

**South Strabane Township Sanitary Authority
Meeting Minutes
Wednesday, December 23, 2020 5PM**

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, December 23, 2020 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 5:04 PM by Chairman Ron Carrola.

Present: Chair Ron Carrola, Secretary/Treasurer Cynthia A. Rossi, and Donna Fox. Vice Chair Ed Mazur, Solicitor Josh Carroll and Kevin Creagh of KLH Engineers, Inc. attended via conference call.

Approval of the November 25, 2020 Minutes: Motion by Ms. Fox for approval of the November 25, 2020 Minutes. Second by Mr. Mazur. Motion carried by unanimous voice vote.

Visitors: There were no visitors

Public Comments: There were no public comments.

Treasurer's Report: The financial report for October 2020 was presented. Motion by Mr. Carrola to accept the report as submitted and file for audit. Second by Ms. Fox. Motion passed by unanimous voice vote. The Treasurer reported asking for and receiving an invoice from the Township for 2020 office rent. Motion to amend the list of bills by adding the bill for 2021 rent with signatures to be added prior to the January meeting if possible by Ms. Fox. Second by Ms. Rossi. Motion passed by unanimous voice vote. Motion by Mr. Mazur to pay the bills as presented. Second by Ms. Fox. Motion carried by unanimous voice vote.

Secretary's Report: The Secretary reported working with the Township Manager to have an invoice prepared for the Legal Notice Ad for the 2018 Audit that the Township had received and paid by mistake. She updated the 2021 Draft Budget to incorporate board input. She reported a request was received to subordinate a lien.

Solicitor's Report: Mr. Carroll reported he has not received an update regarding the status of documentation of the transfer of the Windsor Highlands pump station to WEWJA as per the Tripartite agreement. There was discussion of lien subordination.

Engineer's Report: Mr. Creagh reported on the wetlands delineation submitted to the Conservation District for the Force Main Replacement Project. Paper copies of maps were delivered and they will be further refined. Mr. Carrola requested a PDF version. There was discussion of the grant reimbursement and Mr. Creagh will contact the DCED to follow up.

Unfinished Business: The 2021 Budget was reviewed. Mr. Mazur recommended adding \$1000 to the amount of the general engineering fees. Motion by Ms. Rossi to accept the budget as presented. Following discussion Ms. Fox made a motion to amend that motion by increasing item

520 Engineering Fees and Retainers by 20%. Second by Ms. Rossi. Motion carried by unanimous voice vote. The historical overview document and the operating procedures document remain works in process. documents.

New Business: Motion by Mr. Mazur to meet the fourth Wednesday of each month in 2021 at 5 PM. Second by Ms. Fox. Motion passed by unanimous voice vote.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Ms. Fox. Motion passed by unanimous voice vote. Meeting adjourned at 5:29 PM.

Next Meeting: Wednesday, January 27 at 5 PM.