

**SAXONBURG AREA AUTHORITY BOARD MEETING**  
**Meeting Minutes**  
**April 15, 2025**

**Chairman Clifford called the meeting to order at 5:00 p.m.**

**Roll Call**

Greg Clifford, Doug Roth, Joe Neubert, John Ham, Scott Herbst, Rob Mrozek, Curt Heakins, and Dave Johnston were present. Doug Farney arrived at 5:27 pm. Also present were Melissa Wolfe/Billing Coordinator, Paul Cornetti/Manager, Donald Graham/Solicitor, Brendan A. Linton from Connoquenessing Township and Beth Dittmer from Maher Duessel.

**Correspondence**

None.

**Minutes**

Mr. Clifford asked if there were any additions or corrections to the Minutes of March 18, 2025. Hearing none, they were approved as submitted.

**Public Comments**

Brendan A. Linton from Connoquenessing Township thanked the Authority Board and staff for its commitment and work with Connoquenessing Township regarding sanitary sewer service. He explained that he met with the Authority Board 2-1/2 years ago as a member of the Connoquenessing Township Sewer Authority and recommended Saxonburg Area Authority as the best option for Connoquenessing Township's sewage needs. He explained that shortly after that meeting, he resigned from his positions with Connoquenessing Township because of conflicting opinions of the project within his Township. He is attending tonight's meeting as a private citizen. He informed the Board that Connoquenessing Township has continued to study sewage service providers for the past several years, Connoquenessing Township has published its 537 Plan amendment today and Saxonburg Area Authority continues to be Connoquenessing Township's most cost-effective option. Mr. Linton explained that Pennsylvania American is another good option for Connoquenessing Township, however there are administrative challenges with this option. He strongly recommended that Saxonburg Area Authority provide sewage service to Connoquenessing Township only under the current proposal, as a bulk sewage customer. He again thanked Saxonburg Area Authority for its help with this project.

Mr. Mrozek explained that he was at the Connoquenessing meeting that prompted Mr. Linton to resign his position. Mr. Mrozek stated that the SAA will always do what is best for our customers and our neighboring communities. Mr. Heakins thanked Mr. Linton for taking the time to come to our meeting and show his appreciation for the Authority.

**Auditor**

Beth Dittmer (Maher Duessel)

**Financial Reports, Item C.2**

Beth Dittmer from Maher Duessel presented the 2024 Audit Report. She detailed the Communication to Those Charged with Governance report and stated that this report is Maher Duessel's only requirement to present. All other reports are completed by the Authority Management. The whole report included the Independent Auditor's Report, the

Management's Discussion and Analysis as presented by management, the Financial Statements, Footnotes, the proposed legal advertisement and the DCED Filing. She stated that there were no issues with the Audit, and very few adjustments were made by the Authority Staff.

### **Director of Finance**

Melissa Wolfe

### **Financial Reports, Item C.2**

Melissa explained that after the 2024 Audit was approved, she would advertise in the newspaper and make all the appropriate disclosures.

**Motion was made and seconded by Scott Herbst/Curt Heakins to approve and advertise the 2024 Audit Report as prepared by Maher Duessel. The motion carried.**

### **Bills, Item C.2.3**

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$3,494.76	\$4,868.73	\$2,058.34	\$10,421.83
	Payroll	\$62,980.48	\$35,651.66		\$98,632.14
SAA Revenue Fund	Automatic Payments	\$57,615.62	\$14,044.54	\$787.27	\$72,447.43
	Checks Paid	\$58,944.65	\$2,733.06	\$0.00	\$61,677.71
Total:		<b>\$183,035.51</b>	\$57,297.99	\$2,845.61	\$243,179.11

**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 \$183,035.51. The motion carried.**

### **Payroll, New Item**

Melissa explained that the staff is currently looking for new payroll software. She stated that we are currently having some in-house issues and would like to explore our options. The Authority has met with a few companies and are waiting for demonstrations to be emailed over. Curt and Greg mentioned their companies used PayCom, and they both advised that software. Rob asked how many companies we have looked at and asked that we review several options. The Board agreed.

### **Manager**

Paul Cornetti

### **Connoquenessing Township Sanitary Sewers, Item F.20**

Paul explained that after last month's meeting, he submitted the proposal for bulk sewage service to Connoquenessing Township. The proposal was similar to the one that was presented in 2022. The bulk sewer fee was estimated at \$5-\$6 per 1,000 gallons. The capacity fee for 400,000 per day would be \$5.8 million. Paul explained that the Board

hasn't adjusted this fee since 2005, and if the Board were to adjust to today's equivalent charge, it would be \$10.7 million. Paul explained that we received another Right-to-Know requesting all the information regarding our communications with Connoquenessing Township.

#### **PA Small Water and Sewer Program Grant, Item F.21**

Paul explained that the staff has been pulling together an application for this grant. Our project is eligible to receive this grant money ranging from \$30,000-\$500,000. The application fee for this grant is \$100.00 and is due by April 30<sup>th</sup>. Paul stated that the staff has sent out requests for two letters of support to the State Representatives. We have also received a planning consistency letter from Butler County Planning and Economic Development.

The total costs of the project are estimated at \$866,000. We are requesting \$490,000 from the CFA. We are proposing that the Authority matches \$490,000. Curt inquired that if we received the grant funds, if we are proposing another project. Paul stated that at this time we are not planning another project for next year. Greg was concerned with new inflation figures that our project costs may escalate immensely. Curt questioned if we could stockpile excess materials at this time, and Paul explained that it could be a challenge, especially with pipe. Paul also explained that if we did buy materials in advance, we would not be able to use them in a grant-funded project.

**Motion was made and seconded by John Ham/Scott Herbst to authorize the Ownership Letter, Matching Grant Fund Commitment Letter, and to adopt Resolution #2-2025, authorizing Greg, Paul, and Dave to execute all documents and agreement to facilitate obtaining the Grant. The motion carried.**

**Motion was made and seconded by Scott Herbst/Dave Johnston to approve contributing 40-60% of the total project costs. The motion carried.**

#### **Material Bin at WWTF, Item H.16**

Last fall, the Authority budgeted \$9,000 for a material bin at WWTF. After further thought, Chuck McGee would like to move this shed closer to the main office building at the WWTF, and therefore, thought that a similar split-faced block style would be more suitable. Paul presented Exhibit~H.16, showing the estimated costs for this material bin, at \$18,000. Paul proposed a new budget of \$20,000 for this project. Greg questioned what this shed would be used for, and Paul explained that we have a two stalls at the WWTF, a truck is in one stall, and all of our lawn equipment, along with some supplies, is in the other stall. Overflow has been moved to the dry storage building, and we simply need more covered storage space. The Board agreed.

**Motion was made and seconded by Doug Roth/Joe Neubert to increase the budget on this project to \$20,000. The motion carried.**

#### **Liberty Pointe Phase 1B, Item I.8**

Paul discussed that back in December, the Board accepted Phase 1B, contingent upon all post-construction completion. Paul stated that all the post-construction is now completed, and we recently accepted ownership of the sewer lines in the development. Last week, we began to receive tap fees.

#### **Solicitor**

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

**Old Business**

**New Business**

**Adjournment**

The meeting adjourned at 5:47 p.m.

The next meeting is scheduled for Tuesday, May 20, 2025.

Melissa Wolfe  
Director of Finance