

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
	Recommended Board Member Review Items		This item is to provide Board Members that may be short on time with the SAA staffs' recommendations for the most critical topics. It is recommended that all Board members review the following Topic ID#s prior to the Board of Director's Meeting. The items in Bold font represent the items the staff believes should be discussed at the Board of Director's Meeting.	A.1.1-A.1.7, A.2.3, A.2.4, A.4.5, A.5.1.3, B.3.14, B.3.1.15, D.1.8, D.1.11, D.2.1-D.2.1.3, Executive Session
	Recommended Action Items for SAA Board		<i>This item lists topics for which the SAA staff has prepared preliminary actions (motions). These items can be found by reviewing the Topic ID#s. These proposed motions are listed on the Preliminary Agenda included in your reports. Additionally, these items are outlined in bold italic font throughout this report.</i>	A.1.3-A.1.6, A.2.3, A.2.4, A.4.5, A.5.1.3, D.1.11, D.2.1-D.2.1.3, Executive Session
	Identification of SAA/Borough Employees		Throughout this report, MC= Marty Culp, CM=Chuck McGee, PC=Paul Cornetti, MP=Mary Papik, TM=Tony Monfre, SB=Steven Bauer, RR=Renee Ramfos, MB=Mike Bauer, SM=Steven May (Borough only employee), EF=Evan Fetter, NF=Nicole Farney, JR=Jordan Ray, AW=Ashley Wise	JH=Jacob Harrison (New Director of Finance), AF=Amber Flaherty (New Billing Technician).
A. Director of Finance-Melissa Wolfe				
1 Monthly Reporting Items				
A.1.1	Monthly Budget Report		This report provides a summary of the approved Annual Budget (including revenues and expenses) and provides details on the amount budgeted, current monthly status, year-to-date status, amount remaining and percentage remaining.	See Exhibit~A.1.1
A.1.2	Monthly AR Report		This report provides a summary of the month end AR.	See Exhibit~A.1.2
A.1.3	Monthly Accounts Payable (AP) Report		<i>This section provides a summary of the current Monthly AP. The SAA's AP are divided into three sections; 1) the Decrease Adjustments, the 2) SAA bills, the and the 3) Payroll Expenses.</i>	<i>The SAA Board of Directors typically approves all (AP) bills to be paid in a single motion during the Board meetings.</i>
A.1.4	Monthly Automatic Payments Report		<i>The Decrease Adjustments are recurring bills of the SAA and/or SAA and Borough such as utilities that are paid throughout the month. These expenses may or may not be specific to the Authority and may be split expenses with the Borough. In the case of split bills, the split percentages are approved during the annual budget process.</i>	<i>See Exhibit~C.A.1.4. This table includes split SAA/Borough expenses and SAA only expenses.</i>
A.1.5	Monthly SAA Expenses		<i>The SAA bills are expenses the SAA incurred as part of its operations during the period. The Split Borough/SAA bills are expenses that the SAA and Borough have incurred during the period when the expense is not specific to the Borough or Authority. The splits on these bills are approved during the annual budget process. Since these bills are ultimately paid by either the Borough or Authority, the approval includes reimbursements from or to the appropriate entity.</i>	See Exhibit~A.1.5
A.1.6	Payroll Expenses		<i>This report lists the expenses associated with payroll for the month as well as the Borough / Authority splits.</i>	See Exhibit~A.1.6
A.1.7	SAA Cash Status/Cash Flow Summary		This item will track the current amount of cash the SAA has on hand. The total cash consists of all money in the Revenue Fund, Construction Fund, PNC Money Market, Nextier deposit account and First National accounts. This cash status may not include the most recent interest earnings if the SAA has not received the statements prior to reporting. A table and chart is included in the Exhibit that provides the historic cumulative balances in these accounts. (1/14/25) New report in place of old cash flow status. Updated projections were made in 2025. (8/12/26) We are \$168,392 below the cash flow projections made in January 2025. See Exhibit~A.1.7.	(9/10/26) We are \$135,821 below the cash flow projections made in January 2025. See Exhibit~A.1.7.
2 Budget/Audit				
A.2.1	Status of SAA Annual Budget / Budget Capital Purchases	X	If an item has been identified as a capital expense item, an "X" will be marked in the third column throughout the report. These items has been budgeted by the Board. (9/17/25) The Board reviewed and adopted the 2026 budget at the September meeting. Budget includes \$6.1 million in revenue, \$7.1 million in expenses of which \$1.6 million is depreciation and \$669,000 are in capital projects. Special Projects include MH rehab, PS PLC upgrade, McFann PS Rebuild, Carol Drive sewer line replacement, Key FOB for WWTF, Split AC Unit at WWTF, Pump Rebuild and all recurring project expenses. (9/18/25) Annotated Budget to be completed and disclosures to be made. (9/25/25) Annotated Budget is complete and in the packets. Disclosures are made and complete.	
A.2.2	2026 - Unspecified Emergency Assets	X	This item is a budgeted capital expenditure. \$60,000 shared (\$10,000 Borough/\$50,000 SAA) budgeted for 2026. This budgeted line item is used for unspecified emergency repairs that occur throughout the year. (6/22/26) Two soft starts at McFann and one softstart at Davis. (7/14/26) Two pump rebuilds at McFann and Davis. (8/11/26) Polymer pump at WWTF.	

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A.2.3	Budget items (newly identified for future years)		<i>This line item contains items that the staff and/or Board members have identified that should be considered by the SAA for future years' budgets. The staff maintains a full listing of these items with anticipated costs and reviews these items for inclusion in Capital Expenditures each year during the budget review process. (6/9/26) AWS Ultrapure Water System \$6,330 with about \$800 annual filter replacement costs. (7/14/26) Possibly replacement of 2016 Utility Truck. Discussed and plan to hold off for at least one year. (7/15/26) We will begin to work on the 2027 Annual Budget. Please advise if there are any special items the Board may wish to include in the budget.</i>	(9/10/26) See draft 2027 Budget included in your packets as Exhibit~A.2.3
A.2.4	Financial Reports		<i>This item references various financial reports prepared throughout the year and may provide additional comments from staff and/or Board members on the status of the reports. FS must be presented/approved at the April meetings at the latest. Maher Duessel will complete the annual audit. For 2023-\$16,200, For 2024-\$17,600, For 2025-\$18,600. (12/17/25) Maher Duessel will be here for the Borough Audit on 2/17-2/20, and 3/4. They will be here for the Authority Audit on 3/16-3/19, and 3/26. (3/3/26) MW confirmed via email that the Auditors will present at the April Board Meeting. (3/24/26) A draft copy of the 2025 Audit Report was included in the packets. Any changes will be discussed at the meeting. Beth Dittmer from Maher Duessel will be in attendance to present the Financial Statements. (4/21/26) The Board approved the 2025 Audit Report and passed a motion to accept and advertise the Audit Report. (4/23/26) We need to advertise the Audit at this time. Maher Duessel filed the DCED report electronically with the State. MD does this every year. (4/23/26) MW disclosed the audit and emailed Butler Eagle, this is scheduled to run on 4/30. (5/1/26) The ad ran. Financial reports were emailed to all participating municipalities as required under the Municipality Act. (6/9/26) We will need an updated cost from Maher Duessel the the annual audit from 2026-2028. (8/4/26) Requested a new proposal from Maher Duessel today. (8/5/26) Received proposals back from Maher Duessel today. They provided a 1 year, 3 year and 5 year option starting with FY 2026. See Exhibit~A.2.4. We will request a motion.</i>	(8/18/26) The Board chose to table action on Maher Duessel's proposal until more Board members were present. See Exhibit~A.2.4.
A.2.4.1	Financial Status		(5/12/26) At the end of 2025, the SAA had total assets of \$52 million, total liabilities of \$26 million and a net position of \$26 million. We have \$74 million in total assets and \$27 million in total depreciation. The SAA had \$24 million in debt remaining at the end of 2025.	
3 Customer Billing/Matters				
A.3.1	Existing SAA User Rates		Effective 11/15/23 rates are set at \$19.00/1,000 gallons for metered customers and at \$79.00/month for flat fee residential customers. Each customer may earn a \$1 credit each month for electronic bill receipt. There are approximately 1654 customers out of 4559 currently receiving the \$1/month credit.	
A.3.2	Properties Liened and/or Not Connected		Exhibit~A.3.2 includes a summary of property locations with existing liens and other connection concerns. This report shows all liened properties by connection status and all non-connected properties that are not liened with the exception of new construction. (3/8/17) The auditors suggested that we should add an allowance for doubtful accounts related to the future uncollectable liens. We will create and maintain the account based on the \$ amount of the largest lien each year. (9/30/25) 127 North Drive was liened, never connected. 4/8/26) 306 Rockdale Road (Geiser) was physically terminated on 3/2/26 and lien was filed on 4/8/26. (3/24/26) We received a lien letter request for the John Walker property that Penn Township intends to own. We provided the full amount of the lien. DG suggested that the lien will be satisfied at Closing. (6/16/26) 260 Overbrook was disconnected on 5/7/26 and lien was filed on 6/16/26. (7/1/26) DG's office prepared a list of properties with liens. Our office reviewed and confirmed. We plan to meet to discuss differences.	
A.3.3	Monthly Shutoff postings notices		This item shows the next date the field crew will be asked to post properties for non-payment. The dates are set approximately 10 days prior to the need and fluctuate for holidays and weekends. (7/14/26) Postings will be on 7/14 and 7/28. (7/27/26) Postings will be on 8/12 and 8/28.	(8/25/26) Postings will be on 9/14 and 9/29.
A.3.4	Look Back Reviews		This item tracks the status of the tap fee lookback reviews. This policy applies to all non-residential customers of the SAA. After these customers complete the sanitary sewer service application and pay the resulting tap fee payment, the SAA monitors the water meter readings for a period of 36 months. The SAA then calculates the actual usage from a period from 25 months to 36 months after the application date and determines the actual tap fee payment due. The SAA either invoices or reimburses the customer if there were inconsistencies in the initial tap fee payment. No adjustments are made if the tap fee was within 1 EDU. All estimates are carried to the hundredth place. Next review is due in March 2027. (6/22/26) We were contacted by an engineer working with the Lighthouse Foundation on renovations at the building they recently purchased at 465 Pittsburgh Road, previously Furniture Galleries.	

