

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
April 16, 2024

Vice-Chairman Doug Farney called the meeting to order at 5:30 p.m.

Roll Call

Joe Neubert, Patricia Rinebolt, Curt Heakins, Doug Farney, Scott Herbst, and Doug Roth were present. John Ham, Greg Clifford, and Rob Mrozek were absent.

Correspondence

None.

Minutes

Vice-Chairman Farney asked if there were any additions or corrections to the Minutes of March 19, 2024. Hearing none, they were approved as submitted.

Public Comments

None.

Director of Finance

Melissa Wolfe

PMAA Annual Conference and Tradeshow, Item A.4.1.1

Melissa discussed that this event is scheduled to be held in Hershey, PA on September 15-18th, 2024. Curt Heakins questioned the cost of this event. Melissa explained that the cost was not in the brochure but assured him that there was a discount for early registration. Paul explained that the cost would include the Conference and room and board for any Board member that would like to attend.

Doug Roth asked if the Authority has ever sent an employee to a conference. Paul explained that no employee has been to this conference in the past. Mr. Roth stated that possibly employees attending the conference may benefit the company. Paul stated that the employees do attend other training programs appropriate for their positions, just typically not overnight events.

Motion was made and seconded by Doug Roth/Scott Herbst to approve the attendance of any Board Member to the PMAA Annual Conference and Tradeshow on September 15-18, 2024. The motion carried.

Financial Reports, Item. C.2

Paul explained that the 2023 Audit by Maher Duessel went extremely well, although there were some challenges related to this being the first year that Melissa was the primary contact for the work. These issues were minor and did not affect the outcome of the Audit. Paul explained that Maher Duessel could not attend the April meeting to present the Audit. Paul went over the supporting documents that were attached in the financial statements, explaining the details of the reports.

Melissa discussed the Management Discussion and Analysis (MD&A) report. She explained the Authority's net position and stated that the Authority's net position improved

by \$795,000 from 2022. Melissa reviewed the Statement of Revenues/Expenses, which provided answers to the changes in net position.

Melissa explained the Statement of Capital Assets. She explained the detailed changes in the capital assets were mostly due to the sewer system projects the Authority completed, including State Street, Powell Road, and slip lining Lakespur/Blazing Starr Drive. She also discussed the nominal amounts from the other improvements and the land change in value due to a right-of-way secured. Melissa stated that the total capital assets were \$73 million, or \$47 million if subtracting accumulated depreciation.

Melissa discussed that at the end of 2023, the Authority had \$30 million in long-term debt remaining, of which \$12,125,000 of principal is remaining on the 2015 Bonds, and \$17,900,000 is remaining on the Pennvest Loan.

She explained the economic factors in the audit, which consisted of an explanation of the union contract, new sewer user rates, and projected wage increases. At the end of the MD&A, Melissa stated her credentials are reflected for any questioning purposes.

Melissa explained that the following pages after the MD&A are the actual detailed financial statements from the auditors. Paul and Melissa summarized all the information on these statements.

Paul asked if the Board would like Maher Duessel to attend the May meeting to further explain the Audit. The Board declined the offer.

Motion was made and seconded by Curt Heakins/Patricia Rinebolt to approve and advertise the 2023 Audit Report as prepared by Maher Duessel. The motion carried.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$692.82	\$4,158.30	\$1,374.18	\$6,225.30
	Payroll	\$63,307.37	\$27,456.43		\$90,763.80
SAA Revenue Fund	Automatic Payments	\$58,859.57	\$10,871.34	\$767.72	\$70,498.63
	Checks Paid	\$55,952.46	\$2,044.93	\$300.32	\$58,297.71
Total:		\$178,812.22	\$44,531.00	\$2,442.22	\$225,785.44

Motion was made and seconded by Doug Roth/Patricia Rinebolt to approve the Authority's portion of the bills as presented in the table above in the total amount of \$178,812.22. The motion carried.

Manager

Paul Cornetti

Chamber of Commerce Video, Item A.12

Paul explained that the Chamber of Commerce posted their video of the plant on Facebook. He projected the video to show the Board.

Municipal Building Siding Project, Item E.5

Paul explained that the Municipal Building siding has been in the budget for the past four years. We have not been able to complete this project because the Borough has not been able to fund its half of the project. He explained that the building is getting worse. Paul stated that Steve May was presenting this project to the Borough at the Council Meeting this evening. Doug Farney pointed out that not fixing the building now could cause more damage and higher costs in the future. The Board agreed.

State Street – I&I Customer Corrections, Item F.22

Paul explained that there is no update on this project since last month's meeting. The Allen's have completed one half of the work, however the other half remains. Paul explained that he spoke to Mr. Allen recently, and he stated that the weather and scheduling has prevented the remaining work from being completed at 1816 Property. He believes the work can be completed in two weeks. The Board discussed the possibility of fines for this type of situation and decided that action will be taken if the work is not completed in the next month.

Route 8 Flow Rate Concerns, Item G. ROUTE 8.1

Paul explained that the Route 8 pump station has experienced reduced flow recently. He displayed the Pump Station Data spreadsheet to further illustrate the problem. This pump station has been producing approximately 300 gpm less than expected. We have investigated problems with the power supply and flow meter and both appear to be working properly. We will investigate a few other items but may come back to the Board to request funding for an in-line hot tap valve in order to further assess in the future. Last time we had an in-line hot tap valve installed, it cost \$17,000. We will report back on this matter next month.

Solicitor

Don Graham of Dillion, McCandless, King, Coulter, & Graham, LLP

The Solicitor had no report at this time.

Old Business

New Business

A chamber's chair broke during the meeting. Mr. Roth offered to sit on a stool. We will attempt to repair. As these chairs get older, we may need to consider replacing the chairs.

Adjournment

The meeting adjourned at 6:25 p.m.

The next meeting is scheduled for Tuesday, May 21, 2024.

Melissa Wolfe
Director of Finance