

South Strabane Township Sanitary Authority
September 19, 2018 Meeting Minutes

The South Strabane Township Sanitary Authority Board met for the regular monthly meeting Wednesday, September 19, 2018 at 5 PM in the Mae C. Reynolds Meeting Room at the Township building, 550 Washington Road, Washington, Pennsylvania, 15301.

The meeting was called to order at 5:00 PM by Chairman Ron Carrola.

Present: Chair Ron Carrola, Vice Chair, Edward Mazur, Secretary/Treasurer Cynthia A. Rossi, Donna Fox, Eric Tissue, KLH Engineers, Inc. and Solicitor Josh Carroll.

Approval of the August 15, 2018 Minutes: Motion by Ms. Fox for approval of the minutes. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Visitors Recognized: Resident Penny Steggles and Ms. Kathy Houston, CPA, of Houston and Associates were in attendance. Township Manager Brandon Stanick entered during the meeting.

2017 Audit Presentation: Ms. Houston presented the findings of the 2017 Audit. There were no issues and a clean opinion was issued. There was a decrease in operating expenses and an increase in the bottom line. Ms. Rossi said she would note in the minutes Ms. Houston's response that the Authority "is in great shape". Ms. Houston noted the biggest challenge is the inconsistent manner in which residents pay their debt and occasionally change the term of their payments. There were questions about the depreciation schedule. Ms. Houston said Palermo/ Kissinger was to file the audit with Pennvest. Motion by Mr. Mazur to accept the audit as presented. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Public Comments: Ms. Steggles inquired as to why "everything goes to WEWJA" and why the Authority's solicitor and the engineer attend board meetings instead of serving when they are called to do so. Ms. Rossi said the Authority has on-going activity and responsibility and thus the professional services of both the solicitor and the engineer are on-going. She said this is usual procedure for Authorities. She pointed out the Audit shows the Authority is functioning well and in a fiscally responsible manner while reducing operating costs over previous years. She said this is an exciting time for this Authority. Ms. Fox added it is more financially responsible to have these professionals present while discussions are taking place. Mr. Carroll explained there is a tri-partite agreement between the Township, WEWJA and the Authority that mandates the manner of working relationships. The Chair advised that questions and comments from the public during this part of the meeting were to be succinct and to the point.

Treasurer's Report: Ms. Rossi reported the fund transfer from checking to Slovenian. The amount was combined with the existing funds and will earn 2.75% APY for the remainder of the term which expires in October. She will update the board on rates available for the funds at the October board meeting. Motion by Mr. Mazur to accept the Treasurer's Report, subject to audit. Second by Mr. Carrola. Motion approved by unanimous voice vote. Motion by Mr. Mazur to pay the bills as presented. Second by Ms. Fox. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carroll reported on his review of the WEWJA Agreement to handle bill paying for the Floral Hill project. He noted several areas to be addressed. Mr. Mazur noted in future projects the cost of billing must be factored into the project cost. Ms. Rossi suggested tabling the issue to allow time to study the information from WEWJA and Mr. Carroll. Motion to table by Ms. Fox. Second by Mr. Mazur. Motion carried by unanimous voice vote. Ms. Fox inquired as to who is responsible for factoring project costs. Mr. Mazur inquired about the Zediker project cost. Mr. Carroll explained the depreciation is on the books and the plan is an asset. Mr. Carroll reported ads for Insurance services and Audit services appeared in the local paper. He will ask other Authorities about their insurance carriers and programs and the board may now make direct inquiries.

Engineer's Report: The award of the Small Water and Sewer grant in the full amount requested, \$391,000, was announced. Ms. Rossi thanked Township Manager Brandon Stanick for making the Authority aware of the grant opportunity through the email he shared in the fall of 2017. Mr. Tissue spoke with Mr. Tom Murphy at WEWJA regarding the 800 feet that remain to be replaced and developed an estimate for replacing that portion via a Local Share (LSA) grant. He will present the LSA grant partnership opportunity to the WEWJA board at their next meeting. Ms. Rossi noted to meet the LSA deadline October 3 deadline the board must authorize Mr. Tissue to move forward with discussion with the WEWJA board; to prepare the grant application; and to prepare a resolution for the grant's required sponsorship by the South Strabane Supervisors. Mr. Stanick suggested the resolution be prepared and he would place it on the agenda for the next Supervisors' meeting. Ms. Fox requested environmental benefits be added to the economic benefits for the LSA application. Mr. Carrola requested Mr. Tissue to prepare a schedule of activities and deadlines related to the Small Sewer and Water Grant for the October board meeting. Mr. Tissue said the next step is to sign the forthcoming commitment letter to accept the grant. Mr. Tissue is waiting for information regarding the re-stocking fee for the returned grinder pump.

Unfinished Business: Ms. Rossi presented a request from South Strabane Township for an additional two month extension for connection to the Floral Hill line due to weather and scheduling issues. Motion by Mr. Carrola. Second by Ms. Rossi. Mr. Stanick said there is a wide difference in bids received and due diligence is necessary. Ms. Fox discussed the importance of limiting extensions. Mr. Mazur asked about the procedure of connecting to the system. Motion carried by 3 ayes and one nay from Mr. Mazur.

New Business: Ms. Rossi distributed Authorities Magazine and a list of the accomplishments of the Authority board since August 2017 that was provided to the Supervisors. It was noted Supervisor Chair Robert Weber praised the Authority Board for the positive report. Mr. Carrola asked that Palermo Kissinger's past agreement for services to the Authority be provided to the board for review at the October meeting. Ms. Rossi asked for guidance regarding requests for information by Auditors. Mr. Carrol suggested providing a copy of the budget.

Next Meeting: Wednesday, October 17, 2018 at 5 PM.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Adjournment at 6:15 PM.

By: 

Cynthia Rossi
Secretary

Date: 10/16/18