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A.3.5	Meter Readings		This item shows the next date the field crew will be asked to read the meters for the customers billed based on meter readings when the meters are owned by the Authority. Approximate number of meters the staff reads each month is around 189. The dates are set approximately 10 days prior to the reading date between the 21st and 25th of each month. Our new representative at L/B Water is Andrew Kissinger. (7/27/26) Meter readings are set for 8/21/26.	(8/25/26) Meter readings are set for 9/22/26.
A.3.5.1	2026-MXU Replacements		This item is included in the SAA's O&M Budget. \$1,000 budgeted for 2026.	
A.3.6	Monthly mailing of bills		This item shows the next date the field crew will be asked to deliver the bills to the Post Office in Freeport. The dates are set approximately 10 days prior to the need and fluctuate for holidays and weekends, always by the 7th. (8/5/26) Bills mailed on 8/5/26.	(9/3/26) Bills mailed today.
A.3.7	Cash Acceptance and Handling Procedures and Unreconciled Cash		(7/13/26) Attached as Exhibit-A.3.7 is a draft of the proposed revisions to the Cash Handling SOP for the Board's consideration and approval. (7/21/26) The Board moved to adopt a cashless office policy effective 10/1/26. During the interim the revised cash handling SOP will be used. (7/27/26) SOP reviewed with staff and logistics of going cashless. (8/4/26) We will need to adjust the policy with the daily deposits discussed last week. (8/10/26) See attached Operational Assessment and Documentation related to Cash Handling procedures, included as Exhibit-A.3.7.	(8/15/26) Curt Heakin reviewed the policy and is good with it. (8/18/26) The Board had no comments or revisions to the document. DONE.
4 Investments/Debts				
A.4.1	2015 Bond Coverage Calculations		(9/18/25) The estimated coverage based upon the 2026 Budget results in a surplus over the rate covenant of \$4,787,121.	
A.4.2	BNY Bond Payments		This line item tracks the 2015 bond payment schedules. On March 1 of each year, the payment includes principal and interest. On September 1 of each year, the payment includes interest only. BNY Mellon provides the exact amount needing to be transferred prior to the payment date. We plan to make payments shortly after the 15th of the preceding month. SAA Board motions will be presented with authorization of the staff to make "full payment" prior to wiring the funds or writing the check. Upcoming Bond payments include: 9/1/26-\$165,331.25 and 3/1/27-\$1,080,331.25. Must wire 3 days before the due date. Our new contact for BNY is Abhishek Dubey. (2/25/26) Wired bond payment of \$1,028,714.69 today. (3/11/26) Upon receiving refinancing rates, the board decided to wait until more favorable options are available until they would consider refinancing the 2015 Bonds. (7/20/26) Received a letter from BNY stating we have \$31,361.14 Cash on Hand to offset the September 1st payment. Therefore, the 9/1/26 payment of \$133,970.12 will be due.	(8/18/26) The Board moved to authorize this payment. We will need to make this payment before the end of the month. (8/25/26) Bond payment in the amount of \$133,970.12 wired today and approved.
A.4.3	Bond Continuing Disclosure Requirements		Schedule of required disclosures: January - Year end summary statistics including Municipal Secondary Market Disclosure Cover Sheet, Top 10 Customers, Sewer Rates, Customer Base, summary of Budget; upon approval of audit (April - May) post the audit; upon approval of budget (October - November) post the budget summary. All postings are sent to the trustee and the bond insurer prior to posting on the EMMA website. All emails to be sent to BNYCTSpecialists2@bnymellon.com. Additional email copies of certain reports may be required by S & P, Concord, Pennvest, and Boenning & Scattergood as listed in the bond book. (9/18/25) Need to disclose Summary of Budget in the appropriate order then post on website. (9/22/25) Disclosed Summary of Budget to the EMMA Website. (9/30/25) Annotated Budget complete and in the meeting packets. Also, it is posted to the website. (1/27/26) The YE disclosure were published to the EMMA Website, and sent to the Trustee and the Bond Insurer today. (4/24/26) All disclosures were complete for the approved Audit. Done with disclosures until the budget is adopted. (8/10/26) After the budget is adopted by the Board, we will need to disclose the Summary of Budget.	
A.4.4	Annual Arbitrage Calculations		(6/24/15) Every 5 years beginning in 2020 we must pay the IRS the appropriate amount from the Rebate Fund. We must email the bank statement to Maher Duessel to complete this calculations after we receive the May bank statements. (1/12/17) Auditors state that the arbitrage calculation is based on the anniversary date of the bond sale. This requires them to perform the calculations based on the June through the following May bank statements. (6/16/25) Dustin Starr of Maher Duessel completed the arbitrage calculation and determined that we have negative arbitrage for the past five years, and therefore, no payment is due to the IRS. Next report due is ending May 31, 2030. (7/21/25) Received confirmation from IRS that the \$689.49 was satisfied in 2020. (5/14/26) Maher Duessel suggested having the calculation completed less frequently to save money on the cost and the likelihood of negligible set asides.	

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A.4.5	Investments/Bank Accounts		(6/9/26) MW to keep eye on rates, in case we want to reinvest monies at some point. (6/9/26) Currently, we are earning 3.44% on our PLGIT Class Account. MW emailed PLGIT on 7/14 to check current CD Rates. Please see Exhibit~A.4.5 for current rates. Our Class Account is earning 4.3%. PC and MW agree we should continue to keep the funds in our Class Account.	(9/8/26) Current 1-year CD rate is 4.25%. We are currently earning 3.49% on our PLGIT class account. Although we do not recommend purchasing a CD, we plan to transfer funds from the Revenue Fund to the PLGIT Class Account to maximize interest earnings.
A.4.5.1	PNC Bank/Retirement Sick Bank Account		The SAA ensures sick bank payouts are fully covered/budgeted upon end of employment with SAA, by reviewing URPTO time for employees and transferring the appropriate funds to the PNC account/PLGIT CDs (funds may be withdrawn from PLGIT CDs at any time). This calculation is completed each year as of 12/31. The Board moved to maintain \$93,864.52 in the PNC Account for future PTO payouts.(1/27/26) Summary of Bank Statement has been updated with this current amount as "Restricted monies". This is complete for 2026.	
A.4.5.2	Escrow Account		This line item is a placeholder used to remind the staff to hold escrow review meetings every 3 months. Next Escrow meeting to be held in May. (6/8/26) Received Developer's Deposit for Minka Estates today in the amount of \$7,655. Check needs to be deposited and transferred to the Escrow Account. Need to make sure the Minka Estates deposit is in the Escrow Account. JR has been updating the spreadsheet with highlighted items. These do not confirm that they have been updated in the accounting software. (8/4/26) JR and MW met and determined the Escrow account and spreadsheet are up to date.	
5 Training/Conferences/Events				
A.5.1	Board Member Training/Events		This item is used to track current or planned Board member trainings, conferences, seminars and events. The SAA previously established that all Board Member Training will be approved by the Board at public meetings. Events under \$50 will not require specific approval from the Board. For approved events that Board members would like to attend, please contact MW or PC for registration.	
A.5.1.1	PMAA Annual Conference and Tradeshow		(1/20/26) The Board moved to approve the attendance of any Board Member at the PMAA Annual Conference. (2/3/26) Held 9/13 to 9/16 in Erie, PA. (3/10/26) MW checks PMAA's website for this event. Other than the dates, no other information is available at this time. (4/24/26) MW booked GC a hotel for this event. GC received confirmation. See Exhibit~A.5.1.1 for Voting Delegate form. MW will send form to PMAA after the Board Meeting. We would ask for a Motion to approve Greg Clifford as the Voting Delegate for the PMAA Annual Conference. (7/21/26) The Board moved to appoint Greg as the Voting Delegate. (7/27/26) MW sent over form to PMAA via email.	(8/12/25) MW signed up GC for this conference and paid all registration fees. MW provided Greg confirmation of this event at this month's Board Meeting.
A.5.1.2	PA Rural Water Annual Conference		(1/20/26) The Board moved to approve the attendance of any Board Member at the PA Rural Water Conference at a cost of \$425 plus expenses. The Board agreed that MW could book two rooms a year in advance at the Penn Stater Hotel, as long as there is no cancellation fee. (2/9/26) MW went on website to attempt to book rooms for next year. The Penn Stater states that when you book a room(s), they charge your credit card the full amount right away. (2/27/26) After discussion, the staff will continue to monitor when we can book rooms. (4/27/26) MW looked into the 2027 Conference. The dates are March 15-18th of 2027. MW attempted to book hotel room for this event, but the Penn Stater is already sold out of rooms.	
A.5.1.3	Butler County Chamber of Commerce			(9/8/26) See Exhibit~A.5.1.3 for information and sponsorships for the event.
A.5.2	Employee Training		This item is used to track current or planned Employee trainings, conferences, seminars and events. These events are generally planned for during the annual budget approval process and do not require additional approval. In the case of overbudgeted events, the Authority Board will be asked to approve attendance.	
A.5.2.1	Pryor Excel Training		(2/9/26) We renewed our registration for an additional year. (3/24/26) MW provided log-in information to the staff. (4/14/26) RR and NF have been attending these trainings.	
A.5.2.2	HR Training			(8/25/26) The Board approved having JayShare in to provide formal HR training to the employees. The scheduling of this training has been postponed as we staff up.

