

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**January 21, 2025**

**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, Dave Johnston and Doug Roth were present.

**Dave Johnston, New Authority Board Member**

On behalf of the Authority, Greg Clifford welcomed Dave Johnston as a new Board member.

**Patricia Rinebolt, New Item**

On behalf of the Authority, Greg Clifford thanked Patricia Rinebolt for all her hard work and service over the years.

**SAA Board of Director Reappointments, Item A.9**

Greg Clifford explained that the Board needed to either make a motion to appoint the same officers as 2024, or to appoint each position separately. Joe Neubert stated that he would like to appoint the same officers as 2024. The Board agreed.

**Motion was made and seconded by Joe Neubert/John Ham to appoint the same officers as 2024 with the exception of the Secretary. The motion carried.**

Curt Heakins stated that he would like to appoint Dave Johnston for the Secretary position.

**Motion was made and seconded by Curt Heakins/Rob Mrozek to appoint Dave Johnston as Secretary of the Saxonburg Area Authority. The motion carried.**

**Solicitor, New Item**

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

**Consulting Engineers, New Item**

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

**Auditors, New Item**

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

**Joint Policy Committee Member Appointment, Item A.3**

**Motion was made and seconded by Doug Farney/Scott Herbst to appoint Dave Johnston as the 5<sup>th</sup> liaison Borough/Authority member of the Joint Policy Committee. The motion carried.**

## **Correspondence**

None.

## **Minutes**

Chairman Clifford asked if there were any additions or corrections to the Minutes of December 17, 2024. Hearing none, they were approved as submitted.

## **Public Comments**

None.

## **Director of Finance**

Melissa Wolfe

### **Board Member Conferences/Training, Item A.4.1.1**

Melissa explained that the registration just opened on 1/20/2025 for this training that will be held on March 20, 2025, at the DoubleTree Hotel in Cranberry. She explained that the cost for in-person attendance is \$155 per person, if registered before 2/21/2025. She also explained that they now offer virtual attendance for a cost of \$75 per person. Melissa asked if there was any interest in attending this event. Rob Mrozek stated that he was interested. Melissa stated that if any Board Member would like to attend, to please let her know and she will register them.

**Motion was made and seconded by Dave Johnston/Scott Herbst to approve the attendance of any Board Member at the Board Member Conference. The motion carried.**

### **PMAA Spring Management Workshop, Item A.4.1.2**

Melissa explained that this annual event will be held at Seven Springs on May 1, 2025. There is no brochure available at this time. Greg Clifford stated that he is interested in attending this event.

**Motion was made and seconded by Scott Herbst/Doug Roth to approve the attendance of any Board Member at the PMAA Spring Management Workshop. The motion carried.**

### **PMAA Annual Conference/Tradeshow, Item A.4.1.3**

Melissa explained that this annual event will be held in Bethlehem, PA from September 7<sup>th</sup>-10<sup>th</sup>, 2025. No brochure was available yet for this event. Greg Clifford stated that he is interested in attending this event.

**Motion was made and seconded by Doug Roth/John Ham to approve the attendance of any Board Member at the PMAA Annual Conference and Tradeshow. The motion carried.**

### **PA Rural Water Annual Conference, Item A.4.1.4**

Melissa explained that this annual event will be held at the Penn Stater Hotel from March 24<sup>th</sup>-27<sup>th</sup>, 2025. She explained that the registration information was included in the Exhibits.

**Motion was made and seconded by Doug Roth/Scott Herbst to approve the attendance of any Board Member to the PA Rural Water Annual Conference at a cost of \$395.00 plus expenses. The motion carried.**

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

**Destruction of Old SAA Records, Item A.8**

Melissa stated that Resolution #1-2025 to destroy old SAA Records, for the year 2017. She explained that the staff has brought all documents upstairs, and that these documents are ready to be shredded. Curt Heakins has again agreed to donate his time to shred these documents in the office. The staff will coordinate with him.

**Motion was made and seconded by Dave Johnston/Scott Herbst to adopt Resolution #1-2025, authorizing the destruction of old SAA records as noted. The motion carried.**

**E-Billing \$1 Credit Project, Item B.6/C.8**

Melissa explained that the SAA newsletter was sent out at the beginning of December with the customers' bills. She explained that as of 1/9/25, 232 customers have signed up for electronic billing, and therefore are receiving the \$1 credit. The total E-bill customers are 1,529 out of 4,111. Melissa stated that the Authority should continue to see customers take advantage of this credit throughout the next few months.

**Financial Reports, Item C.2**

Melissa explained that Maher Duessel will be in the office on 2/21, 3/17-3/20, and 3/31 for the Saxonburg Area Authority Audit. She stated that she has already uploaded more than half of the financial information needed to the Audit website, with the help of the staff. She stated she feels very confident that the Audit will be completed in a timely manner.

**Bills, Item C.2.3**

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$3,494.88	\$6,516.56	\$1,824.89	\$11,836.33
	Payroll	\$79,511.90	\$36,443.47		\$115,955.37
SAA Revenue Fund	Automatic Payments	\$50,238.44	\$9,521.74	\$858.07	\$60,618.25
	Checks Paid	\$50,435.60	\$1,881.60	\$0.00	\$52,317.20
<b>Total:</b>		<b>\$183,680.82</b>	\$54,363.37	\$2,682.96	\$240,727.15

**Motion was made and seconded by Curt Heakins/Rob Mrozek to approve the Authority's portion of the bills as presented in the table above in the total amount of \$183,680.82. The motion carried.**

#### **Cash Flow Projects, Item C.2.4**

Melissa and Paul explained that they created a new cash flow exhibit for 2025, which was enclosed in the meeting packets. They showed the chart and explained that they used the actual month end cash up to the present, and they will continue to update that part of the chart every month. Melissa explained that for the projections, it includes the monthly beginning cash, less the debt service (Pennvest and Bonds), less the expected O&M expenses, and the capital projects (which were both projected at 3% increase per year), and plus the estimated monthly revenues (which were projected at 2% increase per year). Melissa asked if there were any questions pertaining to this chart but heard none.

