

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
October 17, 2023

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

Roll Call

Gregory Clifford, Patricia Rinebolt, Rob Mrozek, Scott Herbst, John Ham, Joe Neubert, Doug Farney, Curt Heakins, and Doug Roth were present. Mr. Roth announced that he will have to leave the meeting at 6:00 pm, due to a prior commitment.

Also in attendance were Melissa Wolfe/Director of Finance, Paul Cornetti/Manager, and Donald Graham/Solicitor.

Doug Roth left the meeting at 6:00 pm.

Correspondence

None

Minutes

Chairman Gregory Clifford asked if there were any additions or corrections to the Minutes of September 19, 2023. Hearing none, they were approved as submitted.

Public Comments

None

Director of Finance Melissa Wolfe

SAA Board of Director Reappointments, Item A.9

Melissa explained that Gregory Clifford, Doug Farney, and John Ham were reappointed at last month's Borough Council meeting.

Facebook, New Item

Melissa inquired if any of the Board was opposed to the Authority removing the Facebook page, due to lack of participation from customers. No Board Members objected. Melissa explained that it will be removed this month.

Holiday Party, New Item

Melissa inquired about coordinating a holiday party for the Board, the Solicitor, and the staff. She explained that she would set the party up similar to last year's event and keep costs as low as possible.

Motion was made and seconded by Scott Herbst/Rob Mrozek to authorize Melissa Wolfe to coordinate a holiday event for Board members and staff at a cost not to exceed \$1000.00. The motion carried.

2024 Board of Director Meeting Dates, Item A.11

Melissa presented the 2024 Board of Director Meeting dates.

Motion was made and seconded by Scott Herbst/Patricia Rinebolt to advertise the meeting dates as presented. The motion carried.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Decrease Adjustments	\$184.98	\$3,644.74	\$1,291.37	\$5,121.09
	Payroll	\$67,420.91	\$31,854.29		\$99,275.20
SAA Revenue Fund	Decrease Adjustments	\$35,388.58	\$9,933.40	\$589.91	\$45,911.89
	Checks Paid	\$129,635.11	\$4,153.28	\$0.00	\$133,788.39
Total:		\$232,629.58	\$49,585.71	\$1,881.28	\$284,096.57

Motion was made and seconded by Curt Heakins/Doug Roth to approve Authority's portion of the bills as presented in the table above in the total amount of **\$232,629.58**. The motion carried.

Manager Paul Cornetti

2024 Budget Presentation, Item C.1

Paul outlined the budget for 2024. The budget included \$5.5 million in revenues, of which \$1 million is developer contributions and grants. Revenue has been steady over the past 5 years. The total expenses for 2024 are estimated to be \$7.5 million, of which \$1.6 million is depreciation and \$1.5 million are capital projects. O&M expenses are estimated at \$1.8 million. These O&M expenses have increased dramatically in the past few years. From a cash standpoint, we estimate \$4.9 million in revenue and \$5.8 million in expenses causing a cashflow deficit of \$900k.

Paul presented several alternatives for user rate increases. The Board reviewed and discussed the rate adjustment alternatives.

Motion was made and seconded by Rob Mrozek/John Ham to approve the **2024 Budget with sewer user rates of \$19/per 1,000 gallons for metered customers, and \$79/month for flat rate customers effective for the billing cycle commencing on November 15, 2023. The motion carried.**

Butler Co. Infrastructure Bank/2024 Sewer Line Replacement Projects, Item C.13

Paul gave a status update on these projects. The 3rd quarterly grant reimbursement was submitted to the County last month, in the amount of \$69,018.97. We should receive it after we submit bank statements next month.

The design for the projects is complete and has been posted on PennBID today. Bid opening will be November 14,2023. Paul will email the staff/Board the results.

Paul explained that the project will require two private rights-of-way. Paul has been in contact with the property owners to attempt to acquire the properties. Mr. Graham has also written letters to the property owners providing them until October 27,2023 to sign the rights-of-way. If the rights-of-way are not conveyed, the Authority will have no option but to file Declarations of Taking to secure the properties for the public project. The Board is hopeful to receive the rights-of-way. Mr. Graham presented Resolution #6-2023 authorizing the acquisition of the necessary rights-of-way for the project.

Motion was made and seconded by Scott Herbst/Joe Neubert to approve Resolution #6-2023 authorizing the acquisition of the necessary rights-of-way for the BCIB project. The motion carried.

Maier Duessel, Auding Service, Item C.15

Paul presented Maier Duessel's proposal for auditing services for the years 2023,2024, and 2025. The proposal includes cost increases of 9% in 2023 and 2024, and 6% in 2025.

Motion was made and seconded by Doug Farney/John Ham to approve the proposal as presented.

Discussion ensued. The Board requested Paul to contact Tim Morgus to discuss possible rate reductions.

Motion to table the original motion was made and seconded by Scott Herbst/John Ham. The motion carried.

Route 8 Force-Main Leaks, Item G.Rt.8

Paul explained that this force-main replacement project was completed last month. Although the project took a little longer than expected, he reported that it was under budget, and was completed successfully. Mr. Clifford made a point to extend his gratitude to all the staff involved in completing this important project, from the work crew installing the line, to the employees picking up the work crew's duties, and the office staff for supporting the work crew during the project.

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

No further business at this time.

Old Business

None.

New Business

None.

Executive Session

The Board went into Executive Session at 6:30 pm to discuss Joint Policy Committee Matters, and to discuss legal matters related to the Butler County Infrastructure Bank Project.

The Board came out of Executive Session at 6:54 pm.

Motion was made and seconded by Scott Herbst/Doug Farney to approve the field crew splits, joint office employee splits, office aggregate wage adjustments, overall splits, and single and joint large purchases as presented. The motion carried.

The meeting was recessed at 6:55 pm and will reconvene on October 18, 2023, at 11:00 am at the Saxonburg Municipal Building.

Director of Finance
Melissa Wolfe