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A.5.2.2	Operators Training/Certifications		(9/5/17) Certified operators include: Paul Cornetti (A, E, 1, 2, 3 & 4; Lab Supervisor Exam Passed), Tony Monfre (A, E, 1, 2, 3, 4 & 5; Lab Supervisors), Chuck McGee (A,1; Lab Supervisors Exam Passed), Evan Fetter (B,1). (8/7/25) JR passed operators examinations. (9/4/25) AW is signed up for PARW Wastewater Operator Certification Training Program. The Class will meet for 13 Tuesdays starting April 7th. (7/14/26) AW completed the Operator Certification Training Program. Test is upcoming. (7/14/26) AW will take the test in New Stanton on August 5th. (8/5/26) AW took and passed the WW-General Exam, Collection System Exam, Treatment Ponds and Lagoons and the Activated Sludge Exam. Once she has the experience requirements and initial CEUs, she will be able to apply for certification. AW will have the experience requirements in December 2026.	
A.5.2.2.1	Western Section Quarterly Lab Meeting		Each Quarter, Larissa Hoover arranges a round table discussion with various municipal wastewater laboratory personnel to discuss current standards, upcoming regulations and analysis methods. (3/4/26) Larissa Hoover announced the 2026 Lab Meeting dates; 11/6/26 Western Westmoreland Municipal Authority; PC forwarded to operators.	
A.5.2.2.2	EF-Lab Supervisors Exam		(5/11/26) EF has registered to take the Supervisor's Exam on October 8th.	
A.5.2.2.3	WWTF Operator Ethics Training		This item tracks the Ethics Training requirements for the WWTF operators in accordance with the Laboratory Accreditation Act. As per Chapter 252 Ethics Training must be completed every 14 months (new employees within 2 months of starting). Currently CM TM, EF, JR, AW and PC are required to have this training. (6/3/26) Ethics Training completed today. Next training is due on 8/3/27.	
A.5.2.2.4	Skillworks Training		(8/11/26) AW ordered Bearings, Basic Electricity and Electronics and Basic Mechanics training courses from Skillworks.	(8/24/25) MW received notice that these training courses for AW shipped today.
6 Miscellaneous				
A.6.1	Destruction of Old SAA Records		Each year the SAA authorizes the destruction of old records, per the PA Municipal Records Manual. We will review the files for destruction and prepare the appropriate resolutions. (1/20/26) The Board adopted Resolution #1-2026 authorizing the destruction of records from 2018 and earlier. This is done for the year.	
A.6.2	State Ethics Commission Forms		The State Ethics Commission Statement of Financial Interests Form is required to be completed by all Board Members, all employees with purchasing authority, and professional consultants. The forms will be distributed to all Board Members and employees in January of each year. They need to be completed and returned by May 1. Mike Gallagher advises Board members to submit one to the SAA and their municipality. (1/12/26) Ethics forms distributed at the January Meeting; Please return to MW before May 1st.	
A.6.3	Update SAA Website/Public Postings		Website review meetings with RR, MW and PC scheduled for January, April, July, and October. (4/13/26) Website review meeting held today. RR made the changes on the website. (6/2/26) RR looked at WebPresence website vs. GoDaddy. Big difference in cost, but much better platform and it is ADA compliant. Compliance not required until April 2028. July Website Review Meeting scheduled for 7/29 @ 10am. (7/29/26) Website review meeting was held; Noted that the SAA will be going cashless on 10/1/26.	
A.6.4	SAA Board of Director Meeting Dates		(10/15/25) 2026 SAA Board Meeting Dates were approved at the October 2025 meeting. Meetings are set for the 3rd Tuesday at 5 pm for meetings. (10/22/25) MW emailed Butler Eagle to advertise the same. Ad is to be run on 10/24. (11/2/25) This ad ran on 10/26.	(8/18/26) Board of Director's meeting recessed until 8/25/26 at 5:00 pm. (9/1/26) Next Board meeting will be held on 9/15/26.
B. Director of Operations-Chuck McGee				
1 Building and Grounds				
B.1.1	2026-New Air Conditioning Unit/ Furnace for Municipal Building		This item is included in the SAA's O&M Budget. \$6,250 shared (\$3,125 Borough/\$3,125 SAA) budgeted for 2026. There are 5 existing air conditioning units and 5 furnaces that service various locations in the Municipal Building. Although we do not plan to replace these units proactively, we maintain the cost of one AC unit/furnace in the budget annually for the replacement when a failure occurs.	
B.1.2	2026 - Tires for a vehicle		This item is included in the O&M Budget. \$1,500 shared (\$139 Borough/\$1,361 SAA) budgeted for 2026. Each year the SAA will budget for tires for a vehicle. (12/8/25) Unit 5 has new tires. Total costs was \$1,178. (8/11/26) Tire sensors need replaced on Explorer.	
B.1.3	Municipal Building/Garage Parking Lot Paving	X	This is a capital expense budgeted for \$52,000. It is a shared expense (\$33,429 Borough & \$18,571 SAA). (6/13/24) Received estimate from Shields for \$47,226. Borough chose not to move forward. (4/29/25) This project will not be completed in 2025.	
B.1.4	Fire Extinguisher Inspections		(3/11/26) Fire extinguishers to be inspected in mid-April annually. (4/14/26) Completed today.	
2 Collection System				
B.2.1	Inspect 6 SAA owned backwater valves		Inspect 6 backwater valves installed and owned by the SAA at 166 Davis Road, 168 Davis Road, 363 Water Street, 345 Water Street, Zacherl's, and Penn United on a quarterly basis. (5/12/26) Completed today. (6/9/26) Completed today. (7/28/26) Completed today.	

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B.2.2	Taps		This line item tracks the taps that are to be constructed by the SAA field crew. These taps are scheduled after the customer completes the sanitary sewer service application and satisfies the tap fee; The status of each tap is listed below:	
B.2.2.1	262 W. Jefferson Road- Jefferson Twp.		(9/24/25) Tap application and payment received today. Discussed with property owner. His builder has our contact information and will be reaching out to discuss the sewer connection at the right time. Groundbreaking is scheduled for April of 2026. (6/25/26) Discussed with property owner. Our contact information was passed to his project manager. They are not in a hurry for this tap.	
B.2.3	Restoration Items		This item tracks areas that require restoration. (7/14/26) Fire Department paving to be completed.	
B.2.3.1	Saxonburg Fire Co.		(8/5/26) Pavement restoration from repair of Fire Co. service line needs to be completed.	(8/25/26) Complete this paving at this time.
B.2.4	Future Lines to Camera or Jet		We have developed this line item to keep track of non-emergency sewer lines to camera or clean at a future date. (1/17/18) Areas to camera include S33, S143, S46, S117, S30, S91, S83, S182, S169, N. Isabella off of Water Street, end of line on N. Rebecca St., and areas in Thorn Ridge/High Meadows. (2/6/20) Sewer lateral for old Penn United building at corner of Water and State Street.	
B.2.5	2026 - Manhole Risers		This item is included in the O&M Budget. \$4,500 budgeted for 2026. During paving seasons many of our member municipalities contact the SAA to obtain manhole risers. We have found that if the SAA doesn't provide these risers, our manholes may be covered with pavement. We always maintain a variety of risers on site for distribution to the municipalities. We also adjust MH heights when we find buried MHs. (12/19/25) Manhole riser inventory as of 12/19/25: 1"=10, 1.5"=10, 1.75"=10, 2"=9, and 3"=8. (3/25/26) Reached out to all townships to discussed riser needs for 2026 paving project. Only Middlesex will have a need for risers, Hillview and Oak Hill Drives. (3/30/26) Ordered their project. (4/16/26) Risers are ready for pick up at E.J. (4/28/26) 11 additional risers of various sizes picked up today to accommodate projects.	
B.2.6	2026 - Manhole Rehabilitation	X	This item is a budgeted O&M expenditure. \$10,000 budgeted for 2026. (11/13/24) 12 of 16 Manholes rehabilitated so far. (4/9/25) Determined that 12 manholes downstream of the Route 8 discharge have deteriorated and need rehabilitated. (7/16/25) All vented covers installed. Ordered 3 additional from E.J. (11/12/25) We will continue to work on repairing/replacing these manholes in-house. (6/9/26) We will monitor the repaired MHs and look at a portable aeration device.	
B.2.7	Carol Drive/Beatty Drive Sewer Line Replacement Project		This item is included in the SAA's Capital Improvements Budget. \$261,682 budgeted for 2026. This project involves replacing the existing VCP sewer pipe on Carol Drive with new PVC. (2/3/26) Mary Ann Gryzinski called with concerns a) she has a basement sump that lifts wastewater to the sewer main (no stormwater), b) she has an outside sump pump that lifts french drain water and is directed to the creek, c) she has a tap installed on empty lot she would like reconnected, d) she has direct bury underground electric that may be near our trench zone e) she has a large boulder near the road she would like to be protected.	
B.2.7.1	Beatty and Carol Drive - Small Systems Grant Administration		(9/29/25) Letters on 2026 replacement project on Carol Drive sent to customers today. (1/28/26) We officially received notice that we received \$489,558 in grant funds today. We have until 6/30/29 to use the Grant funds. (2/17/26) The Board approved the RFP from State Pipe Services for CCTV sewer line inspection services at the estimated cost of \$10,590 (3/16/26) State Pipe started CCTV project today. (3/17/26) The Board decided that we will use in-house services for the Engineering Design and Permitting with specialty services, such as wetland delineation to be outsourced. (3/23/26) State Pipe completed work today. The staff began to pick up lateral terminal locations and place them on the as-builts. (4/14/26) We are progressing well through the layout and design process. We will need more field information and need to place Design One-Call in a week or so. We will also need to pick up the stakes. Never received deliverable from State Pipe. (4/15/26) Received deliverables from State Pipe today. (4/20/26) Received deliverables and submitted invoice to State for State Pipe's work. State responded that they need more information. (4/28/26) This cost may be eligible for reimbursement, despite the DCED's initial response. Resubmitted appropriate paperwork to DCED for consideration. (5/12/26) Received Reimbursement Request #1 from DCED today. We submitted total costs for \$10,492.20 and received reimbursement for 85% (\$8,918.37 of \$489,558.00).	
3 Pump Stations and Force Mains				
B.3.1	Inspection and Maintenance of air release valves		An inspection must be completed monthly in accordance with our commitment to DEP. Every 3rd month the 9 air releases are inspected and flushed in accordance with the manufacturer's recommendation. (5/12/26) Completed today. (6/9/26) Completed today. (7/23/26) Quarterly flushing starter today. Trouble with air release on Davis FM. Repaired. Wrapping this up next week.	
B.3.2	PS Wet well cleaning/Chlorination (Maintenance FC)		Clean wet wells with chlorine and air on a quarterly basis; January, April, July, October. (5/26/26) Davis, McFann and RT. 8 completed today. (6/17/26) Davis, McFann and RT. 8 completed today.	

