

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
November 15, 2022

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

Roll Call

Joe Neubert, Rob Mrozek, Doug Farney, Greg Clifford, Curt Heakins, and Doug Roth were present.

Patricia Rinebolt arrived at 5:38 pm.

Also in attendance were Don Graham/Solicitor, Paul Cornetti/Manager, Mary Papik/Controller and Melissa Wolfe/Billing Coordinator.

Scott Herbst and John Ham were absent.

Correspondence

None

Minutes

Chairman Clifford asked if there were any additions or corrections to the Minutes of October 18, 2022. Hearing none, they were approved as submitted.

Public Comments

None

Controller

Mary Papik

Bills, Item C.2.3

Motion was made and seconded by Doug Roth/Curt Heakins to approve checks in the amount of \$99,304.38 paid from the SAA Revenue Fund and \$7,143.40 paid from the Borough General Fund on 11/15/2022. In addition, decrease adjustments from the Borough General Fund in October in the amount of \$20,530.98, and \$15,609.31 from the Revenue Fund, and payroll expenses for October 2022. The motion carried.

PLGIT CD Investments, Item C.12

Mary explained that interest rates on CDs are much better than in the recent past and we plan to purchase a couple CDs in the next month. She explained that we will remain under the FDIC limit.

Financial Software, Item C.14

Mary explained that we have moved forward with training on the new financial software. We plan to begin using the APLOS software effective January 1, 2023. The new software will provide much more useful information for the Authority.

Billing Coordinator

Melissa Wolfe

Holiday Event, Item A.4.1.1

Melissa explained that the Holiday Event will be held on 11/29/22 at 5:00 pm at the Hardwood Café. She confirmed the menu with the restaurant.

2023 SAA Board of Director Meeting Dates, Item A.11

Melissa proposed the 2023 Board of Director's meeting keep the same schedule at 5:30 pm on the 3rd Tuesday of each month, except for the May meeting, which will be held on May 17, 2023 (Wednesday), due to election day.

Motion was made and seconded by Doug Farney/Rob Mrozek for Melissa to advertise the 2023 Saxonburg Area Authority Board of Directors' meeting dates as presented.

Manager

Paul Cornetti

Front Office Staffing, Item A.2

Paul provided the Board a copy of the new job description for "Borough Secretary/Treasurer" which was provided to him from the Borough. For comparison, Paul also provided the Board a copy of the old job description for "Borough Secretary and Treasurer/Authority Recording Secretary and Administrative Assistant". The new job description removed all Authority duties for the position. Additionally, there will be no supervision to or from the new position proposed. Therefore, Paul explained that he had to revise all front office tasks for the Authority to accommodate the loss of Authority duties from the new position. The new Authority front office task list was included in the packet. Paul will be revising the job descriptions of the front office employees to pick up all necessary duties.

Since the new position does not include Authority Recording Secretary duties, Melissa will be providing those duties for the Authority in the future.

Summit Township Sanitary Sewers, Item B.6

Paul explained that Summit Township first approached the Authority 13 years ago to discuss sanitary sewer service by the SAA to the Township. The project has not moved forward. Summit Township has contacted the SAA to discuss looking at this proposal again. Paul explained that Summit Township's Engineer plans to get in contact with us. The Board agreed to listen to Summit Township's plans.

2023 Annual Budget Report, Item C.1

Paul explained that last month the Board tabled action on the budget in hopes they would hear news of the County Infrastructure Bank project funding. These projects have not been announced at this time.

As the budget stands, a cash deficit of \$4,360 is projected. The Board discussed raising user rates and reducing expenses. Although user rates have remained the same since 2013, the Board decided to remove the municipal building siding and paving projects consistent with the Borough's plans. This will free up \$55,000. Mr. Clifford noted that the Authority will need to adjust rates in the future. He explained that it's not fair for this administration to burden future administrations by not keeping up with inflation.

Motion was made and seconded by Joe Neubert/Curt Heakins to approve the 2023 Budget without the municipal building siding and paving projects. The motion carried.

2015 Bond Coverage Calculation, Item C.5.2

Paul explained that the Bond Coverage Calculation provides approximately \$3.4 million in surplus for the covenant.

Butler County Infrastructure Bank-Sanitary Sewer Line Replacement Project, Item C.13

Paul explained that we have not received any word on our application at this time.

Liberty Pointe PRD, Item I.9

Paul provided a site map of the proposed 112 unit (28 quad) proposed residential development under review. This development is located off the north side of Constitution Avenue in Jefferson Township. Ryan is working on the review of these plans currently. Construction will likely begin in the Spring 2023.

Darlene Zappa, Item J.1.1

Mr. Graham developed an Agreement regarding sewer service and satisfying the lien for this property last month. Mrs. Zappa and the Authority executed the Agreement immediately. The tap fee was then paid for the property and the sewer service line was connected. At this time the remaining balance of \$28,000 is required to be satisfied by April 30, 2023.

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.

Executive Session

The Board went into Executive session at 6:02 pm to discuss Personnel and Joint Policy Topics.

Adjournment

The meeting adjourned at 6:16 p.m.

The next meeting is scheduled for Tuesday, December 20, 2022.

Melissa Wolfe
Billing Coordinator