

SAXONBURG AREA AUTHORITY BOARD MEETING
February 19, 2019

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

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

Douglas Farney and James Stanek were absent.

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

Correspondence None

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of January 15, 2019. Hearing none, they were approved as printed.

Public Comments None

Controller Mary Papik

BNY Mellon Bond Payment

Motion was made and seconded by Patricia Rinebolt/John Ham to approve the transfer of funds to BNY Mellon to cover the \$986,484.39 March 1, 2019 bond payment less the amount of cash on hand at BNY Mellon on the transfer date. The motion carried.

Bond Arbitrage

- Mary explained that the arbitrage calculations were received back from the Auditors and no additional deposit to the Rebate Fund is necessary.

CD Purchases

- Mary explained that after reviewing the cash flow demands of the Authority, three CDs were cashed out, and two CDs were reinvested in the total amount of \$484,000 at an interest rate of 2.85% for a term of 1 year.

Bills

Motion was made and seconded by Douglas Roth/Curtis Heakins to approve checks in the amount of \$55,894.17 with the Borough's portion being \$287.50 and the Authority's portion being \$55,606.67 and \$8,620.91 paid from the Borough General Fund on February 19, 2019. In addition, decrease adjustments from the Borough General Fund in January in the amount of \$44,527.82, and \$19,247.62 from the Revenue Fund in January and payroll expenses for January 2019. The motion carried.

Manager Paul Cornetti

Gulick Garage Purchase

- Paul explained the Agreement was signed on January 31, 2019.
- The Solicitor is working with the Title and provided a few questions to the Gulick's attorney.
- The Feasibility Study period is up on April 30, 2019.
- The closing will be between June 3, 2019 and June 30, 2019.
- Stan Graff is working on the survey for the property, it should be completed by the end of February, and the cost will be approximately \$1,000.

- HRG is working on the Phase 1 Environmental report for the property, it should be completed by the end of February, and the cost will be approximately \$2,300.
- Members of the field crew and Paul visited the garage to see if there were any items that may interest the Authority before the Gulick's hold an auction. A list of approximately 15 to 20 items was forwarded to the Gulick's for pricing.

Motion was made and seconded by John Ham/Douglas Roth to authorize the Manager to review the costs of the items prepared by the Gulick's and purchase items up to an amount \$2,500. The motion carried.

2019 PRWA Annual Conference

- No Board members can attend the Conference this year.

2019 PMAA Board Member Training

Motion was made and seconded by John Ham/Scott Herbst to authorize the attendance of Patricia Rinebolt to the PMAA Board Member Training event on March 14th at the DoubleTree in Cranberry at a cost of \$95. The motion carried.

2019 Annual CDC Breakfast Meeting

- Paul stated that the annual breakfast meeting is scheduled at the Pittsburgh Regional Alliance on March 29th at 7:30. Please let Samantha know if you plan to attend.

Excused Absence - Mr. Stanek

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to excuse Mr. Stanek from the February Saxonburg Area Authority Board of Director's meeting. The motion carried.

New 2019 Ford F-350 Truck

- Mary stated that the new F-350 was ordered for \$38,536.00 and should arrive in April.

Main Street-Water Street Sewer Line Replacement Project

- Paul explained that Insight Pipe televised the sewer lines in the system and located the taps for the replacement project.
- The staff prepared all the rights-of-way for the project and hand delivered or mailed the rights-of-way to the owners. Property owners may go to Miller Phillips to have their rights-of-way notarized free of charge to them.
- The DEP and PA DOT permits should be back by the middle of April (this is the critical path and if we receive them sooner, the project will move sooner).
- Project bidding will begin in early May. The construction should begin in mid-June. Substantial completion within 60 days, and Final completion within 30 days of Substantial completion.

2018 Chapter 94 Report

- Paul gave a summary of the Chapter 94 report.
 - The hydraulic loading resulted in an average daily flow of 1.111 MGD. This was high due to the high precipitation. There was 49.35" of precipitation in 2018, the average has been 37.13" over the past 10 years.
 - The organic loading was at 1,126 lbs./BOD/day. This was low, and reasons are being investigated for this.
 - 3,000 linear feet of sewer line were replaced in-house in 2018.
 - 5,000 linear feet of sewer line will be replaced in 2019.
 - There were 123 new connections in 2018.

Jill Boyd, 105 Homestead Drive

- Mary explained Ms. Boyd's situation to the Board. She was expected to attend the meeting, but she did not show.

2019 Saxonburg Volunteer Fire Company Donation Request

Motion was made and seconded by John Ham/Curtis Heakins to provide a \$500 donation to the Saxonburg Volunteer Fire Company. The motion carried.

Powell Road

- Paul explained that currently the staff are working to fix a force main leak on Powell Road. The leak is in the same spot as the leak in June 2018.

Solicitor Donald Graham had no report.

Old Business None

New Business None

Executive Session The meeting recessed at 6:10 p.m. to go into Executive Session to discuss personnel matters.

The meeting reconvened at 6:33 p.m.

Job Descriptions

Motion was made and seconded by Curtis Heakins/John Ham to approve the job descriptions for the Front Office Employees as presented, contingent upon Borough approval. The motion carried.

Administrative Specialist/Billing Technician

Motion was made and seconded by Douglas Roth/John Ham to approve Samantha Strickland filling the Administrative Specialist/Billing Technician position with a wage increase as presented by the Manager, contingent upon Borough approval. The motion carried.

Billing Coordinator

Motion was made and seconded by Curtis Heakins/Scott Herbst to approve Carol Corbett filling the Billing Coordinator position with a wage increase as presented by the Manager, contingent upon Borough approval. The motion carried.

Wage Effective Date

Motion was made and seconded by John Ham/Scott Herbst to approve Carol Corbett's and Samantha Strickland's new wage rates effective retroactively to January 16, 2019, contingent upon Borough approval. The motion carried.

Adjournment The meeting adjourned at 6:35 p.m.

The next meeting is scheduled for Tuesday, March 19, 2019 at 5:30 p.m.

Samantha R. Strickland
Administrative Specialist