

**CAMBRIDGE AREA JOINT AUTHORITY**  
**January 7, 2025 - MINUTES**

A reorganization and regular meeting were held by the Cambridge Area Joint Authority on Tuesday, January 7, 2025 at 6:00 p.m. at 161 Carringer Street, Cambridge Springs, PA. The meeting was called to order by Marci Dickson. The following members were present: Joy Shaffer, Jeff Murdock, Delores Hale, LuAnn Wheeler. Also present were Plant Operator Adam Foreman and Administrator Sandy Pude.

**1. Appointment of Chairman**

Hale made a motion to appoint Jeff Murdock as Chairman. The motion was seconded by Shaffer. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**2. Appointment of Vice Chairman**

Hale made a motion to appoint Marci Dickson as Vice-Chairman. The motion was seconded by Wheeler. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**3. Appointment of Secretary/Treasurer**

Murdock made a motion to appoint Delores Hale as Secretary/Treasurer. The motion was seconded by Shaffer. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**4. Appointment of Solicitor**

Hale made a motion to appoint Attorney Alan Shaddinger as the Solicitor for the Authority. The motion was seconded by Murdock. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**5. Appointment of Engineer**

Hale made a motion to appoint Greenman-Pedersen, Inc. as the Engineers for the Authority. The motion was seconded by Murdock. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**6. Set Meeting Date & Time**

Hale made a motion to set the Cambridge Area Joint Authority meetings as follows:

January 7<sup>th</sup>, February 4<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup>, May 6<sup>th</sup>, June 3<sup>rd</sup>, July 1<sup>st</sup>, August 6<sup>th</sup>, September 2<sup>nd</sup>, October 7<sup>th</sup>, November 5<sup>th</sup>, December 2<sup>nd</sup> at 6:00 p.m.

The motion was seconded by Murdock. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**7. Presentation by prior arrangement** - Adam Foreman submitted a written report for the month of December.

**8. Public Comment** - None

**9. Approval of Minutes – December 3, 2024**

A motion was made by Hale to approve the minutes of the December 3, 2024 meeting. The motion was seconded by Murdock. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

**9. Treasurer's Report**

Hale presented the report. Revenue Account \$48,548.83, Bond Payment Account \$827,824.23, Capital Reserve \$334,108.74, Operating Reserve \$302,327.71, Debt Reserve Account \$156,972.19, Primerica Account \$307,256.89 and the PNC Bank CD \$101,265.82.

10. **Report of Officers**
  1. **Chairman's Report** – None
  2. **Vice Chairman's Report** – None
  3. **Secretary' Report** – None

11. **Administrator's Report**

Pude said she did not have a written report but has received the following estimates.

The Authority has been discussing ways to cut the annual electricity costs. The following are the estimates:

Bauer Specialties for insulating the office/mechanical building at the Bolard Avenue Plant \$11,616.00

Wm T Spaeder for converting the lighting to LED:

Grant Street Plant \$35,000

Bolard Avenue Plant \$17,600

Outside fixtures at the Bolard Avenue Plant \$12,400

Wm T Spaeder for HVAC Upgrades:

Grant Street Plant \$229,400

Bolard Avenue Plant \$89,500

After discussing the estimates, it was decided it may be less expensive to insulate and add siding on the outside of each of the buildings at both of the plants. Pude will contact the Engineers to draw up specification and then get estimates on what those costs would be.

Pro-Tech Systems for upgrading the SCADA Alarms \$6,335.00

Pude said she spoke with Hagan Business regarding this quote. When Hagan was installing all of the new computers/firewalls etc, ProTech and Hagan agreed that the upgrade should be done to keep the system up to date to help mitigate any security threats.

Hale made a motion to approve the quote provided by Pro-Tech Systems to upgrade the SCADA alarm system. The motion was seconded by Dickson. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

12. **Engineer's Report** – None

13. **Solicitor's Report** – None

14. **Unfinished Business** - None

15. **Approval of payment of invoices**

A motion was made by Hale to approve payment of the invoices. The motion was seconded by Shaffer. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				


16. **Adjournment**

A motion was made by Wheeler to adjourn the meeting. The motion was seconded by Murdock. A poll vote was taken:

SHAFFER	-	yes	MURDOCK	-	yes	RESULTS: 5 YES
WHEELER	-	yes	HALE	-	yes	MOTION CARRIED
DICKSON	-	yes				

Meeting adjourned at 6:45 p.m.

Respectfully Submitted,



Sandra M. Pude, Administrator