

**South Strabane Township Sanitary Authority
January 17, 2018 Organization and Regular Meeting Minutes**

The South Strabane Township Sanitary Board met for the purpose of the annual Organization Meeting incorporated into the regular monthly meeting Special Meeting, Wednesday, January 17, 2018 at 5 PM in the Mae C. Reynolds at the Township building, 550 Washington Road, Washington, Pennsylvania, 15301.

The meeting was called to order at 5 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 Carrol.

Visitors: Tom Shell, Kathy Houston of Houston and Associates, Stephanie Humensky, and Derrick, teen observer guest of Mr. Tissue

2018 Organization:

1. Chairman: Motion to nominate Ronald Carrola as Chairman by Cynthia Rossi. Second by Mr. Mazur. Motion carried by unanimous voice vote.
2. Vice Chairman: Motion to nominate Edward Mazur as Vice Chairman by Ms. Rossi. Second by Mr. Carrola.
Motion carried by unanimous voice vote.
3. Secretary/Treasurer: Motion to nominate Cynthia Rossi as Secretary/Treasurer by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote.
4. Setting meeting dates for 2018: Motion to meet the third Wednesday of each month in the municipal building public meeting room by Ms. Rossi. Second by Mr. Mazur. Motion carried by unanimous voice vote.
5. Appointment of local newspaper for the purpose of legal advertisements: Motion to utilize the Observer Reporter for legal advertisements by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote.
6. Appointment of engineer: Motion by Ms. Rossi to retain KLH Engineers, Inc. for 2018. Second by Mr. Mazur. Motion carried by unanimous voice vote.
7. Appointment of solicitor: Motion to retain Mr. Josh Carrol as Solicitor by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote.
8. Appointment of auditor: Motion by Ms. Rossi to appoint Kathy Houston and Houston and Associates as auditor. Second by Mr. Carrola. Motion carried by unanimous voice vote.

9. Appointment of accountants: Motion by Ms. Rossi to appoint Palermo Kissinger as accountants. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Approval of the December 2017 Minutes: Ms. Rossi noted the need to correct the minutes to read "regular" meeting, not "special" meeting. Mr. Tissue noted the need for this change: "In lieu of his absence, Mr. Tissue's written Engineering report was presented by Mr. Sherrieb". Motion for approval of the minutes as amended by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Public Comments: Mr. Shell asked about resolution of the payment questions raised in the past. Ms. Rossi said the December minutes reflect the answers via accountant John Palermo and solicitor Carrol said once there are enough subdivisions to erase the debt, property owners will not have to continue to pay and once the loan is paid off new tap-in will only be charged the tap-in fee. At that time WEWJA takes over that part of the system. Mr. Carrol will compile a list of who has paid, who has signed grinder pump agreement and who has not; who has returned the repayment agreements and for what terms per property owner.

Treasurer's Report: Motion by Ms. Rossi to move the presentation by auditor Ms. Kathy Houston to the proceed the Treasurer's. Second by Mr. Mazur. Motion carried by unanimous voice vote. Ms. Houston presented highlights of the audit: Cash flows; Net change of approximately \$45,000; and footnotes. Ms. Houston noted there were no issues with the audit and no deficiencies. The 2018 engagement letter will be forthcoming. Motion to accept the audit by Ms. Rossi. Second by Mr. Mazur. Motion carried by unanimous voice vote. There were no questions regarding the financial statements and bank statements. Motion to accept the Treasurer's report subject to audit by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Discussion ensued regarding questions about a couple of bill items for the Floral Hill Project. Mr. Tissue clarified Palermo Kissinger receives QuickBooks entries, not invoices and he will provide a copy of the December minutes to Mr. John Palermo and will follow-up based on Mr. Palermo's response. Motion to approve the payment of bills by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carrol has spoken with Mr. Dami, Mr. Trifaro and Ms. Wallo regarding Authority property that may still be in their possession. Each responded they do not have any Authority property. Mr. Carrol will follow up with a letter to each confirming their response. Mr. Carrol has prepared an initial draft of an Agreement for services to be provided to the Authority by Ms. Ann Garner as an independent contractor. Following board review and response to Mr. Carrol, a copy will be provided to Ms. Garner for review.

Engineer's Report: Mr. Tissue reported to date 12 customers have begun to connect to the system and eight customers have filed the required paperwork to connect. A letter was sent to Mr. Shell regarding the placement of his grinder pump. Motion by Ms. Rossi to grant conditional approval for extension to Mr. and Mrs. Shell contingent upon them completing the necessary paperwork at the township office and making the language correction in his extension request. Second by Mr. Mazur. Motion carried by unanimous voice vote. Mr. Tissue reported on progress with the grant application. Costs for the necessary repair work will exceed the grant limit of \$500,000. He recommends preparing the grant for a portion of the repairs needed, namely in the

area of the force main behind Rubber Rolls. Ms. Rossi discussed letters of support from local elected officials for the application.

Unfinished Business: The new phone number is pending. A new computer was discussed. The Floral Hill Project billing and reconciliation were discussed and remain in process. Ms. Garner will be responsible for billing customers. The Organization meeting was not advertised because there was not a legal requirement to do so as it was incorporated into the January regular monthly meeting. However, now that it has occurred, the meeting dates, time and place for the year must be advertised in a legal notice. Ms. Rossi will have that information advertised. The letterhead will be finalized once there is a phone number and email address. Ms. Rossi will continue to explore options for bonding of the Treasurer.

New Business: Agenda information should be sent to Mr. Carrola who will send the final Agenda to Ms. Garner to post 24 hours in advance of each meeting, as required by law.

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

Adjournment: Motion to adjourn by Mr. Mazur. Second by Mr. Carrola, Motion carried by unanimous voice vote. Adjournment at 5:55 PM.

By: _____
Cynthia Rossi
Secretary

Date: _____