

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**September 17, 2024**

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

**Roll Call**

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

**Correspondence**

None.

**Minutes**

Vice-Chairman Farney asked if there were any additions or corrections to the Minutes of August 20, 2024. Hearing none, they were approved as submitted.

**Public Comments**

None.

**Director of Operations**

Chuck McGee

**Operations Update, New Item**

Chuck explained that operations were going well. East Main Street was paved and finished on September 16<sup>th</sup> by Shields Paving. He also explained that the crew is working on manhole rehabilitation. There are 16 manholes total that need rehabilitated, and the crew is able to complete 2 manholes per week. Doug Farney asked how things were operating at the plant. Chuck explained that the staff is having daily meetings, processing lab work daily, and operational meetings at the end of every week.

Doug Roth asked about the settling on McBride Hill Road near Country Club Heights. He said that the Authority has looked at it several times and has not found a problem. Paul and Chuck stated that they investigated this concern in the past and televised the sewer line, to find that the line has no defects. Mr. Roth asked that they drive by and take a look.

**Director of Finance**

Melissa Wolfe

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

Melissa explained that the staff prepared the 2025 Annual Budget as follows: \$5.4 million in revenues, \$6.5 million in expenses, in which \$1.6 million is depreciation, \$318,000 in capital projects, \$2.6 million is debt service, and \$1.8 million in O&M. Paul and Melissa then discussed the splits for 2025. Melissa stated that the Borough split went up less than one percent, and the field crew split went up half a percent, with the work crew doing more at the park this year, with landscaping and cutting grass. Melissa and Paul then went over the capital projects including Manhole Rehabilitation, Centrifuge rebuild, PLC upgrades at the pump stations, Rockwell software, McFann pump station rebuild, material bin at WWTF, new printer/copier for the office building, the Municipal building parking lot paving, along with other Authority only and joint Borough projects. Paul presented a chart that detailed the consistency of the Authority's O&M expenses since 2010, and another

chart that detailed the historic accumulated depreciation against the Authority's cash flow. The total accumulation is \$26 million. He explained that the Authority should begin to build reserves to replace future facilities. Mr. Ham questioned how much the cost is remaining to replace clay pipe in town. Melissa reviewed the cost with the Board, stating it was \$2-3 million.

**Motion was made and seconded by Scott Herbst/John Ham to approve the 2025 Borough/Authority splits as presented. The motion carried.**

**Motion was made and seconded by Scott Herbst/Joe Neubert to approve the 2025 Annual Authority Budget as presented. The motion carried.**

**Bills, Item C.2.3**

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$460.95	\$4,141.22	\$1,336.64	\$5,938.81
	Payroll	\$63,605.95	\$33,017.94		\$96,623.89
SAA Revenue Fund	Automatic Payments	\$40,298.94	\$7,374.99	\$767.72	\$48,441.65
	Checks Paid	\$120,740.66	\$27,218.25	\$0.00	\$147,958.91
<b>Total:</b>		<b>\$225,106.50</b>	<b>\$71,752.40</b>	<b>\$2,104.36</b>	<b>\$298,963.26</b>

**Motion was made and seconded by Rob Mrozek/Doug Roth to approve the Authority's portion of the bills as presented in the table above in the total amount of \$225,106.50. The motion carried.**

**SAA Cash Flow Status/Cash Flow Summary, Item C.2.4**

Melissa explained that she included a new table to the cash flow exhibit, called the Summary of Bank Statements. She explained that this chart shows the non-restricted and restricted monies that feed off the cash flow report. Melissa asked the Board if they would prefer to see the detailed chart versus the old chart. The Board agreed to replace the old chart. She stated that the new table will be in next month's exhibits.

**Manager**

Paul Cornetti

**Existing Personnel Policies, Item A.2**

Paul explained that Don Graham's office prepared the Saxonburg Area Authority Vehicle Use Policy. This was prepared after last month's meeting where the Board authorized the purchase of a new Escape for the WWTF, and approved Chuck McGee to drive the vehicle to and from his home enroute to his duties. The policy addresses take-home vehicles in Section 6. Paul explained that Steve May was presented with the policy, and the Borough was not interested in approving this policy. Therefore, the Authority will create a new section in the Employee Handbook that outlines "Authority only" policies.

**Motion was made and seconded by Doug Roth/John Ham to approve and incorporate the Saxonburg Area Authority Vehicle Use Policy into the Employee Handbook. The motion carried.**

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

Paul explained that George Giest's last day at the plant was supposed to be at the end of October/first of November. Unfortunately, due to personal reasons, George's last day will be pushed back a few weeks.

The Board also discussed some details regarding George's retirement.

In the past month, we posted for the Laboratory Supervisor's position, and Tony Monfre filled this position. Next, we posted for the Quality Assurance Officer position that Tony will be vacating, and Evan Fetter filled this position. These positions are to be filled on George's last day of work. Finally, we posted for the Operator-In-Training position today. We do not anticipate this position to be filled internally and therefore, if not, we will advertise and hire the best candidate.

### **Butler County Infrastructure Bank- Sanitary Sewer Line Replacement Project, Item C.13**

Paul explained that he spoke with Mark Gordon, and we expect to get notified of an additional \$250,000 ARPA Grant funding on September 25<sup>th</sup>.

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

Paul explained the status of the project. He stated that substantial completion was issued, and the punch list was developed. JetJack has until October 1<sup>st</sup> to achieve final completion and correct the items on the punch list before liquidated damages will be assessed. Mr. Graham will be consulted, should JetJack not complete the punch list. The Authority has retained \$60,000 in retainage, to be released upon final completion.

**Motion was made and seconded by Doug Roth/Scott Herbst to approve Payment Application #5 in the amount of \$64,834.33. The motion carried.**

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

Paul discussed the status of this project. There have been some questions about the quality of the siding being used. Paul explained that GrahamBoys should be finished in the next few days.

**Motion was made and seconded by Scott Herbst/Joe Neubert to approve Payment Application #2 in the amount of \$52,795.80 to be split 50/50 with the Borough. The motion carried.**

Approximately \$30,000 remains to be paid to GrahamBoys for this project.

#### **Shadow Ridge, Item I.11**

Paul showed a drawing and explained the location of this 24-lot subdivision between Penn Drive and South Trail, west of Route 8. Sewer line installation is complete, and testing and post-construction remains to be completed, however, we are requesting the Board's approval to accept ownership of the sewer lines in this development after all work is completed.

**Motion was made and seconded by Scott Herbst/Doug Roth to approve and adopt Resolution #10-2024, accepting ownership of the sewer lines extended in the project, contingent upon completion of all post-construction documentation. The motion carried.**

### **Existing SAA User Rates, Item C.8**

The Sewer Rate Committee met again for the second time on September 5<sup>th</sup>. The Committee unanimously recommended to the Authority Board to change all residential metered rate customers to flat rate upon selling, transferring, or building a new home. Mr. Graham discussed concerns about this policy change. The Board discussed this matter further and decided to table this matter until further notice.

Due to a prior engagement announced at the beginning of the meeting, Rob Mrozek left the meeting at 6:24 p.m.

### **Solicitor**

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

The Solicitor had no report at this time.

### **Old Business**

None.

### **New Business**

None.

### **Adjournment**

The meeting adjourned at 6:37 p.m.

The next meeting is scheduled for Tuesday, October 15, 2024.

Melissa Wolfe  
Director of Finance