

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

JUNE 16<sup>th</sup>, 2016 REGULAR MONTHLY MEETING

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

ABSENT: Engineer Ed Schmitt

1. The June 16<sup>th</sup>, 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 May 19<sup>th</sup>, 2016 regular monthly meeting: A motion was made by John Haven, seconded by Warren Capenos, to approve the minutes of the May 19<sup>th</sup>, 2016 regular monthly meeting. The motion passed unanimously.
5. Open to the floor:
6. Treasurer's report:
  - (a) Financial Report for May of 2016: The Treasurer's report for May of 2016 was presented. A motion was made by Warren Capenos, seconded by Eric Smith, to approve the Treasurer's report for May of 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 on the Cash Requirements list for June 16<sup>th</sup>, 2016. Motion passed unanimously.
7. Manager's Report:
  - (a) Customer Web Portal: Don reminded the Board that the Web Portal is up and running but has not been advertised to customers yet. Cindy Braden commented that she has registered her account there and found it informative.
  - (b) 2015 Audit Draft Received: Don announced that he received the draft of the 2015 Audit this week. He will review it and return comments along with our Management Discussion and Analysis so the reports can be issued final before the June 30<sup>th</sup> deadline.
  - (c) Water Quality: Don reported that our contracted water chemist, Thomas Stehele recently visited the water plant and in his report he noted that he considered our critical treatment processes of coagulation, sedimentation, and disinfection to be optimized. Tom has been a great help to us over the past two years in refining the operation of our new treatment plant.
  - (d) PMAA Conference: Don distributed to the Board information on this year's PMAA Conference to be held in Pittsburgh on August 28<sup>th</sup> – 31<sup>st</sup>.
8. Solicitor's Report:
  - (a) Delinquent Customers: Pam noted that despite our recent success in collecting delinquent accounts via liens and municipal claims, we have 3 or 4 accounts that have not responded to our typical methods. She feels these accounts might warrant further measures. She did not identify the accounts but characterized them as ones that have been delinquent for many years. Pam asked for approval to order title searches on these accounts in preparation for further collection actions that may include returning to the Board with a recommendation of issuing a writ of Scire Facias. Following a lengthy discussion, a motion to approve Pam's request to order title searches on these properties was made by Eric Smith, seconded by Warren Capenos, and approved unanimously.
9. Engineer's Report: Authority Manager Don Amadee covered these items in Ed's absence.

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- (a) CID Utility Extension Project: Don informed the Board that the emergency generator has been installed and we are ready for our electrical power to be turned on. Don also noted that he has contacted Consolidated Communications to set up phone service to the site.
  - (b) Sunset Tank Mixer Repair: Don reported that the tank has been drained but the contractor and the mixer supplier have not yet returned to make their repairs.
10. Old Business:
- (a) Service Request from HARSCO Metals and Minerals: Don informed the Board that the service agreement approved last month has been signed and returned to us. He expects HARSCO to begin work on their permanent connection in the very near future. He also added that HARSCO is still trucking high pH water to us on a daily basis.
  - (b) Franklin Street Waterlines: Don reported that construction on Franklin Street is complete. He noted that while our materials for this repair were less than anticipated, the discovery of several unrecorded service lines and the repair of several deteriorated curb valves increased our excavation expenses. A motion to approve an invoice from BCIV Trenching and Excavating in the amount of \$40,103.25 was made by Eric Smith, seconded by Warren Capenos, and approved unanimously.
  - (c) Vermeer Vacuum/Jetter Trailer from TC and TR Kelley: Don noted that we took delivery of this piece of equipment last week and it was parked outside the office for the Board to view. He added that Vince and the Operations staff have not had too much of an opportunity to try it out yet but they are lining up jobs where it may come in handy.
  - (d) Allen Property PRD Site Plan: Don informed the Board that the site plan for Phase I this development has been submitted. He has asked the developer for a master plan of the follow on phases so we can consider how best to serve it with water and sewer. He added that the possibility of service requests from existing developed areas should be included in this review.
11. New Business:
- (a) EPA Consent Order: Don informed the Board that Upper Allegheny Joint Sanitary Authority has produced and distributed their Long Term Control Plan in response to the EPA Consent order issued several years ago. Pam noted that she has not yet read the plan because she was not originally sent a copy. She has since requested one from Gibson-Thomas Engineering. Both Don and Pam were surprised that this document was sent to EPA already because in the past, all submissions in response to the Consent Order have been discussed and reviewed by the group of respondents first. Don stated that he has not yet read the plan but will do so in detail shortly. Pam Walters requested a brief executive session to discuss this matter. The meeting went off the record at 7:50 p.m. At 7:56 p.m. the meeting re-convened.
12. Adjournment: A motion to adjourn was made at 8:08 p.m. by Eric Smith, seconded by Richard Healey, and approved unanimously.