

**South Strabane Township Sanitary Authority**  
**Meeting Minutes**  
**Wednesday, November 25, 2020**  
**5PM**

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, November 25, 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 5:12 PM by Chairman Ron Carrola.

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

**Approval of the October 28, 2020 Minutes:** Motion by Mr. Carrola for approval of the October 28, 2020 Minutes with one spelling change. 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. Mazur 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 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 and Permit Officer to determine a reasonable projection for 2021 tap-ins. She reported preparing the draft 2021 Budget and accompanying documentation for budget items. The Auditor's recommendations for adjustments to the accounting status of Bradford Run and Strabane Manor were provided to Cypher & Cypher.

**Solicitor's Report:** Mr. Carroll provided an update regarding the status of documentation of the transfer of the Windsor Highlands pump station to WEWJA as per the Tripartite agreement. There has been no response from their solicitor. He provided updates of communications with the railroad regarding a one time payment. He mailed right-of-way letters to property owners that will be impacted by the Force Main Project.

**Engineer's Report:** Mr. Creagh reported on the wetlands delineation submitted to the Conservation District for the Force Main Replacement Project. Preparation of bid documents will begin but will be held until all permit information is received from reviewing agencies. When the permit and six easements are received, an advertisement for bids can be placed. The board requested PDF copies and two large printed copies of the Township Sanitary Sewer system map. The board will review and comment on emailed versions.

**Unfinished Business:** Mr. Carroll is preparing an historical overview of the Authority from file documents. The Operating Procedures will continue to be reviewed.

**New Business:** Ms. Rossi presented the draft 2021 Budget and documentation explaining changes for board review and discussion at the December meeting.

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Ms. Fox. Motion passed by unanimous voice vote. Meeting adjourned at 5:33 PM.

**Next Meeting: Wednesday, December 23 at 5 PM.**