

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**February 21, 2023**

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

**Roll Call**

Rob Mrozek, Greg Clifford, Curt Heakins, Scott Herbst, John Ham, and Doug Roth were present. Joe Neubert arrived at 5:40 pm. Patricia Rinebolt and Doug Farney were absent.

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

**Correspondence**

None

**Minutes**

Chairman Clifford asked if there were any additions or corrections to the Minutes of January 17, 2023. Hearing none, they were approved as submitted.

**Public Comments**

Steven May, Borough Secretary, was present. He had no comments.

**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 \$64,016.58 from the SAA Revenue Fund and \$128.47 paid from the Borough General Fun on February 21,2023. In addition, decrease adjustments from the Borough General Fund in January in the amount of \$5,824.47 and \$17,672.97 from the Revenue Fund and payroll expenses for January 2023. The motion carried.**

**Financial Software, Item C.14**

Mary explained that we will need to change payroll modules from the current Denali module since we are changing financial accounting software to Aplos. Aplos recommended the Gusto payroll system, however, Gusto could not work with our 457 Plan. Therefore, she recommends that we move to ADP for payroll. The cost will remain within budget.

Mr. Mrozek questioned if the staff was familiar with ADP. Mary explained that both she and Renee have worked with ADP in the past, in fact the Borough/Authority previously had ADP.

**Motion was made and seconded by Scott Herbst/John Ham to approve ADP services in the amount of \$2,863.90 per year, with a \$1,316.25 discount in year 1. The motion carried.**

## **Billing Coordinator**

Melissa Wolfe

### **BNY Bond Payments, Item C.5**

**Motion was made and seconded by John Ham/Rob Mrozek to approve a wire transfer in the amount of \$1,006,051.95 to BNY for the March 1, 2023, bond payment. The motion carried.**

## **Manager**

Paul Cornetti

### **Union Positions/Postings, Item A.2**

Paul explained that with Rick's upcoming retirement, we will be creating a few new positions and posting the openings for the Union. If the positions are not filled, we will advertise publicly to fill the open positions. The existing employees will not be required to fill any of the new positions. He will have the job descriptions and pay rates available for the new positions at next month's meeting.

### **Temporary Part-Time Summer Help, Item A.2.2**

Paul explained that Steve May plans to bring in a temporary part-time summer employee to assist the Borough with cutting grass at the Park property. He asked if the Authority would have any interest. Paul explained that with the workload for the staff this summer, it would help to have an employee available to complete some of the maintenance tasks, such as weed eating and mowing at some of the Authority facilities and the joint Borough/Authority facilities. It is expected that the employee would work four days each week for approximately six months, if such a candidate can be found.

**Motion was made and seconded by Scott Herbst/Doug Roth to approve the hiring of a temporary part-time summer employee as determined by the Manager, contingent upon approval from the Borough. The motion carried.**

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

Paul explained that the staff met and recommends the completion of three (3) projects; New siphon replacement line on Dinnerbell Road, a portion of Pittsburgh Street sewer line replacement, and the Water Street Manhole replacement project. Construction costs for these projects is expected to be just over \$1 million. Paul also presented a proposal from HRG to complete the design and permitting in the amount of \$92,000, placing total project costs near \$1,127,000.

Paul explained that the staff attended a mandatory meeting at Butler County on the administration of the grant funds. During this meeting, the County explained that there will likely be grant funds that were awarded that are returned to the County for various reasons. The County explained that those that were approved for funding will be given priority in receiving the turned back funds. Therefore, the staff recommends having much more projects designed and ready to go than the \$664,000 received in grant funds. If the Authority receives no further funding, we will still be in a position to have all

three projects completed as we will only need to come up with an additional \$463,000 in local funds. This amount would be spread out over two years, which is approximately the amount we would fund anyway without the grant.

Mr. Roth and the rest of the Board agreed that this is the best approach to be in a position to receive additional funding.

**Motion was made and seconded by Doug Roth/Curt Heakins to approve HRG's proposal in the amount of \$92,000 for the proposed BCIB Projects. The motion carried.**

**New Truck, Item E.8**

Paul explained that Chuck has worked through an old associate through Laurel Auto Group to secure a new 2023 F350 for \$59,160, which is under budget.

Paul explained that the vehicle will be titled with the maximum possible GVWR. Mr. Roth explained that with the spray in liner, we will definitely want to get a rubber mat.

**Generator Maintenance, Item G.ALL.5**

Paul explained that Chuck bid our generator maintenance for the next three years. Paul reviewed the results of the proposals from five different companies. The contract will include PM for each year and full-load bank testing for 2 years. Cleveland Brothers was the lowest bidder.

**Motion was made and seconded by John Ham/Scott Herbst to award the 3-year generator service to Cleveland Brothers in the total amount of \$18,912. The motion carried.**

**Seal Coat Pump Station Proposals, Item G.ALL.7**

Paul explained that Chuck bid the seal coating for all our five pump stations' driveways. Two pump stations do not have driveways that need seal coated. Paul reviewed the results of the proposals from three different companies. Mr. Clifford asked when the last time the driveways were sealed. Paul explained that they never were, but the WWTP was. The pump stations were paved in 2007. Holbein, Inc. was the lowest bidder.

**Motion was made and seconded by Rob Mrozek/Curt Heakins to approve Holbein, Inc.'s bid for seal coating the pump station driveways in the total amount of \$14,301. The motion carried.**

**Chapter 94 Report, Item H.1.1**

Paul provided the Board with a brief overview of the 2022 Chapter 94 Report that was prepared and submitted by the staff. He reviewed the hydraulic loadings, organic loadings, precipitation data, 2022 development projects accepted, 2023 and future development projects anticipated, customer growth history, sludge production and disposal, previous sewer line construction projects, and proposed sewer line construction projects.

He explained that we had no laboratory violations in 2022, however we did technically have an organic overloading month. The staff determined that the centrate from the centrifuge caused our organic loading to be artificially higher than it actually was. The Chapter 94 Report explains this in detail.

**Lanco PSA Agreement, Item H.14**

Paul explained that we still have not received a new PSA Agreement from Lanco, however we anticipate this Agreement any day.

**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 6:17 p.m.

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

Melissa Wolfe  
Billing Coordinator