

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

MAY 16, 2024, REGULAR MONTHLY MEETING

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

ABSENT: Eric Smith, Chairperson; John Zurisko, Secretary

1. The May 16, 2024, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Gary Risch at 7:00 p.m.
2. Gary Risch 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. Gary Risch led in the Pledge of Allegiance.
4. Approval of the minutes of the April 18, 2024, Regular Monthly Meeting: A motion was made by Barry Wolfe, and seconded by Richard Healey, to approve the minutes of the April 18, 2024, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor: Cheryl Grey, 105 Carol Drive, asked about the waterline extension project and when she should begin contacting contractors. Kristy Donaldson stated that some of the residents she has spoken with have started contacting contractors for quotes. Gary Risch suggested that once the project begins, she could work with her neighbors to hire one contractor so they could possibly get a reduced price.
6. Treasurer's Report:
  - a. Financial Report for April 2024: The Treasurer's Report for April 2024 was presented. A motion was made by Barry Wolfe, seconded by Richard Healey, to approve the Treasurer's Report for April 2024. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of May 16, 2024. A motion was made by Barry Wolfe to approve payment of the monthly bills. The motion was seconded by Richard Healey, which passed unanimously.
7. Manager's Report:
  - a. The 2023 Financial Audit is completed. Hard-copies of the audit were received today.
  - b. Kristy Donaldson provided an update on the Lead Service Line Inventory that is due to DEP by October 16, 2024. All the efforts made to collect the information (from customers in Freeport Borough) thus far has resulted only in 50% completion.
  - c. The following updates on housing developments were provided:
    - i. Pine Ridge P.R.D. – Sewer construction is complete. Construction of water is in progress with the tie-in to the existing main completed on May 7<sup>th</sup>.
    - ii. Twin Oaks Phases 2 & 3 water only – The Maintenance Bond was released on April 22<sup>nd</sup>. The letter releasing the bond also requests a copy of the Performance Bond for Twin Oaks Phases 2 & 3 sewage, which has not yet been received from the Developer. Kristy Donaldson asked Matt Sprung about expiration dates on letters of service availability. Michael Hnath suggested sending a follow-up letter to Developers that have not yet started construction and add the language to the form letter that taps are not guaranteed until payment is received.

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8. Solicitor's Report: No separate report
9. Engineer's Report:
  - a. Matt Sprung provided an update on the Freeport Tank repair. The bid was advertised on Monday, May 13<sup>th</sup>, and opening of the bids will take place Thursday, June 13<sup>th</sup>.
10. Old Business:
  - a. Kristy Donaldson provided an update on the insurance claim for the damaged generator building at the 356 Pump Station. Discussion took place on liability and cyber security insurances.
11. New Business: No new business
12. Adjournment: At 7:37 p.m., Richard Healey made the motion to adjourn the Regular Monthly Meeting and go into an Executive Session to discuss personnel matters. The motion was seconded by Barry Wolfe, and passed unanimously.
13. Executive Session: At 8:13 p.m., Barry Wolfe made the motion to adjourn the Executive Session, which was seconded by Richard Healey. The motion passed unanimously.