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
B.3.3	PS Debris Basket Cleaning/Pump Alternation		All pump stations baskets(with the exception of Elder Alley) are cleaned and the pumps at the Davis/McFann are alternated on a bi-weekly basis. The Elder Alley basket is cleaned twice per week on Tuesday and Friday. The schedule for this work is posted on the work crew calendar.	
B.3.4	Pump Station Odor		During hot and humid periods, we need to make frequent checks for odor control at the stations; Mainly McFann and Davis. (6/2/26) We will need to be prepared for odor with the dry conditions. (6/3/26) Odor blocks are in stock and ready when needed. (6/22/26) Received a complaint from 160 McFann Road that MH had bad odor.	
B.3.5	2026 - Pump Rebuild Kits (for pump stations)	X	This item is a 2026 budgeted capital expenditure. \$30,000 budgeted for 2026. Each year the SAA has been budgeting for the rebuild (including O-rings, bearings and seals) for 4 of its 18 existing collection system pump station pumps. (7/7/26) Two rebuild kits sent to Dumbaugh with two pumps. (7/14/26) Dumbaugh is replacing. (8/11/26) Dumbaugh purchased a rebuild kit with the repair of the McFann pump.	(8/25/26) Need to assess McFann to determine the rebuild kits needed.
B.3.6	2026 - Generator Maintenance		This item is included in the \$5,500 budgeted for 2026. (2/17/26) The Board awarded the 3-year generator maintenance to Cleveland Brothers for the total amount of \$17,635. (7/14/26) Scheduled for the week of 7/20. (7/23/26) Generator maintenance started this week. Plantation, Portable, Route 8 and WWTF completed. Tech will return next week to finish up. (7/31/26) Generator maintenance is complete. DONE for 2026	
B.3.7	2026 - Vacuum Wet Wells		This item is included in the SAA's O&M Budget. \$2,500 budgeted for 2026. In addition to normal quarterly cleaning we plan to vacuum select wet wells each year. (9/4/25) Davis, McFann, Renfrew North, Renfrew South and WWTF cleaned today.	(9/1/26) Tri State has been contacted to vac the stations. They will be coordinating the schedule with MC. Looking like Tuesday of next week. (9/8/26) Tristate is out today for McFann, Davis and WWTF scum pit/headworks.
B.3.8	Spare Impeller Inventory		This line item tracks our stock of replacement impellers for all Pump Stations: Current Impeller Inventory. Davis- 2 normal diameter. McFann/Rout 8- 2 max diameter for old style pumps. Plantation- 1 impeller/cutting disk set. (9/13/24) Inventory complete. Spreadsheet created for tracking.	
B.3.9	Pump Station PLC Upgrades		This item is included in the SAA's Capital Improvements Budget. \$27,000 budgeted for 2026. This project involves updating the outdated logic controllers at the pump stations. (12/19/25) Route 8 PLC upgraded by Lanco in 2025. (6/22/26) Discussed project with Lanco today. They will be sending an updated proposal soon for McFann PS. We need to determine which station PLC will be upgraded. (7/6/26) Approved quote for McFann PLC upgrade. (7/14/26) We would like to discuss a PLC upgrade at Davis as well. This would place us slightly over budget. (7/23/26) The Board also approved the PLC upgrade to the Davis Road Pump Station. (7/24/26) Approved Davis PLC upgrade quote from Lanco.	(9/1/26) Checked in with Lanco on this project. They just received all parts for this project and will be scheduling the upgrade in a couple of weeks.
B.3.10	McFann PS Pump and Panel Rebuild		This item is included in the SAA's Capital Improvements Budget. \$300,000 budgeted for 2026. This project involves replacing the existing 2 sets of series pumps with 2 independent submersible pumps. (8/26/25) Contacted Kappe to provide updated cost estimate for 2026 budget consideration. Received quote and will be presented in the budget. \$188,000 pumps and controls with softstarts or \$205,500 pumps and controls with VFDs. (11/3/25) CM is looking into this as an option to move forward since we have a cracked volute at McFann. (11/12/25) Mtg with Kappe, Lanco and SAA at McFann on 11/17/25. (11/17/25) Met with Lanco, Kappe and New Horizon Contractor; We will receive price from Kappe for turnkey project through CoStars. (11/18/25) Staff met with Lone Pine Contracting and Kappe. (12/20/25) Received full quote from Kappe in the total amount of \$476,300. Pumps \$123,400, Construction Services \$262,250, Electrical \$90,650. Again this was way over budget. We would also need to obtain the permitting through DEP. We will purchase the volute for \$17,958.	
B.3.11	McFann Pump 3- Cracked Volute		(10/29/25) The volute on pump #3 has cracked again. Kappe quoted a replacement volute for \$17,958 and expedite. This series is off for the time being. It can be ran in a pinch. (12/22/25) Cracked volute repaired by BioFab. Installed volute. Tested series. (12/30/25) Ordered new volute for McFann. (3/3/26) CM confirmed shipping through Kappe and new ABS rep; Estimated 6/30/26. (7/2/26) Volute received. (7/14/26) Volute will be installed when the pump is installed.	
B.3.12	Softstarts		(6/22/26) Two soft starters at McFann and one softstart at Davis ordered today. Plan to have in by the end of the week. (6/23/26) McFann starters installed today. (7/14/26) Softstarts to be installed when pumps are installed.	(8/25/26) Need to assess McFann to determine the rebuild kits needed.

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B.3.13	McFann Pump 3- Rebuild		(6/23/26) Lanco determined that the motor for this pump is fried. Taken to Dumbaugh for rebuild.(7/2/26) Checked in with Dumbaugh. Pump could be ready in next couple weeks. (7/28/26) Dumbaugh will have the pump ready by early next week. Sooner if we get in a pinch. (8/7/26)Picked up pump from Dumbaugh. Waiting on pipe restraint from Citco.	(8/18/26) McFann Pump planned to be reinstalled with softstart on 8/21/26.
B.3.14	McFann PS Failure			(8/20/26) Today we had a major electrical failure at McFann Road PS. This event caused 3 pumps to get damaged and possibly the softstarts. Need to assess why this occurred. It is believed that the main breaker failed. It was replaced and Rt 8 spare was taken to McFann. We are currently operating with no backups. This event was reported as an insurance claim.
B.3.15	Route 8 PS failure			(8/25/26) Our 120 V to 10 A transformer failed this morning and caused the PS to become inoperable. We had a small overflow at the wet well. This was reported to DEP this morning.
4 Wastewater Treatment Facility				
B.4.1	NPDES Permit Violations		This line item tracks NPDES Permit Violations and the associated resolution of those violations. (7/7/26) We had a phosphorous violation of 2.2 mg/L. The limit is 2.0 mg/L. This violation was reported on the monthly DMR report.	(8/25/26) Small overflow reported at Route 8 today.
B.4.2	National Pollutant Discharge Elimination System (NPDES) Permit Renewal		All sewage treatment facilities that discharge treated wastewater to the surface waters of Pennsylvania are required to obtain a National Pollutant Discharge Elimination System Permit (NPDES). These NPDES permits have a 5-year term. The SAA's current NPDES permit will expire on November 30, 2030. New application must be sent no later than June 3, 2030. (11/12/25) Received NPDES Annual Fee of \$3,750 today. (11/17/25) Received Final NPDES today.	
B.4.3	Chapter 94 and Annual Solids Management Inventory		The Chapter 94 Report is also known as the Municipal Wasteload Management Report. These reports are required to be submitted to the DEP annually by March 31st of each year. The SAA staff completes these reports in-house. The NPDES requires that the SAA begin to complete and submit annual Solids Management Inventory with Chapter 94 Report. (1/30/26) Completed and submitted to DEP. PC to review during meeting. DONE for 2025.	
B.4.4	WET Testing		This item is included in the SAA's O&M Budget. The NPDES Permit requires the SAA to conduct annual WET Testing. The WET test must be completed each year. The results must be submitted to DEP within 45 days after test. (3/17/26) The Board approved the proposal from PACE laboratories to complete annual WET testing services from 2026-2030. In 2026, the cost will be \$9,504. (5/18/26) WET testing will be completed the week of 6/22. (5/26/26) Collection bottles received. (6/22/26) WET testing is being completed this week. (6/26/26) Last sample picked up today. (7/8/26) We received the WET test results today and passed. We need the Total Nitrogen sample results from Metiri before we can submit the WET test results to DEP. (7/15/26) Received Metiri results. We passed. (7/16/26) Submitted WET report to DEP.	
B.4.5	Clean Parshall Flume		The Parshall flume conveyances effluent from the Ultra Violet banks to the cascade. This flume is cleaned annually during clarifier alternation while effluent flow is suspended. (3/26/26) Cleaned today.	
B.4.6	Clarifier Switching		Currently the WWTF operates by using only one of two clarifiers for our current level of influent. Annually the clarifier is alternated and the clarifier in use the previous year is cleaned and maintenance performed so that it remains readily available for service. Typically clarifiers are alternated in the month of March/April. (3/26/26) Clarifiers switched today. Completed for 2026. (6/17/26) Reached out to Kappe for quote on new skimmer matting for Clarifier 1. It will need to be replaced before next years switch. (7/29/26) Received rubber matting for clarifier 2 sweeper arm. Need more material. Emailed Kappe for another quote. (8/5/26) Received and approved quote.	
B.4.7	Sludge Disposal at WWTF		The Form 43 sludge analysis is required to be competed every 3 years. Next due date is 4/2/2027. (4/18/23) The Board approved the 5 year contract with Vogel Disposal. (6/28/24) Received results back CWM for the Form 43 analysis; Forwarded results to Seneca Landfill.	

