

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

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

**Roll Call**

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

Also in attendance were Anthony Cosgrove/Solicitor, Paul Cornetti/Manager, Mary Papik/Controller, Melissa Wolfe/Billing Coordinator, and Charles McGee/Director of Operations.

**Correspondence**

None

**Minutes**

Chairman Clifford asked if there were any additions or corrections to the Minutes of February 21, 2023. Hearing none, they were approved as submitted.

**Public Comments**

None

**Billing Coordinator**

Melissa Wolfe

**Bills, Item C.2.3**

**Motion was made and seconded by Patricia Rinebolt/Scott Herbst to approve checks in the amount of \$38,785.61 from the SAA Revenue Fund on March 21, 2023, of which \$36,734.53 is the Authority portion and \$2,051.08 is the Borough portion. In addition, decrease adjustments from the Borough General Fund in February in the amount of \$18,841.39 of which \$11,203.47 is the Authority portion and \$7,637.92 is the Borough portion, and \$108,364.27 from the Authority Revenue Fund of which \$86,161.58 is the Authority portion and \$22,202.69 is the Borough portion, and payroll expenses for February 2023. The motion carried.**

**Controller**

Mary Papik

**Financial Software, Item C.14**

Mary explained that the staff has had a few meetings with Aplos. Training will continue over the next few weeks. ADP payroll is expected to be fully operational in early May. Mr. Mrozek asked if we could record the Teams meetings for future reference. Melissa explained that we may be able to view short training videos similar to our billing software. Mary will check into this and make sure we can reference the appropriate training material in the future.

## **Director of Operations**

Charles McGee

### **Operations Update, Item A.10**

Chuck provided an overview of several operational matters. He explained that the staff is preparing for the East Main Street sewer line replacement project. The project is estimated to replace 1,000 L.F. of sewer line, 4 manholes and 18 service connections. We expect to begin in the middle of May, and he believes the project will take about 4 weeks. After completing, we will restore the area.

Chuck explained that last week we had another 12" diameter ductile iron pipe force main leak along the Route 8 force main route. The leak was just off Powell Road near J&J Fire Protection. We had two McCutcheon tankers transfer wastewater from the Route 8 pump station to prevent additional overflows. We reported the event to DEP.

Chuck explained that due to cost of replacement parts, availability, and long delays, we are beginning to discuss other pump manufactures for our pump station pumps. Mr. Clifford asked if there is a specific manufacturer we are looking at. Paul explained that we have just begun to discuss with sales reps, but we would like to have pumps made in the USA if shorter maintenance time is available. This is not an urgent issue at this time, but we would like to discuss our options.

## **Manager**

Paul Cornetti

### **Executive Session**

At 5:50 pm, the Board went into Executive Session to discuss personnel matters. The Board reconvened the meeting at 6:02 pm.

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

**Motion was made and seconded by Scott Herbst/Rob Mrozek to accept the new position Job Descriptions for the Quality Assurance Officer/STP Operator/Assistant Inspector and for the STP Operator-In-Training/Laborer/Utility/Assistant Inspector and the associated wage scales and to authorize the Manager to post/advertise for the appropriate positions at the appropriate times. The motion carried.**

### **W. Cruikshank Road – PA DOT Project, Item F.14**

Paul explained that PA DOT proposes to add 6-1/2" of pavement to W. Cruikshank Road this year. The project will affect 11 Authority manholes. PA DOT proposed that the most cost effective and timely reimbursement method would be to utilize an abbreviated 50/50 project. Under this program, the SAA would purchase the material and PA DOT's contractor will install and construct. We expect our costs will be near \$1,500 with this method. The staff will prepare the appropriate resolution for next month's Board meeting to formalize this cost-share arrangement.

**Sludge Disposal at WWTF, Item H.6**

Paul explained that our 5-year sludge disposal contract with Vogel will expire in May. We advertised bids for sludge disposal earlier this month and Chuck solicited interest from companies. Bid opening will be on April 11, 2023. The bid results will be brought back to the Board next month.

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

Paul explained that our 2-year PSA Service Contract with Lanco expired last month. We received a new 2-year contract from Lanco.

**Motion was made and seconded by Joe Neubert/John Ham to accept Lanco's Service Agreement in the amount of \$6,600 for 2 years. The motion carried.**

**Solicitor**

Anthony Cosgrove of Dillion, McCandless, King, Coulter, & Graham, LLP

The Solicitor had no report at this time.

**Old Business**

None.

**New Business**

None.

**Adjournment**

The meeting adjourned at 6:07 p.m.

The next meeting is scheduled for Tuesday, April 18, 2023.

Melissa Wolfe  
Billing Coordinator