

**South Strabane Township Sanitary Authority
June 20, 2018 Meeting Minutes**

The South Strabane Township Sanitary Board met for the regular monthly meeting Wednesday, June 20, 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 5:02 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 May 16, 2018 Minutes: Mr. Carrola asked for the correction of a typographical error. Motion by Ms. Fox to approve the minutes. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Visitors: Penny Steggles, Laynee Zipko, Jane Deemer

Public Comments: Ms. Steggles asked about the locks on top of grinder pumps and whereabouts of keys to the locks. Mr. Tissue will investigate. She asked which properties have connected. Ms. Fox asked about monitoring connections. Mr. Tissue said it was the Township's responsibility. Ann will be asked to compile information. WEWJA maintains inspection records. Information is to be shared with the Township.

Treasurer's Report: Ms. Rossi reported income is ahead of projections and expenses are less than projected. Motion to accept Treasurer's report by Ms. Fox. Second by Mr. Mazur. Motion passed by unanimous voice vote. Ms. Rossi contacted Palermo Kissinger following the May board meeting by email and requested monthly billing include itemization of all services provided in the previous month. The current billing does not provide that information. Motion to approve the payment of bills by Mr. Mazur. Second by Mr. Carrola. Motion carried by unanimous voice vote.

Solicitor's Report: Mr. Carroll provided copies of liens filed for Floral Hill Drive properties. He was contacted by Mr. Burig regarding return and reimbursement of the grinder pump cost for his property. Mr. Carroll clarified total project costs were divided among all properties thus the refund, less costs for re-stocking or other charges, would be shared by all participants. He reported on outstanding debt service for Talebi Homes. Mr. Carroll reported on satisfaction of the outstanding lien for the former Mull property.

Engineer's Report: Mr. Tissue reported on the grinder pump agreements and the process for sharing of the reimbursement for the returned grinder pump among all Floral Hill participants. Trumbull will accept return of the pump in good working condition and expects the Authority to be responsible for its return. Mr. Mazur offered to return it and will contact Mr. Tissue for directions and scheduling. Mr. Tissue will contact Trumbull regarding: Scheduling the return; the restocking fee; and the refund.

Unfinished Business: Ms. Fox updated the board regarding her contact with the Chartiers Watershed Association and will attend their July meeting. She joined the association and the Washington County Watershed Alliance. She hopes there can be future collaborative efforts She would like to see the Township interact with both organizations. Ms. Rossi reported the two checking accounts at Wesbanco were established and transfer of the majority of the funds at Huntington Bank will be made on the next business day. Monies required to cover outstanding checks will remain at Huntington until clearance is verified. The Audit agreement for 2017 arrived June 18. Because the board voted to authorize the audit at the December 2017 board meeting, it was agreed to continue with the firm despite with late arrival of the letter with the caveat that Ms. Rossi would advise the firm of the board's expectation that the audit would be completed and presented early in the fall. The Township has offered the larger of two office spaces to the Authority for 94 cents per square foot for a total of \$80 per month. Motion to rent the larger office space at a cost of \$80 monthly through the end of 2018 by Ms. Fox. Second by Mr. Carrola. Motion passed by unanimous voice vote. Mr. Mazur offered to assist in moving items into the space.

New Business: Ms. Rossi reported receiving an invoice from the Washington East Washington Joint Authority dated May 29 in the amount of \$465.50 for recording six grinder pump agreements. Mr. Carroll said there was no previous issue of recording of the grinder pump agreements that are between the property owner and WEWJA. Mr. Carroll will contact WEWJA's solicitor to discuss the fee. Ms. Rossi suggested a motion be made that the residents would not be billed for this cost. Discussion followed and the board will wait for the solicitor to provide additional information before motions are made on the issue. There was discussion of the need for a printer with scanning capability and an on-going, monthly HP ink program via Staples that can be canceled at any time. Ms. Garner should add the cost for printer ink to her monthly invoice, as she would for any supply used for Authority business.

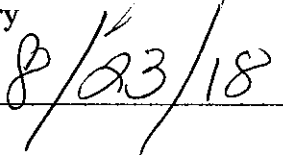
Next Meeting: Wednesday, July 18, 2018 at 5 PM.

Adjournment: Motion to adjourn by Mr. Mazur. Second by Ms. Fox. Motion carried by unanimous voice vote. Adjournment at 5:46 PM.

By: _____


Cynthia Rossi
Secretary

Date: _____



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