

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

Chairman Gregory Clifford called the meeting to order at 5:32 p.m.

Roll Call

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

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

Correspondence

None

Minutes

Chairman Gregory Clifford asked if there were any additions or corrections to the Minutes of October 17 and 18, 2023. Hearing none, they were approved as submitted.

Public Comments

None

Director of Finance

Melissa Wolfe

Holiday Party, New Item

Melissa reminded the Board that the Holiday Party will take place at the American Legion Post 117 in Butler, on December 5, 2023, from 4-7 pm.

Status of Annual Budget, Item C.1

Melissa discussed the creation of the Annotative Budget, located in the back of the packets, and asked if any of the Board Members wanted another copy.

Bills, Item C.2.3

| <i>Purpose</i> | | SAA | Borough | Park | Total |
|----------------------------|-------------------------|---------------------|--------------------|-----------------|---------------------|
| Borough General Fund | Decrease Adjustments | \$4,257.43 | \$1,549.02 | \$613.12 | \$6,419.57 |
| | Payroll | \$66,794.81 | \$26,344.44 | | \$93,139.25 |
| SAA Revenue Fund | Decrease Adjustments | \$32,396.26 | \$6,736.12 | \$92.26 | \$39,224.64 |
| | Checks Paid | \$96,330.04 | \$12,499.29 | \$0.00 | \$108,829.33 |
| Total: | | \$199,778.54 | \$47,128.87 | \$705.38 | \$247,612.79 |

Motion was made and seconded by Curt Heakins/Scott Herbst to approve Authority's portion of the bills as presented in the table above in the total amount of \$199,778.54. The motion carried.

Existing SAA User Rates, Item C.8

Melissa explained that we had less than fifteen customer phone calls regarding the new user rates. Most customers understand the adjustment and have appreciated that we have kept rates down over the years.

Manager Paul Cornetti

2015 Bond Coverage Calculation, Item C.5.2

Paul reviewed Exhibit C.5.2, and explained that in the budget year 2024, the surplus for the Bond Rate Covenant will be \$3,624,722.

Investments, Item C.12

Paul explained that we have 3 CDs that are maturing on November 29, 2023. The principal on those CDs was \$709,000, interest earned will be \$35,000.

The staff calculated the worst-case scenario and found the lowest amount of cash the Authority will have for reinvestment will be \$368,000 in March 2024. The current rates for reinvesting this monies at this time are 5.6%. However, there is no penalty for pulling CDs out of the PLGIT fund, therefore, the Board decided to invest 2 CDs: one at \$100,000, and the other at \$200,000.

Motion was made and seconded by John Ham/Doug Roth to authorize the Manager to re-invest \$300,000: one CD at \$100,000, and the other at \$200,000 after our CDs mature on 11/29/2023. The motion carried.

Butler Co. Infrastructure Bank/2023 Sewer Line Replacement Projects, Item C.13

Paul gave an outline of the status of the 2023 Sanitary Sewer Line Replacement Project. He explained,

- Status of existing ARPA Grant Funds
 - Request to Commissioners for additional funding was made.
- Bid opening.
 - 17 Bids received.
 - Bids ranged from \$1,171,950-\$1,799,500.
 - Low bidder Jet Jack Inc. from Oakdale, PA
 - HRG recommendation of Jet Jack Inc. in the packets
 - **Motion was made and seconded by Scott Herbst/ Curt Heakins to accept the bid from Jet Jack Inc. in the amount of \$1,171,950 for the 2023 Sanitary Sewer Improvements Project. The motion carried.**
 - **Motion was made and seconded by Doug Roth/Joe Neubert to authorize Paul Cornetti and Gregory Clifford to execute all Contract Documents, with Gregory executing the Agreement. The motion carried.**

- Project Funding
 - Total funds required are \$1,171,960.
 - \$391,052.48 Butler County BCIB/ARPA Funds remaining.
 - \$780,907.52 remaining to be funded by SAA.
 - On 11/14/23, requested additional ARPA funding from Butler County Commissioners.
 - CFA Local Share Grant requesting \$750,000 is planned.

Commonwealth Financing Authority Local Share Grant, Item C.14

Paul gave an outline of the staff’s initiative regarding the following grants. These Grants are being sought through the Pennsylvania Racehorse Development and Gaming Act.

- First Grant we are seeking \$750,000 for the 2023 Sanitary Sewer Improvements Project.
 - **Motion was made and seconded by Scott/ Herbst/John Ham to pay the CFA application fee of \$100, and to adopt Resolution #8-2023 requesting grant funding from the CFA for this project and designating Gregory Clifford and Paul Cornetti to execute all documents related to this project. The motion carried.**
- Second Grant we are seeking \$89,650 for the Municipal Building Siding Project.
 - The Borough also has applied for this same funding.

After discussion, Mr. Graham questioned why the Authority would be applying for the same grant as the Borough. The Board decided that it would be best for the Authority not to apply, since the Borough already did.

Maher Duessel, Auditing Service, Item C.16

Motion was approved and seconded by Joe Neubert/John Ham to remove last month’s tabled motion on this matter. The motion carried.

Paul explained that he spoke to Tim Morgus, and that there is very little that he can do with his rates due to employee wages.

After the Board deliberated, a motion was made and seconded by Curt Heakins/Scott Herbst to accept Maher Duessel’s proposal for the 2023, 2024, and 2025 audit reports. The motion carried.

UV Bulb Replacement, Item H.15

Paul stated that the 2024 Budget has \$15,277 slated for UV bulb replacements. Paul explained that every four years we must replace our UV bulbs at the plant. We typically are offered a ten percent discount for year-end orders. Paul suggested that if they are available, we could order the bulbs in 2023, provided Wedeco-Xylem’s discount.

Motion was made and seconded by John Ham/Doug Roth to purchase in 2023 if they are available. The motion carried.

Solicitor

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

Butler Co. Infrastructure Bank/2023 Sewer Line Replacement Projects, Item C.13

Mr. Graham explained that his office filed the Declaration of Taking this month for the American First Enterprise's property. After the Preliminary Objection has expired, his office will tender Estimated Just Compensation prior to the Authority taking possession of the property.

Motion was made and seconded by Scott Herbst/Doug Roth to authorize the payment in the amount of \$2,000 of Estimated Just Compensation to American First Enterprises LLP, ET AL. The motion carried.

Old Business

None.

New Business

None.

Executive Session

The Board went into Executive Session at 6:01 pm to discuss Joint Policy Committee Matters.

The Board came out of Executive Session at 6:10 pm.

Motion was made and seconded by Scott Herbst/Curt Heakins to approve office employee wages as presented. The motion carried.

Motion was made and seconded by Doug Roth/John Ham to authorize the purchase of a drone at a cost not to exceed \$1000 including licensing and training. The motion carried.

The meeting was adjourned at 6:11 pm.

The next meeting is scheduled for Tuesday, December 19, 2023.

Melissa Wolfe
Director of Finance