

South Strabane Township Sanitary Authority

August 21, 2019 Meeting Minutes

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, August 21, 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 5:01 PM by Chairman Ron Carrola.

Present: Chair Ron Carrola, Vice Chair Edward Mazur, Secretary/Treasurer Cynthia A. Rossi, Donna Fox, and Solicitor Josh Carroll. Eric Tissue, KLH Engineers, Inc. was absent.

Approval of the July 17, 2019 Minutes: Motion by Mr. Mazur for approval of the July 17, 2019 Minutes with date correction. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Visitors: Kathy Houston, CPA was present.

Visitors Recognized: The Chair recognized Ms. Houston and she was introduced.

Public Comments: There were no public comments.

Treasurer's Report: The financial report for June was presented. Motion by Mr. Mazur to accept the report as submitted and file for audit. Second by Mr. Carrola. Motion passed by unanimous voice vote. Motion by Mr. Mazur to pay the bills presented. Second by Ms. Fox. Motion carried by unanimous voice vote. Ms. Houston presented the 2018 Audit prepared by her accounting firm and reported no issues were found, thus it is a clean audit. She recommended the board continue to stay involved in identifying "due amounts" for projects in which the Authority is involved and implementing a process to track tap-in payments. Ms. Rossi will provide contact information for Heather Brookmyer at PennVest so that Houston and Associates can file the necessary annual report. Ms. Rossi pointed out a necessary change needed in the Audit notes and will provide the documentation again to the auditor. There was discussion of how to produce the Audit earlier in the year. Ms. Houston said the audit could be prepared earlier in the year if files were provided in November and December, prior to the beginning of "tax season". Ms. Rossi said files will be prepared, excepting the December financials that could not be provided until reviewed and voted on by the board at the January 2020 meeting. Motion by Ms. Fox to accept the Audit with the change indicated. Second by Mr. Carrola. Motion passed by unanimous voice vote.

Secretary's Report: Ms. Rossi reported WEWJA's Business Manager continues to explore ways to improve monthly reporting. She will provide contact information to Solicitor Carroll with regard to a Floral Hill property that has been sold so that the final payment of debt service can be made to the Authority by the settlement company. Work with implementing a comprehensive filing system continues. The board was provided with a list of savings totaling \$54,700 realized through streamlining the Authority since August 2017.

Solicitor's Report: Mr. Carroll prepared a draft letter to be sent to property owners in the Lakeview/East Beau Street project regarding their debt service through January 2025. Mr. Carroll is reviewing files to determine repayment status and to ensure that all needed filing have been made. He requested the Treasurer meet with him to review work on the final list review at his office. The board will receive a list of unpaid liens at the conclusion of this research.

Engineer's Report: Mr. Carrola presented the report in the absence of Mr. Tissue, including the status of the Small Sewer and Water Grant project. To date reimbursements have not been received for bills paid by the Authority for project work. Mr. Tissue will prepare additional information requested by the funder to enable release of reimbursements.

Unfinished Business: Ms. Rossi reported the accountants reviewed the calculations and recommend adding one year of billing to the Lakeview/East Beau Street/PennVest properties to close the \$14,150 gap resulting from the lack of increase of \$5.36 in monthly billing rates in 2009. Mr. Carroll will review the 2013 document regarding unresolved financial obligation and provide a copy of all unpaid liens.

New Business: Information received from PIMRA was distributed. It was explained that Active Assailant Coverage has been added to all PIMRA policies at no additional cost. The new WEWJA report format was presented. Discussion of grant opportunities will be continued at future meetings.

Adjournment: Motion to adjourn by Mr. Carrola. Second by Mr. Mazur. Motion passed by unanimous voice vote. Meeting adjourned at 6:12 PM.

Next Meeting: Wednesday, September 18, 2019 at 5 PM.