

## **South Strabane Township Sanitary Authority November 15, 2017 Meeting Minutes**

The South Strabane Township Sanitary Board met for a Special Meeting, Wednesday, November 15, 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 5:07 PM.

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

**Visitors:** Brandon Stanick, Penny Steggles, Don Sisul, Tom Regets, Joan and Roy Ruzika

**Approval of the November 1, 2017 Minutes:** Motion by Mr. Mazur, second by Ms. Rossi. Motion carried unanimously.

**Public Comments:** Inquiry was made as to how billing would be handled and Solicitor Carrol said WEWJA would handle quarterly billing to property owners via a single itemized bill with the operation and maintenance portion based on a percentage of a water bill. Homeowners pick a repayment option, sign and have the signature witnessed and deliver the form to the Township office. Anyone who taps in after the initial group of participants will pay the same amount. The amount will be applied to the overall amount owed for everyone but will reduce the amount of time for everyone's re-payments, but not the amount agreed to in each individual repayment plan. Once individual loans are paid the liens are removed. Mr. Mazur discussed the legal action and decision related to the Patton Laboratory project. Mr. Carrola recommended that in the future the Authority should enter into contracts with property owners so that as new taps are added, those original owners who bore the previous costs should be reimbursed in some manner. Ms. Rossi asked about the Authority's cost of doing business and if a percentage should be retained for those costs. Mr. Tissue said the Municipal Authorities Act covered this issue and allowed for those individuals to be made whole but no party could profit from the reimbursement. The Board will work on a future written policy.

**Treasurer's Report:** There were no questions about the bills and the report. Mr. Mazur discussed how he keeps a farm ledger and recommended a one page format. Mr. Carrola said the Authority's format followed general accounting principles and was accepted by the auditors. Mr. Mazur was asked to bring copies of his format to share with the Board. The \$20,000 difference between the two amounts shown for project costs. Palermo Kissinger will be contacted to explain project costs and related, but non-reimbursable costs. The Quickbooks coding is key. Mr. Tissue will contact the accountants. Motion to accept the Treasurer's report subject to audit by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote. Motion to pay bills by Mr. Mazur. Second by Ms. Rossi. Motion carried by unanimous voice vote.

**Solicitor's Report:** A letter has been composed to be sent to Chartiers Township. Correspondence has been sent to the Coyles, Brocks and Cara Dobbins. Palermo Kissinger has requested copies of agreements with property owners. Ms. Rossi will be contacted by Stephanie

when the documents are ready for her signature. Mr. Carrol will fine liens when all are completed.

**Engineer's Report:** Mr. Tissue reported about the water leak on the Duffala property. Mr. Ruzika and Ms. Steggles mentioned water leaks on their property would be investigated. Eleven property owners filed paperwork to date.

**Unfinished Business:** There were no updates regarding letterhead, email account/web page, phone number or bonding. Ms. Steggles requested copies of minutes be available to the public and Ms. Rossi will request the information be posted to the Township site in a timely manner. Request by Ms. Rossi to enter into an Executive Session for Personnel Reasons. Executive Session entered into at 5:49 PM. Motion to exit Executive Session by Mr. Carrola. Second by Mr. Mazur. Motion carried by unanimous voice vote. Executive Session ended at 6 PM.

**New Business:** Mr. Carrola will set up a budget workshop with Palermo Kissinger and the proposal from their firm for bookkeeping services. Discussion followed about expenses related to the hiring of an Administrative Assistant. An application for an extension has been received from the Shell family. Mr. Tissue will contact the family. Second by Mr. Tissue has contacted the DEP on behalf of the Ruzika family regarding using their septic tank as an overflow tank. Ms. Rossi mentioned the US Dept. of Commerce form in the packets and Mr. Carrol will review the request and report to the Board on the necessity for response.

**Adjournment:** Motion to adjourn by Mr. Carrola. Second by Ms Rossi. Motion carried by unanimous voice vote. Adjournment at 6:48 PM.

By: \_\_\_\_\_  
Cynthia Rossi  
Secretary

Date: \_\_\_\_\_