

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

SEPTEMBER 21, 2023, REGULAR MONTHLY MEETING

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

1. The September 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 August 17, 2023, Regular Monthly Meeting: A motion was made by Richard Healey, and seconded by John Zurisko, to approve the minutes of the August 17, 2023, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor:
6. Treasurer's Report:
 - a. Financial Report for August 2023: The Treasurer's Report for August 2023 was presented. A motion was made by Barry Wolfe, seconded by Richard Healey, to approve the Treasurer's Report for August 2023. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of September 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.
7. Manager's Report:
 - a. Sofia Schwartz's last day was August 18, 2023.
 - b. The 2008 Ford F350 sold for \$3,000.00 on Muncibid.
 - c. Kristy Donaldson updated the Board on the UAJSA and DEP meeting held on August 22nd.
 - d. Kristy Donaldson provided the following Operations Update:
 - i. 8/20 – the crew fixed a water service leak on Heck Road.
 - ii. 9/1 – the crew fixed a water service leak on Julia Road.
 - iii. Since the last Board Meeting, the crew performed one water tap and 2 sewer taps.
8. Solicitor's Report:
 - a. No separate report.
9. Engineer's Report:
 - a. Matt Sprung discussed the timeline for project funding related to the Route 228 Waterline Extension and Freeport Borough Waterline Replacement Project. The DCED canceled their September meeting and rescheduled for November 21st. PENNVEST will be deciding on funding for these two projects at their October meeting.
10. Old Business:
 - a. Kristy Donaldson provided information and discussed Modutank as another option for the Freeport Tank repair. Donaldson asked Matt Sprung to review the information and see if it will work for this application. The footprint for the Modutank is already measured out. Site prep can be done in-house while a soil investigation will need performed. Piping will also need to be completed by a contractor.
11. New Business:
 - a. Kristy Donaldson shared video footage of trespassers at the Ridgeview Tank site, which is posted. She described how she received a quote for fencing, but because of the cost, would require formal bidding. She reviewed all COSTARS contracts but could not find a company

MINUTES OF MABT SEPTEMBER 21, 2023, MEETING

Page 2 of 2

- locally to provide a bid and preform the work. The Board requested for Donaldson to provide the videos to the police.
- b. Kristy Donaldson discussed the First Data Merchant Services Contract, which is for accepting credit card payments. The account was established by the former Manager but has not been used. First Data keeps calling the office and requesting an audit for the credit cards. Kristy Donaldson asked the Board to approve closing out the account with First Data. Richard Healey made the motion to close the First Data Merchant Services account, which was seconded by Barry Wolfe and passed unanimously.
 - c. Kristy Donaldson explained how service deposits are collected when a new customer is applying for water and/or sewer service. After about one to two years of the account being established, the service deposit is refunded to a homeowner. For renters, the deposit is held until the renter moves out. Donaldson requested that beginning October 1, 2023, any service deposit to be refunded to a homeowner after one year of an established account be applied to their account rather than send a check. John Zurisko made the motion to apply deposits to homeowner's accounts after one year of an established account. Barry Wolfe seconded the motion, which passed unanimously.
12. Adjournment: Richard Healey 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 8:23 p.m.