

**Port Allegany Municipal Authority**  
**Regular Meeting**  
**May 12, 2025**

Present at the Meeting: Bill Burleson, Joe Lashway, Chris Ruding, Laura Fillhart  
Staff: Jeremy Morey, Heather Szuba, Cory Thomas, Chris Ernst  
Public: None

Bill Burleson called the meeting to order at 8:30 am.

**Approval of Minutes** – Joe Lashway made a motion to accept the minutes from the February 10, 2025 Meeting, Chris Ruding seconded the motion and the motion carried.

**Manager’s Report-** Report provided by Jeremy Morey.

**Treasurer’s Report-** Report provided by Heather Szuba. A discussion was held on collection procedures and a review of Andrea Stapleford’s email regarding these items. The Municipal Authority would like staff to put together a policy regarding collections and shut-offs for their review.

- **Approval of Expense Reimbursements to Borough-** Chris Ruding made a motion to approve the expense reimbursements, Joe Lashway seconded the motion and the motion carried.

**Engineer’s Report-** Chris Ernst provided an update on the generator for the well houses.

**Old Business**

- Update on Rules and Regulations
  - Vacant Rate Discussion- a lengthy discussion was had about Vacant Rate and Tap In/Re-connection fees.
- Municipal Authority Purchase of Equipment- No action taken

**New Business-** None

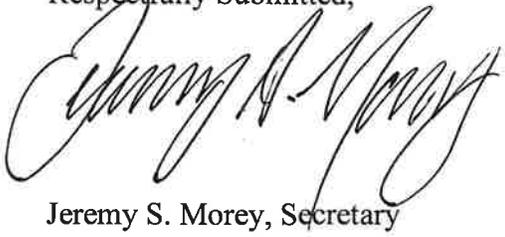
**Public Comments-** None

**Immediate Action**

- **Action on Alan Stepp proposal for subdivision on Skinner Creek Rd.-** Joe Lashway made a motion to accept the offer but to notify him that we are planning to sell the entire piece of property and that we are looking at bidding requirements, and that this needs to be completed within 6 months from the date of agreement, Laura Fillhart seconded the motion. Bill Burleson, Joe Lashway and Laura Fillhart voted “yes”, Chris Ruding voted “no” and the motion was passed.
- **Action on E-Bill Campaign-** Chris Ruding made a motion to offer a \$10 credit if you sign up for e-billing and auto-pay (\$5 for each), Joe Lashway seconded the motion and the motion was carried.

**Adjournment-** There being no other business before the Authority, Laura Fillhart made a motion to adjourn, Joe Lashway seconded the motion and the meeting was adjourned at 10:07 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jeremy S. Morey". The signature is written in a cursive, flowing style with large loops and a prominent initial "J".

Jeremy S. Morey, Secretary  
Port Allegany Municipal Authority