

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
June 18, 2024

Chairman Greg Clifford called the meeting to order at 5:31 p.m.

Roll Call

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

Correspondence

None.

Minutes

Chairman Clifford asked if there were any additions or corrections to the Minutes of May 21, 2024. Hearing none, they were approved as submitted.

Public Comments

None.

Director of Finance

Melissa Wolfe

PMAA Annual Conference and Tradeshow, Item A.4.1.1

Melissa explained that we received the information packet regarding all the details for registration for the Conference. Melissa is working with Mr. Clifford to complete the registration. Patricia Rinebolt stated that she would like to attend this conference as well. Melissa explained that she had booked Mr. Clifford's hotel two months ago, and she would check the availability of a hotel for Mrs. Rinebolt.

Golf Outings, Item A.4.1.2

Melissa explained that there are two golf outings coming up over the next few months: the Chief Adams Memorial Outing and the Bissnuss Inc Outing. The Chief Adams Memorial is on June 21st, 2024, at the Saxon Golf Course. Ms. Wolfe asked the Board if there was any interest in putting together a team. Authority representatives were not available to attend this outing. Paul suggested that the Board make a monetary donation. The Board agreed.

Motion was approved and seconded by Doug Roth/Greg Clifford to approve a donation in lieu of attending the Greg Adams Golf Outing in the amount of \$500.00. The motion carried.

The Bissnuss Inc. Outing is on July 26th, 2024, at Blackhawk Golf Course. Melissa explained that if the Board was interested in putting together a team to let her know, she would fill out the appropriate registration form for the team.

Bills, Item C.2.3

| <i>Purpose</i> | | SAA | Borough | Park | Total |
|-------------------------|-----------------------|---------------------|-------------|------------|--------------|
| Borough General Fund | Automatic Payments | \$448.83 | \$3,957.78 | \$1,451.27 | \$5,857.88 |
| | Payroll | \$95,032.21 | \$44,299.28 | | \$139,331.49 |
| SAA Revenue Fund | Automatic Payments | \$53,583.48 | \$9,072.75 | \$767.72 | \$63,423.95 |
| | Checks Paid | \$357,781.58 | \$3,189.58 | \$11.99 | \$360,983.15 |
| Total: | | \$506,846.10 | \$60,519.39 | \$2,230.98 | \$569,596.47 |

Motion was made and seconded by Doug Roth/Patricia Rinebolt to approve the Authority’s portion of the bills as presented in the table above in the total amount of \$506,846.10. The motion carried.

Manager
Paul Cornetti

Retirements, New Hire, Item A.2.1

Paul explained that the Authority has chosen a qualified candidate for the open position in the office. Paul presented Anna Berkey’s resume that was enclosed in the exhibits. Paul explained that Anna had started working a few weeks ago. Her official hire date is June 24th, 2024. Paul also explained that we have revised the Administrative/Billing Technician job description.

Motion was made and seconded by Joe Neubert/Scott Herbst to approve the hiring of Anna Berkey at an hourly rate of \$17.25 per hour. The motion carried.

Motion was made and seconded by Scott Herbst/Doug Farney to approve the revised job description for the Administrative/Billing Technician. The motion carried.

Charges for Infiltration and Inflow, Item A.5.1

Paul explained that in prior meetings, we discussed the possibility of assessing fees/fines for excessive Infiltration and Inflow. The Board reviewed Exhibit A.5.1 which contained excerpts from the Rules and Regulations related to infiltration and the associated penalties for non-compliance. The Board discussed and decided that in future repetitive correspondence related to this matter, the Authority will include Section. N, “Penalties” from the Rules and Regulations in the letters.

2024 – SAA Donations Committee, Item A.6

The Authority received a donation request from Connoquenessing Volunteer Fire Company. The Board discussed this request, and unfortunately upon reviewing the mission statement regarding donations, determined a donation to Connoquenessing Volunteer Fire Company is not consistent with the statement. Therefore, no donation will be made.

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

Paul gave a status update on the construction of the 2023 Sewer Line Project. Water Street and Pittsburgh Street will likely be completed by the end of the week, and Dinnerbell Road was completed last month. Restoration will be completed at all three sites in the next month. JetJack has been a wonderful contractor to work with. Paul explained that there will be a few additional sections of line that were unanticipated that will be paid on the unit price schedule.

Paul explained that he made an error on the Payment Application #2 in the meeting packets and provided a revised Payment Application #2.

Motion was made and seconded by Doug Farney/Scott Herbst to approve Payment Application #2 to JetJack in the amount of \$370,064.63. The motion carried.

Mellissa explained that although the check will be cut for the full amount this month, the difference of the revision (\$56,974.88) will show in next month's meeting chart for the bills.

Municipal Building Siding Project, Item E.5

The pre-construction meeting was held on June 4th, 2024. The Agreement and the Notice to Proceed were issued and dated for June 3rd, 2024, setting project completion no later than October 1st, 2024. GrahamBoys mentioned that supplies are limited, and not presently available. Paul explained that we may issue a change order for time only or reissue a revised Notice to Proceed at a later date due to the delays in supplies.

East Main Street, Item F.16.2

Paul explained that a great deal of time was spent on trying to work on an acceptable agreement for paving on East Main Street with Pennsylvania American Water. Negotiations were unsuccessful. Steve May, Borough Manager, assisted in prompting resolution by contacting PAWC to reiterate the importance of a single paving project. PAWC will have its Contractor make its proportionate payment based on quantities. The Borough and SAA representatives plan to meet tomorrow to review the quantities in the field. Due to the difficulty with this paving project, Mr. Graham recommends the SAA receive payment for PAWC's share before the paving begins.

Solicitor

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

The Solicitor had no report at this time.

Old Business

None.

New Business

None.

Adjournment

The meeting adjourned at 6:13 p.m.

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

Melissa Wolfe
Director of Finance