

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
January 16, 2024

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

Roll Call

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

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

Reorganization and Appointments, Item A.9

Motion was made and seconded by Doug Roth/Rob Mrozek to appoint Greg Clifford as Chairman of the Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Greg Clifford/Rob Mrozek to appoint Doug Farney as 1st Vice-Chairman of the Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Greg Clifford/Scott Herbst to appoint Rob Mrozek as 2nd Vice-Chairman of the Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Greg Clifford/Scott Herbst to appoint Patricia Rinebolt as Secretary of the Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Greg Clifford/Scott Herbst to appoint John Ham as Treasurer of the Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Greg Clifford/Scott Herbst to appoint Curt Heakins as Assistant Secretary/Treasurer of the Saxonburg Area Authority. The motion carried.

Solicitor, Item A.12

Motion was made and seconded by Curt Heakins/Doug Roth to appoint Dillon, McCandless, King, Coulter & Graham LLP, with Donald Graham as the principal Solicitor for Saxonburg Area Authority. The motion carried.

Consulting Engineers, Item A.13

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to appoint KLH Engineers and HRG Inc. as the Consulting Engineers for the Saxonburg Area Authority. The motion carried.

Auditors, Item A.14

Motion was made and seconded by Scott Herbst/Doug Farney to appoint Maher Duessel as the Auditors for the Saxonburg Area Authority. The motion carried.

Correspondence

Melissa explained that we received a letter from Don Graham's office explaining the new rate modifications for 2024.

Minutes

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

Public Comments

None

Director of Finance

Melissa Wolfe

Melissa explained that although the dates for the following three events are available, no brochures are available at this time.

Board Member Conferences/Training, Item A.4.1.1

This annual training event is scheduled to be held at the DoubleTree in Cranberry on March 14, 2024.

PMAA Spring Management Workshop, Item A.4.1.2

This annual event will be held at Seven Springs Mountain Resort on April 25, 2024.

PMAA Annual Conference, Item A.4.1.3

This annual event will be held in Hershey, PA from September 15th- 18th, 2024.

PA Rural Water Annual Conference, Item A.4.1.4

This annual event will be held at the Penn Stater Hotel from March 18th-21st, 2024.

Motion was made and seconded by Patricia Rinebolt/Curt Heakins to approve the attendance of any Board Member to the PA Rural Water Annual Conference at a cost of \$375.00 plus expenses. The motion carried.

Motion was made and seconded by Doug Farney/Scott Herbst to appoint Greg Clifford as the Voting Delegate at the annual meeting. The motion carried.

Destruction of Old SAA Records, Item A.8

Melissa discussed that we created Resolution #1-2024 to destroy old records. Rob Mrozek asked what dates of records the SAA could destroy. Melissa explained that we can destroy records up to the year 2016. Curt Heakins asked if the records were digital or paper. Paul explained that some of our records are digital, and we keep those forever. He also explained that for all our records to be digital would be too costly for the Authority.

Mr. Heakins offered to come in as a volunteer to destroy/shred the records. The Board thanked him. The staff will coordinate with him.

Financial Reports, Item C.2

Melissa explained that Maher Duessel will be in the office on March 11th, 18th, and the 19th for the Authority audit.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$200.52	\$7,843.18	\$1,208.11	\$9,251.81
	Payroll	\$93,157.37	\$44,916.62		\$138,073.99
SAA Revenue Fund	Automatic Payments	\$35,100.44	\$7,206.31	\$25.16	\$42,331.91
	Checks Paid	\$87,059.72	\$1,909.04	\$0.00	\$88,968.76
Total:		\$215,518.05	\$61,875.15	\$1,233.27	\$278,626.47

Motion was made and seconded by Curt Heakins/Doug Roth to approve the Authority’s portion of the bills as presented in the table above in the total amount of \$215,518.05. The motion carried.

