

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

APRIL 21st, 2016 REGULAR MONTHLY MEETING

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

ABSENT:

1. The April 21st, 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. Chairperson Cynthia Braden asked all present to join her in a moment of silence for Buffalo Township Police Officers Alan Behanna and Jason Sappe who passed away this past month. Following this, she asked everyone to keep the families, co-workers, and friends of these two men in their thoughts and prayers.
4. Approval of minutes of the March 17th, 2016 regular monthly meeting: A motion was made by John Haven, seconded by Warren Capenos, to approve the minutes of the March 17th, 2016 regular monthly meeting. The motion passed unanimously.
5. Open to the floor: Attorney Pam Walters introduced her guest Attorney Michael S. Lazaroff who is discussing the possibility of taking over Pam's law practice in Saxonburg. Pam explained that she is in the process of re-locating south to be closer to her daughter, son in law, and new grandchild. She added that while she has no imminent plans, she is working on selling her practice, her home, and finding a job there. Once all these items are in place, she will move. Pam said she was very happy about the possibility of Michael working with her clients because of his expertise and experience. Attorney Lazaroff introduced himself to the board and reviewed briefly his education, military, work, and legal experience. He noted in particular his 11 years of service on Saxonburg Borough Council and the concentration of his practice on bankruptcy, consumer debt, and municipal law. Cynthia Braden thanked Attorney Lazaroff for attending the meeting tonight and said she and the rest of the board were pleased to meet him.
6. Treasurer's report:
 - (a) Financial Report for March of 2016: The Treasurer's report for March of 2016 was presented by Authority Manager Don Amadee. A motion was made by Eric Smith, seconded by Warren Capenos, to approve the Treasurer's report for March 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 Warren Capenos, to pay the invoices as listed on the Cash Requirements list for April 21st, 2016. Motion passed unanimously.
7. Manager's Report:
 - (a) Billing System Conversion Complete: Don informed the Board that our transition to the Virtual Utility Billing system is complete. He praised Linda for the fine work she did during this project including over four months of double entry while the two systems worked in parallel. Don said that now we will begin working on setting up the customer internet portal so customers can log in to see their billing and payment history as well as make payments online.
 - (b) Tour Request from Evangel Heights: Don told the Board about a request from Evangel Heights to bring their 7th grade science class down to the sewer plant. Don met with the teacher earlier today and hopes to have the class down sometime this month. Don noted that we have done this several times in the past and the kids always enjoy themselves.
 - (c) Sanitary Sewer Backup on Helmbold Ave in Winfield Township: Don explained the detail of a sanitary sewer backup that occurred at the end of March up in Winfield. He said the cause of the backup was a buildup of calcium from groundwater infiltrating the seams of the manholes. This calcium built up near

the inlet of the manhole and backed up flow to the point where it bubbled up out of a nearby manhole and caused slow drains for residents in the immediate area. Don said there were no reports of water backing up into any homes or running into the adjacent stream. Superintendent Vince Dubac and Utility Person Tyler Andrews responded to the emergency call and were able to temporarily clear the blockage. Don added that DEP did respond and asked for a report on the situation. They were called when a resident noticed the Vac Truck from our contractor, Insight Pipe, pumping water from the creek to fill the tanks on their jetter. The resident saw this going on and assumed the truck was pumping sewage into the creek. Don explained to DEP that all debris vacuumed from the sewer was disposed of at our sewer plant, via a downstream manhole and nothing was discharged into the creek.

- (d) Employee Training: Don informed the Board that he has scheduled employee training here at the office on June 9th. Susquehanna Safety Systems will conduct six hours of training on Confined Space Entry and Trench Safety. Don also plans to invite employees from our local municipalities if they would like to attend.
8. Solicitor's Report: No report.
9. Engineer's Report:
- (a) Freeport Filter Plant Project: Ed reported that the water plant is running well and our final project payment has been made to the contractor, Kukurin Contracting.
 - (b) CID Utility Extension Project: Ed informed the Board that the pump station contractor is waiting for Allegheny Power to install our electric service. This will need to happen before any further construction on the project can occur. Ed presented the Board with Pay Requisition #4 in the amount of \$122,472.24. A motion to approve this pay requisition was made by John Haven, seconded Rick Healey, and approved unanimously.
10. Old Business:
- (a) Service Request from HARSCO Metals and Minerals: Don reviewed with the Board a revised service agreement for the industrial sanitary connection with HARSCO Metals and Minerals on North Pike Road. He briefly reviewed the changes that were made following our previous review. Following a brief discussion, a motion to approve the agreement was made by Eric Smith, seconded by Rick Healey, and approved unanimously.
 - (b) Winfield Road Bridge: Don informed the Board that PennDOT has contacted us concerning their proposed replacement of a bridge on Winfield Road. Our sanitary sewer line will need to be moved for this project to continue. Ed's office is coordinating this process with PennDOT. At this point, it appears that PennDOT will pay the full cost of the relocation and will bid it into their project.
11. New Business:
- (a) MRM Property and Liability and Worker's Compensation Trust Dividends: Warren Capenos reported on his attendance at the annual meeting for MRM. He presented the Board with our dividend check for 2016 in the amount of \$5,457. He noted that as our annual premium for property and liability insurance is \$8,800, this is a savings of over 60%. Don also noted receipt of our Worker's Compensation dividend check in the amount of \$9,787 reflecting a 59% savings on our annual premium of \$16,625. Don thanked Warren for attending the meeting for us and spoke briefly about what a wonderful program this is for our insurance coverage. Cynthia Braden commented that these dividends are a true return on our investment in this program because the insurance rates we pay are already at or below market rates.
 - (b) 2016 Capital Budgets: Don presented the Board with Capital Fund Budgets for our water and sewer accounts for 2016. He reviewed the contents of these budgets, noting our fund balances along with equipment and facility needs that are expected in our future. He finished by saying that these budgets do not establish purchase approval for any of these items, they just establish our future needs and track the funds we are setting aside to address them. A motion to approve the Water and Sewer Capital Fund Budgets for 2016 was made by Richard Healey, seconded by John Haven, and approved unanimously.
 - (c) Freeport Waterlines – Franklin Street: Don explained to the Board that he is proposing we replace a short section of our waterlines on Franklin Street in Freeport Borough. Freeport Borough plans to pave Franklin Street and this particular spot has been the site of numerous leaks over the past several years.

MINUTES OF MABT APRIL 21st, 2016 MEETING

Page 3 of 3

Don's plan is to purchase the necessary materials from our established vendors and use Macurdy Excavating to install the new lines. He then presented the Board with a draft budget for the project noting that Macurdy's excavating services are already bid for the year. At this time, Cynthia Braden asked for a brief executive session to discuss potential litigation concerning this project. The meeting went off the record at 8:02 pm. The meeting re-convened at 8:08 pm. Following a brief discussion, a motion to approve this project, providing Don keep the total materials purchased below our bid limit, was made by Warren Capenos, seconded by Eric Smith, and approved unanimously.

(d) Personnel: Don presented the Board with job descriptions for two summer employees. He proposes to hire an intern to continue work on our GIS system and another to mow grass and complete general maintenance. A motion to approve these job descriptions and give Don the authority to fill the positions was made by Richard Healey, seconded by John Haven, and approved unanimously.

12. Adjournment: A motion to adjourn was made at 8:20 p.m. by Richard Healey, seconded by Eric Smith, and approved unanimously.