

SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
January 20, 2026

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

Roll Call

Greg Clifford, Curt Heakins, Rob Mrozek, Doug Farney, Scott Herbst, Joe Neubert, John Ham, Doug Roth, and Dave Johnston were present. Also present were Melissa Wolfe/Director of Finance, Paul Cornetti/Manager, and Donald Graham/Solicitor.

SAA Board of Director Reappointments, Item D.1.1

Greg Clifford explained that the Board needed to either make a motion to appoint the same officers as 2025, or to appoint each position separately. The Board agreed that they would like to appoint the same officers as 2025.

Motion was made and seconded by Joe Neubert/Scott Herbst to appoint the same officers as 2025. The motion carried.

Solicitor, Item D.1.16

Motion was made and seconded by John Ham/Rob Mrozek 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, D.1.17

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

Auditors, Item D.1.18

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

Correspondence

None.

Minutes

Chairman Clifford asked if there were any additions or corrections to the Minutes of December 16, 2025. Hearing none, they were approved as submitted.

Public Comments

None.

Director of Finance

Melissa Wolfe

Bills, Item A.1.3

<i>Purpose</i>		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	\$1,088.27	\$5,383.91	\$2,418.68	\$8,890.86
	Payroll	\$64,067.53	\$35,620.63	\$427.67	\$100,115.83
SAA Revenue Fund	Automatic Payments	\$67,695.26	\$14,227.15	\$1,877.95	\$83,800.36
	Checks Paid	\$30,727.24	\$1,915.97	\$0.00	\$32,643.21
Total:		\$163,578.30	\$57,147.66	\$4,724.30	\$225,450.26

Motion was made and seconded by Dave Johnston/John Ham to approve the Authority’s portion of the bills as presented in the table above in the total amount of \$163,578.30. The motion carried.

Financial Reports, Item A.2.4

Melissa explained that Maher Duessel will be in the office on 2/17-2/20, and 3/4 for the Borough Audit, and 3/16-3/19, and 3/26 for the Saxonburg Area Authority Audit. She stated that she has already uploaded some of the financial information needed to the Audit website, with the help of the staff.

Melissa explained that the financial reports in the packets are now being created out of the new FastFund software, and if the Board had any questions regarding the reports to let her know.

Retirement Sick Bank Account, Item A.4.5.1

Melissa discussed the sick bank Exhibit in the packets show that if all employees were to retire today, the Authority would have to pay out \$93,864.52. She explained that the calculations increased from last year. Melissa explained that the Authority has maintained that balance in the PNC Money Market account. Doug Farney stated that this account was started years ago, consistent with the Auditors’ recommendations.

Motion was made and seconded by Doug Farney/John Ham to approve the amount of \$93,864.52 to be maintained in the PNC account to be fully covered/budgeted upon end of employment for staff. (An increase of \$6,376.15 from last year). The motion carried.

Curt Heakins asked Paul to explain the sick bank in more detail. Paul explained to the Board how the sick bank time accrues per employee, with sick days and vacation days added together. Paul also explained the few different options the employees have at the end of their anniversary date. Paul detailed the “cashback” option for the staff and also asked the Board if this could be an option for Paul’s contract. The Board agreed to this cashback option for Paul. Paul stated that he will put this in his upcoming contract.

The Board thanked Paul for the in-depth detail of this account.

Board Member Conferences/Training, Item A.5.1.1

Melissa explained that this training will be held at the DoubleTree Hotel in Mars on March 18, 2026. She explained that the cost for in-person attendance is \$205 per person. She also explained that they now offer virtual attendance for a cost of \$95 per person. Melissa stated that if any Board Member would like to attend, to please let her know and she will register them. Greg Clifford stated that this conference is very educational, and encouraged any Board member that could attend, to do so. Rob Mrozek explained that he attended this event last year and was very pleased with the information he obtained.

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

PMAA Spring Management Workshop, Item A.5.1.2

Melissa explained that there is no information at this time for this annual event

Motion was made and seconded by Doug Farney/Joe Neubert to approve the attendance of any Board Member at the PMAA Spring Management Workshop. The motion carried.

