

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
January 18, 2022

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

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

Also in attendance were Anthony Cosgrove/Solicitor and Paul Cornetti/Manager.

Reorganization and Appointments, Item A.9

Motion was made and seconded by Doug Roth/Curt Heakins to maintain the same officers as 2021, except to appoint Rob Mrozek as 2nd Vice Chairman. The motion carried.

Solicitor, Item A.12

Motion was made and seconded by John Ham/Scott Herbst to appoint Dillon, McCandless, King, Coulter & Graham LLP, with Donald Graham as the principal Solicitor for Saxonburg Area Authority. The motion carried.

Consulting Engineers, Item A.13

Motion was made and seconded by Doug Farney/Pat Rinebolt to appoint KLH Engineers and HRG Inc. as the Consulting Engineers for Saxonburg Area Authority. The motion carried.

Auditors, Item A.14

Motion was made and seconded by Pat Rinebolt/Doug Roth to appoint Maher Duessel as the Auditors for Saxonburg Area Authority. The motion carried.

Correspondence None

Minutes Chairman Clifford asked if there were any additions or corrections to the minutes of December 21, 2021. Hearing none, they were approved as submitted.

Public Comments None

Manager Paul Cornetti

Bills, Item C.2.3

Motion was made and seconded by Doug Farney/Curt Heakins to approve checks in the amount of \$13,456.38 paid from the SAA Revenue Fund and \$7,101.55 paid from the Borough General Fund on January 18, 2022. In addition, decrease adjustments from the Borough General Fund in December in the amount of \$16,970.64, and \$12,779.83 from the Revenue Fund, and payroll expenses for December 2021. The motion carried.

Pension Contributions 2021, Item C.13

Paul reviewed the pension spreadsheet and explained that the Pension Fund was overfunded by \$14,814.39, largely due to Samantha Strickland not being fully vested when she left. The SAA will not be required to contribute to the pension plan this year.

Retirement Sick Bank, Item C.10

Paul reviewed the sick bank spreadsheet and explained that the Board prefers to review this schedule as of each December 31st and make the appropriate adjustments to ensure proper funding is available should employees retire or move on.

Motion was made by Curt Heakins/Doug Roth to maintain a balance of \$62,597.19 in the PNC Money Market Fund for Sick Bank compensation upon departure of employment. The motion carried.

PMAA Board Member Training, Item A.4.1.1

This annual training event is scheduled to be held at the DoubleTree in Cranberry on March 18, 2022. No further information is available at this time.

PMAA Spring Management Workshop, Item A.4.1.2

This annual workshop event is scheduled to be held at Seven Springs on April 29, 2022. No further information is available at this time.

PMAA Annual Conference and Tradeshow, Item A.4.1.3

This annual conference is scheduled to be held at the Erie Bayfront Convention Center from September 11th-14th, 2022. No further information is available at this time. If you are interested, please save the date and we will update you as information become available.

PA Rural Water Annual Conference, Item A.4.1.4

This annual conference is scheduled to be held at the Penn Stater Hotel and Conference Center from March 21st-24th, 2022. Please see Exhibit~A.4.1.4.

The Board briefly discussed all of the conferences and training events and requested that Paul send information on the events as it is published. Both Greg Clifford and Pat Rinebolt plan to attend the PA Rural Water Conference. Other Board members will review and inform Jody or Paul if they would like to attend.

Motion was made by Doug Roth/Joe Neubert to approve the attendance of any Board Member to the conferences and training events listed. The motion carried.

New Authority Bidding Thresholds, Item A.7

Paul explained the changes in the 2022 bidding thresholds for Authorities.

- For 2022, for purchases and contracts: less than \$11,800 will require no formal bidding or written/telephonic quotations (up \$300 from 2021).
- Between \$11,800 and \$21,900 will require three written/telephonic quotations (up \$600 from 2021).
- Over \$21,900 will require formal bidding (up \$600 from 2021).

Resolution #1-2022, Destruction of Authority Records, Item A.8

Motion was made by John Ham/Scott Herbst to adopt Resolution #1-2022, authorizing the destruction of old Saxonburg Area Authority records as noted. The motion carried.

State Ethics Commission Statement of Financial Interests Form, Item C.9

These forms were included in the packets. Paul explained that they should be completed and returned to Jody by May 1st. The Board requested that Jody email them their forms from last year to help them complete this year's forms.

Mini-Excavator, Item E.10

Paul explained that John Ham has been a huge help in explaining the weight requirements for loaded vehicles and hauling limits related to CDLs. Unfortunately, the mini-excavator that was budgeted cannot be legally hauled without CDLs and with the equipment/vehicles we currently have. We have evaluated a slightly smaller excavator that we believe will work, however, we will seek Mr. Ham's assistance to review the weight regulations prior to ordering.

SAA Newsletter, Item J.7

Paul introduced the Newsletter to the Board and explained it will be mailed during the next billing cycle. Greg Clifford suggested forwarding to our member municipalities and requesting they place on their websites as well.

Solicitor Anthony Cosgrove of Dillion, McCandless, King, Coulter, & Graham, LLP thanked the Board for the reappointment. He had no report.

Old Business None

New Business None

Adjournment The meeting adjourned at 5:58 p.m.

The next meeting is scheduled for Tuesday, February 15, 2022.

Paul Cornetti
Manager