

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**January 17, 2023**

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

**Roll Call**

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

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

**Reorganization and Appointments, Item A.9**

**Motion was made and seconded by Doug Roth/Curt Heakins to maintain the same officer appointments as last year. The motion carried.**

**Solicitor, Item A.12**

**Motion was made and seconded by John Ham/Patricia Rinebolt 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 Patricia Rinebolt/Curt Heakins to appoint KLH Engineers and HRG Inc. as the Consulting Engineers for the Saxonburg Area Authority. The motion carried.**

**Auditors, Item A.14**

**Motion was made and seconded by Curt Heakins/Doug Farney to appoint Maher Duessel as the Auditors for the Saxonburg Area Authority. The motion carried.**

**Correspondence**

None

**Minutes**

Chairman Clifford asked if there were any additions or corrections to the Minutes of December 20, 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 Scott Herbst/Patricia Rinebolt to approve checks in the amount of \$11,321.35 and \$3,950.05 paid from the Borough General Fund on 01/17/2023. In addition, decrease adjustments from the Borough General**

**Fund in December in the amount of \$10,194.73, and \$16,471.24 from the Revenue Fund, and payroll expenses for December 2022. The motion carried.**

**Retirement Sick Bank, Item C.10**

Mary explained that Exhibit~C.10 has been prepared to show that an additional \$18,477.41 will be needed to fully fund the PNC Money Markey Fund for sick bank compensation upon the employees' departures.

**Motion was made and seconded by Doug Farney/Scott Herbst to maintain a balance of \$81,074.60 in the PNC Money Market Fund for Sick Bank compensation upon departure of employment. The motion carried.**

**Pension Contributions 2023, Item C.15**

Mary explained that this year the Authority was not required to provide any additional funding for the Pension Plan. The administrative costs will be known shortly, and funding may be needed in the future.

**Billing Coordinator**

Melissa Wolfe

**Resolution #1-2023, Destruction of Authority Records, Item A.8**

Melissa presented Resolution #1-2023. She explained that this Resolution will authorize the Authority to destroy old records, primarily from 2015.

**Motion was made and seconded by Patricia Rinebolt/Rob Mrozek to adopt Resolution #1-2023, 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**

Melissa explained that these forms may be found inside the binders. These forms must be completed by public officials to disclose their personal finances. She asked for the Board members to return the forms to her by May 1<sup>st</sup>.

**Manager**

Paul Cornetti

**PMAA Board Member Training, Item A.4.1.1**

Paul explained this annual training event is scheduled to be held at the DoubleTree in Cranberry on March 16, 2023. No further information is available at this time. Mrs. Rinebolt explained that this event is very useful, especially the Solicitor roundtable discussion.

**Motion was made and seconded by Scott Herbst/Rob Mrozek to approve the attendance of any Board Member to the PMAA Board Member Training event. The motion carried.**

**PMAA Spring Management Workshop, Item A.4.1.2**

Paul explained this annual event will be held at Seven Springs Mountain Resort on May 5, 2023, from 8:30-2:00 pm. No brochure on this event is available at this time.

**Motion was made and seconded by John Ham/Patricia Rinebolt to approve the attendance of any Board Member to the PMAA Spring Management Workshop. The motion carried.**

**PMAA Annual Conference and Tradeshow, Item A.4.1.3**

Paul explained this annual event will be held at Kalahari Resort & Convention Center, Pocono Manor, from September 17<sup>th</sup>-20<sup>th</sup>, 2023. No brochure on this event is available at this time.

**Motion was made and seconded by Scott Herbst/Doug Farney to approve the attendance of any Board Member to the PMAA Annual Conference and Tradeshow. The motion carried.**

**PA Rural Water Annual Conference, Item A.4.1.4**

Paul explained this annual conference is scheduled to be held at the Penn Stater Hotel and Conference Center from March 27<sup>th</sup>-30<sup>th</sup>, 2023. Details can be found in Exhibit~A.4.1.4. Melissa explained that she attempted to reserve rooms at the Penn Stater, but they were booked. She will book a nearby hotel for those wishing to attend.

**Motion was made and seconded by Scott Herbst/Doug Farney to approve the attendance of any Board Member to the PA Rural Water Annual Conference at a cost of \$325/person, plus room and board. The motion carried.**

**Authority Bidding Thresholds for 2023, Item A.7**

Paul explained that beginning on January 1,2023 the bidding thresholds for municipal authorities will be as follows for purchases and contracts:

- less than \$12,200 will require no formal bidding or written/telephonic quotations
- Between \$12,200 and \$22,500 will require three written/telephonic quotations
- Over \$22,500 will require formal bidding

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

Paul explained that the Authority received \$664,000 in grant funds from this program. He provided a list of grant funds awarded and explained that projects must be under contract by December 31,2023 with costs paid by December 31,2024. A local contribution minimum of 10% is required. Mr. Graham explained that he inquired about the use of funds to cover in-house expenses. Unfortunately, due to Federal requirements, only properly bid materials may be covered.

Paul explained that due to the time commitments of the funding, we will need to outsource engineering design to HRG, however, we may be able to provide some inspection services. Paul discussed with HRG, and they are ready to assist. Preliminarily, the staff

is focusing on projects that would be difficult for the staff to complete in-house, such as Pittsburgh Street and the Water Street manholes. The staff plans to have a full recommendation for the February meeting.

Paul explained that as part of the funding, there are several documents to be approved by the Authority.

**ARPA County Award Letter, Item C.13.2**

**Motion was made and seconded by John Ham/Curt Heakins to authorize Mr. Clifford to execute the County Award Letter. The motion carried.**

**Resolution #2-2023, Authorizing Resolution, Item C.13.3**

**Motion was made and seconded by Scott Herbst/Doug Farney to adopt Resolution #2-2023 authorizing the use of the Coronavirus Local Fiscal Recovery Funds (CLFRF) and authorizing Gregory J. Clifford to execute all appropriate documents necessary to receive and administer the CLFRF funds. The motion carried.**

**ARPA Subrecipient Agreement, Item C.13.4**

**Motion was made and seconded by Scott Herbst/John Ham to authorize Mr. Clifford to execute the ARPA Subrecipient Agreement, contingent upon Don Graham's review. The motion carried.**

**East Main Street Sewer Line Replacement Project, Item F.12**

Paul explained that last month Robinson completed the sewer line and lateral line televising on East Main Street. This information will allow the Authority to complete the new design on East Main Street in the next month.

**Solicitor**

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

The Solicitor had no further report at this time.

**Old Business**

None.

**New Business**

Doug Roth explained that he heard some municipalities are not accepting the funding from the County ARPA grants. Mr. Graham explained that in some cases the costs to comply with the Federal guidelines may not be cost effective for municipalities.

Rob Mrozek asked if there was any new information regarding sanitary sewer service from Connoquenessing Township. There has been no new information; however, we did see that Connoquenessing Township received some ARPA funding.

**Adjournment**

The meeting adjourned at 6:11 p.m.

The next meeting is scheduled for Tuesday, February 21, 2023.

Melissa Wolfe  
Billing Coordinator