

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
February 20, 2024

Second Vice-Chairman Rob Mrozek called the meeting to order at 5:31 p.m.

Roll Call

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

Patricia Rinebolt and Doug Farney were absent.

Greg Clifford arrived at 5:49 p.m.

Correspondence

None.

Minutes

Mr. Mrozek asked for the approval of the minutes of January 16, 2024.

Motion was made and seconded by Curt Heakins/John Ham to approve the minutes as presented. The motion carried.

Public Comments

None.

Director of Finance

Melissa Wolfe

Board Member Conferences/Training, Item A.4.1.1

Melissa explained that this annual training event is scheduled to be held at the DoubleTree in Cranberry on March 14, 2024. Details can be found in the brochure in Exhibit~A.4.1.1.

Motion was made and seconded by Doug Roth/Joe Neubert to approve the attendance of any board member to the Board Member Training Conference. The motion carried.

SAA Board of Director Reappointments, Item A.9

Melissa explained that during research of the past minutes, the staff found a few errors on the terms of the Board Members. Melissa stated that the Borough Council plans to have a motion to correct these terms.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$4,395.36	\$7,199.56	\$1,181.15	\$12,776.07
	Payroll	\$61,614.94	\$33,832.70		\$95,447.64
SAA Revenue Fund	Automatic Payments	\$34,778.15	\$8,107.54	\$25.16	\$42,910.85
	Checks Paid	\$73,164.55	\$2,108.59	\$0.00	\$75,273.14
Total:		\$173,953.00	\$51,248.39	\$1,206.31	\$226,407.70

Motion was made and seconded by Curt Heakins/Scott Herbst to approve the Authority's portion of the bills as presented in the table above in the total amount of \$173,953.00. The motion carried.

Financial Reports, Item C.2

Melissa explained that the 2023 Authority Audit was moving smoothly, and is about 80 percent complete with no problems. She stated that Maher Duessel confirmed that they will be attending the April meeting. Melissa explained that Maher Duessel also confirmed that they will be in-house on March, 11, 18, and 19th.

BNY Bond Payment, Item C.5

Ms. Wolfe explained that the upcoming BNY Bond Payment will be due on March 1st. She asked for authorization to wire the appropriate funds.

Motion was made and seconded by Curt Heakins/John Ham to authorize the transfer of \$1,002,332.74 to BNY for the March bond payment. The motion carried.

Investments, Item C.12

Melissa explained our 60-day investments are maturing on March 4th. Melissa and Paul reviewed the cash flow, and determined that it would be safe for us to reinvest these CDs upon maturity for an additional 60 days. Melissa explained that current interest rates are around 5 percent.

Motion was made and seconded by Curt Heakins/Scott Herbst to authorize Paul and Melissa to purchase 2 short-term CDs. The motion carried.

2023 Pension Fund, Item C.15

Melissa explained that we received an email from PSAB-MRT reviewing the calculations of the pension fund. After review, we found that an additional \$74.93 was due to PSAB-MRT.

Motion was made and seconded by Curt Heakins/Joe Neubert to approve the additional payment of \$74.93 to PSAB-MRT. The motion carried.

Manager
Paul Cornetti

Retirements/New Hire, Item A.2.1

Paul explained that George's official retirement date will be February 9th, 2025. However, his last day will be toward the end of October of 2024. We plan to begin looking for a new candidate during the early fall of this year.

We unsuccessfully attempted to advertise the new office position in the Butler Eagle. Yesterday, we advertised on Indeed, and have successfully received 21 applications. We have started interviews. These will continue through next week.

Motion was made and seconded by Doug Roth/Rob Mrozek to authorize the offering of employment to a successful candidate not to exceed \$17.50 per hour. The motion carried.

Chamber of Commerce Video, Item B.5

Paul explained that Chuck met with the Chamber of Commerce and completed the business video at the WWTF. Chuck reported that the video went really well, and the Chamber of Commerce will have the video available in the near future.

CFA Local Share Grant, Item. C.14

Paul explained the CFA contacted the Authority last month asking to provide a sources/uses chart for the requested funding. Since the original application prior to bidding requested \$750,000.00 from the CFA, the Authority can now request \$954,385.14 from the CFA since bid results are now known. Therefore, a new Resolution is required.

