

**South Strabane Township Sanitary Authority
July 18, 2018 Meeting Minutes**

The South Strabane Township Sanitary Board met for the regular monthly meeting Wednesday, July 18, 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 5:07 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 June 19, 2018 Minutes: Mr. Tissue noted the spelling of "Trombold". Motion by Ms. Fox for approval of the minutes with correction. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Invited Visitors Recognized: Mr. Thomas Murphy, Operations Manager and Ms. Diana Janflone, Business Manager, both of the Washington East Washington Joint Authority (WEWJA). Township Manager Brandon Stanick arrived at 6:09 PM.

Mr. Murphy presented the history of the working relationship between WEWJA and the South Strabane Township Sanitary Authority. He explained there are eight (8) pump stations in the Township. Lowe's owns its own sanitary system. The approved Bradford Run development on Country Club Road and a possible development along Muncie Ridge and Davis School Roads are within the service area of the Manifold Pump Station. That pump station is critical to development but there is an area of over 2000 feet of line that has failed at the cost to WEWJA of \$10,000 per failure. Last year WEWJA spent over \$100,000 to upgrade part of that line. SSTSA has a grant application pending that would enable upgrading 4000 additional feet of the line.

Diana Janflone distributed copies of the WEWJA rate schedule. She noted the Floral Hill project involves a pump station and there is an additional charge to those customers for this. There was discussion about WEWJA handling the debt service billing for the Floral Hill project as it has done in the past for projects such as one in 1992. Once a month WEWJA would send bills for the debt service in the amounts provided by SSTSA, and remit a monthly check with a report to SSTSA. WEWJA would not lien or collect overdue accounts. Ms. Rossi suggested moving the monthly billing to WEWJA. There was discussion about pending projects and methodology for project approvals. Motion by Mr. Carrola for WEWJA to provide monthly debt service billing. Second by Ms. Rossi. Discussion of the cost of the service and the nature of the agreement followed. SSTSA would incur the cost of the billing service (supplies and postage) at a minimal cost per bill. The possibility of the arrangement would be presented to the WEWJA board. There was also discussion as to how to cover the service fee for the Floral Hill project if the billing is transferred to WEWJA. WEWJA will formulate costs for the billing service and will have information for the SSTSA's August meeting. Mr. Carrola withdrew his motion pending receipt of WEWJA's information.

Public Comments: There were no public comments.

Treasurer's Report: There were no questions regarding the Treasurer's Report. Motion by Mr. Mazur to approve the Treasurer's Report, subject to audit. Second by Mr. Carrola. Motion approved by unanimous voice vote. Ms. Rossi reported the majority of funds in the two checking accounts at Huntington Bank had been transferred to Wesbanco. Enough funds were left at Huntington to cover outstanding checks. When those checks clear, the Huntington accounts will be closed and any remaining funds will be deposited at Wesbanco. Ms. Fox requested bills be available for board review no less than 72 hours prior to board meetings. Motion by Mr. Mazur for approval to pay bills as presented. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carroll discussed the letter he sent to WEWJA regarding the filing fees for the grinder pump agreements. He provided an update of the situation with Talebi Homes. Ms. Fox inquired about liens and flagging debt service notice on deeds. Mr. Carroll will discuss this with the Recorder of Deeds office staff. He presented his response to Ms. Steggle's Right to Know Request and will contact her to discuss the format for submitting a request. Mr. Carroll will review the list of township properties for the upcoming Sheriff sale.

Engineer's Report: Mr. Tissue reported the grant application decisions will not be announced until the September meeting in Harrisburg. Ms. Rossi said Russ Greco confirmed the supplier picked up the unneeded grinder pump. Ms. Rossi visited the Maintenance Shed and inventoried the remaining parts. The extra pump motor that was ordered to prevent downtime if one of the new motors malfunctions was noted during the visit. Mr. Tissue will contact WEWJA regarding the extra pump and the billing for it. Ms. Rossi also said she discovered a resident of Floral Hill had been connected for months and had not received billing for service from WEWJA. She found two properties, including the Township Maintenance Building, that were not connected. Mr. Tissue will contact the grinder pump supplier regarding the refund and the restocking fee. Mr. Mazur inquired about the billing for the Floral Hill project's supplies and grinder pumps and therefore the ownership. Ms. Rossi said as soon as the last installation is completed, the Authority owns no inventory. Mr. Tissue agreed the Authority owns no inventory and all of the operating system is turned over to WEWJA.

Unfinished Business: There was no unfinished business.

New Business: Mr. Carrola asked that all meeting information, including bills to be paid, be available on the Monday before the meetings. Ms. Rossi will ensure that Palermo Kissinger provides timely billing. She also mentioned the Audit is about to begin. Ms. Rossi asked a request for proposals for Audit services for 2018 be issued for the good of the Authority. There was discussion about the process and the timing. Motion by Donna Fox to issue a request for a proposal for Audit services by September 1. Second by Mr. Carrola. Motion carried by unanimous voice vote. Mr. Carrol will prepare a legal notice to present to the board at the August board meeting. Ms. Rossi discussed the need for a check list for projects because of the number of things that fell between the cracks on the Floral Hill project. The list would include participants, those who requested the project, those who voted to support the project, the billing of connections and services, etc. She suggested a Master Spread Sheet be formulated to monitor compliance and follow-through. It was clarified that KLH is the Project Manager and the Authority is responsible for keeping track of other matters. It was necessary to grant an extension for the installation of the grinder pump at the Public Works building. Motion by Mr. Carrola to approve a three month extension for the installation of the grinder pump at the Public works building. Second by Ms. Fox. Vote carried by a vote of three yeas and one no vote.

Next Meeting: Wednesday, August 15, 2018 at 5 PM.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote. Adjournment at 6:21 PM.

By: _____

Cynthia Rossi
Secretary

Date: _____

8/17/18