

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

JUNE 20, 2024, REGULAR MONTHLY MEETING

PRESENT: John Zurisko, Secretary; Barry Wolfe, Treasurer; Michael Hnath, Solicitor; Kristy Donaldson, Manager

VIA PHONE: Eric Smith, Chairperson; Matt Sprung, Engineer

ABSENT: Gary Risch, Vice-Chairperson; Richard Healey, Assistant Secretary/Treasurer

1. The June 20, 2024, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Kristy Donaldson at 7:01 p.m.
2. Kristy Donaldson stated that the meeting was being recorded and requested that if anyone in the audience is taping the meeting to please state their name and address.
3. Kristy Donaldson led in the Pledge of Allegiance.
4. Approval of the minutes of the May 16, 2024, Regular Monthly Meeting: A motion was made by Barry Wolfe, and seconded by John Zurisko, to approve the minutes of the May 16, 2024, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor:
6. Treasurer's Report:
 - a. Financial Report for May 2024: The Treasurer's Report for May 2024 was presented. A motion was made by John Zurisko, seconded by Barry Wolfe, to approve the Treasurer's Report for May 2024. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of June 20, 2024. A motion was made by Barry Wolfe to approve payment of the monthly bills. The motion was seconded by Eric Smith, which passed unanimously.
7. Manager's Report:
 - a. The 2023 Financial Audit was presented last month. There were no final questions regarding the audit. Barry Wolfe made the motion to approve the 2023 Financial Audit, which was seconded by John Zurisko and passed unanimously.
 - b. Kristy Donaldson explained the issue South Buffalo Township Municipal Authority is having with their water quality results and the DEP visit to the water treatment plant.
 - c. Kristy Donaldson reported that the Utility Position was offered and accepted by Exzavier Johnson. He will begin his employment with the Authority on Monday, June 24th.
 - d. Kristy Donaldson updated the Board on the clearing of the sewer right of way along the trail and the repair on the exposed sewer main crossing near Fleming Road.
8. Solicitor's Report: No separate report
9. Engineer's Report:
 - a. Matt Sprung provided an update on the Freeport Tank repair. The bid was advertised on Monday, May 13th, and opening of the bids took place on Thursday, June 13th. The lowest bid submitted was from Ron Gillette in the amount of \$105,750.00. Jeff Gillette was in attendance to answer questions regarding the bid amount and the project. Because the amount was higher than expected and not all Board Members were present, Eric Smith made the motion to table the bids for the Freeport Tank repair. John Zurisko seconded the motion, which passed unanimously.

- b. Matt Sprung presented the following pay requisitions for approval:
 - i. Pennvest Loan# 80225 Freeport Lead Line Pay Requisition #2 – motion to approve by Eric Smith, second by John Zurisko. Motion passed unanimously.
 - ii. Pennvest Loan# 82247 Rte. 228 Waterline Extension Pay Requisition #2 – motion to approve by Barry Wolfe, second by Eric Smith. Motion passed unanimously.
 - iii. Pennvest Loan# 82247 Freeport Waterline Replacement Pay Requisition #2 – motion to approve by John Zurisko, second by Barry Wolfe. Motion passed unanimously.
 - iv. Butler County MIP Grant – Rte. 228 Waterline Extension Pay Requisition #3 – motion to approve by Eric Smith, second by John Zurisko. Motion passed unanimously.

- 10. Old Business:
 - a. No Old Business

- 11. New Business:
 - a. Kristy Donaldson reminded the Board of their discussion during the Executive Session at the last meeting. The discussion focused on an industry salary and benefits survey and suggested that the non-salaried wage structure should be considered. Eric Smith made the motion to approve the revised non-salaried wage structure as discussed, which was seconded by Barry Wolfe. The motion passed unanimously.

- 12. Adjournment: At 7:44p.m., Barry Wolfe made the motion to adjourn the Regular Monthly Meeting and go into an Executive Session to discuss personnel matters. The motion was seconded by John Zurisko, and passed unanimously.

- 13. Executive Session: At 8:06 p.m., Barry Wolfe made the motion to adjourn the Executive Session, which was seconded by Eric Smith. The motion passed unanimously.