

**South Strabane Township Sanitary Authority
January 16, 2019 Meeting Minutes**

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, January 16, 2019 at 5 PM in the Mae C. Reynolds Meeting Room at the Township building, 550 Washington Road, Washington, Pennsylvania, 15301.

The meeting was called to order at 5 PM by Chairman Ron Carrola.

Present: Chair Ron Carrola, Vice Chair Edward Mazur, Secretary/Treasurer Cynthia A. Rossi, Donna Fox, Eric Tissue, KLH Engineers, Inc. and Solicitor Josh Carroll.

Reorganization: Ms. Rossi nominated Mr. Carrola for President. Second by Ms. Fox. Mr. Mazur moved nominations be closed as there were no additional nominations. Motion carried by unanimous voice vote. Mr. Mazur made the motion to retain the current officers, engineers, solicitor, accountants and auditors. Second by Mr. Carrola. Motion carried by unanimous voice vote: Mr. Mazur, Vice Chair; Ms. Rossi, Secretary/Treasurer; KLH, engineers; Mr. Josh Carroll, solicitor; Palermo Kissinger, accountants; and Houston and Associates, auditors. Meetings will be held the third Wednesday of each month at 5 PM in the Mae C. Reynolds Meeting Room at the Township Building, 550 Washington Road, Washington, PA 15301.

Approval of the December 19, 2018 Minutes: Motion by Mr. Mazur for approval of the December 19, 2018 minutes with a typographical correction. Second by Ms. Fox. Motion carried by unanimous voice vote.

Visitors Recognized: There were no visitors.

Public Comments: There were no public comments.

Treasurer's Report: Motion by Ms. Fox to accept the Treasurer's Report, subject to audit. Second by Mr. Carrola. Motion carried by unanimous voice vote. Motion by Ms. Fox to pay the bills as presented. Second by Mr. Mazur. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carroll said he prepared the deed to transfer the pump station to WEWJA and added a clause to reserve the mineral, oil and gas rights under the property. He prepared the satisfaction letter for the Duffala property on Floral Hill Drive. Although the Range Resources agreement was signed at the December meeting, correspondence has been received with a duplicate agreement that will be returned by certified mail.

Engineer's Report: Mr. Tissue reported denial of the LSA grant. Mr. Tissue said the field survey will commence soon, weather permitting.

Unfinished Business: Ms. Rossi reported Floral Hill billing by WEWJA will commence with the January billing. There was discussion concerning the accountant's response to questions regarding how the grant will appear in the budget.

New Business: Ms. Rossi presented a Secretary's report. It included a list of East Beau Street properties that never received monthly billing for the 2011 service extension to the homes; the amounts outstanding; and the current owners. One property along East Beau Street has never connected. Mr. Carrola will notify the township manager by letter of the failure to connect and the board of supervisors will be cc'd. Ms. Rossi requested these accounts be added to WEWJA's monthly billing list. WEWJA's business office confirmed these properties were never billed through WEWJA's system and a WEWJA inspector conducted a property inspection and confirmed one property was not connected. In addition she discovered five additional properties that were never billed, although those property owners remit payments directly to the SSTSA. Mr. Tissue will check files to verify the properties in the 2011 East Beau Street Extension Project. Ms. Rossi recommended all Quickbooks activities be centralized with Palermo Kissinger to avoid issues that have occurred in the past. Motion by Ms. Fox to transfer all Quickbooks work to Palermo Kissinger for two months at a cost of \$100 per month and then review the arrangement. Second by Mr. Mazur. Motion carried by unanimous voice vote. Ms. Rossi asked to add a Secretary's report to each meeting. Ms. Fox made the motion to add a Secretary's Report to meeting agendas. Second by Mr. Mazur. Motion carried by unanimous voice vote. Ms. Rossi discussed the need for a printer. She will utilize a local copy center to produce printed materials. Palermo Kissinger will issue W-9s. Board members were provided with Ethics forms required to be filed annually with the Township.

Next Meeting: Wednesday, February 20, 2019 at 5 PM.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Ms. Fox. Motion carried by unanimous voice vote. Adjournment at 5:48 PM.