

**SAXONBURG AREA AUTHORITY BOARD MEETING  
February 12, 2018**

Chairman Clifford called the meeting to order at 6:30 p.m.

**Roll Call** Scott Herbst, Edward Gulick, Gregory Clifford, James Stanek, Curtis Heakins, John Ham, and Douglas Roth were present.

Patricia Rinebolt and Douglas Farney were absent.

Also in attendance were Paul Cornetti/Manager, Mary Papik/Controller, and John Bench/Solicitor.

**Reorganization and Appointments**

**Motion was made and seconded by Douglas Roth/Edward Gulick to maintain the same officers as 2017. The motion carried.**

**Consulting Engineers**

**Motion was made and seconded by James Stanek/Scott Herbst to appoint KLH Engineers and HRG Inc. as the Consulting Engineers for Saxonburg Area Authority. The motion carried.**

**Solicitor**

**Motion was made and seconded by Edward Gulick/John Ham to appoint Dillon, McCandless, King, Coulter & Graham LLP, with Donald Graham as the principal Solicitor for Saxonburg Area Authority. The motion carried.**

**Auditors**

**Motion was made and seconded by James Stanek/Curtis Heakins to appoint Maher Duessel as the Auditors for Saxonburg Area Authority. The motion carried.**

**Minutes** Chairman Clifford asked if there were any additions or corrections to the minutes of December 11, 2017. Hearing none, they were approved as printed.

**Public Comments** None

**Controller** Mary Papik

**Bills for December**

**Motion was made and seconded by Douglas Roth/Scott Herbst to approve checks in the amount of \$21,493.51 of which \$21,491.45 is the Authority's expense and \$2.06 is the Borough's Expense, and \$8,364.14 paid from the Borough General Fund on January 2, 2018. In addition, decrease adjustments from the Borough General Fund in December in the amount of \$12,721.81, and \$5,533.76 from the Revenue Fund in December, and payroll expenses for December 2017. The motion carried.**

**Bills for January**

**Motion was made and seconded by John Ham/James Stanek to approve checks in the amount of \$24,909.35 and \$5,963.08 paid from the Borough General Fund on February 7, 2018. In addition, one check in January and two checks in February for \$1,774.00, decrease adjustments from the Borough General Fund in January in the amount of \$42,447.09, and \$11,706.10 from the Revenue Fund in January and payroll expenses for January 2018. The motion carried with Edward Gulick abstaining.**

### Server

- Mary stated that in the end of December the domain server died. A new one has been put into place. Also, sometime in the upcoming week, new firewalls and WIFI will be installed.

### BNY Bond Payment

**Motion was made and seconded by John Ham/James Stanek to approve the transfer of funds to BNY Mellon for the March 1, 2018 bond payment in the amount of \$972,059.38 less funds on hand at BNY Mellon at the time of the payment. The motion carried.**

### Retirement Sick Bank

**Motion was made and seconded by Scott Herbst/John Ham to approve a transfer into PNC Bank in the amount of \$9,169.02 to increase the Retirement Sick Bank Fund to meet the 2017 year end calculations. The motion carried.**

### Pension Fund

- Mary stated that at the end of the year, the money still due to the pension fund after the Borough receives the state aid is paid for by the Authority. For 2017, \$1,106.37 was paid to the pension fund.

### Manager

Paul Cornetti

### New Borough Joint Policy Committee Member

- The Borough appointed Carol Neubert to the Joint Policy Committee. She will replace Josh Novotny on the JPC.

### PMAA's Board Member Training Event

- This annual event will be held at the Double Tree Hilton Hotel in Cranberry on March 7th. The cost of the event is \$95/person if received by February 19<sup>th</sup>.

**Motion was made and seconded by Douglas Roth/Scott Herbst to authorize any board member's attendance to the PMAA's Board Member Training Event. The motion carried.**

### PRWA's 2018 Annual Conference

- This annual event will be held at the Penn Stater Hotel in State College from March 20<sup>th</sup> – March 23<sup>rd</sup>. The cost of the event is \$295/person, plus expenses, estimated at \$1,000, if received by February 19<sup>th</sup>.

**Motion was made and seconded by John Ham/Douglas Roth to authorize any board member's attendance to the PRWA's 2018 Annual Conference. The motion carried**

### Technical Specification Revisions

- Paul discussed shielded fernco couplings, the use of SDR11 on grinder pump systems, and the spacing of cleanouts on low pressure forcemains.

**Motion was made and seconded by Edward Gulick/James Stanek to adopt Resolution #2-2018 modifying the Authority's Technical Specifications for Sanitary Sewer Line Extensions Sections 3.VII.7.A.v and Section 5.VI.3 as presented. The motion carried.**

**Motion was made and seconded by Edward Gulick/John Ham to modify the Authority's grinder pump specifications to require a cleanout within 200 L.F of the grinder pump unit and to require a cleanout every 200 L.F. thereafter. The motion carried**

**Motion was made and seconded by Edward Gulick/Scott Herbst to permit the use of a flexible shielded coupling at the connection point of the Building Drain to the Building Sewer only when existing Building Drain pipe material makes the use of a solid sleeve coupling impossible. The motion carried.**

### **Authority Bidding Thresholds**

- Paul stated that the PA Department of Labor and Industry published the 2018 Bidding Thresholds. The thresholds increased as follows:
  - Less than \$10,900 will require no formal bidding or written/telephonic quotations.
  - Between \$10,900 and \$20,100 will require three written/telephonic quotations.
  - Over \$20,100 will require formal bidding.

### **Resolution #1-2018, Destruction of Authority Records**

**Motion was made and seconded by Scott Herbst/Edward Gulick to adopt Resolution #1-2018, authorizing the destruction of old Saxonburg Area Authority records as noted. The motion carried.**

### **SAA Board Member Excused Absences**

**Motion was made and seconded by Edward Gulick/James Stanek to excuse Mrs. Rinebolt and Mr. Farney from the February 2018 Saxonburg Area Authority Board of Director's Meeting. The motion carried.**

### **Butler Street/Short Street Sewer Line Replacement Project**

- Paul showed and explained the plans to the Board and discussed notary services for Right of Ways.

**Motion was made and seconded by Edward Gulick/John Ham to approve the sewer line camera work by Miller Pipe Tech at a cost of \$2,350. The motion carried.**

### **Chapter 94 Report**

- Paul stated that the staff prepared and filed the Chapter 94 report with the DEP. It was an average year both hydraulically and organically.

### **Sewer Service Line Connections**

- Paul discussed the amount of inspection fees that were reimbursed in 2017
- There were 80 new connections made in 2017.
- There are 105 new connections estimated in 2018.

### **Cygnus Manufacturing Corporation**

- Paul stated the Cygnus Manufacturing contacted the Authority about an Industrial Discharge Permit. Paul provided Cygnus Manufacturing with the necessary information, and after they complete some testing they will be back in contact.

### **Philip Zappa, 156 Oak Ridge Drive Request**

- Paul explained that Mr. Zappa had contacted the Authority and would like to negotiate the payment of his lien. The Board asked that Paul meet with Mr. Zappa to discuss this further.

### **Saxonburg Girls Area Softball Association**

- Paul stated that a donations request was received from the Saxonburg Girls Area Softball Association. The Board discussed, and unfortunately cannot donate based on the Authority's Rules and Regulations.

**Solicitor** John Bench had no report

**Old Business** None

**New Business** None

**Adjournment**            The meeting adjourned at 7:39 p.m.

The next meeting is scheduled for Monday, March 12, 2018 at 6:30 p.m.

Samantha R. Strickland  
Administrative Assistant