

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**August 20, 2024**

**Chairman Greg Clifford called the meeting to order at 5:30 p.m.**

**Roll Call**

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

**Correspondence**

None.

**Minutes**

Chairman Clifford asked if there were any additions or corrections to the Minutes of July 16, 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 explained that we received a request from PMAA to elect a voting delegate for the Annual Meeting. She stated that Greg Clifford is attending this upcoming event and requested a motion to appoint Greg Clifford as the Voting Delegate.

**Motion was made and seconded by Doug Farney/John Ham to appoint Greg Clifford as the Voting Delegate for the PMAA Conference. The motion carried.**

**Destruction of Old Records, Item A.8**

Melissa explained that over the last few months, the staff has been organizing and sorting through old records. She explained that we created Resolution #8-2024 for the destruction of these records.

**Motion was made and seconded by Patricia Rinebolt/Doug Farney to approve Resolution #8-2024 authorizing the destruction of old records. The motion carried.**

**Status of SAA 2025 Annual Budget, Item C.1**

Melissa explained that she is working with the staff to compile data to minimize time spent next month preparing the draft budget. She explained that we close out the month end on August 31<sup>st</sup>, and that Paul would like the staff to have the draft budget to him by September 9<sup>th</sup>. Melissa would like to be able to attach the draft budget in the packets on September 11<sup>th</sup> and present to the Board at next month's meeting, which occurs on September 17<sup>th</sup>. Melissa asked the Board if there are any special requests for the upcoming budget. Hearing none as of now, Melissa will move forward with creating the budget, and she stated that if there are any requests, to please submit them to her as soon as possible.

### **Bills, Item C.2.3**

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$580.72	\$5,026.27	\$1,419.49	\$7,026.48
	Payroll	\$62,609.52	\$28,168.26		\$90,777.78
SAA Revenue Fund	Automatic Payments	\$45,419.36	\$7,289.62	\$767.72	\$53,476.70
	Checks Paid	\$173,767.04	\$5,105.88	\$14.99	\$178,887.91
Total:		<b>\$282,376.64</b>	\$45,590.03	\$2,202.20	\$330,168.87

**Motion was made and seconded by Rob Mrozek/Joe Neubert to approve the Authority's portion of the bills as presented in the table above in the total amount of \$282,376.64. The motion carried.**

### **BNY Bond Payment, Item C.5**

Melissa explained that the September Bond Payment is coming up. The current cash on hand for the payment is \$31,392.78. The total payment less the cash on hand is \$160,113.48. Melissa requested a motion to make this bond payment.

**Motion was made and seconded by Patricia Rinebolt/Joe Neubert to approve the transfer of \$160,113.48 and submit the payment to BNY Mellon for the September Bond Payment. The motion carried.**

### **Annual Arbitrage Calculations, Item C.11**

Melissa stated that we received the final report from Maher Duessel, regarding the annual arbitrage calculations. The investment yield produced \$403k less than the Bond yield for the period from June 2015 through May 2024 and therefore, there is no excess interest that is required to be placed in the Rebate Fund for a future payment to the IRS.

### **Manager**

Paul Cornetti

### **Retirements, New Hire, Item A.2.1**

Paul explained that George Giest's last day at the plant would be at the end of October/first of November. He is currently the Lab Supervisor. Tony Monfre is currently the Quality Assurance Officer, and Evan Fetter is the STP Operator-In-Training. Paul explained the requirements for posting Union positions and filling those positions. He explained that we will most likely need to hire an employee to fill a position. Paul also presented a new job description for the Laboratory Supervisor, and the revised job description for QAO.

**Motion was made and seconded by Doug Farney/Scott Herbst to approve the new job description for the Laboratory Supervisor, and the revised job description for the Quality Assurance Officer, and to fill the appropriate positions. The motion carried.**

### **Joint Policy Committee, Item A.3**

Paul explained that this is nearing the time of year that the JPC meets to discuss joint Borough/Authority expenditures. The JPC Agreement establishes two (2) Borough Council members, two (2) Authority Board members, and one (1) member that is on both Borough Council and the Authority Board. The JPC currently consists of Aaron Piper and Brian Antoszyk for Borough Council, Greg Clifford and John Ham for the Authority Board. Patricia Rinebolt was the one member who was on both the Council and the Authority, however since Mrs. Rinebolt is no longer on Borough Council, she is no longer on the JPC. For now, the JPC is running with four members. The Borough is aware of this situation as well.

### **Existing User Rates and Rules and Regulations Modifications, Item A.5 & Item C.8**

Paul explained that the Sewer Rate Committee met on July 29, 2024, to discuss the consistency of user rates throughout the system. The Committee recommended a flat rate be applied to all residential customers in the system. For existing metered residential customers, this rate structure would be applied only when the property transfers or a new home is built. After the Sewer Rate Committee meeting, the staff met multiple times to discuss any concerns and to provide the Board with recommendations related to this type of change. Those concerns were presented to the Board along with a spreadsheet that illustrated the effects to all customers. An error in the spreadsheet was found, and due to time limitations, Mr. Ham suggested ceasing discussion at the time until the Sewer Rate Committee meets again to review and provide further recommendations. The Board agreed.

