

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

DECEMBER 21, 2023, REGULAR MONTHLY MEETING

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

ABSENT: Richard Healey, Assistant Secretary/Treasurer

1. The December 21, 2023, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Eric Smith at 7:00 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 November 16, 2023, Regular Monthly Meeting: A motion was made by Barry Wolfe, and seconded by Gary Risch, to approve the minutes of the November 16, 2023, Regular Monthly Meeting. The motion passed unanimously.
5. Approval of the minutes of the December 7, 2023, Special Meeting: A motion was made by John Zurisko, and seconded by Barry Wolfe, to approve the minutes of the December 7, 2023, Special Meeting. The motion passed unanimously.
6. Open to the floor: Discussion took place regarding the Sarver Road Route 228 West Waterline Extension Project. The project bid was awarded to Mortimer Excavating. Notice to proceed will not be given until materials are received. The CFA awarded a grant in the amount of \$600,000.00 to the Authority for the project. Combined with the Butler County MIP award, there will be no debt service for this project. Mike Slater, 107 Crescent Hill Drive, asked about color-coding fire hydrants. Kristy Donaldson explained the legal liabilities with color coding fire hydrants. She also stated that the Authority has a good working relationship and open communication with the fire departments in this area.
7. Treasurer's Report:
 - a. Financial Report for November 2023: The Treasurer's Report for November 2023 was presented. A motion was made by Gary Risch, seconded by John Zurisko, to approve the Treasurer's Report for November 2023. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of December 21, 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.
8. Manager's Report:
 - a. Kristy Donaldson informed the Board that the permit for repair of the Freeport Tank will be sent to DEP next week.
 - b. Kristy Donaldson explained the public notification distributed by SBTMA for a TTHM violation.
 - c. Kristy Donaldson presented the following updates:
 - i. Devin Seaholm, Utility Person, passed his General and Membrane Filtration Subclass water exam.
 - ii. A hydrant on Riverside Drive was repaired and placed back into service on December 12th.
 - iii. A service leak was repaired on Skyview Drive December 13th.
9. Solicitor's Report:
 - a. Michael Hnath reported that ROWs secured by Gibson-Thomas for the waterline extension project have been recorded. He will be filing a condemnation on one property after the holidays but suggested for Kristy to make one last attempt at getting the owner to sign since there will be no debt service for this project.

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10. Engineer's Report:
 - a. Matt Sprung updated the Board on the amount necessary to borrow from PENNVEST for the waterline extension because of the additional grant funds. He recommended for the Authority not to contribute the tap fees upfront as discussed at last month's meeting because of the small amount left to borrow. He reminded the Board that the next round of grant applications will be acted upon in September 2024.
11. Old Business:
 - a. Kristy Donaldson presented the following for consideration:
 - i. Engineering Agreements for the Freeport Lead Service Line Project, Freeport Water Main Replacement Project, and the Sarver Road Route 228 West Waterline Extension. Gary Risch made the motion to approve the Engineering Agreements, which was seconded by John Zurisko. The motion passed unanimously.
 - ii. Legal Agreements for the Freeport Lead Service Line Project, Freeport Water Main Replacement Project, and the Sarver Road Route 228 West Waterline Extension. Barry Wolfe made the motion to approve the Legal Agreements, which was seconded by Gary Risch. The motion passed unanimously.
 - iii. Resolution 2023-09: Signature Resolution for PENNVEST Loan 82247. The motion to approve Resolution 2023-09 was made by John Zurisko, which was seconded by Barry Wolfe. The motion passed unanimously.
12. New Business:
 - a. Kristy Donaldson presented the Pine Ridge PRD Developer's Agreements for sewage and water construction. The plan will consist of 32 homes built by Maronda Homes, located in the old ball field behind Oberg. Barry Wolfe made the motion to approve and accept the Developer's Agreements for Pine Ridge PRD, which was seconded by Gary Risch and passed unanimously.
 - b. Kristy Donaldson presented the letter received from UAJSA. Effective January 1, 2024, treatment rates will increase to \$6.75 per thousand gallons. Last year, they raised the rates but the Authority absorbed the cost and did not increase the rates. Barry Wolfe made the motion to increase the rate from \$6.25 to \$6.75 per additional thousand gallons for Phase I & II sewage customers. John Zurisko seconded the motion, which passed unanimously.
 - c. Kristy Donaldson presented the General Budget. She reviewed the numbers for 2023 and discussed the changes in numbers for 2024. John Zurisko made the motion to accept the 2024 General Budget, which was seconded by Barry Wolfe and passed unanimously.
 - i. Kristy Donaldson requested that the capital expense for water increase from \$1,000.00 to \$5,000.00, which is a policy in place per the financial auditor. Barry Wolfe made the motion to increase the capital expense for water to \$5,000.00, which was seconded by Gary Risch and passed unanimously.
 - ii. Kristy Donaldson discussed the current staffing situation versus the growth of the area. She pointed out that the budget supports the ability to hire another person for utility. John Zurisko made the motion to allow for the hiring of another utility person, which was seconded by Gary Risch and passed unanimously.
13. At 7:47 p.m., the Regular Monthly Meeting entered an Executive Session to discuss salaries and personnel matters. The Executive Session ended at 8:10 p.m. The following items were approved unanimously on a motion by Barry Wolfe and second by Gary Risch: Salary increase of 3.2% across the board for all employees, medical opt-out to increase from \$250 to \$300 per month, and the daily on call pay to increase from \$15/day to \$17.50/day.
14. Adjournment: Barry Wolfe made the motion to adjourn the Regular Monthly Meeting, which was seconded by Gary Risch. The motion passed unanimously, and the Regular Monthly Meeting ended at 8:10 p.m.