

South Strabane Township Sanitary Authority October 4, 2017 Meeting Minutes

The South Strabane Township Sanitary Board met for its regular monthly meeting on Wednesday, September 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.

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

Approval of the September 20, 2017 Minutes: Motion by Mr. Mazur. Second by Ms. Rossi. Discussion of whether a vote occurred to authorize Mr. Trifaro to sign a check transferring monies into the correct account at Huntington. Ms. Rossi confirmed the issue was discussed but a formal vote was not taken. Ms. Rossi noted the discrepancy between the date approved for the November special meeting was November 8. The date that appeared in the Legal Ad was November 1. The correction will be introduced under New Business. Motion carried unanimously.

Visitors: Joan Ruzika, Roy Ruzika, Penny Steggles, Laynee Zipko, Thomas Regets

Public Comments: There were no public comments.

Treasurer's Report: Ms. Rossi reported no financial report was provided for review by the Treasurer or the Board. Mr. Carrola presented an update of the situation to correct the checking account situation at Huntington Bank. The bank requested that both Mr. Trifaro and Mr. Carrola sign the transfer check. A new account will be opened at Huntington under the correct EIN which ends in "9456". This is the Pennvest account. The new account will be opened attached to that EIN. There are four outstanding checks from August that Ms. Humensky has held. Mr. Carrola will direct Ms. Humensky to issue a check for the remaining amount of \$48,776.22 leaving a balance of \$3014.04 for a total of \$51,790.26, in the incorrect account to be transferred to the correct account. Motion to authorize Mr. Trifaro, past Authority Chairman, to sign the check as requested by the Bank, the Authority and the Township Supervisors at their September 26 board to be made under new business.

Authorization for Payment of the Sanitary Authority Bills: There were no bills presented for payment.

Solicitor's Report: Mr. Carroll reported he provided the research regarding quorum needed for the Board to all members. A simple quorum of the seated members is needed. A payoff from a differed assessment was received. There is a discrepancy between the County's figure of \$3227.56 and the individual's figure of \$287.56. He will research the situation.

Engineer's Report: The Floral Hill contractor has 5 or 6 minor punch list items remaining. Mr. Tissue reported on his review of the outstanding final change order amounts of approximately \$5000 with the contractor. There are two additional change orders: one for the change in quantities and one for the scope. He recommended any approval of the consolidated amount to be contingent upon the approved completion of the punch list items. There was discussion of the ruts left on the Moore property and Mr. Tissue will inspect it. Motion by Ms. Rossi to approve but withhold payment until Mr. Tissue approves completion of the list. Second by Mr. Mazur. Motion carried by unanimous voice vote. Mr. Carroll will prepare final amortization amount chart and provide to Mr. Tissue to send to project participants and will provide a copy of a letter for property access by WEWJA. A date for meeting with residents was discussed. Motion to approve a connection letter and copy of the applicable ordinance to be sent by certified mail from KLH to all residents by Mr. Carrola. Second by Ms. Rossi. Motion carried by unanimous voice vote. Mr. Tissue developed a sewer connection permit application for use by the Township.

CONSULTANT'S REPORT: This item will no longer appear on agendas.

Unfinished Business: Huntington accounts are in the process of being resolved. Ms. Rossi presented temporary letterhead design for immediate use. Members selected a design. The email, web page and new, separate phone number will remain on agendas under Unfinished Business for the present. Research into the new Comcast mobile program indicates the program is not available to the Authority at this time. Clerical support follow-up with Mr. Wright was made and Ms. Rossi will re-open discussion with him the second week in December. This option will remain open. Telecommuting clerical support is another option. Mr. Mazur suggested the option of using the former Police Station space in the municipal building with an employee. A list of responsibilities will be developed before decisions are made. Ms. Rossi spoke with EMC, the insurance carrier. There is no bonding for anyone handling Authority monies and no coverage is provided under present Property, General and Linebacker coverage. EMC will provide an application and recommendations for the next meeting. Bonding of similar entities is approximately \$250 annually for up to \$500,000 in coverage. Ms. Rossi reported she follow-up with Auditor Kathy Houston who had not received the Confirmation Letter. The letter was to be faxed by the Township today. Ms. Houston is willing to present the Audit to the Board at no additional cost and will provide available dates to the Treasurer after the review letter is prepared. The sewer permit connection application will be provided to the Board. In response to a question from the public regarding the necessity of a registered plumber to connect, Mr. Tissue stated a registered

New Business: Motion to change the meeting date reflected in the September 20 minutes from November 8 to November 1 to correspond with the Legal Notice by Mr. Carrola. Second by Mr. Mazur. Motion carried by a unanimous voice vote. Motion by Mr. Mazur for Mr. Trifaro to sign the fund balance transfer check. Second by Mr. Carrola. Motion carried by unanimous voice vote. Motion by Mr. Mazur for Mr. Carroll to provide

all necessary letters and paperwork to Mr. Trifaro. Second by Ms. Rossi. Motion passed by unanimous voice vote.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Adjournment at 6:05 PM.

By: _____
Cynthia Rossi
Secretary