

South Strabane Township Sanitary Authority

Meeting Minutes

Wednesday, August 25, 2021 5:00 PM

The South Strabane Township Sanitary Authority Board met for a regular monthly Meeting Wednesday, August 25, 2021 at 5:00 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 5:01 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.

Approval of the July 28, 2021 Meeting Minutes: Motion by Ms. Fox to approve the Minutes. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Visitors Recognized: Ms. Kathy Houston, CPA and Richard Tice, CPA, of McCall, Scanlon and Tice, presented the 2020 Audit. The Audit received a clean opinion. There was an increase in revenue. Tap fees decreased due to the Covid 19 impact on construction and supply chains.

Public Comments: There were no public comments.

Treasurer's Report: The financial report for July 2021 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. Motion to pay bills as presented by Mr. Mazur. Second by Ms. Fox. Motion passed by unanimous voice vote. Motion by Ms. Rossi to accept the 2020 Audit as presented. Second by Ms. Fox. Motion carried by unanimous voice vote.

Secretary's Report: The Secretary reported receiving payment of \$414.19 reimbursement from WEWJA for past payments to West Penn Power. She reported meeting with Jodi Nobel Chartiers Township Manager and the Chartiers Planning Director regarding the necessity of upgrading the TacTec Pump Station and the follow-up meeting with Ms. Nobel and WEWJA Operations Manager Michael Sherrieb regarding the same. Chartiers Township owns the facility and must have an approved Act 537 Plan before going forward with the upgrade and grant applications. Chartiers signed an agreement with WEWJA for the upgrade in January 2020. Reports of the meetings were provided to the Board. Ms. Rossi reviewed the revised draft of the 2020 Audit and arranged for Ms. Kathy Houston to present the Audit to the Board at the August meeting.

Solicitor's Report: Mr. Carroll discussed rights of way for the Manifold Force Main Project and prepared verification forms for Chairman Carrola to sign. The forms will be used for any necessary Declarations of Takings filing if a party does not sign a Right of Way Agreement. He revised the deed for the Windsor Highlands Pump Station and sent a copy to WEWJA's solicitor. He will provide a copy to Mr. Carrola to sign and it will need to be notarized. He prepared a draft of the Developers' Agreement. He received a meeting request from Solicitor James McCune. There was uncertainty as to representation for negotiations and Agreements. Solicitor Carroll will communicate with all parties and will request that any party requesting a meeting provide an Agenda. Ms. Rossi will contact Cypher and Cypher regarding

the amount remaining in the Small Sewer and Water Grant. Mr. Creagh suggested creating a Memorandum of Understanding (MOU) and providing that document to the Developers. After the hard numbers are determined through the bidding process the blanks in a Developers' Agreement would be filled in. Mr. Carroll will provide the board with a draft MOU with comments from Board members to be returned by noon Friday.

He will forward the lien satisfaction for 600 Floral Hill Drive when it is available. He spoke with WEWJA's solicitor about the deed for the conveyance of the pump station and made some changes to the deed. He will complete the renewal with the state for the Authority's fictitious name later this year.

Engineer's Report: The engineer reported on the survey of additional 219 feet of the Manifold Force Main line that needs to be upgraded between Arden Mines Road and the Fairgrounds. He initiated fresh billing records to incorporate the re-bid. He prepared the plans for the re-bid and billing will not be issued for the work he personally performed. The plans and specs are prepared and ready for the re-bid advertisement and the legal advertisements can appear in time for the bid opening to be held prior to the September 22 Board Meeting. There was discussion about a Temporary Construction Easement (TCE) at the Trolley Museum. Mr. Creagh will review and verify the existing right of way and the placement of the new 14" line on that property. Motion by Mr. Carrola to move forward with the advertisement of the re-bid of the Manifold Force Main Upgrade project. Second by Ms. Fox, Ms. Rossi and Mr. Mazur in unison. Motion carried by unanimous voice vote. Motion by Ms. Fox to adopt the Resolution for Highway Occupancy. Second by Mr. Mazur. Motion carried by unanimous voice vote.

Unfinished Business: The Authority's historical overview document, Operating Procedures document and a review of the Tripartite Agreement pending the Solicitor's review remain works in process.

New Business: Mr. Carroll asked permission to assign certain follow-up tasks to Attorney Chad Schneider to keep the Force Main project moving forward. All billing will be itemized by attorney.

Adjournment: Motion to adjourn by Ms. Fox. Second by Ms. Rossi. Motion passed by unanimous voice vote. Meeting adjourned at 6:29 PM.

Next Meeting: Wednesday, September 22, 2021 at 5 PM.