

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
March 17, 2020

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

Roll Call Scott Herbst, Greg Clifford, Jim Stanek, John Ham, Doug Roth, and Joe Neubert were present.

Doug Farney, Pat Rinebolt, and Curt Heakins were absent.

Correspondence None

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of February 18, 2020. Hearing none, they were approved as submitted.

Public Comments None

Manager Paul Cornetti

Bills, Item C.2.3

Motion was made and seconded by Jim Stanek/John Ham to approve checks in the amount of \$50,478.49 and \$6,673.25 paid from the Borough General Fund on March 18, 2020. In addition, decrease adjustments from the Borough General Fund in February in the amount of \$21,475.42, and \$14,613.41 from the Revenue Fund, and payroll expenses for February 2020. The motion carried.

Coronavirus Pandemic, New Item

- Paul discussed the planning that the office has completed relative to different tiers of separation for employees and our ability to continue to conduct business. As the virus gets closer, greater separation is proposed.

Motion was made and seconded by Doug Roth/Joe Neubert to authorize Paul to fully implement plans resulting from coronavirus as he sees fit and necessary in order for the Authority to carry on business. The motion carried.

Motion was made and seconded by John Ham/Jim Stanek to adopt Resolution #2-2020, authorizing the preparation and distribution of payment for certain Authority expenditures for periods between regular meetings of Saxonburg Area Authority. The motion carried.

Motion was made by Scott Herbst/Jim Stanek to amend the Authority by-laws to permit Board Member participation by conference telephone or other electronic means. The motion carried.

PMAA Spring Management Workshop, Item A.4.1.3

- 4/22/20 - Nemaquin Woodlands
- Paul explained that this event will likely be cancelled. No motion was made regarding this workshop.

CDC Annual Meeting, Item A.4.1.4

- 3/27/20 – Regional Learning Alliance
- Don explained this meeting will be cancelled.

Update on PA Rural Water Association Annual Conference

- Due to the coronavirus outbreak, the PRWA has postponed the conference to June 29-July 2.
- Details about the new schedule of events will be forthcoming. PRWA will allow cancellations for registrants unable to attend the new dates.

Board Member Training Event

- Paul explained that the Board Member Training event planned for March 25th was also cancelled.

Credit Card Machine with Chip Reader

- Municipay's credit card machine allows customers to pay using a credit card. Chip reader technology transmits payments in real time rather than storing information on our server for upload hours later. The machine can be used when the payment window is open, and/or for the Billing Technicians to take payment over the phone. The machine costs under \$200.

Motion was made and seconded by Greg Clifford/Joe Neubert to approve the purchase of the credit card machine with chip reader. The motion carried.

Board Member Absences

Motion was made and seconded by John Ham/Scott Herbst to excuse the absence of Mrs. Rinebolt and Mr. Heakins from the March Board of Directors meeting. The motion carried.

Executive Session The meeting recessed at 5:58 pm to go into Executive Session to discuss legal matters related to the Tower Road Phase 2 Project.

The meeting reconvened at 6:05 pm.

Motion was made by Joe Neubert/Scott Herbst to enter into an amendment to the original Easement through the existing Lincoln Warehouse Properties for the consideration of a physical connection and \$3,570 in compensation. The motion carried.

Solicitor Don Graham of Dillion, McCandless, King, Coulter, & Graham, LLP. No further report.

Old Business

None

New Business

- Mr. Clifford welcomed Joe Neubert onto the Board of Directors.

Adjournment

The meeting adjourned at 6:07 pm.

The next meeting is scheduled for Tuesday, April 21, 2020 at 5:30 p.m.