

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
November 16, 2021

Welcome to Mr. Rob Mrozek, Item A.9.8

Mr. Clifford welcomed Mr. Mrozek to the Authority Board. Mr. Mrozek introduced himself and provided a brief background.

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

Also in attendance were Don Graham/Solicitor, Paul Cornetti/Manager, Mary Papik/Controller, and Jody Vettori/Recording Secretary.

Correspondence

On November 16, 2021, the Authority received a letter from Dillon McCandless King Coulter & Graham LLP expressing their thanks for the opportunity to serve the Authority and included the firm's 2022 rates.

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of October 19, 2021. Hearing none, they were approved as submitted.

Public Comments None

Controller Mary Papik

Annotative Budget, Item C.1

Mary presented the location of the annotative budget in the binders.

Bills, Item C.2.3

Motion was made and seconded by Doug Roth/Scott Herbst to approve checks in the amount of \$33,452.82 paid from the SAA Revenue Fund and \$13,072.73 paid from the Borough General Fund on November 16, 2021. In addition, decrease adjustments from the Borough General Fund in October in the amount of \$19,838.72, and \$13,533.78 from the Revenue Fund, and payroll expenses for October 2021. The motion carried.

Item J 5.1 InvoiceCloud Item J.5.1

Mary presented InvoiceCloud as an add-on supplement to our current billing system, MuniLink, that would provide many other convenient methods of payment for our customers. Mary explained that InvoiceCloud estimates that within three years, 80% of our customers will be converted to electronic billing and electronic payment. The cost per converted mail customer per month is \$0.40, while producing a paper bill for each customer is estimated at \$1.00. Since this is a savings to the Authority, there doesn't appear to be any risks.

The only concern would be if InvoiceCloud were to increase their bills to such a point that the service no longer becomes cost effective. We will request a contract from InvoiceCloud and have Mr. Graham review the contract.

Mr. Heakins asked about ACH costs for electronic payment and Mary explained that we currently have similar costs through our bank.

Motion was made and seconded by Joe Neubert/Scott Herbst to approve adding InvoiceCloud to our existing billing system provided InvoiceCloud provides a 3-year fixed cost Contract with acceptable terms and exit terms. The motion carried.

Manager Paul Cornetti

Wastewater Treatment Facility Tour, Item A.4.2

It was decided that the WWTF Tour will be held on November 30, 2021 at 2:00 p.m. at the treatment plant. After the tour, all in attendance are invited to meet at the Hardwood Café for food and drinks. The Board members, staff, and Mr. Graham will be requested to come. If the office attends, the office will be closed that afternoon.

2022 SAA Board of Director's Meeting Dates, Item A.11

Motion was made and seconded by John Ham/Curt Heakins to advertise the 2022 Saxonburg Area Authority Board of Directors' meeting dates as the third Tuesday of each month at 5:30 p.m. The motion carried.

State Street Sanitary Sewer Line Replacement Project-TV Work, Item F.13

Paul explained the purpose of the TV work for which the proposals were requested.

Motion was made and seconded by Doug Farney/Pat Rinebolt to accept the proposal from State Pipe Services, Inc. at the unit prices found in the proposal. Estimated total cost of \$4,736.25. The motion carried.

Giammatteo Line Extension, Item I.12

Paul explained that he thought that representatives of Giammatteo may be in attendance at tonight's meeting to request the completion of their project by directional drilling.

Paul explained that the Contractor installed approximately 1,100 LF. of small diameter forced sewer and has approximately 700 LF more to go. However, the Contractor believes that due to the location of the trees in relation to Denny Road, excavation would be difficult without removing the trees.

Paul explained that directional drilling is not currently in our specifications and if it were permitted, we would need to review and study the method and if we found it acceptable, we would need to add this method to our specifications.

Paul showed the Board pictures of the proposed sewer line's routing and explained that, if directional drilling were to be completed, it would be to save the difficulty excavating around the trees. However, in the future, when the Authority is required to maintain the

sewer line, the Authority would experience the difficulties associated with the trees that the Contractor is attempting to avoid at this time.

Motion was made and seconded by Curt Heakins/Scott Herbst to permit directional drilling to complete the Giamatteo Line extension project. All members voted nay and the motion did not carry.

Customer Liens, Item J.1.1

The Board reviewed Exhibit~J.1.1 that listed all customer liens. The Board has revisited the liens several times in the past and has provided opportunities for payment plans to customers in the past. Mr. Ham suggested that wait until next year and again offer another payment plan to these customers.

Solicitor Don Graham of Dillion McCandless King Coulter & Graham LLP

The Solicitor had no further report at this time.

Old Business None

New Business

Mr. Mrozek and Mr. Farney suggested that the Authority prepare a letter or newsletter for the customers that outlines our accomplishments, plans, and visions. The staff will prepare this letter in the next couple of months.

Mr. Heakins suggested looking into a large monitor for the wall in chambers that would allow Board members to follow along with the meeting material more easily.

Mr. Neubert left the meeting at 6:42 p.m.

Mr. Heakins left the meeting at 6:44 p.m.

Executive Session, Item A.3 The meeting recessed at 6:44 p.m. to go into Executive Session to discuss contract and personnel matters.

Mrs. Rinebolt and Mr. Herbst left the meeting at 7:00 p.m.

The meeting reconvened at 7:15 p.m. and took the following action:

Motion was made and seconded by John Ham/Doug Farney to approve the 2022 office employee wages as presented contingent upon Borough approval. The motion carried.

Adjournment The meeting adjourned at 7:16 pm.

The next meeting is scheduled for Tuesday, December 21, 2021.

Jody Vettori
Recording Secretary