

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
October 15, 2024

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

Roll Call

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

Correspondence

None.

Minutes

Chairman Clifford asked if there were any additions or corrections to the Minutes of September 17, 2024. Hearing none, they were approved as submitted.

Public Comments

None.

Director of Finance

Melissa Wolfe

2025 Board of Director Meeting Dates, Item A.11

Melissa discussed the proposed meeting dates for 2025. She also discussed a time change starting in 2025, proposing the Board Meetings start at 5:00 p.m. The Board agreed. Melissa stated that she would advertise the 2025 meeting dates in the Butler Eagle.

Motion was made and seconded by John Ham/Curt Heakins to approve the 2025 Board of Director dates and the advertisement of these dates in the Butler Eagle. The motion carried.

2024 Annual Holiday Party, Item B.5

Melissa explained that we would like to start planning the annual holiday party for the Board members and the employees. She explained that everyone seemed to like the location of last year's event. The Board agreed that last year's location would be sufficient for this year as well. Melissa also discussed several different dates for this event. She stated that she would reach out to all Board members after she sees what is available in the month of December.

Motion was made and seconded by Scott Herbst/John Ham to authorize Melissa Wolfe to coordinate a holiday event for Board members and staff at a cost not to exceed \$1,000.00. The motion carried.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$984.48	\$4,352.70	\$1,452.27	\$6,789.45
	Payroll	\$62,520.79	\$36,787.84		\$99,308.63
SAA Revenue Fund	Automatic Payments	\$46,356.43	\$10,252.38	\$776.21	\$57,385.02
	Checks Paid	\$92,883.18	\$23,395.32	\$0.00	\$116,278.50
Total:		\$202,744.88	\$74,788.24	\$2,228.48	\$279,761.60

Motion was made and seconded by Curt Heakins/Doug Roth to approve the Authority's portion of the bills as presented in the table above in the total amount of \$202,744.88. The motion carried.

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

Melissa explained that she included the new Summary of Bank Statements chart in the packets this month. She explained that this chart shows the non-restricted and restricted funds that feed off the cash flow report. Melissa explained to the Board that she removed the cash flow projections out of this report, due to the new summary report. She also explained that the staff will make new cash flow projections for upcoming years and will be reported in 2025.

Manager

Paul Cornetti

Retirements, New Hire, Item A.2.1

Paul explained that management has been actively interviewing several applicants for the open position for the STP Operator, and we have a few qualified candidates.

Motion was made and seconded by Doug Roth/Doug Farney to approve the hiring of the appropriate candidate for the STP Operator (Operator-In-Training) in accordance with the Union Contract. The motion carried.

Rules and Regulations, Item A.5

Paul discussed that the Rules and Regulations define the term "Controller." We would like to change this defined term to "Director of Finance" to accurately reflect the Authority's management team.

Motion was made and seconded by Greg Clifford/Joe Neubert to approve the modification of the defined term as discussed. The motion carried.

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

Paul discussed that we received an additional \$250,000 of ARPA Grant funding last week. Yesterday, Melissa submitted for full reimbursement of our project costs. We should have the funds very soon. Tomorrow a letter will go out thanking the Commissioners for the award. The staff began to work on a newsletter to express gratitude to the Commissioners

for the award. The Board requested that we send the newsletter to them for review when finished.

Melissa explained that the staff talked about rewarding electronic billed customers since postage, envelopes, paper, stuffing, and delivery costs add up. The Board decided a \$1.00 per month discount could be applied to customers that choose to sign up for electronic billing. Melissa stated that she would reach out to Muni-Link to see how the \$1.00 credit could be applied to certain customer accounts, and how complicated this process would be. Paul asked if there were any other specific items they would like to see in the newsletter. The Board had no other recommendations.

Motion was made and seconded by Curt Heakins/Joe Neubert to authorize a \$1.00 discount starting with the January 2025 billing, for customers that choose to be billed electronically. The motion carried.

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

Paul explained that all field punchlist items have been completed by JetJack in the past month, however, many administrative post-construction items remain to be completed to achieve Final Completion. Paul distributed a letter sent to JetJack yesterday, detailing the remaining items to be completed. Just prior to the meeting, several emails were received from JetJack addressing many of these administrative items. Additionally, Payment Application #6 was submitted.

Motion was made and seconded by Scott Herbst/John Ham to approve Payment Application #6 in the amount of \$72,780.46, contingent upon the successful completion of all post-construction matters. The motion carried.

Municipal Building Siding Project, Item E.5

Paul explained since the writing of the agenda, the Authority received all post-construction items from GrahamBoys. Change Order #2 that adjusts final quantities and Payment Application #3 were included in the Board packets.

Motion was made and seconded by Greg Clifford/Doug Farney to approve Change Order #2 in the amount of \$499.90, adjusting final quantities of the Contract, and Payment Application #3 (Final Payment) in the amount of \$30,684.74, to be split 50/50 with the Borough. The motion carried.

Pump Station Odor, Item G.ALL.3

Paul explained that we have been getting some late-night phone calls from one resident regarding odor issues on McFann Road. Both the SAA staff and DEP investigated, and found no odors present at the time of the complaints. The staff will monitor this situation and address the matter if necessary.

811 Meridian Road, Item J.7

Paul explained that this property was purchased at a County Tax Sale in September 2022. Paul called the new property owner immediately the following week and left voicemails explaining the billing and potential billing cessation. No phone calls were returned at that time. On 12/20/2022, the property owner attended a Saxonburg Area Authority Board Meeting. Mr. Clifford and Mr. Cornetti again explained the proper billing cessation process. The following day, Paul called and left a voicemail explaining the process again. No return call at that time. In September of 2023, the property owner's account exceeded \$1,000.00, and the Authority then filed an Act 1 Notification to the property owner. This

notification provided 30 days to address the delinquency, otherwise the property would be liened. Without a response to the notification, Mr. Graham's office filed a lien on the property.

Last month, the property owner contacted both Mr. Graham and Mr. Cornetti to have the billing stopped on this property. He requested an inspection. The Authority staff completed the inspection and confirmed that the property is unoccupiable. The property owner later requested in writing to cease billing on the property. The Authority ceased billing the day of the request. The current amount due is \$2,683.09. The owner requested the Board's consideration in waving these fees.

The Board discussed the circumstances, including the fees and costs associated with this account.

Motion was made and seconded by Doug Roth/Scott Herbst to offer the property owner one-half off the total current charges, if paid in full by December 31st, 2024. If not paid, the full balance must be satisfied. The motion carried.

228 Balls Bend Sanitary Sewer Relocation Project, New Item

Paul explained that we have received all post-construction documentation on this project, and the project may be accepted by the Authority at this time.

Motion was made and seconded by Greg Clifford/Scott Herbst to approve Resolution #11-2024, accepting ownership of the sewer lines extended and relocated by Independence Excavating Inc, to provide sewer service for the 228 Balls Bend Sanitary Sewer Relocation Project. 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.

Adjournment

The meeting adjourned at 6:26 p.m.

The next meeting is scheduled for Tuesday, November 19, 2024.

Melissa Wolfe
Director of Finance