ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
JUNE 27, 2023

The Regular Meeting of June 27, 2023 of the Rostraver Township Sewage Authority was called to order by Chairman, Dennis C. Manown, at 4.00 p.m., in the Rostraver Township Sewage Authority Administration Building, Rostraver Township, PA 15012.

Members present at the Authority as follows:
Dennis Manown, Chairman
Gary Dilmore, Vice Chairman
William Callaway, Secretary
Aaron Gilbert - Treasurer
Stephen Morgan, Assistant Secretary/Treasurer

Ann Scott, Manager
Romel Nicholas, Esquire
David Coldren, PE, Engineer

Vince Campbell, Union Member was in attendance at the meeting. He discussed with the Board the following; He noted Kappe was on site at Concord they replaced the seal water pumps, that internal work on the SCADA is required, he is working with Manager. He recommends the Board consider the crane be sandblasted and painted as well. It is used when the pumps need to be pulled and worked on, it is older and starting to show the wear and tear. He also recommended consideration in purchasing a small generator for Willowbrook. A few times a year, the electric goes out in the neighborhood. We have had to call Hapchuck a few times to pump it out. He inquired when the development is coming through and we can eliminate the pump station. The Manager noted, probably another year. The Engineer stated, this would require the installation of a new transfer switch, plus the generator, the cost may exceed the cost to pump the station a few times a year. He will look into the matter. He also noted there are a few buried manholes in the Cedarbrook housing plan, these were noted when working on the GPS of manholes. Lastly, he noted the chlorine disinfection at the Plant, potentially dangerous, future projects to consider is replacing with ultra violet treatment. The Board thanked him for attending.

SECRETARY'S REPORT; Citizens to be Heard

The Chairman noted, No one was in attendance at the meeting.

Motion 1 *– A motion was made by Mr. Callaway to approve the minutes of the Regular Meeting dated May 23, 2023 as presented. Seconded by Mr. Gilbert.*

Vote:
Callaway – Yes Dilmore – Yes Gilbert - Yes Morgan – Yes Manown - Yes
Motion Carried

CORRESPONDENCE, CHAIRMAN'S REPORT and BUSINESS REPORT:

The Pollock Run Operating Account Report was presented for approval.

Pollock Run General Operating Account Report

Motion 2 *– A motion was made by Mr. Gilbert to ratify the payments of bills in the amount of $205,251.45 for June 2023. Seconded by Mr. Callaway.*

Vote:
Callaway – Yes Dilmore – Yes Gilbert - Yes Morgan – Yes Manown - Yes
Motion Carried

Motion 3 *- A motion was made by Mr. Callaway to approve the Financial Reports for the month ending May 2023. Seconded by Mr. Gilbert.*

Vote:
Callaway – Yes Dilmore – Yes Gilbert - Yes Morgan – Yes Manown - Yes
Motion Carried

ENGINEER'S REPORT: KLH Engineers, Inc.

The written Engineer's Report was submitted by David Coldren, PE. A copy of the Monthly Report for June 2023 is attached hereto and made part of these minutes.

Mr. Coldren noted the one blower at the Plant was not operating properly and had to be removed for repairs by Airtek. The second blower is in poor condition. The Board Authorized plans and specs to be prepared and advertised. The Board awarded the contract to JP Environmental for two blowers for a cost of $103,10. Mr. Coldren noted the Authority has the signed contracts; shop drawings have been reviewed and approved. The blowers have been ordered, approximately 8 to 12 weeks, end of August anticipated.

Mr. Coldren noted last month the Authority awarded the Electrical Distribution Inspection and Arc Flash at the Plant bid to FTBA Henron Electrical for a cost of $34,479.25. The contracts have been prepared and signed this evening. FTBA was on site June 13 with their engineer to review equipment and plans. Work in progress.

Mr. Coldren noted the Board authorized plans and specs to be prepared for the replacement of the SCADA System and the Security System Projects. He anticipates both will be ready for the August Meeting.

Motion 6 *- A motion was made by Mr. Morgan to approve the Solicitor's Report for June 2023 as presented. Seconded by Mr. Gilbert*

Vote:
Callaway – Yes Dilmore – Yes Gilbert – Yes Morgan – Yes Manown - Yes
Motion Carried

MANAGER'S REPORT:

The written Manager's Report was presented by Ann Scott, Manager, a copy of the report for June 2023 is attached and made part of these minutes.

Ms. Scott noted the Authority will be entering into Union Negotiations this year, contract is expiring. The Union submitted the first request, an Actuarial Study be completed on the Pension Plan by PMRS to determine the costs to increase the benefit formula from 1.2% to 2.0% of final average salary. There will be an increase in the annual MMO, paid by the Authority in September. The Board authorized the Manager to provide a copy of the study to the Union Representatives. The matter will become part of the negotiations. The Union has requested information to begin the bargaining process, Ms. Scott noted work in progress. Included, who will be on the Negotiating Committee on behalf of the Authority. Chairman Manown stated, Mr. Morgan, the Manager and himself will be on the committee.

Ms. Scott and the Solicitor's Office have completed review and revisions of the Personnel Policy. She provided the Board with a copy of the summary sheet. The Board discussed and suggested a month to review the revisions and discussion continue next month.

Motion 7 *- A motion was made by Mr. Callaway to accept the Managers report as presented for June 2023. Seconded by Mr. Gilbert..*

Vote:
Callaway – Yes Dilmore – Yes Gilbert – Yes Morgan – Yes Manown - Yes
Motion Carried

OLD BUSINESS:
NEW BUSINESS:

An Executive Session was scheduled to discuss various matters.

Motion 8 *- A motion was made by Mr. Morgan to enter into Executive Session for personnel and legal matters, at approximately 6:10 pm. Seconded by Mr. Gilbert..*

Vote:
Callaway – Yes Dilmore – Yes Gilbert – Yes Morgan – Yes Manown - Yes
Motion Carried

Executive Session ended at approximately 6:25 pm.

The Chairman noted, no other new business.

ADJOURNMENT:

Motion 9 - *A motion was made by Mr. Morgan to adjourn the meeting of June 27, 2023 at 7:00 pm. Seconded by Mr. Callaway.*

Vote:
Callaway – Yes Dilmore - Yes Gilbert – Yes Morgan – Yes Manown - Yes
Motion Carried

So Ordered Meeting Adjourned at 7:00 pm

William Callaway, Secretary
Stephen Morgan, Assistant Secretary/Treasurer