



## Regular Monthly Meeting Minutes

November 20, 2025

**Present:**

- Gary Risch, Sr., Vice-Chairperson
- Barry Wolfe, Treasurer
- John Zurisko, Secretary
- Michael Slater, Assistant Secretary/Treasurer
- Michael Hnath, Solicitor
- Matt Sprung, Engineer
- Kristy Donaldson, Manager

**Absent:**

- Eric Smith, Chairperson

**1. Call to Order:**

- The meeting was called to order by Kristy Donaldson at 7:00 p.m.
- Kristy Donaldson 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.

**2. Pledge of Allegiance**

- Kristy Donaldson led the Pledge of Allegiance.

**3. Approval of the minutes of the October 16, 2025, Regular Monthly Meeting:**

- Motion was made by Barry Wolfe and seconded by Gary Risch, Sr.
- Motion carried unanimously.

**4. Open to the floor:** Marcus Berino, 210 Mesa Drive, provided a presentation on Liberty National Insurance. Kristy Donaldson will see if any of the employees are interested in the supplemental insurance and will contact Marcus.

**5. Treasurer's Report:**

- **Financial Report for October 2025:**
  - Motion was made by Barry Wolfe, and seconded by Michael Slater.
  - Motion carried unanimously.
- **Invoices (as of November 20, 2025):**
  - Motion was made by John Zurisko and seconded by Michael Slater.
  - Motion carried unanimously.

**6. Manager's Report:**

- Kristy Donaldson provided the following updates:



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- DEP inspection of the water treatment plant and distribution system.
- Property sale of 132 Doyle Road.
- Distribution flushing was completed late October into early November.
- The following water service leaks were repaired:
  - 618 Shook Drive
  - 611 Sarver Road
  - 601 South Pike Road

### 7. **Solicitor's Report:**

- Michael Hnath reported that along with Matt Sprung and Kristy Donaldson, he participated on a conference call with Charter Homes.

### 8. **Engineer's Report:**

- Matt Sprung presented Resolution 2025-07: GTE as the Authority's Agent for submitting HOP's.
  - Motion was made by John Zurisko, and seconded by Michael Slater.
  - Motion carried unanimously.
- Matt Sprung presented the Bulk Chemical Bid Tabulation for 2026.
  - Motion was made by Gary Risch, Sr., and seconded by Barry Wolfe.
  - Motion carried unanimously.

### 9. **Old Business:**

- Kristy Donaldson presented the request from Weaver Homes to release the bonding on Heritage Crossing and take ownership of the water and sewer lines.
  - Motion was made by Michael Slater, and seconded by Barry Wolfe.
  - Motion carried unanimously.
- Kristy Donaldson presented the request from Gary Herbert to reduce the bonding to an 18-month maintenance bond for Pine Ridge. Kristy stated that there is a punch-list that needs addressed and suggested for the Board to allow the reduction of bonding upon the satisfactory completion of the punch-list.
  - Motion was made by Gary Risch, Sr., and seconded by Barry Wolfe.
  - Motion carried unanimously.
- Kristy Donaldson presented the request from Gary Herbert to reduce the performance bonding for Twin Oaks Phase IV to 15% of the construction cost or \$74,505.75.
  - Motion was made by Barry Wolfe, and seconded by Gary Risch, Sr.
  - Motion carried unanimously.
- Kristy Donaldson provided an update on the conference call with Charter Homes.

### 10. **New Business:**

- Customer Request: Carol Phillips, 197 Cooper Road. Requesting the Board accept payment of \$4,180.00 for liens and current charges. The Board agreed



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- to accept \$6,000.00, and will release the liens once the property is tied into sewage.
- Customer Request: Mary Hess, 107 Orchard Drive. Kristy Donaldson provided an update on the conversation she had with Mrs. Hess regarding public water service. Mrs. Hess would like to see a survey done to those who would be impacted by a public water extension. The Board agreed that if more people contacted the Authority and were interested then a survey could possibly be conducted.
  - Kristy Donaldson presented two purchases for consideration due to Windows 10 being obsolete.
    - Server in the amount of \$6,307.00.
    - Computer desktop stations for the office in the amount of \$7,854.00.
      - Motion was made by Gary Risch, Sr., and seconded by Michael Slater.
      - Motion carried unanimously.
11. **Executive Session:** The regular monthly meeting adjourned into an Executive Session to discuss personnel matters at 8:00 p.m.
12. **Adjournment**
- The Executive Session ended at 8:26 p.m.
    - Motion was made by John Zurisko, and seconded by Michael Slater to approve the employee bonuses as discussed during the Executive Session.
    - Motion carried unanimously.
  
    - Motion was made by John Zurisko, and seconded by Barry Wolfe to adjourn the regular monthly meeting.
    - Motion carried unanimously. The regular monthly meeting ended at 8:27 p.m.