State Ethics Commission Forms, Item C.9

Melissa stated that these forms are in the Board’s packets. These forms must be completed by public officials to disclose their personal finances. She asked the Board to complete them and return them to her by May 1st. She also stated that if anyone needed to look at the previous years’ form to please let her know. Rob Mrozek asked for a copy of his old form, and Patricia Rinebolt asked if we would go over her form to make sure it is complete and correct.

Retirement Sick Bank Account, Item C.10

Melissa discussed that Exhibit~C.10, shows that if all employees were to retire today, the Authority would pay out \$96,175.60. She explained that what the Authority has historically done is maintain that balance in the PNC Money Market account.

Curt Heakins requested clarification. Mr. Graham explained that this was for sick bank time. Curt remembered the Authority’s program on this matter.

Motion was made and seconded by Patricia Rinebolt/Curt Heakins to approve the amount of \$96,175.60 to be maintained in the PNC Money Market account to be fully covered/budgeted for employee sick time compensation. The motion carried.

2023 Pension Fund, Item C.15

Melissa explained that Exhibit C~15 illustrates the amount that was not covered by State Aid to be \$4,897.24. Curt Heakins questioned how we resulted in that amount. Melissa explained that the total payment due was \$73,300.68. The State Aid covered \$68,403.44.

Therefore, the difference is the amount that the Authority would pay into the Pension Fund.

Motion was made and seconded by Curt Heakins/Doug Farney to approve the contribution of \$4,897.24 to the employee Pension Fund. The motion carried.

Manager

Paul Cornetti

Authority Bidding Thresholds for 2023, Item A.7

Paul explained that beginning on January 1, 2024 the bidding thresholds for municipal authorities will be as follows for purchases and contracts:

- less than \$12,600 will require no formal bidding or written/telephonic quotations
- Between \$12,600 and \$23,200 will require three written/telephonic quotations
- Over \$23,200 will require formal bidding

Blazing Star/Lakespur Drive Slipline Project, Item F.5

Paul explained that the Authority budgeted \$20,350 in the 2024 Budget for this project. Insight Pipe completed this project at a cost of \$18,195 on December 29th, 2023. 419 linear feet of pipe was lined and 1 lateral was reinstated. 1 lateral that is no longer used was abandoned in place.

State Street – I&I Corrections, Item F.26

Paul reviewed the Authority's procedure in customer notification and customer requirements to remove I&I from their private sewer service laterals after the Authority replaces main lines in their neighborhoods.

State Street customer I&I corrections were due to be completed November 27th, 2023. Andy and John Allen's apartments off Water Street required corrections that were not completed by the due date. Paul explained that Mr. Allen provided a plan that the private service lateral will be replaced by the end of January. The Board agreed that this schedule is acceptable. The Board discussed other methods for penalizing customers for non-compliance.

Plotter/Scanner Purchase, New Item

Paul explained that he ordered the plotter but didn't realize that the copier and scanner were not included. The staff intends to attempt to sync the old copier/scanner to the new plotter, but this may be complicated and may not work.

Motion was made and seconded by Doug Roth/Curt Heakins to approve the purchase of a new plotter/scanner not to exceed a cost of \$7,500.00. The motion carried.

Solicitor

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

The Solicitor had no report at this time.

Old Business

None.

New Business

Rob Mrozek explained that the Chamber of Commerce has a free service to promote businesses by publishing short videos of their business mission. Don Graham suggested we create this video at our sewer plant. The staff will investigate further on this matter.

Paul explained that Melissa and he will be attending the Chamber of Commerce State of the County meeting on March 7, 2024, and asked if any of the Board members would like to attend. Mr. Mrozek stated that he may be interested in attending. Melissa will follow up with him at a later date.

Executive Session, Item A.2

The Board went into Executive Session at 6:13 pm to discuss personnel matters.

The Board came out of Executive Session at 6:31 pm. No action was taken.

Adjournment

The meeting adjourned at 6:31 p.m.

The next meeting is scheduled for Tuesday, February 20, 2024.

Melissa Wolfe
Director of Finance