

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
December 17, 2024

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

Roll Call

Greg Clifford, Joe Neubert, John Ham, Scott Herbst, Rob Mrozek, Doug Farney, Curt Heakins, and Doug Roth were present. Patricia Rinebolt was absent. The Director of Development, Jordan Ray was also present.

Correspondence

None.

Minutes

Chairman Clifford asked if there were any additions or corrections to the Minutes of November 19, 2024. Hearing none, they were approved as submitted.

Public Comments

None.

Director of Finance

Melissa Wolfe

Destruction of Old SAA STP Records, Item A.8

Melissa stated that Resolution #13-2024 authorizes the destruction of old sewage treatment plant records and asked for a motion to approve this Resolution.

Motion was made and seconded by Curt Heakins/Doug Roth to approve Resolution #13-2024, authorizing the destruction of old SAA STP records. The motion carried.

2025 Board of Director Meeting Dates, Item A.11

Melissa reminded the Board that beginning next month, the SAA Board of Director Meetings will begin at 5:00 p.m.

Newsletter, Item B.6

Melissa explained that the SAA newsletter was sent out at the beginning of December with the customers' bills. She explained that it was also emailed to the customers that are already signed up for electronic billing. Melissa explained that the office staff have been getting a lot of calls and emails from customers who are wanting to sign up for the electronic bill credit that the SAA has offered, beginning in January. Melissa will have a count of how many customers are taking advantage of this credit at next month's meeting.

Bills, Item C.2.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$700.39	\$4,356.63	\$1,216.62	\$6,273.64
	Payroll	\$99,534.46	\$46,295.86		\$145,830.32
SAA Revenue Fund	Automatic Payments	\$44,810.17	\$11,939.06	\$1,711.46	\$58,460.69
	Checks Paid	\$61,568.29	\$2,034.71	\$0.00	\$63,603.00
Total:		\$206,613.31	\$64,626.26	\$2,928.08	\$274,167.65

Motion was made and seconded by Doug Roth/Curt Heakins to approve the Authority's portion of the bills as presented in the table above in the total amount of \$206,613.31. The motion carried.

Update Fixed Asset Lists to Include Newer Facilities, Item C.6

Melissa explained that the staff met to create a more manageable plan for depreciating fixed assets. Melissa showed in Exhibit~C.6 a list of all our current fixed assets that are on a depreciation schedule. She stated that in trying to make the depreciation process simpler and easier, the staff is recommending increasing the setpoint cost to \$15,000 for capitalization. The current setpoint cost is \$1,000. The staff reached out to a couple of municipalities and Maher Duessel, and they all mentioned to increase this cost. Melissa explained that raising this setpoint cost will eliminate approximately 75% of our assets, but will only decrease the list by \$400,000, out of the total of \$73 million that we have. By doing this, it will help the staff maintain the fixed asserts more efficiently. The Board agreed.

Motion was made and seconded by Rob Mrozek/Joe Neubert to increase the setpoint cost for the capitalization of fixed assets from \$1,000 to \$15,000. The motion carried.

Director of Development

Jordan Ray

Overview, New Item

Jordan Ray introduced himself as the new Director of Development. He explained that the current projects he has been working on are Shadow Ridge, Sienna Village, and Liberty Pointe. Jordan explained that when he started, there was a backlog of approximately 40 inspection ports installed that were in the process of being inspected. Throughout the first few weeks of his employment, he has gotten all but 6 inspected.

Sienna Village, Item I.6

Jordan explained that we have received all post-construction documentation from the developers, therefore, we accepted Dedication #2 for Parcel B-1 for the Sienna Village project on 12/4/24. Additionally, we received plans for Parcel B-2 of the project, and we will be reviewing those plans in the weeks to come.

Liberty Pointe, Item I.8

Jordan explained that all testing and the final walkthrough of Dedication #2 is complete, therefore, Resolution #12-2024 was presented to accept ownership of Liberty Pointe Phase #1, Dedication #2, contingent upon all post-construction completion.

