

MINUTES OF MUNICIPAL AUTHORITY OF BUFFALO TOWNSHIP

NOVEMBER 19, 2020 REGULAR MONTHLY MEETING

PRESENT: John Haven, Chairperson; Rosemarie Ciaccio, Vice Chairperson; Eric Smith, Secretary; Patrick Reitz, Treasurer; Richard Healey, Assistant Secretary/Treasurer; Michael Hnath, Solicitor; Linda Stempkoski, Billing Clerk/Recording Secretary; Kristy Donaldson, Manager

PRESENT VIA PHONE: Matt Sprung, Engineer

1. The November 19, 2020, regular monthly meeting of the Municipal Authority of Buffalo Township was called to order by Chairperson John Haven at 7:00 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 October 15, 2020, regular monthly meeting: A motion was made by Eric Smith, and seconded by Richard Healey, to approve the minutes of the October 15, 2020, regular monthly meeting. The motion passed unanimously.
5. Open to the floor:
6. Treasurer's Report:
  - a. Financial Report for October 2020: The Treasurer's report for October 2020 was presented. A motion was made by Eric Smith, seconded by Rosemarie Ciaccio, to approve the Treasurer's report for October 2020. The motion passed unanimously.
  - b. Invoices: The Board reviewed the list of monthly bills for approval as of November 19, 2020. A motion was made by Patrick Reitz to approve payment of the monthly bills. The motion was seconded by Richard Healey, and passed unanimously
7. Manager's Report: (presented by Kristy Donaldson):
  - a. The revised COVID-19 Health & Safety Plan was presented to the Board for consideration. The motion to accept the revisions was made by Rosemarie Ciaccio and seconded by Patrick Reitz & Eric Smith. The motion to accept the revisions passed unanimously.
  - b. Request made by the Hartzell's of 114 Gray Avenue in September 2020 has been completed. Settlement was received, customer tapped in and is now being metered for sewage.
  - c. The Magistrate Hearing for the criminal complaint against a resident of Jack's Mobile Home Park was scheduled for November 4, 2020. The Defendant did not show for the hearing.
8. Solicitor's Report:
  - a. Michael Hnath presented the revised UAJSA Supplemental Service Agreement for approval. Richard Healey made a motion to approve the revised Supplemental Service Agreement. Rosemarie Ciaccio seconded the motion, and the motion passed unanimously.
9. Engineer's Report:
  - a. Matt Sprung presented the proposed parking lot as a result of the S.R. 356 project. John Haven will present the proposal to the Freeport School Board.
10. Old Business:
  - a. S.R. 356 Project – Both Matt Sprung and Kristy Donaldson stated that the project is at 60% for design. Once all utilities have been marked and design is further in progress, coordination meetings will begin to take place.
  - b. Water Treatment Plant Capacity Expansion – the proposed property map was reviewed for the project, which indicated 0.3 acres would be needed for the capacity expansion. Eric Smith made the motion to hire Dave King to assess the value of the property. The motion was seconded by Richard Healey, and the motion passed unanimously.
  - c. Twin Oaks PRD No. 1 Phase 1 – Kristy Donaldson presented the request from R&W Estates, LLC., to take ownership of the water and sewer lines. All items are in order, the punch list for

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water and sewer deficiencies have been adequately addressed. The Developer is requesting that the Performance Bond of \$232,080.00, be released. The Developer is also requesting that there be no Maintenance Bond. Richard Healey made the motion to release the Performance Bond and accept a Maintenance Bond in the amount of \$34,812.00 for 18-months, in accordance with the Developer's Agreement. The motion was seconded by Rosemarie Ciaccio and passed unanimously.

- d. Twin Oaks PRD No. 1 Phase 2 – R&W Estates, LLC., is requesting the acceptance of the Developer's Agreements for water and sewage in Phase 2 of Twin Oaks PRD No. 1. All items are in order except for the tapping fees. The Developer intends to construct all water and sewer lines and complete the paving in the spring, at which time the construction of homes will begin. Ryan Homes will be paying the tapping fees and are requesting that tapping fees will be paid in full by May 1, 2021. Eric Smith made the motion to accept the Developer's Agreements for Twin Oaks PRD No. 1 Phase 2, with tapping fees being paid by May 1, 2021, or at the time of home construction, whichever comes first. Rosemarie Ciaccio seconded the motion, which passed unanimously.
- e. Sarver's Mill Phase V – The Meritage Group is requesting that the Authority take ownership of the water and sewer lines in Phase V of Sarver's Mill and reduce the bonding to a Maintenance Bond. All items are in order; however, they are still completing a punch list item on a valve. The work involves breaking concrete in an existing driveway apron, repairing the valve and laying new concrete. Eric Smith made the motion to release the Performance Bond to a Maintenance Bond in the amount of \$25,836.53 for 18-months after the valve and concrete work is acceptable. Rosemarie Ciaccio seconded the motion, which passed unanimously.

11. New Business:

- a. Reappointment of Richard Healey to the Authority Board – The recommendation to reappointment Richard Healey to the Authority Board for an additional five-year term was made by Patrick Reitz and Eric Smith, and seconded by Rosemarie Ciaccio. The motion was approved unanimously.
- b. Water Treatment Plant raw water pump purchase – Kristy Donaldson explained that the water pumped from the river for treatment is accomplished by two Flyght submersible pumps. One pump is currently out of service and being repaired due to water getting into the motor and frying the pump. Because this is a critical piece of equipment and we now only have one pump in operation, the Authority should consider purchasing a spare; however, the price is \$35,894.00. With the Water Treatment Plant Capacity Expansion project, it will be necessary to purchase another raw water pump at some point. Rosemarie Ciaccio made the motion to purchase the pump in the amount of \$35,894.00. Patrick Reitz seconded the motion, which passed unanimously.

12. Executive Session: The regular monthly meeting entered into an executive session at 8:00 p.m., to discuss employee salaries and bonuses. The executive session ended, and the regular monthly meeting resumed at 8:23 p.m. Richard Healey made the motion to approve the pay rates for 2021 and end of year bonuses as discussed during the executive session. Eric Smith seconded the motion, which passed unanimously.

13. Adjournment: A motion was made by Richard Healey to adjourn the regular monthly meeting. The motion was seconded by Eric Smith and passed unanimously. The regular monthly meeting adjourned at 8:24 p.m.