

## **South Strabane Township Sanitary Authority September 20, 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 5:15 PM.

**Roll Call:** 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.

**Visitors:** Michael Dufalla, Laynee Zipko, Thomas Regets

**Public Comments:** Mr.Dufalla complimented the work of the Authority in the Floral Hill Sewer Project and thanked them for their work.

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

**Treasurer's Report:** Motion by Ms. Rossi that the financial information and all meeting materials be in the hands of the board seven days prior to the meeting and that any supplemental material be presented at the meeting unless there is an urgency. Second by Mr. Carrola. Discussion that for the meeting October it will not be possible but it will be possible for the November meeting. After the October meeting the one week time frame would be possible. Motion passed unanimously.

Motion to accept the Treasurer's report and file for audit by Mr. Carrola. Second by Ms. Rossi. Motion carried by unanimous voice vote.

**Authorization for Payment of the Sanitary Authority Bills:** Motion by Mr. Carrola to approve payment of bills pursuant to the correct authorizations be established with the banks. Second by Ms. Rossi. Motion carried by unanimous voice vote.

**Audit Engagement Information:** Motion by Ms. Rossi for the Treasurer to sign the Audit Engagement Letter and the necessary forms for the release of financial information by the two banks to audit firm Houston and Associates. Second by Mr. Carrola. Discussion about the engagement with Houston and Associates. Motion carried by unanimous vote.

**Discussion of Placement of Items on the Agenda:** Motion by Mr. Mazur that any member of the Sanitary Authority Board can call the person preparing the Agenda at the Township office to have any item placed on the agenda. Second by Ms. Rossi. Discussion ensued that doing so is the Chairman's responsibility and for individual board members to do this could create confusion and lessen efficiency.

The importance of the New Business and Old Business categories on the Agenda and their purpose were addressed. Motion fails with Mr. Carrola and Ms. Rossi voting naye and Mr. Mazur voting yea.

**Solicitor's Report:** Mr. Carrol reported that he corresponded with Attorney Posner regarding an issue that is to be resolved between Mr. Burig and Mr. Moore. Mr. Carolla requested that the situation be documented in a memo to be sent to all Board members and Mr. Carrol agreed. Mr. Carrol also reported the Floral Hill residents had inquired about the time frame for tap ins and payment. He will write a letter and a chart for payment options and will provide that by the October meeting. Ms. Rossi asked when the Board will meet with the residents to review the repayment options and Mr. Carrol said that will occur when the amortization schedule is available.

**Engineer's Report:** The Floral Hill system has been tested and is substantially complete and is ready to be used. Authorization for a letter will be sent to the Township to that effect is needed by the engineer. Motion for Mr. Tissue to write the letter to the Township by Ms. Rossi. Second by Mr. Carrola. Motion passed unanimously.

Mr. Tissue reported the Certification of the System begins the 18 month correction period. He reported a bill has been presented by contractor Petrakis for \$12,186.05. This is not the final bill. There is a retainage of \$4200. There will be approximately \$4000 to \$5000 still remaining for the outstanding change order request that covers the change of the alignment and for the running of conduit from the West Penn Power pole. All final bills will be ready for the Authority's October meeting. The Board will have to approve the change order at the October meeting. Eric will send out the information prior to the next meeting. After a final walk-through the project will be complete. WEWJA has requested permission from the property owners to allow WEWJA to maintain the pump stations. Mr. Tissue requested approval of the contractor's bill in the amount of \$12,186.05. Motion to pay the bill by Ms. Rossi. Second by Mr. Mazur. Motion carried unanimously. Mr. Tissue confirmed he has called every resident who inquired about the project status. Mr. Carrola requested that Mr. Tissue memorialize all calls.

**CONSULTANT'S REPORT:** There was no discussion and this agenda item will not be included on future agendas. Motion by Mr. Mazur. Second by Ms. Rossi. Motion carries unanimously.

**Unfinished Business:** The Chair moved all items that might be considered Unfinished to New Business because of the nature of the items.

