

## **South Strabane Township Sanitary Authority October 18, 2017 Meeting Minutes**

The South Strabane Township Sanitary Board met for its regular monthly meeting on Wednesday, October 18, 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 5:04 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.

**Visitors:** Michael Dufalla, Laynee Zipko, Eric Zipko, John Zipko, Joseph Trifaro

**Approval of the October 4, 2017 Minutes:** Motion by Mr. Mazur, second by Ms. Rossi. Motion carried unanimously.

**Presentation by Gary Kissinger, CPA:** Mr. Kissinger of Palermo Kissinger, was invited by Ms. Humensky. He discussed the services provided by the firm and its history of providing services to the Authority. Services (3-4 hrs./month) include: Review of information provided by Ms. Humensky; reconciliation and formatting into financial statements for Board; and provision of information to the independent auditor. Five items recommended to the Board: Monthly bank reconciliations and review; review of budget to actual and tap-in fees; review of construction in progress and monitoring a when a project turns into a fixed asset; monitoring CD maturities; and review of WEWJA monthly reports and tap-in fees. The loans from the Development Authority were clarified as interest-free. It was recommended that the Authority communicate with the Redevelopment Authority regarding the Zediker Station project.

**Public Comments:** Ms. Zipko asked how long she had been attending meeting. Ms. Rossi asked if Ms. Zipko attended during the time she sought and received three tap-ins for her family's property. Mr. Trifaro characterized the situations with the multiple EINs as bonafide errors. In his opinion the errors should have been found by the auditor, the Township and the Supervisors. He also offered his opinion that the authority was under the direct the supervision and direction of the Township.

**Business Manager's Report:** A discussion defining that there is no business manager ensued. The individual appointed by the Township Manager disputed her role and left the meeting.

**Authorization for Payment of the Sanitary Authority Bills:** Motion by Ms. Rossi to approve payment of bills. Second by Mr. Carrola. Motion carried by unanimous voice vote. Mr. Stanick entered the meeting to discuss the role of the employee assigned by him to provide agreed upon services until the end of the year. It was clarified the Authority pays the Township, not an individual for support services and the Authority has made previous requests that board information be provided in a more timely manner.

**Treasurer's Report:** The Solicitor marked the transfer check "void" and returned it to Ms. Humensky as it was possible to execute the transfer with the assistance of Huntington Bank. Discussion was held about timing of information to the Board.

**Solicitor's Report:** Mr. Carrol reported the final Floral Hill project cost is \$297,436.40. He prepared amortization schedules and is ready to meet with Floral Hill residents. Mr. Carrol will prepare agreements for a meeting Wednesday, November 1 at 6 PM, following the BOD meeting. WEWJA will prepare debt service information and WEWJA will send billing. The cost per resident is \$19,820 which is about \$7000 less per property than the amount initially anticipated. A copy of correspondence with Mr. Posner was presented for board information.

**Engineer's Report:** The Floral Hill system was reported to be operational and substantially complete as of October 17, 2017. The maintenance bond is in effective as of that date and will remain in place for the next 18 months. It is recommended that KLH revisit the operation prior to the expiration of the bond. Transfer of the bond to WEWJA was discussed. There are three items remaining on the punch list: a lid for a water meter, a property pin relocation and minor landscaping. Mr. Tissue developed an application form for residents for payment of fees. Mr. Greco will coordinate with Mr. Stanick the approval of residents to pick up pumps.

**Unfinished Business:** The Chair noted that there was only one item on the Unfinished Business to be updated at the meeting. The Huntington account issues are resolved. Ms. Rossi presented bonding information for a \$1 million bond and will follow up.

**New Business:** Mr. Carrol explained why an agreement with Chartiers Township is not needed. He will direct a letter to Chartiers and bring copies for the Board to the next meeting. Motion for Mr. Carrol to review file and compose appropriate correspondence by Ms. Rossi. Second by Mr. Carrola. Motion passed by unanimous voice vote. Brandon will provide a list of services provided by the Township to the Authority. Information about the 2016 was covered at the previous meeting and erroneously included on this agenda. Ms. Rossi said she would follow-up with Ms. Kathy Houston, CPA. She suggested the November 1 meeting include discussion of the 2018 budget, and other financial matters. A letter requesting by Roy and Joan Ruzika of Floral Hill Drive to have an extension of connection time was received. Motion by Ms. Rossi to grant the extension request. Second by Mr. Mazur. Motion passed by unanimous voice vote. The solicitor was directed to respond to the Ruzikas and to develop a form for such requests. Mr. Carrola discussed correspondence to the Washington County Redevelopment Authority regarding the Zediker Station Project and a status letter from Mr. Tissue to the board before the end of the year.

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Adjournment at 6:44 PM.

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

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