

**South Strabane Township Sanitary Authority  
Meeting Minutes  
Wednesday, January 27, 2021 5PM**

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, January 27, 2021 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, Solicitor Josh Carroll and Kevin Creagh of KLH Engineers, Inc.

**Annual Reorganization:** Motion by Mr. Mazur to nominate the present officers to continue to serve in their present capacities and to continue with professional services provided by the Authority's solicitor, engineering firm, accounting firm and Auditor. Second by Ms. Fox. There being no additional nominations the motion passed by unanimous voice vote.

**Approval of the December 27, 2020 Minutes:** Motion by Mr. Mazur for approval of the December 27, 2020 Minutes. Second by Mr. Carrola. 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 December 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. Mr. Carrola made the motion to pay the bills as presented. Second by Ms. Rossi. Motion passed by unanimous voice vote.

**Secretary's Report:** The Secretary updated the 2021 Draft Budget to incorporate board input. She reported two lien pay-off were in process. She assisted a resident seeking information regarding the Pennvest loan amount for a property recently purchased. She reported meeting with engineer Kevin Creagh to review system maps, discuss an extension for the Force Main project, provide information requested by WEWJA for the past years' tap-ins and discuss reimbursement filings for the Force Main project.

**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. He reported all right of ways for the Force Main project had been received, excepting one. He has attempted to contact the property owner and will continue to do so. He will file lien satisfactions for two pay-offs. He is waiting for a response from the railroad regarding a one-time payment in lieu of annual payments.

**Engineer's Report:** Mr. Creagh reported progress on creating a map of the Authority's system. He contacted DCED and arranged for an extension for the Force Main project. He discussed that

the project could be put out to bid and bid re-opening could be scheduled for the afternoon for the next board meeting. KLH will prepare the advertisement for the bid for the Secretary to place at the Observer Reporter. He has researched the grant reimbursements requested and received to date. Reimbursements 3 and 4 will be issued together and should be forthcoming. There was discussion of the engineering portion of the grant and construction phase services and inspections. Mr. Creagh will research those aspects and whether WEWJA needs inspection reports.

**Unfinished Business:** The revised 2021 Budget was reviewed. Mr. Mazur made the motion to accept the budget as revised. Second by Ms. Fox. Motion carried by unanimous voice vote. The historical overview document and the operating procedures document remain works in process. Mr. Mazur will provide input and notes for Authority's history. The Operating Procedures document remains a work in progress.

**New Business:** The annual Ethics Report form was distributed to the board and the solicitor.

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Ms. Fox. Motion passed by unanimous voice vote. Meeting adjourned at 5:41 PM.

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