#### **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 1<sup>st</sup>. She also stated that if anyone needed to look at the previous year's form to please let her know. She had them readily available at the meeting.

#### **Retirement Sick Bank Account, Item C.10**

Melissa discussed that Exhibit~C.10 showed that if all employees were to retire today, the Authority would have to pay out \$87,488.37. She explained that the calculations decreased from last year, due to a couple of the employees leaving, and new employees being added. Melissa explained that the Authority has maintained that balance in the PNC Money Market account.

**Motion was made and seconded by Dave Johnston/Rob Mrozek to approve the amount of \$87,488.37 to be maintained in the PNC account to be fully covered/budgeted upon end of employment for staff. (A reduction of \$8,687.23 from last year). The motion carried.**

#### **2024 Pension Fund, Item C.13**

Melissa explained that Exhibit~C.13 illustrates the pension fund calculations for the year. She showed that the Authority is not required to contribute to the Employee Pension Fund this year, so no amount is due to the Borough. She stated that there is actually a negative amount that is showing due, and that amount will be carried over to continue the coverage for next year.

#### **Manager**

Paul Cornetti

#### **Chamber of Commerce Annual Membership, Item A.4.1**

Paul explained that in 2022, we paid an annual membership of \$200 for both the Chamber of Commerce and the CDC, in 2023 we paid \$300 for only the Chamber of Commerce, in 2024 we paid \$400 for only the Chamber of Commerce, and now in 2025, the membership is \$500 for only the Chamber of Commerce. The Borough received the same invoice, but the annual membership for the Borough is only \$250. The Board directed Paul to contact the Chamber of Commerce to discuss these different costs. Rob Mrozek stated that he would feel comfortable with approving an expense of \$250 for payment to the Chamber of Commerce.

**Motion was made and seconded by Rob Mrozek/Doug Farney to approve a \$250 expense for the Annual Membership to the Butler County Chamber of Commerce. The motion carried.**

### **Authority and Municipality Bidding Thresholds for 2025, Item A.7**

Paul explained that beginning on January 1, 2025, the bidding thresholds for municipal authorities will be as follows for purchases and contracts:

- Less than \$12,900 will require no formal bidding or written/telephonic quotations
- Between \$12,900 and \$23,800 will require three written/telephonic quotations
- Over \$23,800 will require formal bidding

### **New Ricoh Copier, Item B.8**

Paul explained that the Authority ordered a new Ricoh copier, and it will be delivered on 2/6/2025. The total cost for the new machine is \$5,579.21. The Borough did not have the money to contribute to the new machine but will benefit well. We have a 60-month agreement on the copier, where each black and white copy will be billed at \$0.006 per copy. For our current copier, we are paying \$0.01466 per black and white copy. This goes up three tenths of a cent per year.

In the past year, the Borough and Authority has paid \$1,104.90 for copies, and the costs will continue to rise over the next several years, for an estimated total of \$9,067 after 60 months. With the new machine, we will pay an estimated total of \$2,466 after 60 months, a savings of \$6,600. Paul explained that the old Ricoh copier will go down to WWTF, mostly for scanning services, as the plant scans numerous papers to the office. The last Ricoh replaced went to the Police Department.

### **Leslie Road PRD Project, Item I.12**

Paul presented a 58-unit residential plan proposed to be developed near Blackhawk near the intersection of Leslie Road and Sandy Hill Road. The developer is requesting the use of 52 grinder pump units to serve the homes in this development. Paul explained that our policies provide for up to 10 units to be connected via grinder pumps in a system without extenuating circumstances. Paul explained the several disadvantages of utilizing grinder pump systems over gravity systems. Mr. Roth questioned the use of a fully owned Authority pump station at the site. Paul stated that this would be extremely costly for the customers to maintain.

The staff drove to the site and reviewed the contours. Based upon this preliminary information, the staff believes that gravity service can be achieved for the majority of the development. We will attempt to meet with the developer to discuss the service in more detail, and report back to the Board.

### **Vent Cap Specification, Item I.13**

Paul explained that the Authority has always only approved a mushroom style vent cap on the vent of homes outside the exterior wall of the house. We show it graphically on the specifications/drawings but never called it out. A contractor requested the Authority to show the specification, and we could not. Paul explained that we are requesting changing the SAA documents to call out the Oatey Mushroom Vent Cap Model 43805 or approved equal.

**Motion was made and seconded by Scott Herbst/Joe Neubert to improve the SAA's specifications to specify the use of a mushroom style vent cap on all sewer service lines. The motion carried.**

### **811 Meridian Road, Item J.7**

Paul discussed that Mr. Stivason never came back in to pay the reduced fees that were agreed upon by the Board. Therefore, the agreement that was between the Authority and Mr. Stivason is now void.

Mr. Mrozek asked Paul to review the history of this property for Mr. Johnston. Paul provided these details.

### **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 6:04 p.m. to discuss personnel matters.

The Board came out of Executive Session at 6:15 p.m. No action was taken.

### **Adjournment**

The meeting adjourned at 6:16 p.m.

The next meeting is scheduled for Tuesday, February 18, 2025.

Melissa Wolfe  
Director of Finance