

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

NOVEMBER 17, 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, Superintendent Vince Dubac, Billing Specialist Jaime Ericsson

1. The November 17, 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 October 20, 2016, regular monthly meeting: A motion was made by John Haven, seconded by Richard Healey, to approve the minutes of the October 20, 2016, regular monthly meeting. The motion passed unanimously.
5. Cynthia Braden announced that a special meeting was held on November 3, 2016, to discuss personnel. Kristy Donaldson of Butler was hired as the Authority Manager and started in this position November 14, 2016.
6. Approval of minutes of the November 3, 2016, special meeting: A motion was made by Eric Smith, seconded by Warren Capenos, to approve the minutes of the November 3, 2016, special meeting. The motion passed unanimously.
7. Open to the floor: No comments from the floor.
8. Treasurer's report:
  - (a) Financial Report for October, 2016: The Treasurer's report for October 2016 was presented. A motion was made by Eric Smith, seconded by Richard Healey, to approve the Treasurer's report for October, 2016. Motion was passed unanimously.
  - (b) Invoices: The Board reviewed the list of monthly bills for approval. Pam Walters suggested for Ed Schmidt to contact Worldwide Tank to see if they would pay a portion or all of the fees incurred during warranty work on the 1 MGD Sunset Tank, in which Ed agreed. A motion was made by Richard Healey, seconded Eric Smith, to pay the invoices as listed and presented by the Treasurer. Motion passed unanimously.
9. Manager's Report:
  - (a) Involvement in DEP's Source Water Protection Program (SWPTAP) was presented to the board. DEP receives grants from the USEPA for development of Source Water Protection Plans across the state and the program is voluntary. Because the program is free to join, encourages relationships among consumers along the Allegheny River, and provides an overview of potential sources of contamination, Kristy Donaldson felt it in the Authority's best interest to join the program.
  - (b) Kristy Donaldson presented the audit for the H2O Grant, used to help fund the CID Project. A motion was made by John Haven, seconded by Richard Healey, to approve the audit for the H2O Grant. Motion was passed unanimously.
10. Superintendent's Report:
  - (a) David Hidinger successfully completed his 90-day probation period and is now a permanent Utility Person. Shawn Crytzer, of South Buffalo Township, and Joseph Mikolaczyk, of Saxonburg, have been hired to fill the vacant Meter Reader/Utility Person positions, both with a start date of November 14, 2016.

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- (b) Revised quote from the COG (Council of Governments) was obtained on a Ford F350 Dual Wheels, diesel, with crane for around \$62,000.00. The board requested for Kristy Donaldson to obtain financing options for the truck. A motion to order the truck from the COG for approximately \$62,000.00 was made by Eric Smith, seconded by John Haven. Motion passed unanimously.
  - (c) The storage building at the water treatment plant is slated to be built by Smith Builders. The crew is going to move the items out of the rental storage facility, which will save about \$300.00 per month.
  - (c) John Haven addressed the recent treatment issues experienced from grease at restaurants, and how it is more costly for restaurant owners to fix a grease issue than to prevent the issue from occurring. The board asked Kristy Donaldson to prepare an educational piece and checklist related to grease issues for restaurant owners to present at the next meeting.
11. Solicitor's Report:
- (a) The Solicitor, Pam Walters, announced that her last meeting will be next month, and that she would consider working as a consultant.
12. Engineer's Report:
- (a) Contracts from Fleming Walker for the Winfield Bridge Sanitary Sewer Relocation were presented and signed.
  - (b) The repainting and repairs required on the Sunset Water Tank were completed by Worldwide. The inspection by Ed's inspector and disinfection were also completed. Kristy Donaldson was going to contact Cliff at DEP to get final approval to put tank in service. The other tank, which will still be under warranty will be inspected during the summer of 2017.
13. Old Business:
14. New Business: John Haven discussed the proposed location of the memorial bench for Don Amadee, former Authority Manager. The potential area is prone to large areas of ice that form during the winter months. To prevent ice damage, renting jersey barriers in the winter would be an option. John Haven will contact Larry Lutz to further discuss options.
15. Adjournment: A motion to adjourn into Executive Session was made at 7:52 P.M.
16. Adjournment of Executive Session at 9:12 P.M. was made by Eric Smith, seconded by Richard Healey, and approved unanimously.