

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

MARCH 17th, 2016 REGULAR MONTHLY MEETING

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

ABSENT: Attorney Pam Walters, Engineer Ed Schmitt

1. The March 17th, 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 February 18th, 2016 regular monthly meeting: A motion was made by John Haven, seconded by Richard Healey, to approve the minutes of the February 18th, 2016 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 February of 2016: The Treasurer's report for February of 2016 was presented by Authority Manager Don Amadee. A motion was made by Richard Healey, seconded by Warren Capenos, to approve the Treasurer's report for February 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 March 17th, 2016. Motion passed unanimously.
7. Manager's Report:
 - (a) Billing System Conversion Progressing: Don informed the Board that representatives from our software provider, Diversified Technology Group, were onsite on Tuesday of this week. Linda and Jaime will continue to maintain both systems through the end of this month but starting in April, we will be exclusively on the Visual Utility Billing (VUB) program.
 - (b) Don noted that the MRM Property and Liability and Worker's Compensation Trust meetings would be held early in April. Warren Capenos said he would be happy to attend the April 8th meeting for the Worker's Compensation Trust as our voting delegate. Don thanked Warren and said he will forward all the necessary information to him.
8. Solicitor's Report: No report.
9. Engineer's Report:
 - (a) Freeport Filter Plant Project: In Ed's absence, Don presented the Board with Pay Requisition #26 and Final for the Water Treatment Plant. He explained that this final requisition, for only \$100, was delayed because of the continuing issues with the strainers. Now that the strainers have been replaced with new equipment, Engineer Ed Schmitt has recommended to Don that we close out the contract. A motion to approve Pay Requisition #26 and Final, in the amount of \$100, was made by Eric Smith, seconded by Richard Healey, and approved unanimously.
 - (b) CID Utility Extension Project: Don informed the Board that the pump station contractor has arrived onsite and has installed the pumps and the valve pit. Don presented the Board with Pay Requisition #3 in the amount of \$9,424.33. A motion to approve this pay requisition was made by Eric Smith, seconded John Haven, and approved unanimously.

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10. Old Business:

- (a) Service Request from HARSCO Metals and Minerals: Don reviewed with the Board a draft agreement prepared by Attorney Pam Walters for an industrial sanitary connection with HARSCO Metals and Minerals on North Pike Road. Eric Smith asked Don if the agreement included the ability to inspect the connection as needed? Don said that such a requirement is already in our rules and regulations but he would make sure it is also addressed in the agreement. Don noted that he was not asking for approval of the agreement tonight; only to share it with the Board for information and comment. A copy of the draft will now be forwarded to HARSCO for their review.
- (b) Winfield Township Audit Invoice: Don informed the Board that Pam has discussed this matter with Winfield's Solicitor. Subsequent to this, Don contacted the vendor directly. Don explained that as of his last contact, the vendor was going to discuss the matter further with Winfield and then get back to Don. As of yet, they have not done so.

11. New Business: There were no items of New Business.

- 12. Adjournment: A motion to adjourn was made at 7:30 p.m. by Eric Smith, seconded by Richard Healey, and approved unanimously.