

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**September 15, 2020**

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

Also in attendance were Don Graham/Solicitor, Paul Cornetti/Manager, Mary Papik/Controller, and Chuck McGee/Director of Operations.

**Correspondence** None

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

**Public Comments** None

**Director of Operations** Chuck McGee

**Pump Station Odor, Item G. ALL.3**

- Chuck discussed the methods the SAA uses to attempt to maintain the pump station odor.
- The grease at the pump stations typically causes odor issues during the hottest and driest months of the year.
- A new neighbor moved in across from the Davis Road pump station and complained of the odor. The grease at that pump station was pumped out.

**Status of Taps**

- Chuck explained that there were 91 new EDU inspections made year to date.
- We are on track for our budgeted number of connections despite COVID-19
- The Field Crew made 13 new customer taps this year, which has been the highest number in recent years.

**Controller** Mary Papik

**Bills, Item C.2.3**

**Motion was made and seconded by Doug Roth/Pat Rinebolt to approve checks in the amount of \$28,845.34 paid from the SAA Revenue Fund and \$3095.25 paid from the Borough General Fund on September 15, 2020. In addition, decrease adjustments from the Borough General Fund in August in the amount of \$22,330.72, and \$14,226.64 from the Revenue Fund, and payroll expenses for August 2020. The motion carried.**

**COVID-19 Expenses, Item B.8**

- Mary explained that the Authority will be reimbursed around \$10,000 from joint office expenses under the CARES Act.
- Additional reimbursements may be available through future funding rounds.

Manager

Paul Cornetti

**Carol Corbett Retirement, Item A.1**

- Carol's last day in the office was on September 11<sup>th</sup>.
- Her official retirement will begin when her vacation time is exhausted (in about 3 weeks).
- She is thankful for the past 20 years and for the retirement gifts from the Borough/Authority.

**PMAA Board Member Training & Virtual Conference, Item A.4.1.1**

- Update: Board Member Training scheduled for Sept. 30 in Cranberry has been changed to virtual, from 10 a.m. – 12 p.m. on the same day, Sept. 30. Cost is now \$50 per person rather than the \$95 in-person fee.
- Throughout 2020, Greg, Pat, Scott, and Joe had been registered to attend this training. Currently, only Scott and Joe are signed up.
- PMAA will refund all credits and the difference in cost for anyone wishing to attend the new virtual training.
- Scott explained that he no longer wishes to attend. Joe will plan to come to the Authority office to view the virtual meeting. No other members were able to attend.

**Penn Township Volunteer Fire Company Annual Fund Drive, Item A.6**

- We received a request for a contribution.
- Historically, we have provided \$500 when requested.

**Motion was made and seconded by John Ham/Doug Roth to provide a \$500 donation to the Penn Township Volunteer Fire Company for the Annual Fund Drive. The motion carried.**

**Route 228 Ball's Bend Realignment Project, Item F.14**

- Paul explained that PA DOT will provide project cost sharing as we have requested. This will include the SAA contributing 0.47% to the overall project cost, or approximately \$4,450.88. The Utility Relocation Reimbursement Agreement and Resolution #8-2020 detail this cost sharing.

**Motion was made and seconded by Scott Herbst/Jim Stanek to authorize Mr. Clifford to execute the Utility Relocation Reimbursement Agreement for project cost-sharing. The motion carried.**

**Motion was made and seconded by Scott Herbst/John Ham to adopt the PA DOT Resolution #8-2020 authorizing the appropriate Authority signatures. The motion carried.**

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

- The Notice To Proceed was issued last Friday, September 11<sup>th</sup>. The Contractor has until December 10<sup>th</sup> to substantially complete the work.
- The pre-construction meeting will take place in the next week.

- Submittals will begin to be submitted.
- Construction is estimated to begin in about 3 to 4 weeks.
- We still do not have the permit from CN Railroad to replace the pipe under the railroad. We received a letter with minor comments last weekend.
- Mr. Ham explained that he had discussed the SAA's ability to open cut Clinton Twp roads versus boring them. Mr. Ham explained that he was told that these decisions will be made by Clinton Twp on a case-by-case basis, based on the condition of the road.

**COVID-19 Customer Payment Plans, Item J.7**

- Paul provided some details on the number of customers that would have been shut-off for non-payment but have not been shut-off due COVID-19.
- The Board will continue the no shut-off policy at this time. PUC is doing the same.
- Paul explained that the Board previously made a motion to have liens filed on properties when the total amount due reaches \$1,000. The Board explained that they would still like to continue with this action, however the staff should attempt to make contact with the customer, prior to filing the Act 1.

**Davevic Benefit Consultants, Inc.**

- Paul explained that we met with Davevic recently and found that they would be able to provide us a better service than Safeco. They offer many additional related services as well, most at no additional costs.

**Motion was made and seconded by Doug Roth/Joe Neubert to send “Agent of Record” letter and “Notice of Change” form to change health insurance brokers to Davevic Benefit Consultants, Inc. The motion carried.**

**Board Member Budget Items**

- Paul asked if the Board has any items that they would like to see in the Budget, please let us know in the next few weeks.

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

The Solicitor had no further report at this time.

**Old Business** None

**New Business** None

**Adjournment** The meeting adjourned at 6:13 p.m.

The next meeting is scheduled for Tuesday, October 20, 2020.

Jody Brown  
Recording Secretary