

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
July 18, 2023

Vice Chairman Doug Farney called the meeting to order at 5:30 p.m.

Roll Call

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

Also in attendance were Steven May, Mia Petruzzi, Carol Neubert, Mary Papik/Controller, Melissa Wolfe/Billing Coordinator, Paul Cornetti/Manager, and Donald Graham/Solicitor.

Correspondence

None

Minutes

Vice Chairman Doug Farney asked if there were any additions or corrections to the Minutes of June 27, 2023. Hearing none, they were approved as submitted.

Public Comments

None

Billing Coordinator

Melissa Wolfe

PMAA Annual Conference, Item A.4.1.1

Melissa explained that we received a request from PMAA to elect a Voting Delegate for the Annual Meeting.

Motion was made and seconded by Curt Heakins/ Rob Mrozek to appoint Greg Clifford as the Voting Delegate and Pat Rinebolt as the alternative Voting Delegate at the annual meeting. The motion carried.

BCIB Sewer Line Replacement Projects, Item C.13

Melissa explained that last week the second quarterly payment requests were due to the County for the \$664,000 ARPA Grant. The staff submitted a reimbursement request totaling \$232,669.80. We expect the County will approve this request less the 10% matching funds the Authority is required to contribute. The Authority submitted and received about \$1,400 during the first quarter, therefore about \$450,000 remain.

About \$1 million remains in the three projects that HRG is currently designing. Melissa explained the Authority plans to meet with the County soon and request additional funding.

Controller

Mary Papik

Bills, Item C.2.3

Mary explained that the staff has prepared the bills payable motions in the chart attached to the agenda to illustrate the sources of funds more clearly.

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Decrease Adjustments	\$3,742.03	\$5,952.77	\$1,261.87	\$10,956.67
	Payroll	\$98,706.17	\$43,168.28		\$141,874.45
	Checks Paid				\$0.00
SAA Revenue Fund	Decrease Adjustments	\$66,079.49	\$16,799.71	\$8,372.01	\$91,251.21
	Checks Paid	\$84,053.12	\$3,050.65		\$87,103.77
Total:		\$252,580.81	\$68,971.41	\$9,633.88	\$331,186.10

Motion was made and seconded by Doug Roth/ Curt Heakins to approve Authority’s portion of the bills as presented in the table above in the total amount of \$252,580.81. The motion carried.

Financial Software, Item C.14

Mary explained that the office is fully converted from Denali to APLOS. She explained that the financial reports in the packets provide the necessary information, however we plan to work on creating clearer reports for the Board in the upcoming months.

Manager Paul Cornetti

User Rates, Item C.8

Paul explained that currently the Authority bills all non-residential customers based upon a water metered rate of \$17 per \$1,000 gallons with a minimum of 2,000 gallons per month. All residential customers in the old system of Saxonburg Borough, Jefferson Township and Clinton Township are billed on the same metered rate except for the few customers that have public sewer only and no public water. These few customers are converted to a flat rate billing method of \$70 per month when the property is transferred. Paul explained that all residential customers in Penn and Middlesex Township are billed based upon the \$70 per month flat fee.

The metered rate and the flat rate were studied and found to be equivalent based upon the census data and typical water use per capita.

Earlier in the month, Mr. Heakins suggested that we may wish to investigate switching all metered residential customers to the flat fee whenever they sell their properties. The Board discussed and requested the staff to prepare a study for next month.

BCIB Sewer Line Replacement Projects, Item C.13

Paul explained that HRG is progressing well through the design of the three sewer line projects. The stream crossing permit was submitted for the siphon replacement project today. The projects are on schedule.

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

Paul explained that all sewer lines have been completed and at this time Alvin Wise will be removing the excess material starting tomorrow. The staff is working on solutions for pavement restoration. We hope to make great progress in the next month.

Route 8 Pump Station Force Main Leaks, Item G. Rt 8

Paul explained that on July 10th we experienced three leaks on the Route 8 force main. The following day three more leaks were found and repaired. The staff is contacting contractors to discuss the feasibility of lining this force main. We hope to receive costs and discuss project financing with Butler County for this emergency project.

Solicitor

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

534 Steiner Bridge Road, Item J.6.5

Mr. Graham explained that he has attempted to contact the bank's attorney regarding the Agreement and the sanitary sewer connection. He has been unsuccessful. Don explained that the Authority could do nothing or could foreclose on the lien. Mr. Graham and Mr. Heakins explained the foreclosure process to all. After consideration, they requested that Mr. Graham begin enforcement on the lien. Should the bank comply in the meantime, the Authority will settle provided all the Authority's costs associated with the foreclosure are satisfied by the bank.

Motion was made and seconded by Doug Roth/ Scott Herbst to request that Mr. Graham move forward with the foreclosure of the lien. The motion carried.

Old Business

None.

New Business

None.

Executive Session

The Board went into Executive Session at 6:15 pm to discuss new SAA front office staffing. The Board came out of Executive Session at 6:44 pm and made the following motions.

Motion was made and seconded by Scott Herbst/ John Ham to approve the new job description for the Administrative Assistant/Billing Technician II with one change related to education and experience and to advertise and hire a person to fill this position at the wage as presented. The motion carried.

Motion was made and seconded by Scott Herbst/ Rob Mrozek to approve the new job description for the Authority Director of Finance and to change SAA titles and positions between Melissa Wolfe and Mary Papik at the appropriate time and to adjust Melissa Wolfe's wage as presented. The motion carried.

Adjournment

The meeting was adjourned at 6:46 p.m.

The next meeting is scheduled for Tuesday, August 15, 2023.

Melissa Wolfe
Billing Coordinator