

**South Strabane Township Sanitary Authority
November 21, 2018 Meeting Minutes**

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, November 21, 2018 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 5:13 PM by Chairman Ron Carrola.

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

Approval of the October 17, 2018 Minutes: Motion by Mr. Mazur for approval of the October 17, 2018 minutes. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Visitors Recognized: There were no visitors.

Public Comments: There were no public comments.

Treasurer's Report: Motion by Mr. Carrola to accept the Treasurer's Report, subject to audit. Second by Mr. Mazur. Motion approved by unanimous voice vote. Motion by Mr. Mazur to pay the bills as presented. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carroll will review the information from Range Resources. He will provide citations from the agreement with WEWJA regarding late payment charges. He will contact WEWJA's counsel regarding the new agreement. He presented the insurance Resolution and the Proxy documents.

Engineer's Report: Mr. Tissue reported regarding the LSA Grant Application. Discussion about the time line for the Small Water and Sewer Grant followed. Mr. Tissue will prepare a timeline for the December board meeting. Ms. Rossi will follow-up on the Commitment Letter executed at the October board meeting.

Unfinished Business: Mr. Carroll has provided his review of the Agreement to WEWJA's counsel. Ms. Rossi reported the agreement with H.A. Thomson for insurance coverage is in place. The policy provides \$10 million coverage for each board member and for contracted individuals at an annual savings of \$500. Motion by Mr. Mazur to adopt the Resolution for the new insurer. Second by Mr. Carrola. Motion passed by unanimous voice vote. Motion by Ms. Rossi to execute the Proxy and return it to the new insurer. Second by Mr. Mazur. Motion passed by unanimous voice vote. Ms. Rossi reported on the status of the new agreement with Palermo Kissinger for monthly accounting services. Motion by Ms. Rossi to enter into an agreement with Houston and Associates for the 2018 audit. Second by Mr. Mazur. Motion passed by unanimous voice vote.

Executive Session: A request was made by Ms. Rossi to enter an Executive Session for personnel reasons. Mr. Tissue left the meeting at 5:31 PM. The board entered into an Executive Session at 5:32 PM. Motion by Mr. Mazur to leave the Executive Session. Second by Mr. Carrola. Motion passed by unanimous voice vote. The Executive Session ended at 5:35 PM.

New Business: Motion by Mr. Carrola to accept the resignation of independent contractor Ms. Ann Garner effective December 31, 2018. Second by Mr. Mazur. Motion passed by unanimous voice vote.

Next Meeting: Wednesday, December 21, 2018 at 5 PM.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Mr. Carrola Motion carried by unanimous voice vote. Adjournment at 5:41 PM.