

**South Strabane Township Sanitary Authority
December 20, 2017 Meeting Minutes**

The South Strabane Township Sanitary Board met for a Regular Meeting, Wednesday, December 20, 2017 at 5 PM in the Mae C. Reynolds Meeting Room, 550 Washington Road, Washington, Pennsylvania, 15301.

The meeting was called to order by Chairman Ronald Carrola at 5:03 PM.

In Attendance: Ronald Carrola, Chairman; Edward Mazur, Vice Chairman, and Cynthia Rossi Secretary/Treasurer, Engineer Michael Sherrieb of KLH Engineers, Inc. and Solicitor Josh Carrol.

Visitor: Laynee Zipko

Approval of the November 15, 2017 Minutes: Motion by Mr. Carrola, second by Ms. Rossi to approve the minutes with the correction noted by Mr. Tissue via Mr. Sherrieb: "to strike second by Mr. Tissue" and insert, "Mr. Tissue contacted". Motion carried by unanimous voice vote.

Public Comments: There were no public comments.

Treasurer's Report: There were no questions regarding the financial statements and bank statements. Motion by Mr. Carrola to accept the report subject to audit. Second by Ms. Rossi. Motion carried by unanimous voice vote. Motion to approve the payment of bills by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Solicitor's Report: Lien letters are being completed. Mr. Carrol spoke with CPA John Palermo about the cost of the Floral Hill project and payments from property owners. Value added expenses were not included in the amounts billed. There were questions about items that do not reconcile such as an item marked "Payment to George Moore" in the amount of \$13,333.68. Mr. Tissue will be contacted to clarify these items. Mr. Sherrieb reported for Mr. Tissue that value added expenses were not included in the amounts billed to property owners in the Floral Hill project. There are questions about 10 items that do not reconcile with any KLH invoices such as an item marked "Payment to George Moore" in the amount of \$13,333.68 (7/31/17). Mr. Sherrieb explained that Mr. Tissue reviewed all costs associated with the project and is willing to meet with the accountant to examine the discrepancies. Another questioned item, the payment of \$156.50 to the Genesee and Wyoming Railroad dated 4/30/17 was incorrectly listed in the work in progress category. There is a duplicate of a 10/17/17 charge. Additionally, the costs of \$851 for specs and \$1060 for permitting were not transferred to the total project costs. Thus a total of \$1911 should be added to the previous total of \$297,436.40 for a corrected Floral Hill project total cost of \$298,347.40. Discussion followed about a reconciliation workshop if the engineer and accountant cannot reconcile the accounts. There was discussion about the Developer's Agreement with Strabane Manor and the issue of Phase 4 being incorrectly billed to the Sanitary Authority instead of the Township which may explain some issues. Ms. Rossi requested a listing of all invoices from KLH with invoice numbers, etc. and a

listing of which were paid and which were unpaid. Motion by Ms. Rossi to direct the Solicitor to contact in writing Mr. Dami, Mr. Trifarro, and Mr. Reitz and request all property and files belonging to the Authority be returned to the Authority by January 10, 2018 and that each confirm in writing whether they have or do not have these items. Second by Mr. Carrola. Motion passed by unanimous voice vote.

Engineer's Report: In lieu of his absence, Mr. Tissue's written Engineering report was presented by Mr. Sherrieb. Mr. Sherrieb reported the leak problem at the Duffala residence was not caused by the work performed by contractor Petrakis and was likely the result of a failed copper pipe leaking in the sleeve where the line enters the house. The contractor asked if he would be compensated for the time and expense of the investigation. The Ruzika issue was determined to not be a result of the force main and there is no manifestation of a problem from the contractor's work. There has been no connection made by the property owner that would have pressurized the line which supports that it is not the force main that is leaking. Requests were made by Ms. Linda Desch and the Shells for an extension. KLH will contact Mr. Shell to revise the application to reflect new information. Mrs. Steggles was contacted by Mr. Tissue to have PA American Water confirm the existence of a leak before the contractor becomes involved. If Petrakis inquires about payment for investigating the leak or sends a bill that Authority will consider the request.

Unfinished Business: There were no updates regarding letterhead, email account/web page, phone number or bonding. Motion by Ms. Rossi to hire Ann Garner as an independent contractor to provide administrative assistance to the Authority for bookkeeping, ledger keeping, bill payment, phone answering and the direction of callers to the appropriate person(s)/entity, including using Quick-books for reconciliation, directing messages to Board members, the attorney, the engineer, the accountant and that within 90 days the Board will meet with Ms. Garner for the purpose of review of the working relationship for the sum of \$500 per month plus the addition of any expenses she might incur for postage, printer supplies, and other supplies. The Authority will supply the technology for Ms. Garner's to carry out her duties including a computer, software and a cell phone. Second by Mr. Mazur. Discussion followed to eliminate the word hire as Ms. Garner will be an independent contractor who will work from her home office. Ms. Rossi will provide information discussed for inclusion in the agreement to be written by the Solicitor. Motion carried by unanimous voice vote.

New Business: Mr. Carrola summarized KLH will compile a list of items related to the Floral Hill Project. The amount of \$1600 for engineering fees to prepare the grant application for the final phase of the Manifold upgrade project in Arden was included in the 2018 budget that was presented. Motion for the acceptance of The 2016 Annual Report for Municipal Authorities by Mr. Carrola. Second by Ms. Rossi. Motion carried by unanimous voice vote. Billing for the Floral Hill project must be handled by the Authority.

The Authority's 2016 audit was distributed. Ms. Kathy Houston has agreed to submit an engagement letter for the 2017 audit and will attend the January 2018 meeting to present the 2016 audit. If the board is willing to wait until after April 2018 for preparation of the audit, the price will be more favorable and in line with the current agreement. Ms. Houston reported that the Authority's worth declined because of depreciation and the number of tap-in fees declined. Motion to give preliminary budget approval with hard copies to follow at the January meeting

by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote. Motion to accept the 2016 audit by Houston and Associates by Ms. Rossi. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Motion for meeting dates for 2018 be the third Wednesday of each month at 5 PM by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Requests for proposals were discussed for 2018 and will be discussed at the January meeting. Motion by Ms. Rossi to grant an extension to Ms. Linda Desch for connection to the sanitary system. Second by Mr. Carrola. Motion carried by unanimous voice vote. Motion by Mr. Mazur to grant the Duffalas' request for an extension. Second by Mr. Carrola. Motion approved by unanimous voice vote.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Ms. Rossi. Motion carried by unanimous voice vote. Adjournment at 6:35 PM.

By: _____
Cynthia Rossi
Secretary

Date: _____