

**Port Allegany Borough Municipal Authority**  
**February 14, 2022 Meeting Minutes**

**Attendees:**

Authority Members: Bill Burlison, Chris Ruding, Joe Lashway  
Via Telephone Connection: John Stehle, Andrew Johnson  
Borough Staff: Jeremy Morey, Heather Szuba, and Cory Thomas  
Borough Consultant(s): Chris Ernst, Engineer  
Visitors: None

**Call to Order**

Bill Burlison called the meeting to order at 8:36 AM

**Organization of Authority**

Nominations & Election of Authority President: Andrew Johnson made a motion to nominate Bill Burlison as President, Joe Lashway seconded the motion. Motion passed.

Nominations & Election of Authority Vice President: Joe Lashway made a motion to nominate Andrew Johnson as Vice President, Bill Burlison seconded the motion. There was discussion about a possible conflict of interest of Mr. Johnson being president of both the Borough Council and the Municipal Authority. Mr. Johnson accepted the nomination. Motion passed.

Appointment of Authority Secretary: Joe Lashway made a motion to appoint Jeremy Morey as Secretary, Chris Ruding seconded the motion. Motion passed.

Appointment of Authority Treasurer: Joe Lashway made a motion to appoint Heather Szuba as Treasurer, Chris Ruding seconded the motion. Motion passed.

**Approval of Minutes**

A motion was made by Joe Lashway and seconded by Chris Ruding for the approval of minutes from the November 8, 2021 regular meeting with the correction of adding Andrew Johnson to the attendees. Motion passed.

**Manager's Report**

The Borough Manager shared his report with the members of the Municipal Authority and answered member questions. A discussion was held on the adoption of Rules & Regulations as well as Liberty Township's ARP funds.

**Treasurer's Report**

Heather Szuba distributed audit packets to members for review. A discussion was held on inactive accounts and vacant rate. It was discussed that vacant rate should be only for structures that are completely vacant and not for "snowbirds". Bill Burlison requested the new policy for vacant rate to be on the agenda for adoption at the next meeting.

**Engineer's Report**

Chris Ernst was introduced as the new Authority engineer. He has been talking with Cory Thomas about completing the Chapter 94 report. Water Quality Report is also something that he will be reaching out to Mike Kio to gather information. John Stehle asked about the continuity of information from Uni-Tec to E&M. Nothing has been shared yet, but Uni-Tec had agreed to share all documents that were requested.

**Old Business**

Discussion was held on the Authority Rules & Regulations and the need to have them adopted.

**New Business**

A discussion was held on the use of vacant rate. A policy will be put together and presented at the next meeting for adoption.

The Meter Purchase Agreement was presented to the Authority. A discussion was held about rental properties and if the Authority should require the water/sewer account to be in the landlord's name. No action was taken.

**Public Comment**

There was no comment from the public.

**Immediate Action**

Resolution 2022-01: Rules & Regulations: Chapter 4- Meters: After discussion about the verbiage of "Home Occupations", Joe Lashway made a motion to adopt Resolution 2022-01 with the words "Home Occupations" removed, Chris Ruding seconded the motion. Motion passed.

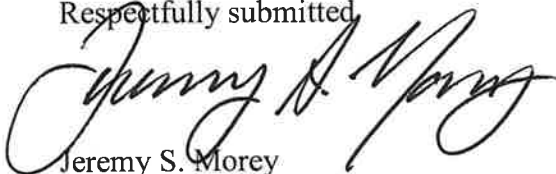
Purchase of Water Truck: No motion needed if the cost stays under budget.

Appointment of Solicitor: Chris Ruding made a motion to appoint Andrea Stapleford the Authority Solicitor, Andrew Johnson seconded the motion. Motion passed.

**Adjournment**

Andrew Johnson made a motion to adjourn, Chris Ruding seconded the motion and the meeting was adjourned at 10:10 AM.

Respectfully submitted



Jeremy S. Morey  
Authority Secretary