

**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