

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

NOVEMBER 17, 2022, REGULAR MONTHLY MEETING

PRESENT: John Haven, Chairperson; Eric Smith, Vice-Chairperson; Gary Risch, Assistant Secretary/Treasurer; Matt Sprung, Engineer; Michael Hnath, Solicitor; Kristy Donaldson, Manager

ABSENT: Patrick Reitz, Secretary
Richard Healey, Treasurer

1. The November 17, 2022, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by John Haven at 7:00 p.m.
2. John Haven 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. John Haven led in the Pledge of Allegiance
4. Approval of the minutes of the October 20, 2022, regular monthly meeting: A motion was made by Eric Smith, and seconded by Gary Risch, to approve the minutes of the October 20, 2022, regular monthly meeting. The motion passed unanimously.
5. Open to the floor: John Allen with R&W Estates, LLC., Developer of Twin Oaks P.R.D., was in attendance to discuss the issue with the trees in the sanitary sewer easement. He explained that the request for the Township to reduce his bonding was denied until the matter with the trees is addressed. Since the sewer lines are installed and the punch list items have been completed, Mr. Allen requested that the Board approve a reduction of the Performance Bond. Eric Smith made the motion to reduce the Performance Bond for Twin Oaks P.R.D. No. 1 Phases 2 & 3 to \$100,000.00. Gary Risch seconded the motion, which passed unanimously.
6. Treasurer's Report:
 - a. Financial Report for October 2022: The Treasurer's Report for October 2022 was presented. A motion was made by Gary Risch, seconded by Eric Smith, to approve the Treasurer's Report for October 2022. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of November 17, 2022. A motion was made by Eric Smith to approve payment of the monthly bills. The motion was seconded by Gary Risch, which passed unanimously.
7. Manager's Report:
 - a. The crew repaired a water main break on Woodbury Drive October 21st.
 - b. The seasonal flushing was completed.
 - c. The water line install was completed on Cole Road November 10th. The contractor for the homeowners who paid for the install has some clean-up work before the Authority will take ownership of the line.
8. Solicitor's Report:
 - a. No separate report provided.

9. Engineer's Report:

- a. Matt Sprung reported that Chris Wharton attended the Freeport Borough Planning Commission Meeting and the subdivision for the water treatment plant expansion was approved. The subdivision will now go to the Freeport Borough Council for approval and signatures.
- b. Matt Sprung informed the Board that the CFA meeting was cancelled and there is no word yet on which projects were awarded grant money. He recommended the Authority move forward with submitting applications to the H2O grant through DCED.

10. Old Business:

- a. Kristy Donaldson provided an update on project funding efforts. Letters of support and pictures from residents were uploaded for the Pennvest application. Butler County is still reviewing applications for the Municipal Infrastructure Program grant.
- b. As a result of Patrick Reitz's resignation from the Board, Eric Smith made the motion to appoint Gary Risch as Secretary. John Haven seconded the motion, which passed unanimously.

11. Executive Session: The meeting entered in to Executive Session at 7:41 p.m. to discuss employee pay raises and bonuses. Executive Session ended at 8:02 p.m. Eric Smith made the motion to approve the employee pay raises and bonuses as discussed during the Executive Session. Gary Risch seconded the motion, which passed unanimously.

12. New Business:

- a. Kristy Donaldson presented the 2023 General Water & Sewer Budgets for approval. Eric Smith made the motion to approve the 2023 General Water & Sewer Budgets, which was seconded by Gary Risch and approved unanimously.
- b. Kristy Donaldson shared a summary on Easements that she created and the homeowners guide for PA 811. She is going to see if the Township Board of Supervisors would be willing to add the information to the Building Permit Packages.

13. Adjournment: Eric Smith 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 8:16 p.m.