

SAXONBURG AREA AUTHORITY BOARD MEETING
January 15, 2019

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

Roll Call Scott Herbst, Patricia Rinebolt, Douglas Farney, Gregory Clifford, James Stanek, Curtis Heakins, John Ham, and Douglas Roth were present.

Also in attendance were Donald Graham/Solicitor, Paul Cornetti/Manager, and Mary Papik/Controller.

Reorganization and Appointments

Motion was made and seconded by Douglas Roth/Patricia Rinebolt to maintain the same Officers as 2018. The motion carried.

Consulting Engineers

Motion was made and seconded by Douglas Roth/John Ham 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 John Ham/James Stanek 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 Douglas Faney/Scott Herbst to appoint Maher Duessel as the Auditors for Saxonburg Area Authority. The motion carried.

Correspondence None

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of December 10, 2018. Hearing none, they were approved as printed.

Public Comments None

Controller Mary Papik

SAA Website

- Mary explained that the redesigned website is now active and encouraged the Board to visit it and provide feedback.

Network Service Provider

- Mary stated that SQL Server will no longer have support in July of 2019, and the office is going to start using Sharepoint.

New Financial Reports

- Mary explained the new format to the Board and asked for their feedback.

Bills

Motion was made and seconded by Douglas Roth/James Stanek to approve checks in the amount of \$37,266.35 and \$6,110.36 paid from the Borough General Fund on January 15, 2019. In addition, decrease adjustments from the Borough General Fund in December in

the amount of \$17,752.38, and \$5,980.82 from the Revenue Fund in December and payroll expenses for December 2018. The motion carried.

Rate Resolution #2-2019

- Mary explained that the bill out rates, certified mail, and lien letter fees were updated. **Motion was made and seconded by John Ham/Curtis Heakins to adopt Resolution #2-2019 updating the Authority's schedule of fees. The motion carried.**

Retirement Sick Bank

Motion was made and seconded by Patricia Rinebolt/James Stanek to transfer \$ 3,778.54 to the PNC Money Market Fund for Sick Bank compensation upon departure of employment. The motion carried.

CD Purchases

Motion was made and seconded by Douglas Farey/Curtis Heakins to authorize the Manager to reinvest or cash the funds from the CDs based upon estimated cash flow and the March 1st bond payment. The motion carried.

SAA 2018 Pension Fund Contribution

- Mary explained no payment is due from the Authority to the Pension Fund.

Manager Paul Cornetti

Joint Agreement between Saxonburg Borough and Saxonburg Area Authority

- Paul explained the changes that were made to the agreement since last month. **Motion was made and seconded by Scott Herbst/James Stanek to adopt Resolution #3-2019 establishing a Joint Agreement between Saxonburg Borough and Saxonburg Area Authority. The motion carried.**

Joint Policy Committee Member

- Paul explained that one committee member needs to be a joint member of both Borough Council and the Authority.

Motion was made and seconded by Douglas Farney/Scott Herbst to appoint Patricia Rinebolt to the Joint Policy Committee contingent upon the Borough appointment of the same member. The motion carried.

Joint Policy Committee Meetings

Motion was made and seconded by Douglas Roth/John Ham to advertise the Joint Policy Committee proposed meeting schedule for 2019 contingent upon the Borough approval. The motion carried.

Resolution #1-2019, Destruction of Authority Records

Motion was made and seconded by John Ham/James Stanek to adopt Resolution #1-2019, authorizing the destruction of old Saxonburg Area Authority records as noted. The motion carried.

Multiple Units with public water in Saxonburg Borough

- Paul explained that the staff is aware of several properties in Saxonburg Borough where multiple premises exist within a building, but only one water meter serves all premises and only one bill is charged. The Board decided no changes are needed at this time.

State Ethics Commission Statement of Financial Interests Form

- Paul stated that the Statement of Financial Interest forms are in the meeting packets. Please complete them and return to Samantha by May 1, 2019.

James Miller & Sons Proposal

- Paul explained the extent of the project.

Motion was made and seconded by Douglas Roth/James Stanek to approve the proposal dated 1/3/2019 from James Miller & Sons to 1) repoint a portion of the garage wall, 2) replace one garage door and 3) replace the Elder Alley pump station door with 1) and 2) being shared by/contingent upon the Borough. The motion carried.

Main Street/Water Street Sewer Line Replacement Planning

- Paul updated the Board on the current status of the project and explained the possibility of the addition of approximately 925 L.F. (approximately \$100,000) onto the project.

Motion was made and seconded by John Ham/Curtis Heakins to incorporate the additional sewer line replacement along Butler Street and Water Street into this year's project at an estimated cost of \$75,000 - \$100,000. The motion carried.

Middlesex Township Volunteer Fire Company Donation

Motion was made and seconded by Patricia Rinebolt/John Ham to approve a \$500 donation to the Middlesex Township Volunteer Fire Company. The motion carried.

Lanco PSA Agreement

Motion was made and seconded by James Stanek/Curtis Heakins to approve Lanco's proposal dated for services at a cost of \$5,800 for 2019 and 2020. The motion carried.

Executive Session

The meeting recessed at 6:14 p.m. to go into Executive Session to discuss personnel and real estate matters.

The meeting reconvened at 6:24 p.m.

Employment Termination

Motion was made and seconded by John Ham/Scott Herbst to terminate Maria McCullough's employment with the Saxonburg Area Authority. The motion carried.

Job Advertisement

Motion was made and seconded by Scott Herbst/James Stanek to advertise for the appropriate position as determined by the Managers and offer employment to a successful candidate. The motion carried.

Orbal Drive #2 Gearbox

Motion was made and seconded by Douglas Farenly/Scott Herbst to approve Dumbaugh Electric's proposal dated 1/2/19 in the amount of \$11,367.03 for Orbal Drive #2 gearbox replacement and labor services. The motion carried.

Sewer Service Line Connections

- Paul stated that 123 new connections were made in 2018 and 126 new connections are estimated for 2019.

Jill Boyd, 105 Homestead Drive

- Paul explained that there was a call regarding the lien on 105 Homestead Drive.
- The Board discussed payment plans offered in 2012 and the upcoming lien refiling project.

- No motion was made to provide Mrs. Boyd relief from the current amount due.

Solicitor Donald Graham

Real Estate

Motion was made and seconded by Douglas Roth/James Stanek to approve the Purchase and Sale Agreement between the Gulick Living Trust and the Saxonburg Area Authority for the property at tax parcel #500-S3-A126 in the amount of \$200,000 and to authorize the Manager to execute the Agreement. The motion carried.

Old Business None

New Business

Excused Absence – Douglas Farney

Motion was made and seconded by Scott Herbst/Patricia Rinebolt to excuse Douglas Farney from the February 19, 2019 Saxonburg Area Authority Board of Director's Meeting. The motion carried.

Adjournment The meeting adjourned at 6:39 p.m.

The next meeting is scheduled for Tuesday, February 19, 2018 at 5:30 p.m.

Samantha R. Strickland
Administrative Assistant