

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

JANUARY 21<sup>st</sup>, 2016 RE-ORGANIZATION MEETING

PRESENT: Authority Board Members Cynthia Braden, Richard Healey, Warren Capenos, John Haven, Eric Smith, Engineer Ed Schmitt, Attorney Pamela Walters, and Authority Manager Don Amadee.

ABSENT:

1. The January 21<sup>st</sup>, 2016 Reorganization Meeting of the Municipal Authority of Buffalo Township was called to order by the 2015 Chairperson, Cynthia Braden.
2. Cynthia Braden announced the meeting was being recorded and requested anyone in the audience taping the meeting to please state their name and address.
3. Cynthia Braden led in the Pledge of Allegiance to the Flag.
4. Board noted the appointment of Richard Healey to a new 5 year term on the Board.
5. Cynthia Braden announced all offices and appointments vacant and the Authority ready for re-organization.
  - (a) Nominations for Chairman: At this point, Richard Healey made a motion for all Board members to retain their positions from 2015. Specifically, those positions are: Cynthia Braden, Chairperson; John Haven, Vice-Chairperson; Warren Capenos, Secretary; Richard Healey; Treasurer; and Eric Smith, Assistant Secretary-Treasurer. This motion was seconded by Eric Smith and approved unanimously.

New Chairperson Cynthia Braden, Presiding: Having filled all Board positions, the agenda moved to item f.

- (f) Appointment of Authority Engineer: A motion was made by Eric Smith, seconded by Warren Capenos, to retain Gibson-Thomas Engineering, Inc. as the Authority's consulting engineer for water and sewage. Motion was passed unanimously.
  - (g) Appointment of Authority Solicitor: A motion was made by Warren Capenos, seconded by Eric Smith, to retain Pamela Walters as the Authority's Solicitor. Motion was passed unanimously.
  - (h) Appointment of Authority Auditor: A motion was made by Warren Capenos, seconded by Richard Healey, to retain the firm of Maher Duessel, CPA as the Authority's auditor upon receipt of an engagement letter acceptable to the Authority Manager. Motion passed unanimously.
  - (i) Depositories: A motion was made by Richard Healey, seconded by Warren Capenos, to retain First National Bank of PA and PNC Bank as the Authority's depositories. Motion was passed unanimously.
  - (j) Set Meeting Time and Date: Chairperson Cynthia Braden entertained a motion to continue holding our regular monthly meetings on the Third Thursday of each month at 7:00 pm and to hold our 2017 Re-Organization Meeting on January 19<sup>th</sup>, 2017. Such a motion was made by Eric Smith, seconded by Richard Healey, and passed unanimously.
6. Adjournment: The meeting was adjourned at 7:14 p.m. on motion by Richard Healey, seconded by Eric Smith, and passed unanimously.

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

JANUARY 21<sup>st</sup>, 2016 REGULAR MONTHLY MEETING

PRESENT: Cynthia Braden, Warren Capenos, Richard Healey, John Haven, Eric Smith, Attorney Pam Walters, Engineer Ed Schmitt, Authority Manager Don Amadee

ABSENT:

1. The January 21<sup>st</sup>, 2016 regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Chairperson Cynthia Braden at 7:15 P.M.
2. Cynthia Braden announced the meeting was being recorded and requested that anyone in the audience taping the meeting provide his or her name and address. No one responded.
3. The Pledge of Allegiance was omitted as it had just been recited during the Re-Organization meeting minutes before.
4. Approval of minutes of the December 17<sup>th</sup>, 2015 regular monthly meeting: A motion was made by Warren Capenos, seconded by John Haven, to approve the minutes of the December 17<sup>th</sup>, 2015 Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor: There were no residents or guests present.
6. Treasurer's report:
  - (a) Financial Report for December of 2015: The Treasurer's report for December of 2015 was presented by Authority Manager Don Amadee. A motion was made by John Haven, seconded by Warren Capenos, to approve the Treasurer's report for December of 2015. Motion was passed unanimously.
  - (b) Invoices: The Board reviewed the list of monthly bills for approval. A motion was made by Eric Smith, seconded by Richard Healey, to pay the invoices as listed on the Cash Requirements list for January 21<sup>st</sup>, 2016. Motion passed unanimously.
7. Manager's Report:
  - (a) Billing System Scheduled to Go Live in February: Don informed the Board that we are scheduled to go live with our new billing software in February. Jaime Ericsson gave the Board her impression of the new software and how the conversion was progressing.
  - (b) PMAA Board Member Training: Don reviewed with the Board a flyer for Board Member Training in Cranberry on March 17<sup>th</sup>. Don added that most of our existing Board Members have attended this informative session put on by the Pennsylvania Municipal Authorities Association. He asked that anyone who might be interested in going again let him know before the registration deadline.
  - (c) 2015 Statement of Financial Interests: Don informed the Board that these forms were in their meeting folder and asked that they be completed and returned as soon as possible.
  - (d) Lead In Drinking Water: Don reviewed recent news articles about the crisis involving lead in the Flint, Michigan drinking water system. Don explained that source of lead in drinking water is typically the pipes in the customer's homes. He continued by saying that older systems tend to have lots of customers with lead service connections at the curb and copper pipe with lead solder inside their homes. Systems in this situation must adjust their water chemistry to ensure that their water is not aggressive and does not leach the lead from these sources and pass it on to customers. He also shared with the Board our latest round of lead testing from last fall showing no detections of lead in our system.

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8. Solicitor's Report: No report.
9. Engineer's Report:
  - (a) Freeport Filter Plant Project: Ed reported that the sand filters between the clarifiers and the membrane filters at the water plant have been replaced with the Lakos centrifugal separators. Don added that while these units have been installed and have water flowing through them, it will be a matter of weeks or months until we introduce sand back into the process and see if these units can keep it away from the membranes. Ed said there has been no report yet from Pall on the results of our module autopsy. Don added that he did get several new requests for information from DEP concerning our chlorine contact time. Don complied with all the requests and was able to document that we are meeting our requirements under the Safe Drinking Water Act. He got no response from DEP following the submission of this new information.
  - (b) CID Utility Extension Project: Ed informed the Board that the installation of the sewerline and the pump station wet well is complete. He said we are waiting for the pumps and the rest of the pump station accessories to arrive. Ed presented the Board with CFA Requisition #2 in the amount of \$209,723.24. A motion to approve this requisition was made by Eric Smith, seconded by Richard Healey, and approved unanimously.
10. Old Business: There were no items of Old Business.
11. New Business: There were no items of New Business.
12. Adjournment: A motion to adjourn was made at 8:07 p.m. by Richard Healey, seconded by Warren Capenos, and approved unanimously.