

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

SEPTEMBER 15, 2016 REGULAR MONTHLY MEETING

PRESENT: Cynthia Braden, Richard Healey, John Haven, Eric Smith, Warren Capenos, Attorney Pam Walters, Engineer Ed Schmitt.

1. The September 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 August 18, 2016, regular monthly meeting: A motion was made by John Haven, seconded by Richard Healey, to approve the minutes of the August 18, 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 August, 2016: The Treasurer's report for August 2016 was presented. A motion was made by Warren Capenos, seconded by John Haven, to approve the Treasurer's report for August, 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: (Given by the Solicitor)
 - (a) NPDES Permits required for both the sewage and water plant are being completed. After an extensive review by the office staff in conjunction with the operators of what testing was required for the permit application, all testing required is being completed. The test results will be given to the appropriate Gibson-Thomas staff, who will then make application for the Permits.
 - (b) New Sensus meter reading program/equipment has been ordered from LB Water, while they have given us a loaner to use until we get the new ones.
8. Solicitor's Report:
 - (a) The Corrective Action Report in response to DEP's on site assessment of the Authority's WWTP Lab was sent to DEP to extend the Authority's WWTP Lab Accreditation. It was explained by the solicitor that Tim Jordan did an exceptional job on this response to DEP for all the corrective actions that were required. In the course of reviewing this information with him, it was learned that his current Standard Method Book was a 1999 edition and may have been the cause for some of the discrepancies in the methodology of the testing. The solicitor requested permission to obtain the latest version of this Standard Method Book, with the Authority's engineer agreeing that this is necessary to stay up to date with Lab Accreditation. Board Chairperson, Cynthia Braden approved said purchase.
 - (b) The solicitor, Pam Walters, requested a motion to approve closing the Freeport Water Plant Project Bank Account and depositing the money in Water Tap Fees/Capital Account. A motion was made by Eric Smith, seconded by Richard Healey, to close out the Freeport Water Plant Project Bank Account and deposit the funds in the Water Tap Fees or Capital Account. Motion passed unanimously.
9. Engineer's Report:
 - (a) The bid opening is scheduled for October 18, 2016 for the Winfield Bridge Sewer Realignment.
 - (b) The Engineer, Ed Schmitt, discussed the repainting and repairs required on the Sunset Water Tank. First, Worldwide was asked to give him a proposal to fix the floor of the tank. Ed determined the proposal was not appropriate. He obtained a second opinion from a person he determined had suitable

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expertise in this regard, who in term recommended that no additional work was required on the floor of the tank. He instructed the contractor to proceed in making the necessary repairs and repainting on the work they had done previously and failed. Ed was to get an extension of Warranty in writing on both tanks. He also referred to the work that is needed to repair the Freeport Park Water Tank and will provide the Authority with a timeline at next month's meeting to get those repairs completed.

10. Old Business:

- (a) John Haven gave an update on the Memorial Bench for Don Amadee and explained that he had spoken to Don's family and will abide by their suggestions and requests. The family will have a private ceremony when the bench is installed.

11. New Business:

- (a) Attorney Walters informed the Board a Job Search advertisement for Don Amadee's position as Authority Manager has been published on the PMAA and PRWA websites with a deadline for resumes and letters of interest to be sent to her email on or before September 30, 2016.
- (b) An Executive Session to discuss Personnel began at 7:24 p.m. and ended at 8:22 p.m.

12. Adjournment: A motion to adjourn was made at 8:23 by Richard Healey, seconded by Eric Smith, and approved unanimously.