stated there is a deficit of expenses of \$21,985.00 which is the 322 Project cost. Member Sam McKinley stated the water budget includes a five percent rate increase, which would increase the minimum bill ninety-two cents per month. Manager Dana D. Schreckengost stated the water rate increase is effective January 1, 2020 and it will show up on the February bill. Vice-Chairman Tom Dinger moved to approve the 2020 Budget as presented; seconded by Member Robert Moss. Motion carried 5-0. Member Sam McKinley moved to approve the five percent increase on the rate table for water; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

B. Holiday Collection – Manager Dana D. Schreckengost stated she wanted to remind everyone we are a drop off location for the Food Pantry, and we will be collecting until the middle of the month.

NEW BUSINESS:

A. Open Chemical Bids – Commissioner Clyde Bullers opened the chemical bids and stated he recommends that the engineers take a look at the numbers, and make a recommendation on them. After some discussion, Vice-Chairman Tom Dinger moved to approve the lowest bidder for the chemical bids pending the engineer's review; seconded by Member Roger Shaw. Motion carried 5-0.

COMMUNICATIONS AND ANNOUNCEMENTS: None

BOARD/STAFF REPORTS & INFORMATION:

A. Clyde Bullers

1. **Executive Session** – Commissioner Clyde Bullers requested an executive session for personnel with no action expected.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

- A. **Patti Slaughter** – Reporter Patti Slaughter stated if anyone has a New Year's resolution or a letter to Santa Claus, we would be happy to have it. Member Sam McKinley stated his daughter has a letter to Santa, and asked where to send it. Reporter Patti Slaughter stated mail it to post office box 498.

EXECUTIVE SESSION:

The Brookville Municipal Authority Board entered an executive session at 4:37 P.M. for a personnel matter with no action expected. Executive session ended at 5:10 P.M. with no action taken.

CALL FOR ADJOURNMENT:

At 5:10 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

Administrative Manager