

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

SEPTEMBER 19, 2024, REGULAR MONTHLY MEETING

PRESENT: Eric Smith, Chairperson; Gary Risch, Vice-Chairperson; John Zurisko, Secretary; Barry Wolfe, Treasurer; Michael Hnath, Solicitor; Matt Sprung, Engineer; Kristy Donaldson, Manager

ABSENT: Richard Healey, Assistant Secretary/Treasurer

1. The September 19, 2024, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Eric Smith at 7:01 p.m.
2. Eric Smith 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. Eric Smith led in the Pledge of Allegiance.
4. Approval of the minutes of the August 15, 2024, Regular Monthly Meeting: A motion was made by John Zurisko, and seconded by Gary Risch, to approve the minutes of the August 15, 2024, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor: Kristy Donaldson presented a request by Brett Sather, 124 Kimberly Drive. Mr. Sather contacted the Authority on September 9th, requesting his bill be adjusted to normal consumption for sewage because he was watering his lawn. She explained to him that the Authority discontinued this practice back in 2018. A meter read was taken on September 12th and the read at that point was for 16,000 gallons of usage. Mr. Sather's normal consumption is around 9,000 gallons per month. At this point, the credit would be in the amount of \$28.00. Barry Wolfe asked if there have been other requests since discontinuing this practice, and if so, have we fulfilled the request. Kristy Donaldson stated that there have been requests but they were denied. The Board agreed to abide by the practice in place and deny the request.
6. Treasurer's Report:
 - a. Financial Report for August 2024: The Treasurer's Report for August 2024 was presented. A motion was made by Barry Wolfe, seconded by Gary Risch, to approve the Treasurer's Report for August 2024. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of September 19, 2024. A motion was made by John Zurisko to approve payment of the monthly bills. The motion was seconded by Barry Wolfe, which passed unanimously.
7. Manager's Report:
 - a. Kristy Donaldson provided an update on meetings she had with potential developers.
 - b. The letter sent to Freeport customers, who will benefit from the line replacement project, was sent and provided to the Authority Board for review.
 - c. Kristy Donaldson provided an update on the connection notices sent for the waterline extension project along Sarver Road. The first round of notices was sent September 3rd to the customers on Sarver Road. The Crescent Hill Drive notices were sent on September 18, 2024. The rest of the notices will be sent sometime next week.
 - d. Leaks repaired over the past month include a leak on 4th Street in Freeport, repaired August 17th, and a service leak on Julia Road repaired on September 11th.
8. Solicitor's Report: There was no separate report; however, Michael Hnath informed Kristy Donaldson that the release of lien request for 314 Gray Avenue will be addressed.

9. Engineer's Report:
 - a. Matt Sprung provided an update on the water treatment plant and sewage treatment plant expansions.
 - b. Matt Sprung presented Change Order #1 in the amount of \$4,153.00, for the Route 228 Waterline Extension Project. The change order was for the installation of another hydrant on Kimberly Drive. Barry Wolfe made the motion to approve Change Order #1. Gary Risch seconded the motion, which passed unanimously.
 - c. Matt Sprung presented the following pay requisitions (each requisition was presented separately).
 - i. Pennvest Loan #80225 Freeport Lead Line Pay Requisition #4 – JZ/GR/passed
 - ii. Pennvest Loan# 82247 Freeport Waterline Replacement Pay Requisition #4- BW/JZ/passed
 - iii. Pennvest Loan# 82247 Rte. 228 Waterline Extension Pay Requisition #4- BW/GR/passed
 - iv. Butler County MIP Grant – Rte. 228 Waterline Extension Pay Requisition #5 – BW/GR/passed
 - v. ARPA Grant – Rte. 228 Waterline Extension Pay Requisition #2- BW/GR/passed
 - d. John Zurisko asked Matt about the Freeport Tank. Matt stated that they plan to put the project out for bid in December. The goal is to begin the work on the tank in the spring.
10. Old Business:
 - a. Kristy Donaldson presented the request from Gregori Construction to release the bonding in the amount of \$24,838.00, and take ownership of their sewer line extension project. John Zurisko made the motion to release the bond and take ownership of the project. Gary Risch seconded the motion, which passed unanimously.
 - b. Kristy Donaldson presented the request from Twin Oaks Development, LLC, to reduce bonding for Pine Ridge to 15% of the bond amount and change the bond from a performance to a maintenance bond. The current bond amount is \$349,999.00, of which 15% is \$52,499.85. \$38,032.50 of this amount would be for sewage and \$14,467.35 for water. Gary Risch made the motion to reduce the bond to 15% or \$52,499.85. Barry Wolfe seconded the motion, which passed unanimously. John Zurisko made the motion to deny the request for changing the bond to a maintenance bond. Gary Risch seconded the motion, which passed unanimously.
11. New Business:
 - a. Kristy Donaldson provided an update on Freeport Borough's Ordinance No. 415, which is an amendment to Section 5 of Ordinance No. 340. Kristy Donaldson expressed her concern over the additional cost that will occur due to this ordinance. She stated that she understands the Authority must maintain the existing waterlines but what if there is a request for a water tap. Her thoughts were to either reject any new water taps in Freeport Borough or pass the cost onto the customer requesting the tap. Discussion took place regarding this matter and the decision is to pass the cost onto the customer requesting the water tap.
 - b. Barry Wolfe provided an update on the PMAA Conference and the discussions regarding Cybersecurity. He suggested that the Authority take a closer look at cybersecurity. Kristy Donaldson will contact the Department of Homeland Security for their guidance.
12. Executive Session: At 8:00 p.m., Barry Wolfe made the motion to enter an Executive Session and discuss personnel matters, which was seconded by John Zurisko. The motion passed

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unanimously. The Executive Session ended at 8:09 p.m. Gary Risch made the motion for Kristy Donaldson to advertise for a Utility Position at her discretion. John Zurisko seconded the motion, which passed unanimously.

13. Adjournment: At 8:10 p.m., Gary Risch made the motion to adjourn the Regular Monthly Meeting. The motion was seconded by Barry Wolfe and passed unanimously.