PMAA Annual Conference/Tradeshaw, Item A.5.1.3

Melissa explained that there is no information at the time for this annual event. Greg Clifford stated that it is being held in Erie, PA this year. He also stated that this training is a wonderful experience and encourages the Board members to attend if possible.

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

PA Rural Water Annual Conference, Item A.5.1.4

Melissa explained that this annual event will be held at the Penn Stater Hotel from March 23rd-26th, 2026. She explained that the registration information was included in the Exhibits. Melissa stated that the Penn Stater Hotel was already sold out at the end of December. Paul and the Board discussed attempting to book a few rooms a year in advance for the Board Members to be able to attend. The Board agreed that Melissa could book two rooms a year in advance, as long as there is no cancellation fee.

Motion was made and seconded by Scott Herbst/Joe Neubert to approve the attendance of any Board Member at the PA Rural Water Annual Conference at a cost of \$425.00 plus expenses. The motion carried.

Destruction of Old SAA Records, Item A.6.1

Melissa stated that Resolution #1-2026 was created to destroy old SAA Records, for the year 2018. 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 Scott Herbst/Doug Farney to adopt Resolution #1-202, authorizing the destruction of old SAA records as noted. The motion carried.

State Ethics Commission Forms, Item A.6.2

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 1st. She also stated that if anyone needed to look at the previous year's form to please let her know.

2024 Pension Fund, Item D.2.4

Melissa explained that the staff reached out to PSAB to confirm that no contribution is needed for the year. We have not heard back from them, but we believe that no contribution is to be made at this time.

Manager

Paul Cornetti

McFann Road Pump Station-Pump and Panel Rebuild, Item B.3.10

Paul explained that the staff budgeted \$300,000 for this project in this year's budget. The total quote we received was \$476,300, with pumps at \$123,400, the electrical at \$90,650, and the labor at \$262,250. Paul explained that we may want to look at doing the labor in house or bid the project without Co-Stars. He stated that we did order at new volute for a cost of \$17,958, and that we currently have a welded volute in service right now as backup, in case of an emergency. Kappe also informed us that they are no longer going to be the representative for Sulzer/ABS, therefore, we would rather work this project through the new representative at a later date.

Authority and Municipality Bidding Thresholds for 2026, Item D.1.13

Paul explained that beginning on January 1, 2026, the bidding thresholds for municipal authorities will be as follows for purchases and contracts:

- Less than \$13,200 will require no formal bidding or written/telephonic quotations
- Between \$13,200 and \$24,500 will require three written/telephonic quotations
- Over \$24,500 will require formal bidding

Connoquenessing Township, Item D.3.1

Paul explained that DEP rejected CT's 537 Plan. He stated that CT has some new supervisors for 2026. CT is evaluating all alternatives at this time.

Grant Funds for Carol and Beatty Drive, New Item

Paul stated that last April, the staff applied for the Carol and Beatty Drive Sewer Line Replacement Project through the PA Small Water Systems Grant. The Small System Grant was capped at \$500,000, so we applied for \$489,558.28, and listed our local share at \$376,434.22.

He explained that he received a phone call on the day of the Board Meeting, explaining that the SAA would be awarded \$489k for this project.

Assuming that we would not receive the funds and knowing we couldn't afford this project with our local funds alone, we prepared the 2026 Budget only funding the Carol Drive portion of the project, with the staff completing the work. The staff budgeted only \$262k for the Carol Drive portion of the project, therefore, we would need to reallocate approximately \$115k if we were to contract out the full Carol/Beatty Drive Project. Once

DCED contacts the Authority, we will discuss multiple year funding and other grant specific requirements. We will have more information next month.

Solicitor

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

The Solicitor had no report at this time.

Old Business

New Business

Rob Mrozek would like to provide the County Commissioners with a tour of the sewage treatment facility in the spring. The staff will coordinate it.

Doug Farney announced that he will not be able to attend the February and March meetings.

Adjournment

The meeting adjourned at 5:44 p.m.

The next meeting is scheduled for Tuesday, February 17, 2026.

Melissa Wolfe
Director of Finance