

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
October 15, 2019

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

Correspondence None

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of September 17, 2019. Hearing none, they were approved as submitted.

Public Comments None

Meredith Phillis Resignation

- Meredith expressed her gratitude to the Authority Board for the opportunities she had been given and the relationships she developed.
- She explained that she will be happy to assist during the transition.

Controller Mary Papik

Bills, Item C.2.3

Motion was made and seconded by Douglas Roth/James Stanek to approve checks in the amount of \$27,765.67 and \$5,594.02 paid from the Borough General Fund on October 15, 2019. In addition, decrease adjustments from the Borough General Fund in September in the amount of \$18,383.29, and \$7,384.89 from the Revenue Fund, and payroll expenses for September 2019. The motion carried.

Network Services Provider, Item B.6

Motion was made and seconded by Douglas Roth/James Stanek to approve Wolf Consulting, LLC as the network services provider for Saxonburg Borough and Saxonburg Area Authority contingent upon approval by Saxonburg Borough. The motion carried.

Annual Arbitrage Calculations, Item C.11

- Mary discussed that no additional funds were required to be placed in the Rebate Fund.
- The Auditors will need to complete the calculation earlier next year since the first arbitrage filing is due to the IRS in 2020.

Update SAA Website, Item B.1

- Mary provided a brief summary regarding the requirements to maintain an ADA compliant and accessible website.
- The staff has begun to evaluate these requirements as case law is being established.
- Mr. Herbst explained that there may be a plug-in for ADA compliance with certain website hosting providers.

Annual Budget Report, Item C.1

- A summary of the budget, development projects, employee splits, irregular revenues and expenses, and capital improvement projects were discussed.

Motion was made and seconded by John Ham/James Stanek to adopt the 2020 Budget as presented. The motion carried.

Manager Paul Cornetti

Updating Municipal Liens, Item A.11

- Paul explained that great progress was made in the past month on the municipal liens.
- The Chak/Singer lien was satisfied.
- Mr. Totin entered into a 10-year payment plan for his lien.
- The Seibert/Defoggi Trust lien is in the process of being satisfied with excess sale proceeds. Mr. Graham explained how these proceeds are typically applied.
- Mr. Graham plans to file new liens for the remaining properties before the end of 2019.

2015 Bond Coverage Calculation, Item C.5.2

- Paul explained that as per the Trust Indenture, the Authority maintains a coverage of \$2,361,996 over the requirements of the Rate Covenant for the 2020 Budget.

Butler Road Private Sewer Lateral Corrections, Item F.13

- Paul explained all customers are beginning to comply with corrections to I&I in their service laterals, and reiterated physical improvements are due by 10/24/2019.

Main Street-Water Street Sewer Line Replacement Project, Item F.15

- Paul explained that the office has received all post-construction paperwork at this time.

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to approve Change Order #3 to correct final Contract Quantities, in the amount of \$91,235.30. The motion carried.

Motion was made and seconded by James Stanek/Scott Herbst to approve Final Payment Request #4 in the amount of \$53,215.74. The motion carried.

Generator Maintenance 3-Year Contract (2020-2022), Item G.ALL.5

- Paul explained that these proposals are coming in at this time and a recommendation will be presented to the Board at the November meeting.

2020 SAA Board of Director's Meeting Dates, Item A.12

- The Board briefly discussed the time of the July 2020 meeting with a potential conflict with the Pet Parade.
- The Board chose to keep the meeting time and dates.

Motion was made and seconded by Scott Herbst/Patricia Rinebolt to advertise the 2020 Saxonburg Area Authority Board of Director's meeting dates as the third Tuesday of each month at 5:30 p.m. The motion carried.

Solicitor Donald Graham had no report.

Old Business None

New Business

None

Executive Session, Item A.3

The meeting recessed at 6:18 p.m. to go into Executive Session to discuss personnel matters.

The meeting reconvened at 6:40 p.m. and took the following actions:

Motion was made and seconded by Douglas Farney/Scott Herbst to approve the 2020 Budget Field Crew Splits, Office Employee Splits/Aggregate Wage Adjustments, Overall Budget Splits and Joint Borough/Authority purchases. The motion carried.

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to accept Meredith Phillis's resignation with regrets. The motion carried.

Motion was made and seconded by Douglas Farney/Curtis Heakins to approve the job description for Borough Secretary-Treasurer/Authority Recording Secretary/Administrative Assistant as presented, contingent upon Borough approval. The motion carried.

Motion was made and seconded by James Stanek/Scott Herbst to approve offering the new Borough Secretary-Treasurer/Authority Recording Secretary/Administrative Assistant to the candidate(s) as recommended by the Managers at the wage rates established by the Managers, contingent upon Borough approval. The motion carried.

Adjournment

The meeting adjourned at 6:42 p.m.

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

Meredith Phillis
Administrative Assistant