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B.4.8	Proficiency Testing For Operators		The operators are required under Chapter 252 to conduct Proficiency Testing each year to certify that the testing methods and results are within acceptable limits. PTs are typically ordered in December or January. (2/10/26) All of TM's PTs have been completed and submitted to the State. (3/9/26) All PTs for TM & the laboratory were found to be acceptable. (3/11/26) EF and AW also passed the PTs for the year. Done for 2026.	
B.4.9	2026 - Flow Meter Calibrations (WWTF & PS)		This item is included in the SAA's O&M Budget. \$2,000 budgeted for 2026. An annual calibration of the effluent meter and all pump station meters are performed to ensure accuracy and is part of our Chapter 94 requirement. (3/13/26) Completed today. (4/28/26) Reports received. (7/14/26) Over the past month, we have been finding higher flow rates at Elder Alley on our data downloads than expected, despite the on-site flow meter remaining constant. We will continue to monitor, but may need to get HCS out to re-calibrate our totalizers.	(8/17/26) HCS was out and worked on the Elder Alley calibration. (8/18/26) No changes on data thus far.
B.4.10	Lab Accreditation Fees		This item is included in the SAA's O&M Budget. \$1,600 budgeted for 2024. Annually we are required to renew our laboratory accreditation with DEP. Notification of renewal has historically taken around 60 days. (2/2/26) Received Lab Accreditation renewal notice today. (2/17/26) Application sent today. (4/29/26) Received accreditation renewal back for all fields. New accreditation expires on 4/27/27.	
B.4.11	Update SOPs		We plan to update all SOPs during February of each year. (2/23/26) All SOPs and Quality Manual were updated in the past week. DONE until 2027.	
B.4.12	DEP Annual Operators Certification Report		Each year the DEP requires permitted facilities to update/submit an "Available Operators Report". This report updates the names, certification numbers and total number of Operators available to operate the facility. The DEP charges a service fee of \$150 per year for this report. (7/16/25) Mailed to DEP today; Done for 2025. (7/13/26) Received the Available Operators Report from DEP today. CM will complete. The fee will be in the bills to be paid. We will remit the report after the Board meeting. (7/22/26) Mailed to DEP today.	
B.4.13	2026 - Hiller Centrifuge PM Service		This item is included in the SAA's O&M budget. \$5,500 budgeted for 2026. The centrifuge is used to dewater solids prior to landfill at our WWTF. (12/19/25) Hiller completed a full rebuild of the centrifuge in July of 2025. (6/9/26) Hiller is scheduled for the week of July 27th. (7/21/26) Confirmed receipt of supplies for PM service. (7/27/26) PM service completed today. No issues with centrifuge. DONE for 2026	
B.4.14	2026 - Lanco-System Integration Service Proposal		This item is included in the SAA's O&M budget, but has not been identified. (2/24/25) Received 2-year PSA Agreement from Lanco today. Total cost is \$7,200, or \$300/month. (3/18/25) The Board approved the PSA.	
B.4.15	UV Bulb Replacement		This item is not included in the SAA's O&M Budget. (8/26/24) UV channel 2 bulbs replaced today. Channel 1 schedule for 8/26. (8/29/24) Prior to change Channel 1-15,700 hours and Channel 2-16,400. Next bulb change should occur in the fall of 2027. (6/9/26) We ran out of spare new UV bulbs. Requested quote from Xylem for 4 new bulbs to refill our stock. (6/19/26) Bulbs received. Package inspected for damage.	
B.4.16	2025 - Materials Bin for WWTF	X	This is a budgeted capital expenditure. \$9,000 budgeted for 2025. (4/15/25) The Board approved increasing the budget from \$9k to \$20k for the additional costs for the construction of the storage bin at the WWTF. (5/8/25) Dropped off permit at Penn Township today. Received permit. We can start work anytime now. (10/20/25) Footer for retaining wall poured. (10/23/25) Concrete block delivered today. (12/1/25) We need to excavate off topsoil, lay gravel or limestone and pour the pad. (12/9/25) We do not anticipate pouring pad in 2025. (12/10/25) Backfill of footer and retaining wall completed today. (5/29/26) Contruction resumed this week. The pad is formed. (6/4/26) Pad poured today. (6/5/26) Forms removed. (7/14/26) Surrounding area has been backfilled and graded. We are working on a schedule to ensure completion of the project before the end of the year. (8/4/26) Received quote on building materials from Lezzer. Working on getting quotes from 2 other suppliers. (8/6/26) Received the other 2 quotes. Dambach has the best pricing. Need to review and place order.	(9/8/26) This project will not likely progress any further this year.
B.4.17	Muffin Monster Blade Rotation		This item is included in the SAA's O&M Budget. \$6,500 budgeted for 2026. These funds have been budgeted in case the muffin monster blades require rotation in the upcoming year.	
B.4.18	Polymer Pump		(8/11/26) Pump failed; Tried to clean out but still did not work; Sent information for re-order to Kappe today.	(8/18/26) Two small spacing parts should be here today to fix the pump. (8/21/26) A banding tool was ordered to permit this repair today. (9/1/26) Still working out some issue with ploymer and process water flows, however we were able to run the centrifuge yesterday. (9/3/26) Ordered replacement pump today as a spare.
5 Miscellaneous				

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
B.5.1	Equipment Repair List		This item is used to prompt the staff to update the list of major equipment failures with repair costs. This database is updated from time to time as equipment failure/replacements occur. Tracking these items allows the SAA to plan for future failures in hopes to budget for these failures prior to the failure event. The list can be found at O:Authority/Pump Stations/ repairs worksheet. (12/20/24) This list has been updated.	
C. Director of Development-Jordan Ray				
1 Developments				
C.1.1	Development Sewer Connection Status		We have developed a spreadsheet that assists the SAA in tracking the status of new sewer connections within development communities. The spreadsheet details the total number of sewer connections available in each development, the number of tap connections paid, number of homes connected and other information. This spreadsheet is updated throughout the month. Please note that this spreadsheet does not track all connections, only the planned connections in developments.	See Exhibit~C.1.1
C.1.2	Development Billing		Upon entering into a sewer line extension contract with the SAA for the construction of a main sewer line extension, a Developer is required to provide a deposit to reimburse the SAA for payments of costs of engineering, inspection, legal, overhead, and such additional costs as may be incurred by the SAA associated with the main line extension. Also, from time to time the Borough of Saxonburg enlists the help of the SAA's engineering or legal staff to assist in its projects. The Authority bills the Borough for Paul's time in a similar manner. The SAA draws on the deposit on monthly basis as costs are incurred. The development billing is complete on or near the 1st of each month. In the event that the deposit is exhausted, the developer is billed directly. The purpose of this line item is to track development billing and to ensure these bills are produced, submitted and paid in a timely manner. (8/3/26) \$1,685.26 for the month of July and YTD of \$19,478.97.	(9/1/26) \$4,020.13 for the month of August and YTD of \$23,499.10.
C.1.3	Pre Maintenance Bond Release Inspection		Approximately one month prior to the expiration of a line extension maintenance bond the Authority Staff completes an inspection to ensure that no deficiencies exist. This line item keeps track of the upcoming bond expiration dates and prompts us to complete an inspection. (4/2/25) Perform Liberty Pointe Phase 1 Dedication #2 inspection on 9/2/26. (2/6/26) Perform Amber Grove Phase 1 Pre-Maintenance Bond Release Inspection on 7/6/27. (6/9/26) Highpointe at Middlesex Crossing Pre-Maintenance Bond release inspection scheduled for 11/1/27. (6/15/26) Airport Pre-Maintenance Bond Release inspection scheduled for 11/15/27.	(9/3/26) Liberty Pointe Phase 1 Dedication #2 Pre-Maintenance Bond Release Inspection Completed 9/1/26. Discussed minor corrections with Developer. (9/4/26) Developer provided proof that all corrections have been made.
C.1.4	Maintenance Bond Releases		This line item is a listing of all active line extension maintenance bonds and their respective expiration dates. The expiration dates are as follows: (4/2/25) Liberty Pointe Phase 1 Dedication #2 Maintenance Bond expires on 10/2/26. (2/6/26) Amber Grove Phase 1 Maintenance Bond expires on 8/6/27. (6/9/26) The Highpointe at Middlesex Crossing bond expires on 12/9/27. (6/15/26) Airport Maintenance Bond expires on 12/15/27.	
C.1.5	Sienna Village B-1 Redesign		Sienna Village B-1 was a proposed Residential/Commercial development along Rt 228 in Middlesex Township being developed by Sienna Village 2, LLC. It will host 54 town homes and 46,500 sq. ft of retail space. The expected contribution to the sewer system is roughly 60 EDUs. (4/22/25) This project was accepted on 12/6/24; however, the developer reached out to explain that they would like to make changes to a small portion of the previously accepted extension. (5/1/25) Preliminary Development Meeting held. (6/19/25) New plans and Preliminary Development Fee received. (7/16/25) Developer's Agreement received. (7/25/25) Developer's Deposit received. (10/24/25) Plans approved for Pre-Construction. (3/20/26) We received the Performance and Labor and Materials Bond for the residential portion of this project.	
C.1.6	Sienna Village Parcel B-2		Sienna Village B-2 is a proposed Residential/Commercial development along Rt 228 in Middlesex Township being developed by Sienna Village 2, LLC. It will service 90 townhomes, one common clubhouse structure, and 44,000 sq ft of retail/office space. The expected contribution to the sanitary sewer system is 119 EDUs. (11/18/24) Preliminary Assessment Fee received. (4/15/25) Plans were approved for Pre-Construction on 4/15/25. (6/16/25) Performance Bond received. (10/29/25) Pre-Construction Meeting held. JR had a follow up phone call with the Developer's representative. (11/5/25) Developer's Agreement Extension received. (12/1/25) Construction began 12/2/25. (12/19/25) First run completed. Contractor to return to rest of sanitary work in early 2026. (3/9/26) Centerline began the bore under Weatherburn drive. (3/24/26) The bore under Weatherburn Drive has been completed. (3/26/26) MT questioned the R/W on the bore under Weatherburn Heights. The Developer provided a R/W signed between the Homeowner's Association and Sienna Village 2. (4/28/26) As of today, 2,130 LF of this mainline extension has been installed. There is approximately 2,800 LF remaining. (7/7/26) Contractor anticipates resuming sanitary work in 1 to 2 weeks. (8/12/26) Contractor resuming sanitary work today. They are starting out of EX SAN MH B.	(8/24/26) Contractor installing last few runs. Plans to schedule testing soon for previously installed portion.

