

**South Strabane Township Sanitary Authority  
August 15, 2018 Meeting Minutes**

The South Strabane Township Sanitary Board met for the regular monthly meeting Wednesday, August 15, 2018 at 5 PM in the Mae C. Reynolds at the Township building, 550 Washington Road, Washington, Pennsylvania, 15301.

The meeting was called to order at 5:02 PM by Chairman Ron Carrola.

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

**Approval of the July 18, 2018 Minutes:** Ms. Fox noted the spelling of "Carroll". Motion by Ms. Fox for approval of the minutes with correction. Second by Mr. Carrola. Motion carried by unanimous voice vote.

**Visitors Recognized:** There were no visitors.

**Public Comments:** There were no public comments.

**Treasurer's Report:** Ms. Rossi announced the audit began today and the two checking accounts at Huntington have been closed and the monies from those accounts were deposited into the accounts at Wesbanco. Ms. Fox inquired about the insufficient funds notice she understood to have been waived. Ms. Rossi explained the waiver mentioned at the July meeting related to another bank waiving a check cancellation fee resulting from a resident's cancellation of a check they sent in error. Ms. Rossi requested a motion be made to transfer \$75,000 from the larger checking account to Slovenian Savings and Loan where it will earn 2% interest and can be accessed at any time without penalty. Motion by Mr. Mazur to transfer \$75,000 from Wesbanco to Slovenian. Second by Ms. Fox. Motion carried by unanimous voice vote. Motion by Mr. Carrola to accept the Treasurer's Report, subject to audit. Second by Ms. Fox. Motion approved by unanimous voice vote. Motion by Mr. Mazur to pay the bills as presented. Second by Mr. Carrola. Motion carried by unanimous voice vote.

**Solicitor's Report:** Mr. Carroll reported: Correspondence from WEWJA's solicitor noting the South Strabane Township Sanitary Authority is responsible for the recording fees for the grinder pump agreements; there is no news regarding Talebi Homes; and he spoke with Ms. Steggles regarding her Right to Know Request. He also spoke with Ms. Desch who wishes to change her payment terms from 20 years to 10 years.

Mr. Carroll presented the draft Request for Proposals (RFP) legal notices for insurance and audit services. The notices state the proposals are for review and future consideration. Ms. Fox inquired about non-disclosure and confidentiality agreements for the Authority. Mr. Carroll explained all bids and proposals had to be opened at a public meeting and discussed in public thus neither agreement would be legal or appropriate in these instances. The Insurance RFP proposals will be due by 5 PM, Wednesday, September 12, 2018 and will be opened at the

Wednesday, September 19 board meeting. It will appear three times in the Observer Reporter (August 21, 22 and 26). Ms. Rossi requested Tuesday and Wednesday be the selected weekdays because of readership patterns. The Audit RFP proposals will be due by 5 PM, Wednesday, October 10 and will be opened at the Wednesday, October 17 board meeting. The Audit RFP will appear in the Observer Reporter's editions of September 16, 18 and 19. Mr. Carroll will email the final text to be posted on the Township web site.

He received the proposal from WEWJA for debt service billing for the 13 accounts in the Floral Hill project. He noted the 90 day notification provision if SSTSA wished to end the agreement and 180 day notification provision for WEWJA to increase fees for the billing service. Presently WEWJA charges \$55 monthly for billing service for the Beau Street and other past projects. Addition of 13 properties at \$2.65 monthly per property would cost an additional \$34.65 monthly and provide a consolidated report. There was discussion regarding the long term cost, how it would be borne and by whom. It was suggested the cost could be added to the sewage bill but not to the debt service bill. Motion by Mr. Mazur to table until obtain present costs for billing are obtained. Second by Mr. Carrola. Motion passed by unanimous voice vote. Mr. Carroll will prepare a list of items for the board to consider. Ms. Rossi will contact Ms. Garner and request a cost break down for bill processing by the Authority.

**Engineer's Report:** Mr. Sherrieb reported the Small Water and Sewer Grant application decisions are to be made at the September meeting in Harrisburg. He reported the extra grinder pump was returned but the restocking fee is not known. The two extra cores will be delivered to WEWJA by Mr. Russ Greco. KLH will prepare a receipt for WEWJA to sign as acknowledgment of provision of the pumps. The receipt will be returned for the Authority's files. Ms. Fox inquired about payment for the pumps and Mr. Carroll explained the cost was built into the total project and the two pumps were included at the engineer's recommendation. Ms. Rossi explained: One pump was needed and used to pressure test the system the other was included in the project cost should a defective unit be detected during installation or needed as a replacement. She reported the Township is in the process of obtaining a contractor for installation and connection of the Road Maintenance Building and Mrs. Shell's contractor said he will pick up that grinder pump soon. Mr. Carrola requested follow-up regarding the amount of the refund for the returned grinder pump and the re-stocking fee.

**Unfinished Business:** There was no unfinished business.

**New Business:** Ms. Rossi discussed the opportunity to apply for a Local Share grant (LSA) for additional replacement of the Manifold line and enlargement of the line's size from 10" to 14" to enable increased capacity and therefore economic development. She will attend the August 21 grant workshop conducted by the Redevelopment Authority. The deadline for application is October 3, 2018. Mr. Sherrieb described how as developers access the upgraded system, the SSTSA would be reimbursed related costs and in turn the SSTSA would reimburse the Redevelopment Authority. The grant does not require a certain percentage of matching money but if the SSTSA offers a match, it will improve the chances of being funded. Motion by Ms. Fox for Mr. Tissue and KLH to prepare a cost analysis for the grant application. Second by Ms. Rossi. Discussion regarding the amount of line to be replaced (2000, 4000 or 6000 feet) followed and Ms. Fox withdrew the motion. A new motion was made by Ms. Fox for KLH to do a cost analysis for the remaining 2000 feet as well as for 6000 feet. Second by Mr. Mazur. Motion carried by unanimous voice vote. Ms. Rossi will contact WEWJA regarding the SSTSA applying for the LSA grant.

**Next Meeting:** Wednesday, October 15, 2018 at 5 PM.

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Mr. Carrola Motion carried by unanimous voice vote. Adjournment at 6:22 PM.

By: \_\_\_\_\_

Cynthia Rossi

Secretary

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

9/21/18