

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

JANUARY 19, 2023, REGULAR MONTHLY MEETING

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

ABSENT: Richard Healey, Assistant Secretary/Treasurer

1. The January 19, 2023, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Eric Smith at 7:14 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. Approval of the minutes of the December 15, 2022, regular monthly meeting: Barry Wolfe abstained from the approval of the minutes because he was not a member at the time. A motion was made by Gary Risch, and seconded by John Zurisko, to approve the minutes of the December 15, 2022, regular monthly meeting. The motion passed unanimously.
4. Open to the floor:
5. Treasurer's Report:
  - a. Financial Report for December 2022: The Treasurer's Report for December 2022 was presented. A motion was made by Gary Risch, seconded by John Zurisko, to approve the Treasurer's Report for December 2022. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of January 19, 2023. A motion was made by Barry Wolfe to approve payment of the monthly bills. The motion was seconded by Gary Risch, which passed unanimously.
6. Manager's Report:
  - a. Kristy Donaldson provided the Board Members with a PMAA training opportunity. She also updated the Board on the bidding thresholds for 2023.
  - b. Kristy Donaldson provided the Statement of Financial Interest forms that are due May 1, 2023.
  - c. Resolution 2023-01: Fee schedule for collection actions on delinquent accounts was presented to the Board. Barry Wolfe made the motion to approve Resolution 2023-01, which was seconded by Gary Risch. The motion passed unanimously.
  - d. Resolution 2023-02: Schedule of miscellaneous fees was presented to the Board. John Zurisko made the motion to approve Resolution 2023-02, which was seconded by Barry Wolfe. The motion passed unanimously.
  - e. The presentation of the Authority was tabled until the next meeting due to technical difficulties.
7. Solicitor's Report:
  - a. Michael Hnath reported that the land acquisition for the water treatment plant expansion was completed.
8. Engineer's Report:
  - a. Ed Schmitt provided an update on the PENNVEST conference call earlier in the day. PENNVEST suggested that the project for the waterline extension along Sarver Road and the Freeport Borough waterline replacement project be further split. There have been some changes with PENNVEST requirements since last year. One being that other permits must be in hand before closing on the funding. Ed's team will resubmit the projects to PENNVEST before the deadline.
  - b. Ed Schmitt reported that the CFA is hoping to award grant funding by March.
  - c. Ed Schmitt stated that the other PENNVEST project submissions will be forth coming. The line from Laneville will be submitted first and then the water treatment plant expansion will follow when the permits are in place.

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9. Old Business:

- a. Kristy Donaldson updated the Board on the grant funding awarded from the Butler County Municipal Infrastructure Program. Even though the funding is \$500,000, the Authority will need to try and secure further grant funds to make the project affordable for the residents benefiting from the project. She also told the Board that she received a call from Mark Gordon regarding the Butler County Infrastructure Bank. She will have more information on the bank for the next meeting.
- b. Kristy Donaldson informed the Board on the completion of the Cole Road waterline extension, which was fully funded by two residents seeking public water service. The 2" main line has been completed and installed. The crew has inspected the project from beginning to end and are satisfied with the work. Kristy Donaldson suggested for the Board to consider taking ownership of the line. Barry Wolfe made the motion for the Authority to accept ownership of the 2" line serving 107 & 109 Cole Road. Gary Risch seconded the motion, which passed unanimously.

10. New Business:

- a. Kristy Donaldson presented a bond reduction request from Gary Herbert, Developer of Oak Creek Farms. Mr. Herbert requested the sewage portion of the bond be reduced from \$194,168.00 to \$29,125.20. Kristy Donaldson pointed out that although the sewer lines are installed and tested, as-builts have not been delivered yet and the development is not built out to 75% in accordance with the Developer's Agreement; therefore, the bond should remain a performance bond. John Zurisko made the motion to reduce the performance bond to \$29,125.20, which was seconded by Barry Wolfe. The motion passed unanimously.
- b. Kristy Donaldson discussed the Lead & Copper Rule Revisions, specifically the service line inventory that will be required on both the Authority and customer side of the service. She asked the Board for approval to submit the project to the Local Government Academy (LGA) Municipal Intern Program to see if the project would be awarded an intern for the summer. She reminded the Board that the Authority was awarded an intern in 2017 and it worked out very well. The LGA pays half of the intern's wages and she did add this to the 2023 budget. Barry Wolfe made the motion to approve submitting the project to the LGA for an intern, which was seconded by Gary Risch. The motion passed unanimously.

11. Adjournment: John Zurisko made the motion to adjourn the regular monthly meeting, which was seconded by Barry Wolfe. The motion passed unanimously, and the regular monthly meeting ended at 8:10 p.m.