

# MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

## FEBRUARY 20, 2020 REGULAR MONTHLY MEETING

PRESENT: John Haven, Chairperson; Rosemarie Ciaccio, Vice Chairperson; Patrick Reitz, Treasurer; Richard Healey, Assistant Secretary/Treasurer; Matt Sprung, Engineer; Michael Hnath, Solicitor; Kristy Donaldson, Manager; Jaime Ericsson, Billing Clerk/Recording Secretary.

ABSENT: Eric Smith, Secretary

1. The February 20, 2020, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Chairperson John Haven at 7:07 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 16, 2020, Re-organization Meeting: A motion was made by Richard Healey, seconded by Rosemarie Ciaccio, to approve the minutes of the January 16, 2020, Re-organization Meeting. The motion passed unanimously.
5. Approval of the minutes of the January 16, 2020, regular monthly meeting: A motion was made by Patrick Reitz, seconded by Richard Healey, to approve the minutes of the January 16, 2020, regular monthly meeting. The motion passed unanimously.
6. Open to the floor:
7. Treasurer's Report:
  - a. Financial Report for January 2020: The Treasurer's report for January 2020 was presented. A motion was made by Patrick Reitz, seconded by Rosemarie Ciaccio, to approve the Treasurer's report for January 2020. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of February 20, 2020. A motion was made by Richard Healey to approve payment of the monthly bills. The motion was seconded by Rosemarie Ciaccio, and passed unanimously.
8. Manager's Report: (presented by Kristy Donaldson):
  - a. The financial interest forms are due by May 1<sup>st</sup>.
  - b. The annual MRM meetings will be held at Seven Springs on April 2<sup>nd</sup> & 3<sup>rd</sup>.
  - c. Discussion took place on the news article published on Tuesday, February 18<sup>th</sup>, in the Valley News Dispatch, about the grant received by South Buffalo to extend water for 25 homes on Srader Grove Road.
  - d. The annual Consumer Confidence Report (CCR) for 2019 is available on the Authority's website.
  - e. Brett Renfro of Sarver was hired to fill the vacant utility position. He started his position on February 10<sup>th</sup>.
9. Solicitor's Report: (presented by Michael Hnath)
  - a. The UAJSA Supplemental Service Agreement for Phase I & II Sewage is being circulated to each party for signatures.
10. Engineer's Report: (presented by Matt Sprung)
  - a. The transfer switch for the generator arrived and was much larger than anticipated. There will need to be a concrete pad poured for the transfer switch instead of mounting it to the building, which would impact the structural integrity of the building. The change order for the work was previously approved on February 12<sup>th</sup>. John Haven asked for a motion to ratify the approval of the change order in the amount of \$4,817.84. Richard Healey made the motion to approve the change order, and Patrick Reitz seconded the motion. The motion passed unanimously.

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11. Old Business:

- a. Kristy Donaldson presented Pay Estimate #1 for Merit Electrical Group's work on the Laneville Generator. John Haven asked for a motion to approve Pay Estimate #1 in the amount of \$19,070.10. Richard Healey made the motion to approve Pay Estimate #1, and the motion was seconded by Patrick Reitz. The motion passed unanimously.
- b. Kristy Donaldson and Mike Hnath updated the Board on discussions with Brett Shultz of Weaver Homes, concerning the tapping fees for the Heritage Crossing Development. Additionally, because of the need for fire suppression and flow requirements, Weaver Homes was going to be required to install a 1" meter for each unit. The 1" meter is oversized and the 5/8" meter is undersized. Therefore, research was done to see if the Sensus 3/4" meter would work with the Authority's current metering system. Because the 3/4" meter is available, Kristy Donaldson requested an addition to the current rate structure to include a 3/4" meter at \$31.56 per month for the first 4,000 gallons of water. Patrick Reitz made the motion to amend the current rate structure to include a 3/4" meter at \$31.56 per month for the first 4,000 gallons of water. Richard Healey seconded the motion, and the motion passed unanimously.
- c. Kristy Donaldson worked with Chuck Craig, Harrison Township Water Authority, to create the Supplemental Service Agreement #1. The Agreement would update the volume of water the Authority is permitted to take in the event of an emergency. The Harrison Township Water Authority Board previously approved the Supplemental Agreement #1. Richard Healey made the motion to approve the Supplemental Service Agreement #1 between the Authority and the Harrison Township Water Authority. Rosemarie Ciaccio seconded the motion, and the motion passed unanimously.

12. New Business:

13. Adjournment: A motion was made by Richard Healey to adjourn the regular monthly meeting. The motion was seconded by Patrick Reitz and Rosemarie Ciaccio and passed unanimously. The regular monthly meeting adjourned at 8:10 p.m.