

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**June 16, 2020**

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

**Roll Call** Scott Herbst, Greg Clifford, Pat Rinebolt, John Ham, Doug Roth, Doug Farney, Jim Stanek, Joe Neubert, and Curt Heakins were all present.

Also in attendance were Donald Graham/Solicitor, Paul Cornetti/Manager, Mary Papik/Controller, and Ryan Malarik/Director of Development.

**Correspondence** None

**Minutes** Chairman Clifford asked if there were any additions or corrections to the minutes of May 19, 2020. Hearing none, they were approved as submitted.

**Public Comments** None

**Director of Development** Ryan Malarik  
Ryan discussed the status of the two active developments, Hawkins Crest and Robert's Line Extension. Ryan also provided a table illustrating that sewer taps are projected to be nearly at budget, based on projections for the end of June.

**Controller** Mary Papik

**Bills, Item C.2.3**

**Motion was made and seconded by Doug Roth/Jim Stanek to approve checks in the amount of \$59,910.87 paid from the SAA Revenue Fund and \$7,341.11 paid from the Borough General Fund on June 16, 2020. In addition, decrease adjustments from the Borough General Fund in May in the amount of \$19,586.56, and \$17,541.35 from the Revenue Fund, and payroll expenses for May 2020. The motion carried.**

**Annual Arbitrage Calculations, Item C.11**

Mary explained that the arbitrage payment will be due to the IRS at the end of July. She explained that our payment is estimated to be around \$500-1,000.

**Motion was made and seconded by Jim Stanek/Curt Heakins to approve transfer of the required arbitrage payment to the IRS from BNY Mellon upon completion of the report by the auditors. The motion carried.**

**Manager** Paul Cornetti

**Training and Conferences, Items A.4.1.1, A.4.1.2, and A.4.1.3**

The Board decided that it would rather not review the training and conference items in the agenda during this meeting, due to the pandemic. Therefore, PMAA Board Member Training, the PA Rural Water Annual Conference, and the PMAA Spring Management Workshop were not discussed.

**Butler Road Private Sewer Lateral Correction, Item F.12**

- Mr. Poeppel corrected a portion of his sewer lateral last month.
- We will test again during an upcoming storm.
- We explained that if there is additional I&I, corrections will be required within 30 days.

**Tower Road Phase 2, Item F.16**

Paul explained that we have received all required R/Ws for the project at this time. We are on schedule. HRG has submitted the stream crossing permits to DEP and DEP has no concerns based upon the initial review.

We plan to advertise the project in July, open bids in early August and request the Board's award of the contract at the August 18<sup>th</sup> meeting. We anticipate construction beginning in September and lasting through the end of the year.

We need to submit the railroad crossing application to CN. The application fee is \$1,350.

**Motion was made and seconded by Doug Roth/Scott Herbst to approve the \$1,350 CN railroad application fee. The motion carried.**

**Solicitor** Don Graham of Dillion, McCandless, King, Coulter, & Graham, LLP

Don reported that the By-Laws have been completed by an associate in his office. He will be reviewing them shortly and will forward them to the Authority for review. We should be in a position to present to the Board at the July meeting.

**Old Business** None

**New Business** None

**Executive Session** The meeting recessed at 5:56 p.m. to go into Executive Session to discuss personnel matters and potential contract matters with Port O Call Mobile Home Park.

The meeting reconvened at 6:30 p.m.

**Motion was made and seconded by Jim Stanek/Curt Heakins to authorize the Managers to interview, select, and offer employment to the appropriate candidate(s) to fill the new Administrative Assistant/Billing Technician position at the wage rate established by the Managers. The motion carried.**

**Adjournment** The meeting adjourned at 6:31 p.m.

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

Jody Brown, Recording Secretary