

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

FEBRUARY 21, 2019 REGULAR MONTHLY MEETING

PRESENT: John Haven, Richard Healey, Patrick Reitz, Eric Smith, Matt Sprung, Attorney Michael Hnath, Authority Manager Kristy Donaldson, Billing Clerk Jaime Ericsson.

ABSENT: Cynthia Braden & Ed Schmitt

1. The February 21, 2019, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Chairperson John Haven at 7:02 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 to the Flag.
4. Approval of the minutes of the January 17, 2019, Reorganization Meeting: A motion was made by Richard Healey, seconded by Eric Smith, to approve the minutes of the January 17, 2019, Reorganization Meeting. The motion passed unanimously.
5. Approval of the minutes of the January 17, 2019, regular monthly meeting: A motion was made by Eric Smith, seconded by Richard Healey, to approve the minutes of the January 17, 2019, regular monthly meeting. The motion passed unanimously.
6. Open to the floor:
7. Treasurer's Report:
 - a. Financial Report for January 2019: The Treasurer's report for January 2019 was presented. A motion was made by Eric Smith, seconded by Richard Healey and Patrick Reitz, to approve the Treasurer's report for January 2019. The motion passed unanimously.
 - b. Invoices: The Board reviewed the list of monthly bills for approval as of February 21, 2019. A motion was made by Patrick Reitz, seconded by Richard Healey, to pay the invoices as listed and presented by the Treasurer. The motion passed unanimously.
8. Manager's Report:
 - a. Kristy Donaldson announced the following administrative updates:
 - i. Statement of Financial Interest Forms are due May 1st.
 - ii. Board Member training is March 14th in Cranberry Township.
 - iii. The annual MRM meetings are scheduled for April 4th and 5th at Seven Springs.
 - iv. The NTCA Employee Savings Plan currently allows employees to contribute additional funds on a post-tax basis. Would like to add the option to allow voluntary pre-tax contributions. A motion was made by Eric Smith to allow the addition of voluntary pre-tax contributions. The motion was seconded by Patrick Reitz, and the motion passed unanimously.
 - b. Operational Updates:
 - i. At the request of John Haven, Kristy Donaldson provided an update on licensed operators.
 - ii. The 2018 meter reading truck was delivered and is now in use.
 - iii. The hydrant on Market Street at 4th Street in Freeport was repaired and is in service.
 - iv. The work on the sludge press at the STP was completed February 12th through February 14th.
 - v. John Haven discussed the intersection of Market Street at 2nd Street. The job will need to be bid out.
 - vi. Kristy Donaldson updated the Board on the UAJSA Meeting from February 14th.
 - c. Grant programs for Sarver Road Waterline Extension – no programs are open at this time.
9. Solicitor's Report:
 - a. Michael Hnath requested an executive session at the end of the meeting to discuss the Huff property.

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10. Engineer's Report:

- a. Matt Sprung updated the Board on the Laneville Generator project. The ROW is ready and there is a call into the county to get the Parcel ID. Once all information is received, he will send it to Mike Hnath for review.

11. Old Business:

12. New Business:

- 13. A motion was made by Richard Healey to adjourn the meeting and go into executive session. The motion was seconded by Eric Smith and passed unanimously. The regular monthly meeting ended at 7:43 p.m. and went into executive session. The executive session ended at 7:49 p.m.