

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

NOVEMBER 21, 2024, REGULAR MONTHLY MEETING

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

ABSENT: Richard Healey, Assistant Secretary/Treasurer

1. The November 21, 2024, Regular Monthly Meeting of the Municipal Authority of Buffalo Township was called to order by Eric Smith at 7:01 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 October 17, 2024, Regular Monthly Meeting: A motion was made by Barry Wolfe, and seconded by Gary Risch, to approve the minutes of the October 17, 2024, Regular Monthly Meeting. The motion passed unanimously.
5. Open to the floor: Mike Slater, 107 Crescent Hill Drive, asked how many homes can the preliminary sewage treatment plant upgrade handle. Matt Sprung replied approximately 1,100 single-family homes.
6. Treasurer's Report:
  - a. Financial Report for October 2024: The Treasurer's Report for October 2024 was presented. A motion was made by John Zurisko, seconded by Barry Wolfe, to approve the Treasurer's Report for October 2024. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of November 18, 2024. 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. Kristy Donaldson provided updates on the PA DEP Lead Service Line Inventory and the LCRI, which was published by the USEPA on October 30<sup>th</sup>.
  - b. Kristy Donaldson discussed the meetings with South Buffalo Township Municipal Authority regarding their distribution system evaluation conducted by PA DEP.
  - c. Kristy Donaldson provided the following Operation updates: distribution system flushing was completed; a water tap was installed for 490 Parker Road; 64 residents paid their tap fee and 43 residents have tapped into the public water extension project along the Sarver Road area.
8. Solicitor's Report:
  - a. There was no separate report.
9. Engineer's Report:
  - a. Matt Sprung explained the confusion with the Butler County grant and the 10% match. The Authority will be submitting cancelled checks for invoices paid with the PENNVEST loan as the 10% match.
  - b. Matt Sprung informed the Board that the Freeport Tank project will be going out to bid in January and he is working on scheduling with Mid-Atlantic.

10. Old Business:

- a. Kristy Donaldson met with John King on November 19<sup>th</sup>. He did an assessment of the office building due to the road widening project proposed by PENNDOT and will provide a report in two weeks. Kristy spoke with John Haven about approaching the school district on land acquisition for additional parking.

11. New Business:

- a. Matt Sprung presented the bid tabulation for the WTP Bulk Chemical Bids. Line items 1, 2, and 6 to be awarded to Univar. Line items 3, 4, and 5 to be awarded to SAL Chemical. Kristy Donaldson noted that the bids will provide a savings of approximately \$40,000.00 for 2025. Barry Wolfe made the motion to approve the bid awards as presented. The motion was seconded by John Zurisko and passed unanimously.
- b. Kristy Donaldson explained the immediate need for a new service truck, which prompted the purchase of a 2024 Ford F-350 service truck through COSTARS around October 31<sup>st</sup>. Prior to the purchase, each Board Member was contacted (Rick unavailable). Gary Risch made the motion to retroactively approve the purchase of the 2024 Ford F350 service truck through COSTARS. Barry Wolfe seconded the motion, which passed unanimously.
- c. Kristy Donaldson provided the sewer easement for Pine Ridge. During construction, the developer had to route the sewer main outside of the original easement. The sewer easement presented will be recorded by the developer. John Zurisko made the motion to approve the sewer easement, which was seconded by Gary Risch and passed unanimously.
- d. The DCED LSA Grant is currently open for submissions. Discussion took place on submitting an application for the water treatment plant expansion. The following items were presented:
  - Resolution 2024-05: Approving an Application for Local Share Assessment Grant. Barry Wolfe made the motion to approve Resolution 2024-05. John Zurisko seconded the motion, which passed unanimously.
  - Funding Commitment Letter: Barry Wolfe made the motion to approve the Funding Commitment Letter. Gary Risch seconded the motion, which passed unanimously.

12. Executive Session: The Regular Monthly Meeting entered an Executive Session at 7:45 pm, to discuss personnel matters. The Executive Session ended at 8:15 p.m. John Zurisko made the motion to approve employee bonuses as discussed during the Executive Session. Gary Risch seconded the motion, which passed unanimously.

13. Adjournment: Gary Risch 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 8:17 p.m.