

## **South Strabane Township Sanitary Authority February 21, 2018 Meeting Minutes**

The South Strabane Township Sanitary Board met for the regular monthly meeting Wednesday, February 21, 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 PM by Chairman Ron Carrola.

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

**Approval of the February 21, 2018 Minutes:** Motion for approval of the minutes by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote.

**Visitors Recognized:** Stephanie Humensky, Brandon Stanick and Ann Garner were present for opening minutes of meeting. Penny Steggles arrived for the last 10 minutes of meeting. Stephanie Humensky was recognized by the Board for her assistance with to the Board and to Ms. Ann Garner, an independent contractor who will provide administrative assistance to the Authority.

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

**Treasurer's Report:** There were no questions regarding the Treasurer's Report. Motion to approve the Treasurer's Report, subject to audit by Mr. Carrola. Second by Mr. Mazur. Motion approved by unanimous voice vote. Motion for approval to pay bills as presented by Ms. Rossi. Second by Mr. Mazur. Motion carried by unanimous voice vote.

**Solicitor's Report:** Mr. Carroll presented contract he prepared for Ms. Garner's services effective immediately but retroactive to January 1, 2018. All parties signed the contract at the meeting. Mr. Carroll provided a list of Floral Hill property owners and the repayment terms they chose. It was clarified the Township agreed to pay to participate by including the Public Works Building as the 15th property.

**Engineer's Report:** Mr. Tissue reported on the status of the Burig property connection and that the tap fee needs to be paid to the Authority. Josh will notify Ann of this billing item. Mr. Tissue reported on the status of the PA Small Water & Sewer Program grant application. The application at the estimated cost of \$100 per foot for each of approximately 4000 feet of line behind the Rubber Rolls property utilizing the existing easement wherever possible and avoiding the wetlands property. The project has been designed to avoid excess permitting. The only road crossing will be on state owned Country Club Road. The total grant request is \$391,000. Motion to adopt a resolution to apply for the grant funding by Ms. Rossi. Second by Mr. Carrola. Motion carried by unanimous voice vote. Letters of support for the grant application have been received.

**Unfinished Business:** The letterhead, email address and phone number have are established. Ms. Rossi will continue to explore options for bonding of the Treasurer.

**New Business:** Motion to approve the agreement with Ms. Garner by Mr. Carrola. Second by Ms. Rossi. Motion approved by unanimous voice vote. Discussion of need for two programs for use by Ms. Garner followed. Motion by Mr. Carrola to purchase the new version of Quick-books through the Township. Second by Ms. Rossi. Motion passed with two ayes and Mr. Mazur voting no. Ms. Rossi will convey to Ms. Garner that acquiring Microsoft Office would be allowed under the terms of her agreement with the Authority. A map of the sewer system in South Strabane was discussed as a future project.

**Next Meeting:** Wednesday, March 21, 2018 at 5 PM.

**Adjournment:** Motion to adjourn by Mr. Mazur. Second by Mr. Carrola Motion carried by unanimous voice vote. Adjournment at 5:56 PM.

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

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