Motion was made and seconded by John Ham/Scott Herbst to adopt Resolution #12-2024, accepting ownership of Liberty Pointe PRD Phase #1, Dedication #2, contingent upon all post-construction completion. The motion carried.

Manager

Paul Cornetti

Operator Certification, Item A.4.2.3

Paul explained that Tony and Paul have the correct Wastewater Operator Certifications for our facilities. Chuck has passed the appropriate wastewater exams necessary for our facility and is in the process of receiving certification. Evan has passed part of the necessary wastewater operator exams and will be scheduling to retake another required exam. Tony and Paul passed the Laboratory Supervisors' exams as well. Chuck and Evan will be scheduling to take this exam in the near future. Domenic is currently getting on-the-job experience and will be taking the appropriate exams in the future.

Office Cleaning, Item B.7

Paul explained that the current office cleaners, Jack's White Glove, will not be renewing their contract at the end of this year, therefore their last cleaning will be at the end of this month. Steve May has received three quotes from new cleaning companies, one was \$245 per week, another was \$273.40 per week, and the last one was \$339 per week. Bobbi Jo Cornetti has offered to clean the office for \$200 per week.

Motion was made and seconded by Doug Farney/Curt Heakins to enter into a contract with Bobbi Jo Cornetti for 2025 office cleaning, at a cost of \$200 per cleaning. The motion carried.

Port O' Call, Item F.18

Paul explained that DEP does not intend to renew Port O'Call's NPDES Permit essentially requiring the trailer park to connect to the SAA's sewer system. The SAA constructed a connection point in 2007 to service the entire park. Mr. Roth questioned the billing method for the park, and Paul explained that new lines will likely be required throughout the park to prevent I&I from entering into the system. We have been told Port O' Call will be in touch with the SAA to discuss sewer service further.

Consent Assessment and Civil Penalty, Item H.1.2

Paul explained that DEP proposed a fine of \$25,000 for the effluent violations that occurred recently. We have received a Consent Assessment and Civil Penalty from DEP. We were able to negotiate the fine amount down to \$6,230, down from \$25,000. Don Graham has reviewed the order, and the appropriate check is in the bills to be paid. Resolution #14-2024 authorizes the execution of the Consent Assessment.

Motion was made and seconded by Scott Herbst/Doug Farney to approve Resolution #14-2024, authorizing the execution of the Consent Assessment and Civil Penalty. The motion carried.

811 Meridian Road, Item J.7

Paul explained that after last month's meeting, he emailed Mr. Stivason about the Board's decision, which remained unchanged from the October meeting. Mr. Stivason thanked Paul for the information that was sent to him. The offer for the billing agreement still stands until 12/31/24.

Additional Cyber Liability Insurance, New Item

Paul and Melissa explained that with current electronic monthly billing is approximately \$240,000. The Authority is in the process of offering incentives to its customers to apply for electronic billing, and we therefore have inquired with our insurance company about additional cyber insurance coverage. Under our current policy, we have \$50k of cyber insurance coverage. Melissa and Paul provided details of the premiums versus the coverage for additional protection. Mr. Graham explained that the Privacy Breach Response Services are often some of the most expensive costs during a cyber security breach.

Motion was made and seconded by Doug Roth/Scott Herbst to purchase an additional \$1 million in cyber liability insurance through Selective for an additional premium of \$1608. The motion carried.

Solicitor

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

The Solicitor had no report at this time.

Old Business

Rob Mrozek asked if any new information regarding Connoquenessing Township was available. Paul stated that no new information was available at this time.

New Business

Mr. Heakins asked about the logistics of recording the public meetings or the public comment portion of the meetings. Mr. Graham said either option would be legal provided we place notices informing the public of such. Mr. Mrozek suggested exploring Artificial Intelligence (AI) to generate more detailed meeting minutes. Paul stated that we will attempt to try that at next month's meeting and see how it works.

The Board wished everyone a safe and happy holiday!

Adjournment

The meeting adjourned at 6:17 p.m.

The next meeting is scheduled for Tuesday, January 21, 2025.

Melissa Wolfe
Director of Finance