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
C.1.7	Grey Hawk		Grey Hawk is a proposed residential development along Overbrook Road in Middlesex Township being development by Grey Hawk LP. It will service approximately 111 EDUs of single family and duplex homes. (3/10/22) Preliminary Meeting held. (6/27/23) Received and executed new Developer's Agreement. (6/12/24) Plans approved for pre-construction. (5/9/25) Performance Bond received. (5/13/25) Pre-Construction Meeting held. (7/21/25) Contractor tested existing MH. Construction began. (8/1/25) New design approved for first run out of existing manhole. (4/28/26) As of today, 4,780 LF of this mainline extension has been installed. There is approximately 1,950 LF remaining. (5/14/26) Talked to Kyle Forbes regarding restoration of the Overbrook Road property. He said in about 1 month after testing that section of line. PC called Matthew Born back and explained about 1 month. (6/16/26) All manholes and lines within "Phase 1" of the development have been successfully mandrel, air, and vac tested. Lamping and final walkthrough have not been completed. "Phase 1" includes D10-D1, D7-F1, F3-G1, D6-E1, and D3-C6. (7/7/26) Discussed restoration with Kyle Forbes and John Berarducci. John is going to let us know about phases and discuss restoration timeline with Kyle. (8/4/26) We reached out to John to follow up on the restoration. (8/11/26) Joe Katzfey provided as-built drawings for what will be Phase 1 of the project and expressed the Developer's intent to dedicate this portion of the sanitary sewer facilities. Please see Resolution #4-2026 accepting a portion of the sanitary sewer facilities contingent on the successful completion of all Post-Construction requirements.	(8/18/26) Frank Z explained that he will get the restoration complete on the offsite work quickly. The Board adopted Resolution #4-2026 contingent upon the successful completion of all post-construction requirements. (8/24/26) Forbes will be working on correcting laterals this week.
C.1.8	Liberty Pointe Phase 2		Liberty Pointe Phase 2 is a proposed residential development located off of Constitution Avenue in Jefferson Township, being developed by Liberty Pointe Partners, LLC. It will service 17 quad units, contributing 68 of the 112 total EDUs for the Liberty Pointe Project. (3/6/25) Phase 2 Plans approved for Pre-Construction. (4/29/25) Received Developer's COI (5/9/25) Performance Bond and Contractor's COI received. (2/23/26) A Developer's Agreement extension was received and fully executed today. (4/13/26) Contractor called today. Indicated that they would like to start construction next week. (4/18/26) The contractor proposed changes to the material for the deep service laterals for two of the quad units in this development. We discussed this solution with them and approved the changes. Construction will begin once they have received the new materials. (8/4/26) Contractor began construction 8/4/26.	
C.1.9	Hickory Knolls		Hickory Knolls PRD is a residential project located along North Rebecca Street in Saxonburg Borough. This project will service three separate apartment buildings, each containing 8 residential units, for a total contribution to the sewer system of 24 EDUs. (8/14/24) Received Developer's Deposit & Developer Agreement. (10/23/24) Design drawings approved: Project approved for Pre-Construction. (9/18/25) We received the Developer's COI. (9/22/25) HOP extension received. (11/10/25) New Developer's Agreement executed. (12/3/25) Pre-Construction meeting held. (12/8/25) Performance Bond received. (12/22/25) Contractor submitted new gasket option for connecting existing manhole. Existing manhole did not pass a vac test. (1/5/26) Centerline completed bore. (3/17/26) The Board approved Resolution #3-2026 accepting ownership of the Hickory Knolls Line Extension contingent on the successful completion of all Post-Construction documentation. (3/31/26) Construction of all mainline structures is complete. Testing will be scheduled shortly. (7/11/26) Jesse from Holbein asked if we had heard anything from Don Doerfler about testing since the last time he had called on 6/29/26. JR explained that we have not heard from Don since May 6th. (7/30/26) All facilities passed air and vac test. Contractor to schedule mandrel, lamp, and final walkthrough.	(8/31/26) Mandrel testing completed today.
C.1.12	Courtyards at Crestview		Courtyards at Crestview is a mainline extension project located at the intersection of Leslie Rd and Truver Rd off of Route 8 in Middlesex Township that is being developed by Courtyards at Crestview, LP. The proposed plan would serve 83 single family homes, each contributing one EDU to the sanitary sewer system. (8/13/25) Developer's Agreement and Deposit received. (5/20/26) We have provided the Engineer and Developer with a design approval letter for plans and the report dated 5/18/26. (5/29/26) The Contractor will be Snyder X. Snyder has been informed of the pre-construction requirements and provided shop drawings and their COI for our review. (6/18/26) We held a Pre-Construction Meeting with representatives from the Developer and Contractor. We approved all shop drawings provided and have received the Performance and Labor and Material Bond. Construction is expected to begin in the next few weeks. Contractor to provide 5 days notice. The Developer has been made aware that the Developer's Agreement expires August 13th, and will request an extension before then. (7/27/26) Construction began today. (8/3/26) Construction is going well. Approximately 800 LF installed last week.	

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
C.1.13	Charter Homes and Neighborhoods		(9/2/25) Meeting set up with Charter Homes on 9/4/25. They intend to build 650 units over multiple phases in the next 8 years. The location is at the southwest corner of Route 8 and Route 228 West. (9/4/25) Met today; They would like to plan in 2026 and begin construction in 2027. We discussed cost shares for improvements to the sanitary sewer system. (2/3/26) Engineer requested additional design information and indicated they are proceeding with the development.	
C.1.14	Powell Road Development		(1/15/26) We are aware of a potential development located on Powell Road in Penn Township. It would serve 200-250 units and would likely require a pump station. (2/9/26) Engineer reached out. We requested peak flow rates. (3/2/26) Engineer provided acceptable peak flow rates; Next step is a Preliminary Development meeting.	
C.1.15	Biernesser Extension		The Biernesser Extension is a mainline extension project located at tax parcel 100-1F159-10C, off Tower Road in Clinton Township, being constructed by the property owner. This extension will service one home and contribute one EDU to the collection system. (3/26/26) We were contacted by the new owner of an undeveloped parcel off of Tower Road in Clinton Township who is interested in connecting her new home to the sanitary sewer system. We explained that a mainline extension would be required. (4/13/26) We held a Preliminary Development Meeting and provided the Developer with a Preliminary Assessment Letter. (7/14/26) We received the Developer's Agreement and Deposit on 7/8/26. We provided a letter reviewing the first design submission. (8/10/26) We received the second design submission. JR reached out to the Engineer regarding a couple minor comments.	(8/25/26) Received new design submission. JR drafting approval letter for Pre-Construction Phase.
C.1.16	Minka Estates		The Minka Estates development is a mainline extension project located off State road in Middlesex Township near the previously completed Millcreek development. This low pressure system extension will provide service to 5 lots and contribute 5 EDUs to the collection system. (4/30/26) Preliminary Development Meeting held on 4/29/26. We have provided the Developer the Preliminary Assessment Letter as well as a copy of the Developer's Agreement and determined the required amount for the Developer's Deposit. (6/8/26) Received Developer's Agreement and Developer's Deposit; Returned executed Developer's Agreement. Ready for design submission.	(8/31/26) Received questions from builder regarding Tap Applications. JR explained that no Tap Applications or Fees will be accepted until a mainline extension has been completed.
C.1.17	Amber Grove Phase 2		The Amber Grove development is a mainline extension project located off Route 228 in Middlesex Township located just east of the ongoing Sienna Village development. This mainline extension will provide service to 89 townhouse units each contributing 1 EDU to the collection system. Phase 1 of the line extension included only the off site sanitary facilities and was accepted on 2/6/26. No buildings are directly serviced by Phase 1, but it was necessary to connect the units in Phase 2 to the existing collection system. (7/31/26) Engineer provided preliminary plans for our review. These plans have changed slightly since the Preliminary Development Meeting held prior to Phase 1. The Developer plans to provide the Preliminary Development Fee shortly. At that time, we will provide an updated Preliminary Assessment Letter, Developer's Agreement, and Developer's Deposit amount.	(8/17/26) We received the Preliminary Development Fee and provided the Developer with the Preliminary Assessment Letter. (8/25/26) Developer provided Developer's Agreement and Deposit. We will begin reviewing the first design submission. (8/27/26) We provided the Developer and Engineer with a design review letter.
2 Residential Inspections				
C.2.1	New Sewer Connections/Inspection for 2026		(1/21/26) 100 Shadow Ridge (1/23/26) 417 Aderhold Road (2/12/26) 1010 Madisyn Lane (2/12/26) 1008 Madisyn Lane (2/13/26) 1006 Madisyn Lane (3/20/26) 1001 Darcy Drive (3/20/26) 1003 Darcy Drive (3/20/26) 1005 Darcy Drive (3/20/26) 1007 Darcy Drive (3/25/26) 1174 Oak Trace (4/10/26) 117 Shadow Ridge Drive (4/14/26) 1005 Madisyn Lane (4/14/26) 1007 Madisyn Lane (4/14/26) 1009 Madisyn Lane (4/24/26) 222 Powell Lane (5/7/26) 1009 Darcy Drive (5/7/26) 1011 Darcy Drive (5/7/26) 1013 Darcy Drive (5/7/26) 1015 Darcy Drive (5/19/26) 142 Independence Drive (5/19/26) 144 Independence Drive (5/19/26) 146 Independence Drive (5/19/26) 148 Independence Drive (5/21/26) 111 Shadow Ridge (6/1/26) 1001 Madisyn Lane (6/1/26) 1003 Madisyn Lane (7/2/26) 243 Rt 228 (7/15/26) 1001 Vista Ct (7/15/26) 1003 Vista Ct (7/15/26) 1005 Vista Ct (7/17/26) 126 Country Club Road (7/29/26) 115 Shadow Ridge Drive (8/7/26) 110 Shadow Ridge Drive (8/11/26) 189 Denny Road	35 of 93 projected connection inspections completed for the year. (8/26/26) 119 Shadow Ridge Drive

