

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

DECEMBER 15, 2016 REGULAR MONTHLY MEETING

PRESENT: Cynthia Braden, Richard Healey, John Haven, Warren Capenos, Eric Smith, Attorney Pam Walters, Engineer Ed Schmitt, Authority Manager Kristy Donaldson, Billing Specialist Linda Stempkoski, Administrative Assistant Jackie Matjasko.

1. The December 15, 2016, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Chairperson Cynthia Braden at 7:00 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. Cynthia Braden led in the Pledge of Allegiance to the Flag.
4. Approval of minutes of the November 17, 2016, regular monthly meeting: A motion was made by John Haven, seconded by Richard Healey, to approve the minutes of the November 17, 2016, regular monthly meeting. The motion passed unanimously.
5. Open to the floor: No comments from the floor.
6. Treasurer's report:
  - (a) Financial Report for November, 2016: The Treasurer's report for November 2016 was presented. A motion was made by Warren Capenos, seconded by Eric Smith, to approve the Treasurer's report for November, 2016. 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 and presented by the Treasurer. Motion passed unanimously.
7. Manager's Report:
  - (a) The following project updates were presented to the Board by Kristy Donaldson: Sunset Tank was placed back into service on November 29, 2016; the first phase of work on the WTP clarifier is completed, waiting on Gibson-Thomas to coordinate the final work with West Tech and our operations; materials for the storage building have been ordered; the order for the new meter reading equipment was entered incorrectly by Sensus, LB Water working on expediting our order.
  - (b) The water treatment plant and distribution system received no violations during a recent PA DEP full inspection. Donaldson reviewed the quarterly water treatment report from Tom Stehle, which concluded treatment is optimized.
  - (c) Financing options for purchase of the new truck were presented. A motion was made by Eric Smith to pay for the truck from the Sewage Capital budget, seconded by John Haven. The motion passed unanimously.
  - (d) Donaldson provided the Board with ideas to address the oil and grease issues that occasionally occur in the collection system.
8. Solicitor's Report:
  - (a) Winfield Township verbally accepted the Board's offer toward the audit.
9. The meeting convened for an Executive Session at 7:28 p.m. The Executive Session ended and meeting resumed at 7:34 p.m.
10. Engineer's Report:
  - (a) The Winfield Bridge Sanitary Sewer Relocation project is set to finish by the end of the week.
  - (b) Worldwide Industries sent a letter regarding the invoices for the Sunset Tank anniversary inspection and repairs. Worldwide does not accept the costs incurred during the inspection and repairs. Pam Walters referenced verbiage in the contract regarding repairs during the anniversary tank

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inspection, "Remedy without cost to the Obligee". Ed Schmitt was going to follow-up with Worldwide Industries.

11. Old Business:

12. New Business:

(a) Cindy Braden made a motion to hire Michael Hnath as the Solicitor, effective January 1, 2017, seconded by Richard Healey. The motion passed unanimously.

(b) Donaldson presented the 2017 Budget to the Board for consideration.

13. The meeting adjourned into Executive Session at 7:58 P.M.

14. A motion for adjournment of Executive Session and meeting at 8:40 P.M., was made by Eric Smith, seconded by John Haven. Motion approved unanimously.