

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
March 19, 2024

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

Roll Call

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

Correspondence

None.

Minutes

Mr. Mrozek asked for the approval of the minutes of February 20, 2024. The minutes were approved as presented.

Public Comments

None.

Director of Operations

Chuck McGee

Operations Task Updates, Item A.10

Chuck explained that this year the Authority will be repaving East Main Street since the entire northern lane was excavated during the Sewer Line Replacement Project. PAWC will be sharing the project cost with the Authority since the water line was installed on the south side of the road. Curt Heakins asked if the Borough was contributing to the paving costs. Chuck and Paul explained that the Borough was going to share ½ of the cost of the paving with the Authority prior to PAWC's water line replacement. Since PAWC replaced its water line in the southern part of the street, they will assume the Borough's share.

Chuck also discussed the upcoming lab assessment that will take place at WWTF next month. He explained the preparation is extensive since PADEP no longer provides on-site assessments. Since the pandemic, DEP requires laboratories to submit all documentation electronically prior to the inspection and then conducts a video assessment.

Chuck also discussed that there are many restoration items for the field crew to complete when weather cooperates. Also, he is currently working on some minor communication issues with the pump stations.

Chuck explained that the Chamber of Commerce came to the plant to record the video regarding the daily duties. Rob Mrozek stated that he has been looking on the Chamber's website and is eager to see the video.

Lastly, Chuck discussed that he will be renewing his operator's certification in July.

Director of Finance

Melissa Wolfe

PMAA Spring Management Workshop, Item A.4.1.2

Melissa discussed that this training event is scheduled to be held at the Seven Springs Mountain Resort on April 25, 2024.

Motion was made and seconded by Scott Herbst/John Ham to approve the attendance of any Board Member to the PMAA Spring Management Workshop on April 25, 2024. The motion carried.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$3,415.01	\$4,450.16	\$1,388.45	\$9,253.62
	Payroll	\$66,829.07	\$27,599.58		\$94,428.65
SAA Revenue Fund	Automatic Payments	\$68,423.95	\$11,633.03	\$1,509.68	\$81,566.66
	Checks Paid	\$52,475.40	\$2,510.42	\$0.00	\$54,985.82
Total:		\$191,143.43	\$46,193.19	\$2,898.13	\$240,234.75

Motion was made and seconded by Joe Neubert/Scott Herbst to approve the Authority’s portion of the bills as presented in the table above in the total amount of \$191,143.43. The motion carried.

Financial Reports, Item C.2

Melissa explained that the 2023 Authority Audit was moving smoothly, and is about 97% complete. She discussed that we have informed Maher Duessel that we will need to approve financial statements next month per our bonds. They are unable to attend next month’s meeting, so Paul and Melissa will present the audit at next month’s meeting. Melissa also stated that if the Board would like Maher Duessel to come back and present, that she will ask them to attend the May meeting.

Paul explained that there have been some delays in the audit preparation mainly due to the interfund transfers between the Authority and Borough and the chain of command in communications. The interfund transfers are the last piece of information the auditors need in order to complete the Financial Statements.

CFA Local Share Grant, Item. C.14

Melissa explained that we spoke with a representative regarding the grant application. Unfortunately, the CFA Grant will not be distributing funds until at least September. The representative informed Melissa that any work completed before that date will be ineligible for any grant reimbursements. Melissa explained that we will wait and see if the Authority is awarded the grant, and that we could potentially use it for portions of this project or another project.

Manager

Paul Cornetti

Butler County Council of Governments, New Item

Paul provided a letter written by Doug Roth explaining that the Butler County COG will be active in 2024. The Authority has used the Butler County COG in the past for crack sealing. The cost of membership for 2024 is \$50.00.

Motion was made and seconded by Scott Herbst/John Ham to approve joining the Butler County Council of Government for \$50.00. The motion carried.

Retirements/New Hire, Item A.2.1

Paul explained that the Authority has found a well-qualified candidate for the open position in the office. Her name is Morganne Shook. She starts on March 20, 2024.

Motion was made and seconded by John Ham/Scott Herbst to approve the hiring of Morganne Shook at a rate of \$16.50 per hour, effective March 20, 2024. The motion carried.

Investments, Item C.12

Paul explained that last month, the Board authorized two short-term investments for the CDs that matured on March 4th. Paul explained that JetJack has become active for the 2023 Sewer Line Replacement Project and therefore, we decided not to invest the money into fixed term CDs, but rather to keep the proceeds from the CDs more liquid in the PLGIT's Class Account. He also discussed that the rate the Authority is getting in their Class Savings Account is currently 5.18%, and the current short-term CD rate was only 5%.

2023 Sewer Line Construction Projects – JetJack, Item C.13.1

Paul discussed that JetJack has initiated staging and clearing activities on the project without communication with the Authority. The Authority has prevented any further work until preliminary matters have been completed. A pre-construction meeting is scheduled for tomorrow morning, March 20, 2024. We expect construction to commence shortly thereafter.

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. Last month, the Authority and Borough held an auction to bid electric generation charges for the next four years. Our best rate was 0.07195/kWh. We were able to lock this rate in for 48 months. This contract will end on July 30, 2028.

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

Paul discussed that the Allen's 1816 Property has completed ½ of the work on the sewer line improvements. The Allen's contractor was on vacation last week but assures us that the second half of work will be completed next week.

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

Paul explained that Melissa and Chuck solicited RFPs from six different companies to complete laboratory analysis for the upcoming NPDES Permit application renewal. Three companies provided bids. The lowest bid was \$7,568.80 from CWM Laboratories.

Motion was made and seconded by Curt Heakins/Joe Neubert to award the NPDES testing to CWM in the amount of \$7,568.80. 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

Scott Herbst took a moment to thank the Authority for the beautiful plant gift that his family received after his mother's passing. He really appreciated the thoughts.

Adjournment

The meeting adjourned at 5:57 p.m.

The next meeting is scheduled for Tuesday, April 16, 2024.

Melissa Wolfe
Director of Finance