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
C.2.1.1	Partial Inspections		This line item is utilized to keep track of existing partial inspections and their most recent date of activity. There are several connections in the Authority's system that have remained partially completed due to various reasons, such as a site being developed, a home left unfinished, and more. Due to the extended nature of these projects, tracking these items becomes critical. Parcels with their most recent inspection include: (2/15/23) 231 S. Noah Drive; (5/2/24) 153 Harbison Road; (9/22/25) 1019 Meridian Road (6/10/26) Partial inspection of 650 Saxonburg Blvd today. (7/20/26) 2nd partial inspection of 650 Saxonburg Blvd completed today. (7/27/26) Partial Inspection of 189 Denny Road. (7/28/26) Conducted 3rd partial inspection of 1019 Meridian Road today. Despite guidance from SAA, Customer connected new home without concurrently disconnecting existing home; Customer requested 90 day extension to disconnect existing home. No well (plumbing facilities) are present in new home. SAA will provide 90 days until 10/28/26 (8/3/26) 2nd Partial Inspection of 189 Denny Road. (8/11/26) 189 Denny Road passed hydrostatic pressure test today.	
C.2.2	Inspection Port Deficiencies		An inspection port is a protected cleanout required at the connection point between a private lateral and the Authority's mainline and is inspected separately from the initial connection. The Authority inspects for compliance 90 days after initial connection and notifies the property owner of any deficiencies, then follows up after another 90 days, then again after 30 days. After this 30 day inspection, the property owner is delivered an Act 1 letter, notifying them that the Authority will pursue filing a Municipal Lien should the inspection port not meet criteria after another 30 days. Should the inspection port still be deficient at this point, a minimum of 240 days and 4 notifications after initial connection, the Authority will file the Lien. SAA staff also attempts to contact the customer several times through various means throughout this process. Typically, customers comply well before the point that a Lien is placed on the property. Inspections are conducted frequently to maintain an updated database.	(8/31/26) 19 IP reviews were completed today. There are no outstanding reviews to be completed at this time. (9/8/26) Letters mailed to customers today.
C.2.2.1	Liens/Act 1 Letters for IP Deficiencies		The Authority has placed a municipal lien on the following properties due to inspection port non-compliance: (11/19/12) Lien filed for 105 Linda Lane.	
3 Records/Drawings Management				
C.3.1	Fixed Assets		Fixed assets are items such as sewer line, manholes, lampholes, and large equipment that have been added, replaced, or retired from the system. The fixed asset database needs to be updated when large equipment, or sewer lines are replaced and when in-house and developer projects are completed. Old, new and rehabilitated sewer lines, manholes, and other appurtenances are tracked in the Master Manhole Database. (12/17/24) The Board agreed with the staff's recommendation on increasing the cost for capitalization to \$15k. This eliminated roughly 75% of our depreciated assets, but only approximately \$400,000 of the \$73 million total assets.	
C.3.1.1	Fixed Assets Updates		(11/12/25) Amber Grove Phase 1 will be added to the fixed asset database once it has been accepted. (2/6/26) Amber Grove Phase 1 has been accepted with a Developer's Contribution of \$43,851.28. The manholes and associated runs have been added to manhole database. MP needs to work with MW on updating the depreciation spreadsheet. (6/16/26) Highpointe and Airport extensions have been entered into the manhole database. Highpointe had a Developer's Contribution of \$201,874.00 and the Airport had a Developer's Contribution of \$160,375.00.	(8/14/26) JR and MP met and have updated the depreciation spreadsheet.
C.3.2	As-built updates for repairs/system modifications/corrections; PDF conversion for O:Dr, and smart phones		This item is a placeholder to ensure that all collection system modifications/corrections and line extensions are transferred to the as-built drawing system. In order to ensure all sources of the as-builts are updated, we have included subsections for each source below, including the O:Dr in both CAD and .pdf formats, and all employees' smart phones. These updates must be completed in a timely manner so that all employees have the latest details available for one-call and emergency purposes. (2/9/26) Amber Grove As-Builts have been added across all formats. (3/24/26) E. Carol/Beatty tap locations are being updated in CAD for actual tap locations. (6/9/26) Need to add Highpointe at Middlesex Crossing sewer lines our CAD database plan, profile and index drawings, cell phones.	
C.3.2.1	Update on Index Drawings		The SAA's index drawings depict the general location of the SAA's infrastructure on a large scale map. This index drawing also identifies record drawing numbers to reference for smaller scale (more precise) locations of the infrastructure. The index drawing is amended as new extensions are added to the collection system. (7/10/26) Highpointe and Airport have been added.	
C.3.2.2	Updated Website Index Drawing		This copy of the SAA's Index Map is uploaded to the SAA website, to provide serviceability information for prospective new customers or developers. (6/23/26) Need to add Highpointe and Airport.	

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C.3.2.3	Update PA 1 Call Map		The PA1 Call map is used to streamline the SAA's received PA 1 Calls. It must be updated with incoming developments in order for the Authority to receive One Calls for newly accepted sanitary lines. We use the member mapping application to provide the general location of our existing service area and new developments. (6/26/26) PA 1 Call Map updated today with Highpointe and Airport.	
C.3.2.4	AutoCAD Plan Updates		(11/5/25) Topcon data location has begun being introduced to make modifications to the plan drawings. Elevations and profile drawings will be modified once invert data has been collected. (5/5/26) Working on updating Carol/Beatty. (5/26/26) JR has begun entering Airport As-Built into the plan view. (6/22/26) Airport into AutoCAD Plan View. (7/2/26) Highpointe Plan View complete. (8/11/26) PC needs to add Coherent to all formats after inspection is completed.	
C.3.2.5	AutoCAD Profile Updates		(5/5/26) Working on updating Carol/Beatty. (5/26/26) JR has begun entering Airport As-Built into the profile view. (7/2/26) Highpointe Profile View complete.	
C.3.2.6	PDF As-built Updates		PDFs to be updated following the completion of the AutoCAD Plan and Profile View Updates. (7/10/26) Highpointe and Airport have been added.	
C.3.2.7	Update Field Crew Cell Phone		This line item is used to remind us to update all field crew and appropriate office staff's cell phones with the latest as built. (7/14/26) Highpointe and Airport to be added to smartphones after staff meeting today. (7/21/26) Field Crew Phones updated.	
C.3.2.8	Office paper As-built Updates		(3/4/25) JR to update paper copies annually. This work will be completed during the winter as the development schedule permits.	
C.3.3	Areas to survey		This section identifies areas where more extensive survey work is needed to assess the locations of the SAA sewer system. (10/10/25) Hawkins Offsite, 228 Realignment, Mill Creek Offsite, Weatherburn Offsite, Utz, Fosnight, Giammatteo, Tower Road Phase 2, Pine Ridge Acres, Park Place, Roach	
C.3.3.1	Topcon GPS Equipment Rental		(5/20/25) The Board approved renting the Topcon unit at the appropriate time for a cost not to exceed \$4,000. (9/29/25) Fieldstone, Shadow Ridge, and E Main Street have been completed. (10/7/25) Blackberry, Blackhawk, Millcreek, Middlesex Crossing, Hawkins Crest, Pittsburgh Street, Siphon Replacement, Water Street, Isabella Street and several smaller projects have also been located. (10/10/25) Equipment has been returned. Total cost was \$1,800. Weatherburn and Sienna Village have been located. JR will begin updating our electronic records.	
C.3.3.2	Invert Measurements		To effectively use the GPS location and elevation data collected, we must also measure the depth of the manholes to their inverts. This item lists the areas to complete these measurements in. (10/16/25) Fieldstone, Shadow Ridge, E Main Street, Water Street, Pittsburgh Street, Weatherburn, Sienna Village, Blackberry, BlackHawk, Liberty Pointe Phase 1, Millcreek, Middlesex Crossing, Dinnerbell Siphon Replacement, Leicher/Isabella Street, Pittsburgh Street, Woodbrook Terrace, Oak Trace, Roberts, and Hawkins Crest. (1/22/26) We have begun measuring inverts for projects around town. We have also measured all inverts at Shadow Ridge and Millcreek. We will continue this process as time and weather permit. (1/24/26) Some MHs around Saxonburg have been measured.	
D. Manager-Paul Cornetti				
1 Administrative Matters				
D.1.1	SAA Board of Director Reappointments		This item provides the position, term and status of the SAA Board members.	
D.1.1.1	Gregory Clifford, Middlesex Township		Term expires December 2027; Currently Chairman.	
D.1.1.2	Doug Farney, Saxonburg Borough		Term expires December 2028; Currently 1st Vice Chairman.	
D.1.1.3	Joe Neubert, Saxonburg Borough		Term expires December 2030; Currently Member	
D.1.1.4	John Ham, Clinton Township		Term expires December 2028; Currently Treasurer.	
D.1.1.5	Curtis Heakins, Jefferson Township		Term expires December 2030; Currently Assistant Secretary/Treasurer.	
D.1.1.6	Douglas Roth, Penn Township		Term expires December 2026; Currently Member. (7/16/26) Doug Roth does not plan to continue with another term after his term expires. John Shirra has expressed interest to Penn Township officials. Penn Township may recommend replacement candidates for Borough Council's appointment to the Board. (7/24/26) John Schirra sent a letter to Greg seeking appointment to the SAA Board of Directors.	(8/14/26) Doug Roth explained that Penn Township plans to recommend a successor at the end of September/early October. (8/19/26) PC wrote letter back to John Schirra.
D.1.1.7	Dave Johnston, Saxonburg Borough		Term expires December 2029; Currently Secretary.	
D.1.1.8	Rob Mrozek, Saxonburg Borough		Term expires December 2026; Currently 2nd Vice Chairman.	
D.1.1.9	Scott Herbst, Saxonburg Borough		Term expires December 2027; Currently Member.	
D.1.2	Meeting Attendance (DOO and DOD)		(4/5/18) The Director of Operations will attend the March and September Board meetings. The Director of Development will attend the June and December Board meeting. (6/16/26) JR attended the June BOD meeting and provided an update on development in the system.	

