

South Strabane Township Sanitary Authority

May 15, 2019 Meeting Minutes

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, May 15, 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 5:03 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

Approval of the April 2019 Minutes: Motion by Mr. Carrola for approval of the April 20 Minutes. Second by Ms. Fox. Motion carried by unanimous voice vote.

Visitors: There were no visitors.

Visitors Recognized: There were no visitors.

Public Comments: There were no public comments.

Treasurer's Report: Financial information provided included deposits, WEWJA reports and other pertinent information. There was no Financial Report from an accounting firm because the board had not authorized the expenditure of funds while considering changing circumstances. Board packets contained proposals by several accounting concerns for board review and discussion. In addition, a bill arrived late from West Penn Power and a request was made for a motion to add it to the list of bills to be paid. Motion by Mr. Mazur to add the West Penn Power bill to the list of bills to be paid. Second by Ms. Fox. Motion carried by unanimous voice vote. Motion by Mr. Mazur to pay the bills presented. Second by Ms. Fox. Motion carried by unanimous voice vote. Ms. Rossi reported about her meeting Palermo Kissinger and presented their revised proposal as well as proposals from other professionals. Based on her research she recommended consideration of the proposal by Cypher and Cypher. Motion by Mr. Mazur to terminate services with Palermo Kissinger as of this meeting. Second by Ms. Fox. Discussion followed and Mr. Mazur called the question and discussion ended. Motion carried by unanimous voice vote. Motion by Mr. Mazur to enter into an agreement with Cypher and Cypher for monthly accounting services and other services at the fees specified in their proposal, including assisting the Auditor in the course of the Audit. Second by Ms. Fox. Motion carried by unanimous voice vote.

Secretary's Report: WEWJA does not have records or information to determine when payments for debt service are satisfied by customers. Ms. Rossi is gathering information and beginning to compile records. She discovered the properties in the Lakeview/East Beau Street Project were to be billed at the rate of \$51.52 for the first five years, commencing in January 2004 and were to be billed at \$56.88 for the remaining 15 years. The second billing rate was not instituted and the Board will consider the matter. Copies of the documentation, including information from the 2003 minutes and the project files were provided to the board.

Solicitor's Report: Mr. Carroll sent a letter to owners of properties in the 2011 East Beau Street project informing them commencing in May WEWJA will issue monthly billing. Recently a property has been connected to that project area. Motion by Mr. Mazur for Mr. Carroll to send a letter to Mrs. Cohen with the 20 year amortization schedule. Second by Ms. Fox. Motion carried by unanimous voice vote.

Engineer's Report: Mr. Tissue reported at several permits for the Small Sewer and Water Grant are prepared and are ready for submission following the Chairman's signature, including: the highway occupancy permit, the stream crossing permit, and the Part 2 construction permit. An agreement will be needed with the railroad. Mr. Mazur discussed the need to think about how to complete the 700 to 800 feet of the last leg of the line which is not included in the grant. Mr. Tissue will prepare a proposal for completing the 14" line.

Unfinished Business: Determination of the satisfaction of assessments was covered in the Secretary's Report.

New Business: There was no new business.

Adjournment: Motion to adjourn by Ms. Fox. Second by Mr. Mazur. Motion passed by unanimous voice vote. Meeting adjourned at 5:56 PM.

Next Meeting: Wednesday, July 24, 2019 at 5 PM.