### **Richland Township Sewer Service, Item A.13**

The SAA met with representatives from Richland Township earlier this month to discuss potential development in the 537 Planning Area of the Saxonburg Area Authority. Richland Township was requested by property owners in the Planning Area to meet with the SAA to discuss sewage service in that portion of the Township. During the meeting, we explained the process in which sewer lines are extended by developers. An extension into Richland Township would be made by developers of the system and is covered in the Authority's Rules and Regulations. Should extensions be made into Richland Township, the Authority may need to establish an Agreement with Richland Township regarding sewage service.

### **Budget Item (newly identified for future years), Item C.3**

Paul explained that Chuck McGee has been assigned to report to the WWTF in order to provide additional management support for the operations. To be able to better facilitate Chuck's supervision duties, Paul suggested purchasing a company vehicle for Chuck so that he could monitor his other duties throughout the service area and the Borough.

**Motion was made and seconded by John Ham/Joe Neubert to approve the purchase of a 2025 Ford Escape for the WWTF in the amount of \$28,400.00. The motion carried.**

Paul asked if the Board would object to Chuck driving the vehicle from his house to the WWTF and back each workday. The Board agreed. Paul will work with Mr. Graham on a policy for Chuck's use of the vehicle.

### **2023 Sewer Line Construction Projects- JetJack, Item C.13.1**

Paul explained the status of the project. He stated that there were a couple disputes that we are working through. We are waiting on JetJack to complete some remaining items and schedule a final inspection.

**Motion was made and seconded by Doug Farney/Scott Herbst to approve Payment Application #4 in the amount of \$97,639.95. The motion carried.**

### **Municipal Building Siding Project, Item E.5**

Paul discussed the status of this project. He explained that this is a 50/50 split project with the Borough. He stated that Grahamboys are moving along well, and most of the siding is off the building. Installation of the new siding is to begin soon. Paul explained that the staff has painted the trim and railing to match the color of the new shakes.

**Motion was made and seconded by Scott Herbst/John Ham to approve Payment Application #1 in the amount of \$6,669.90 to be split 50/50 with the Borough. The motion carried.**

**Motion was made and seconded by Rob Mrozek/Joe Neubert to approve Change Order #1 in the amount of \$632.50 to be split 50/50 with the Borough for the color change of the shakes on the west side of the building. The motion carried.**

### **Pump 3 Volute, Item G. McF.1**

Paul explained that the volute on pump #3 at McFann pump station was cracked. We had Dumbaugh repair the volute. When the field crew went to reinstall the volute, the piping shifted, and a spool piece had to be cut to allow the volute to fit properly. We are apprehensive to run this pump in lead until we have a backup. A new full replacement pump costs \$59,400. A new volute is \$10,373.31. Paul explained that getting a new volute will take seventeen weeks, but the staff believes this is our best option.

**Motion was made and seconded by Rob Mrozek/Scott Herbst to approve the purchase of a new volute from Kappe. The motion carried.**

### **NPDES Permit Violations, Item H.1.2**

Paul presented a letter received from DEP dated July 22, 2024. The letter outlined several violations of our NPDES Permit that primarily occurred on four separate dates. Paul reviewed each of the violations with the Board, and explained the root cause of the majority of the violations was a result of too many solids in the biological process of the plant. The Authority responded in a letter to DEP dated August 14, 2024 as required. The response included the reasons and corrective actions taken to avoid these types of occurrences in the future.

Unfortunately, concurrently with the Authority's response letter, another violation of fecal coliform occurred at the plant. We reported this exceedance immediately when notified by the operator, however, this was approximately one week after the violation occurred. DEP explained that the Authority will likely receive a fine in the upcoming months.

Although some of the exceedances were unavoidable, the majority of the exceedances should have been detected by the Authority's operations and management staff. Even though the problem was discovered soon after the solids built-up, the process for removing the solids is slow since it is limited to the centrifuge run times, and this process took us several months.

### **Sienna Village, Item I.6**

Paul presented a map of Sienna Village, showcasing the approximate 2,000 LF of sewer line that we would like to accept after all post-construction.

**Motion was made and seconded by Scott Herbst/Greg Clifford to approve Resolution #7-2024, accepting this portion of the sanitary facilities contingent upon the completion of all post-construction requirements. The motion carried.**

### **Liberty Pointe, Item I.8**

Paul presented a map of Liberty Pointe, showcasing the approximate 700 LF of sewer line that we would like to accept after all post-construction.

**Motion was made and seconded by John Ham/Doug Roth to approve Resolution #6-2024, accepting a portion of these sanitary facilities contingent upon the completion of all post-construction requirements. The motion carried.**

### **Solicitor**

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

The Solicitor had no report at this time.

### **Old Business**

None.

### **New Business**

None.

### **Executive Session**

The Board went into Executive Session at 6:55 p.m., to discuss security concerns.

The Board came out of Executive Session at 6:58 p.m.

### **Adjournment**

The meeting adjourned at 6:58 p.m.

The next meeting is scheduled for Tuesday, September 17, 2024.

Melissa Wolfe  
Director of Finance