

South Strabane Township Sanitary Authority February 20, 2019 Meeting Minutes

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, February 20, 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 5:02 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 (entered meeting at 5:09 PM).

Approval of the January 16, 2019 Minutes: Motion by Mr. Mazur for approval of the December 19, 2018 minutes. Second by Ms. Fox. Motion carried by unanimous voice vote.

Visitors: Assistant Township Manager Patrick Connors; resident Janie Deemer.

Visitor Recognized: Invited guest Mr. Patrick Connors, Assistant Township Manager, was introduced. Mr. Connors shared his educational and professional background. He discussed his enthusiasm for the field of public administration and areas of responsibility within the Township.

Public Comments: There were no public comments.

Treasurer's Report: Motion by Mr. Mazur to accept the amended December 2018 Treasurer's Report, subject to audit. Second by Mr. Carrola. Ms. Rossi said accountant John Palermo had explained that usually the December Report must be adjusted early the next year to allow for certain accepted and proper adjustments. Motion carried by unanimous voice vote. Motion by Mr. Carrola to accept the January 2019 Treasurer's Report, subject to audit. Second by Mr. Mazur. 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.

Secretary's Report: Ms. Rossi reported about East Beau Street properties not in the billing system at WEWJA; the draft letter for failure to connect to the system; improvements in financial reporting and report turn-around; and preparation of forms 1096 and 1099. There was discussion regarding the best manner in which to pay for minor office and copying expenses. Motion by Ms. Fox to authorize the Treasurer to purchase a \$100 gift card at Staples for those purposes. Second by Mr. Mazur. Motion carried by unanimous voice vote. There was discussion about how to best utilize phone services and Mr. Carrola will investigate.

Solicitor's Report: Mr. Carroll said he will follow-up with WEWJA solicitor Lane Turturice regarding the deed to transfer the pump station to WEWJA.

Engineer's Report: Mr. Tissue reported on the beginning of the Site Survey and related work for the Manifold Force Main Upgrade grant. Target for the completion of the final design is the end of March. Acquiring the necessary Part 2 Construction permit; NPDES Storm-water Permit;

a General Construction Permit; and possibly a stream crossing permit and E&S permit could take up to six months. He recommended bids for the project not go out until permits are obtained. Existing easements will be used wherever possible. Mr. Tissue will prepare the forms to be submitted for reimbursement of expenditures related to the grant. Mr. Tissue read the list of properties involved in the 2011 East Beau Street service expansion.

Unfinished Business: There was discussion about transferring billing for miscellaneous properties from the 2011 East Beau Street service expansion to WEWJA for billing. Mr. Carroll will follow-up.

New Business: Ms. Rossi said Township Manager Brandon Stanick asked her to share with the Board that a new, formal lease has been drafted for the Board of Supervisors' review and approval. The current lease expired at the end of 2018. Mr. Carrola informed the board he registered for the Board Member Training offered by the Municipal Authorities Association March 14.

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