Motion was made and seconded by John Ham/Curt Heakins to approve Resolution #2-2024 requesting funding in the amount of \$954,385.14 from the LSA. The motion carried.

Electric Generation Charge Contract, Item E.2

Paul explained that in 2020, the Authority conducted an electric generation auction to lock in a 48-month rate of \$0.04570 per kWh. This contract will expire in July 2024. Our consultant recommends that the Authority lock in its electric generation rate at this time. He feels that rates will climb as we near the end of our contract. The Board reviewed pricing estimates from recent auctions during the meeting. Based on these rates, the Board believes a 48-month option may be best. Resolution #3-2024 was presented which provides the Manager authorization to lock in the electric generation rate for the Authority at various contract terms.

Motion was made and seconded by Curt Heakins/John Ham to adopt Resolution #3-2024 authorizing the Manager to purchase electric supply services in accordance with the terms listed in the Resolution. The motion carried.

State Street – I&I Customer Corrections, Item F.22

Paul explained that all properties on State Street have completed the required I&I lateral corrections by the November 2023 deadline except 1816 Properties LLC. In January, 1816 Properties explained that the corrections would be completed by January 31, 2024.

On January 22, 2024, 1816 Properties contacted the Authority and requested to meet to discuss the project. The Authority agreed to meet at 1816's convenience. 1816 Properties later contacted the Authority on February 15, 2024, and again requested a meeting to discuss the project. Again, the Authority agreed to meet at 1816's convenience. Paul provided the Board with a copy of an email from John Allen, 1816 Properties, dated Monday, February 19th explaining that 1816 intends to move forward with the corrections. The Board decided that a deadline of March 15th will be required for the corrections to be complete before termination proceedings commence.

Motion was made and seconded by Scott Herbst/Rob Mrozek to terminate sanitary sewer service to 1816 Properties LLC, located on Water Street, after proper notification to the tenants, in accordance with the Saxonburg Area Authority's Rules and Regulations. The motion carried.

The Board also discussed levying fines for customers in violation of I&I corrections. The staff will present options at next month's meeting.

National Pollutant Discharge Elimination System (NPDES) Permit Renewal, Item H.1

Every 5 years, the Authority is required to renew its NPDES Permit with the state. This permit allows the Authority to discharge treated wastewater to the Connoquenessing Creek. The first part of this renewal process is completing the appropriate laboratory analysis on the wastewater. Due to the amount of testing and certification requirements, the Authority cannot conduct these analyses. Therefore, we have sent RFPs to several laboratories to complete this testing.

Motion was made and seconded by Scott Herbst/Doug Roth to authorize the extra lab testing at the lowest proposed cost. The motion carried.

Chapter 94 and Annual Solids Management Inventory, Item H.1.1

Paul reviewed the 2023 Chapter 94 report during the meeting. He reviewed the hydraulic loading, the organic loading, precipitation data, customer connection history, sludge disposal, violations, overflows, development activities, maintenance of the system, pump station capacities, and industrial dischargers. Much of the discussion focused on the fact that in 2023, the Authority had a hydraulic loading of 753,000 gallons per day, which proved to be the lowest hydraulic loading since 2007, prior to the Sewage Expansion Project. Counterintuitively and despite this reduction in flow, he also explained that since 2007, over 1000 customers have connected to the system.

Sienna Village 1-B, Item I.7

Paul explained that this phase of Sienna Village is nearing completion. Post-construction activities are beginning to be completed and we expect these activities to be completed prior to the next Board meeting.

Motion was made and seconded by Doug Roth/Scott Herbst to approve Resolution #4-2024 for the acceptance of the portion of Sienna Village Parcel 1-B, contingent upon the acceptance of all post-construction activities. The motion carried.

Solicitor

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

The Solicitor had no report at this time.

Old Business

New Business

Executive Session

The Board went into Executive Session at 6:39 p.m. to discuss personnel matters.

The Board came out of Executive Session at 6:50 p.m. No action was taken.

Adjournment

The meeting adjourned at 6:50 p.m.

The next meeting is scheduled for Tuesday, March 19, 2024.

Melissa Wolfe
Director of Finance