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
D.1.3	2026 SAA Board of Director Meeting Dates		SAA Board of Director meetings are scheduled for the 3rd Tuesday of each month at 5:00 pm. As per our by-laws, Board members may attend meetings remotely via conference phone or by other electronic technology where in which all persons participating can hear each other, rather than physically attending the meeting.	
D.1.4	Compile List of Items to Sell		(10/10/17) Don Graham reported that there is no requirement to advertise or to provide public notice when selling supplies or equipment for the SAA. Therefore, we can sell how we wish.	
D.1.5	Update Job Descriptions		This item is used to identify modifications to existing personnel policies as outlined in the Employee Handbook, or the Union Contract. (3/6/25) MW printed job descriptions to begin review. (4/22/25) Began working on job descriptions today.	
D.1.6	Employee Handbook Updates		This item is used to identify modifications to existing personnel policies as outlined in the Employee Handbook, or the Union Contract.	
D.1.7	2026 - New PC for Employees		This item is included in the SAA's 2026 O&M Budget. \$4,000 shared (\$573 Borough/\$3,427 SAA) budgeted for 2026. SM and TM are on the list for next year. (5/5/26) We have TM's laptop moving forward. SM is waiting until next year. (5/7/26) TM has his new computer and it is set up. DONE.	
D.1.8	Cintas Contract		The SAA/Borough uses Cintas for supplying/maintaining uniforms and floor mats. The contract automatically renews 60 days before expiration unless termination is sent in writing. (11/1/21) Contract was renewed for 60 months, expiring in 11/26 and provides for a 2.5% API each June. (3/24/25) Cintas changes have been made and the app is working well. (4/29/25) Received notice that cost increases will be applied soon. (7/14/26) We will have to look at this contract with Cintas which expires in November.	(9/1/26) PC emailed Cintas today to discuss renewing the Contract. (9/2/26) Met with Cintas today and negotiated 60 month contract. 20% decrease and 2.5% per year maximum increase. Next renewal date 9/2/31.
D.1.9	Electric Generation Charge Contract		(1/11/24) Met with Mike Stroller, EMEX on electric auction. Our representative believes that our generation charge will increase to approximately \$0.07/kWh, or about 50%. (2/20/24) The Board adopted Resolution #3-2024 authorizing the electric generation charge as presented. (2/22/24) Conducted auction today. We received a bid of \$0.07195/kWh from Constellation. The term of the Agreement is from 7/30/24-7/30/28.	
D.1.10	Rules and Regs Modifications		This item is used to identify Rules and Regulations proposed to be added, eliminated or modified.	
D.1.11	2026 - SAA Donations Committee		<i>Donation Requests are in the O&M Budget. \$2,000 Included in the budget for 2026. SAA Board formed a Donations Committee to evaluate donations in 2014. Committee members are Doug Farney, Doug Roth, Curt and John. In September 2013 the Board approved a Mission Statement related to donations. "The SAA will only donate monetary funds, in an amount not to exceed that which is permitted by Law, to non-profit community organizations that directly protect the employees of the Authority and the property owned by the Authority. Any in-kind service will be limited also to those organizations that protect personnel and property, and for the betterment of the natural environment, within or related to the Authority's service area". All donation requests that meet the SAA's mission statement will be brought to the Board for action. PMAA's interpretation is that \$1,000 is the maximum annual contribution to any non-profit community event or organization.</i>	(9/3/26) We received a donation request from Penn Township Volunteer Fire Department. Last year, the Board provided a \$500 donation to the Department. See Exhibit~D.1.11
D.1.12	Authority and Municipality Bidding Thresholds for 2026		Under Act 90 of 2011 the Municipality Authorities Act was amended to raise the bidding thresholds and provide for an annual inflation adjustment based on the Consumer Price Index for All Urban Consumers. (12/20/25) Starting January 1, 2026, purchases under \$13,200 need no formal bids; \$13,200 to \$24,500 require three quotes; and over \$24,500 demand formal public bidding.	
D.1.13	Gulick Garage Gas Lease		(11/7/19) The Gulick Garage property is in a gas well production unit. We have been in contact with Penn Energy regarding royalties. We only have 0.7 Acres, but we receive some revenue.	
D.1.14	Cyber Liability Insurance Coverage		(8/12/26) The SAA and Borough currently have \$1,000,000 of Cyber Liability insurance coverage with our insurance provider. The insurance company is requiring 1) Disaster Recovery/Management Plan and 2) Terms of Use/Privacy Policy to be posted on our website. Attached as Exhibit-D.1.14 is a copy of the proposed Business Continuity Plan for the Board review and approval. We will work on the Terms of Use/Privacy Policy and post it on our website.	(8/18/26) The Board approved the Business Continuity Plan. Dave to sign
2 Personnel Matters				
D.2.1	Retirements/New Hires			(9/8/26) We will discuss personnel matters in Executive Session.

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
D.2.1.1	New Director of Operations			(8/26/26) CM provided his letter of resignation today. His last day will be 10/2/26. (9/1/26) MC moved into this position and began in this role effective 9/1/26. This caused a Union vacancy of the Crew Leader. This position was posted and Steve Bauer moved into this position effective 9/2/26. This caused a Union vacancy of PA One Call/Pump Station Operator. This position was posted and Mike Bauer moved into this position effective 9/3/26. We posted for the vacant Union Labor position on 9/3/26. Two interviews are set up for 9/15/26.
D.2.1.2	New Director of Finance			(8/25/26) MW provided her letter of resignation today. (9/3/26) We interviewed four candidates for the position. We provided an offer letter to Jacob Harrison and he accepted. He will be starting on 9/23/26. See Executive Session Report.
D.2.1.3	New Billing Tech II			(8/25/26) RR provided her letter of resignation today. (9/2/26) We interviewed two candidates for the position and made an offer to Amber Flaherty. (9/8/26) Amber accepted the position today. NF will be moving into RR's position.
D.2.2	Union Contract		(5/17/22) The Board approved the Union Contract (for the period from 1/1/23 - 12/31/27) as presented, contingent upon Borough approval. (6/21/22) Council approved the Union Contract. (7/20/22) We received all signatures and forwarded the same to all parties. Union President would like to come in and sign as well. (12/6/22) The Union President came to the office to sign the Agreement today.	
D.2.3	Joint Policy Committee (JPC)		Due to the SAA/Borough Joint operations, personnel and equipment the Borough and SAA entered into a Joint Agreement in 2019. The Agreement establishes a Committee of five members; two Council members, two SAA Board members and a split member on both Council and the SAA Board. The Managers typically present joint matters to the JPC. The Committee was formed to act as a liaison between the Council and SAA to recommend purchases and personnel matters that affect each entity jointly. Currently the members on the JPC are John Ham and Greg Clifford for the Authority; Aaron Piper and Brian Antoszyk for Council; Dave Johnston on the Authority and Borough. JPC meeting are scheduled at 6:30pm on the 3rd Tuesday of each month. JPC business is typically minimal and is normally conducted via e-mail. (1/21/25) The Board appointed Dave Johnston as a member on the JPC.	
D.2.4	2025 Pension Fund		(1/12/26) It appears that the SAA will not be required to make a contribution to the employee Pension Fund, however we reached out to PSAB-MRT to confirm. If a contribution is necessary we will present it to the Board as soon as possible. (2/5/26) Plan administrators stated that the plan will be overfunded.	
D.2.5	Supplemental Employee Insurance		(8/11/26) SM and PC met with Combined Insurance Company today. Combined offers a supplemental employee insurance similar to AFLAC which current employees are eligible to purchase. This insurance is fully paid for by the individual employees. We will evaluate proposals and if comparable coverage and better rates are available, we will have Combined meet with the individual employees to see if they would like to change providers.	(8/18/26) The Board and Council is fine with changing the Supplemental Insurance if the employees would like to. This has been placed on hold during our transition.
3 Special/Capital Projects				

TOPIC ID	TOPIC TITLE	CAP EXP	TOPIC DESCRIPTION/PREVIOUS TOPIC STATUS	UPDATED TOPIC STATUS
D.3.1	Port O' Call/UMH		(11/27/24) Received call from DEP today; They intend to require Port O' Call to connect to the SAA's sewer system; DEP will arrange a meeting with SAA and the new mobile home park owner. (5/19/25) UMH is the name of this mobile home park now. They have contacted HRG to begin working with the SAA on this project. (5/28/25) We have provided information on the design of the system to HRG. (9/18/25) Received email from HRG on behalf of Port O Call wishing to set up a meeting to discuss the SAA accepting ownership of the sewer lines to be constructed in the mobile home park. (12/1/25) DEP questioned if UMH has reached out to SAA at this time. They did not. (3/30/26) Port O' Call is currently installing main 8" water lines and hydrants throughout the park. (8/10/26) We will place this item on hold since we have heard back on this matter.	
D.3.2	John Walker Property 601 Old Plank		(2/2/26) Received call from Anthony Cosgrove on behalf of Penn Township. He asked if the SAA would be willing to satisfy its \$62,727.85 lien on this property. Penn Township may demolish the property for the property owner, or may attempt to take ownership of the property. (2/17/26) The Board decided to Satisfy this lien provided Penn Township owns the property. (3/25/26) We received a lien letter request from a closing agent for this property indicating Penn Township will be the owner. After discussing with DG, the satisfaction of the lien would occur at Closing. (7/21/26) Anthony Cosgrove and Doug Roth confirmed that this property has sold to the Township and that DMKCG will Satisfy the lien.	
D.3.3	Brayman PreCast Bankruptcy		(7/27/26) We received notice that Brayman Precast is filing for bankruptcy; Notice sent to DG's office. We sent notice to Attorney on our pre-petition charges; We are to continue to bill as normal, but are prevented to shut off service. (8/6/26) Need to file POC no later than 9/26/26.	(9/1/26) Received Final Order of the Bankruptcy Court today. Emailed to DMKCG.
D.3.4	999 Pittsburgh Street		(8/10/26) Received notice of a claim that the Redevelopment Authority filed vs MarkWest the property owner. The Authority is petitioning for the Appointment of a Conservator to demolish the building on this property. The property is current with the SAA. Forwarded information to DG today. This should be no action from the SAA.	
END SAXONBURG AREA AUTHORITY BOARD MEMBER REPORTING				