**New Business:** The Chair presented the status of the two accounts held at Huntington Bank. There are two EIN numbers which Ms. Rossi discovered when she became Treasurer in August. The EIN under 5959 is actually the Township's account.. The 5959 account was opened in 1972 and has signature cards with the names of past Authority members Trifaro, Komen and Minor. It was never updated and Township Manager offered an explanation regarding the origin of the account. The second account 9456

was opened in 2003 and is under the Authority's EIN. The only activity is a monthly recurring payment to the Commonwealth of PA in the monthly amount of \$983.06. Customers pay WEWJA. WEWJA then reimburses the Authority. The Authority then pays the Commonwealth. PENNVEST requires a separate account arrangement. Checks have been signed on the wrong accounts with incorrect signature cards in place. Mr. Carrola has worked with Ms. King at Huntington to resolve and correct the situation and as a special exception, Ms. King will authorize payment of checks for the present while the paperwork for correction is in process.

To correct the issues money needs to be pulled from the 5959 account and placed in a new account under the Authority's EIN. A letter is needed to pull the money and to open the account. Once corrections are made, all records of the past mix-up will be purged by Huntington. Mr. Trifaro must sign the transfer request and the check. Mr. Carrola asked the Solicitor to send a letter to that effect.

Mr. Mazur suggested closing the Huntington Bank accounts and establishing accounts at another bank. Ms. Rossi made a motion to resolve the issue with Huntington as recommended. Second by Mr. Carrola. Motion carries with Ms. Rossi and Mr. Carrola voting Aye and Mr. Mazur voting no. Mr. Mazur challenged the validity of the vote because the Authority can seat up to five members. Mr. Carrola will provide documentation to the Authority Board that it is the number of seated Board members that establishes the quorum.

Motion by Mr. Carrola to ask the Board of Supervisors of South Strabane Township to close account 5959 and authorize the removal of funds that were deposited there by error and that those funds will be directed to the South Strabane Township Sanitary Authority in coordination with the Township. Second by Mr. Carrola. Motion carried unanimously.

Mr. Carrola recommended that the Board consider a stand-alone email account. This will be included as unfinished business on the next agenda. Motion by Mr. Mazur for a separate email account. Second by Mr. Carrola. Motion carried unanimously.

Mr. Carrola suggested a separate phone number for the Authority. Ms. Rossi suggested the new Comcast wireless cellular offering that is available for minimal cost. The present system with a Township employee answering the phone will remain in place. The issue of a separate phone system will be added to agendas under unfinished business going forward.

Mr. Carrola discussed the present arrangement with South Strabane Township for clerical support. Mr. Stanick said the Township will provide this service through the end of the year. The Authority will explore other avenues for support for administrative services.

The present outside recording secretary said she will no longer produce the minutes. Ms. Rossi offered to review the checks before meetings if they were available. Discussion ensued.

Mr. Mazur requested an additional meeting be added every two weeks or twice per month until issues are resolved. Mr. Mazur to have an additional meeting every two weeks. Second by Ms. Rossi. Motion later refined. Ms. Rossi suggested scheduling Special Meetings for the first Wednesday of October, November and December and include them in one legal advertisement. There was discussion of the cost of having the solicitor and engineer present who will bill at the normal hourly rate. There was discussion of having the Floral Hill residents at the Special Meeting in October. Motion by Mr. Mazur for Special meetings on October 4, November 8, and December 6. Second by Mr. Carrola. Motion carried unanimously.

There was discussion of bonding of the Treasurer. Ms. Rossi requested being bonded and will call the present D&O insurance carrier for coverage and costs. Mr. Carroll suggested asking the Errors and Omissions carrier be contacted.

A board packet for new members will be developed for future new members. This item will be added to future agendas under new business.

There was discussion of the appointment of new members under the PA Municipal Authorities Act.

The tape recorder is the property of the Parks and Recreation Committee. Mr. Mazur made the motion of purchasing a new recorder of an amount up to \$100. Second by Mr. Carrola. Motion carried unanimously.

There was discussion of processing the existing checks which would have to be signed by two individuals. Mr. Trifaro would have to sign and it was suggested that the bank would be urged to accept the check. The Authority could authorize Mr. Trifaro to sign and Mr. Carrola will ask Huntington to accept one signature.

Ms. Rossi raised the issue of how many signatures were needed on the Audit letter. The Solicitor indicated only Ms. Rossi's signature was required.

There was discussion of who would purchase the new recorder. Brandon Stanick said the Township would do so.

Motion by Mr. Mazur to contact the Washington County Sewage Council to explore a working relationship by which the Council would house the Sanitary Authority and provide clerical services. Second by Ms. Rossi. Motion carried unanimously.,

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Ms. Rossi. Motion carried by unanimous voice vote. Adjournment at 6:52 PM.

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

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