SAXONBURG AREA AUTHORITY BOARD MEETING
Meeting Minutes
August 18, 2026

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

<u>Roll Call</u>
Greg Clifford, Doug Farney, Rob Mrozek, Scott Herbst, Joe Neubert and Dave Johnston were present. Also present were Melissa Wolfe/Director of Finance, Donald Graham/Solicitor, and Paul Cornetti/Manager.

Doug Roth, John Ham, and Curt Heakins were absent.

<u>Correspondence</u>
Saxonburg Area Rotary Club wrote a letter expressing gratitude for the SAA's donation towards the playground equipment.

John Shirra wrote a letter to the Chairman expressing interest to serve on the Authority Board.

<u>Minutes</u>
Mr. Clifford asked if there were any additions or corrections to the Minutes of July 21, 2026. Hearing none, they were approved as submitted.

<u>Public Comments</u>
Brendan Linton from Connoquenessing Township (CT) expressed how thankful he was for the Authority's work with CT on sewage planning. He stated that the DEP reviewed the last 537 Plan that was submitted and did not approve it. He also requested the Authority to continue to monitor what is going on in the future in CT, suggesting that the Authority still might be an option for future sewage plans. The Board thanked Mr. Linton for his updates.

Director of Finance
Melissa Wolfe

<u>Bills, Item A.1.3</u>

Purpose		SAA	Borough	Park	Total
Borough General Fund	Automatic Payments	$250.02	$2,739.55	$2,011.26	$5,000.83
	Payroll	$72,054.15	$38,102.70		$110,156.85
SAA Revenue Fund	Automatic Payments	$58,631.42	$8,815.95	$410.79	$67,858.16
	Checks Paid	$66,321.96	$2,770.73	$15.30	$69,107.99
Total:		**$197,257.55**	$52,428.93	$2,437.35	$252,123.83

Motion was made and seconded by Scott Herbst/Joe Neubert to approve the Authority's portion of the bills as presented in the table above in the total amount of $197,257.55. The motion carried.

2027 Budget Preparation, Item A.2.1

Melissa explained that the staff will have proposed special projects/larger purchase requests prepared by the end of this month. She stated that after the August revenue and expenses are entered, the staff will start projecting for 2027. She explained that the draft budget is proposed to be presented at the September Board Meeting.

Annual Audit Proposal, Item A.2.4

Mellissa explained that we requested auditing service proposals from Maher Duessel for 1-year, 3-year, and 5-year terms starting next year. She explained that Exhibit~A.2.4 illustrated all three proposals and what the Authority has paid in the previous years. Paul asked the Board if they would like the staff to obtain additional proposals from additional companies. The Board said not at the time. Mr. Mrozek stated that since there were multiple absences for this month's meeting, to bring this Exhibit back to next month's meeting, and discuss it with the entire team. The Board agreed.

BNY Bond Payment, Item A.4.2

Melissa explained that the total amount due for the September Bond payment is $165,331.25. We plan to transfer this amount less the cash on hand, which is approximately $31,300.

Motion was made and seconded by Dave Johnston/Scott Herbst to approve the transfer of the appropriate funds for the September Bond payment to BNY Mellon. The motion carried.

Manager

Paul Cornetti

Operational Assessment and Documentation Related to Cash Handling Procedures, Item A.3.7

Paul explained that last month the Board approved moving to a cash free system, effective October 1, 2026. He asked the Board if there were any questions on the assessment, and if any review was needed. The Board had no questions.

Operator Training, Item A.5.2.2

Paul was proud to announce that Ashley Wise passed the Wastewater General Exam, Treatment Ponds and Lagoons, and Activated Sludge Exam on August 5th. He explained that after she receives her CEUs and experience requirements, she will be able to apply for certification in December 2026 at the earliest. Greg Clifford and the Board congratulated her on her success so far, and wished her the best, moving forward for the certification.

Grey Hawk L.P. Phase I Acceptance, Item C.1.7

Paul explained that construction on this portion of the project has been completed, and this dedication will provide service to 59 homes of the 111 in the entire development. He explained that some post-construction items have been completed, but not all.

Motion was made and seconded by Greg Clifford/Doug Farney to adopt Resolution #4-2026 accepting ownership of the sanitary sewer lines extended by Grey Hawk,

L.P. in Grey Hawk Dedication #1 contingent upon the successful completion of all post-construction requirements. The motion carried.

<u>Penn Township's Representative of Board of Directors, Item D.1.1.6</u>
Paul explained that Mr. Shirra's correspondence was received this month. Doug Roth had mentioned that Penn Township will make a recommendation at the end of September/early October. Paul asked the Board if we would like to respond to Mr. Shirra's letter, and the Board agreed that we should. Don Graham also mentioned that the letter should explain that the Borough ultimately makes the decision on this matter.

<u>Cyber Liability Insurance Requirements, Item D.1.14</u>
Paul stated that the Borough/Authority has a one-million-dollar Cyber Liability Insurance through Selective. Selective is requiring a Disaster Recovery/Management Plan and a Terms of Use Privacy Policy to be placed on our website. Paul stated that the staff is working with Don Graham on a policy for the website. Paul also explained that the proposed Business Continuity Plan was included in Exhibit~D.1.14.

Motion was made and seconded by Rob Mrozek/Joe Neubert to approve the Business Continuity Plan as presented. The motion carried.

<u>Supplemental Employee Insurance, Item D.2.5</u>
Paul explained that the Borough/Authority currently facilitates AFLAC supplemental insurance for the employees. This insurance is elective to all employees, and the employees cover 100% of the costs of the insurance they choose. Paul and the Borough Manager met with Miller Phillips Insurance, who provides similar supplemental insurance through Combined Insurance Company. Paul explained that if the coverage and premiums are in the best interest of the employees, we may propose a change. The Board agreed.

Solicitor
Donald Graham of Dillion, McCandless, King, Coulter, & Graham, LLP

The Solicitor had no report at this time.

<u>Old Business</u>
None

<u>New Business</u>
None

<u>Executive Session</u>
The Board went into Executive Session at 5:32 p.m., to discuss personnel matters.

The Board came out of Executive Session at 6:25 p.m.

<u>Recess</u>
The meeting was recessed until August 25, 2026, at 5:00 p.m.