

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
OCTOBER 27, 2020**

The Regular Meeting 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 Twp., PA.

Members present at the Authority as follows:

William Callaway, Secretary
Gary Dilmore, Assistant Secretary/Treasurer
Ann Scott, Manager
Dave Coldren, Engineer
Romel Nicholas, Solicitor

Members attending remotely as follows:

William Ruozzi, Vice Chairman
Members not in attendance as follows:
Rudy Godzak, Treasurer

SECRETARY'S REPORT:

***Motion 1** – A motion was made by Mr. Callaway to approve the minutes for the Meeting of September 22, 2020 as presented. Seconded by Mr. Dilmore.*

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

CITIZENS TO BE HEARD:

Let the Record show no citizens were present, nor submitted anything in writing.

CORRESPONDENCE:

CHAIRMAN'S REPORT:

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. Dilmore to ratify the payments of bills in the amount of \$224,338.83 for the month of October 2020. Seconded by Mr. Ruozzi.*

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

Motion 3 - A motion was made by Mr. Callaway to approve the Financial Report for the month ending September 2020. Seconded by Dilmore.

Vote:

Callaway – Yes Dilmore– Yes Ruoizzi – Yes Manown-Yes

Motion Carried

ENGINEER'S REPORT: KLH Engineers, Inc.

The written Engineer's Report was presented by Dave Coldren, PE. A copy of the Monthly Report is attached hereto and made part of these minutes.

Mr. Coldren noted as part of the Capital Improvement Program, the Board authorized the 2020 CCTV & Cleaning Project, awarded to State Pipe Services. He noted work is completed and pay estimate number 1 & final is on the Agenda for approval in the amount of \$18,768.88. He noted there are several Level 5 defects in the pipes televised, KLH continues to review CCTV data and will make recommendations on future projects.

Mr. Coldren noted, the Todd Farm CCTV inspection has been completed, KLH has reviewed the videos and prepared a list of recommended repairs. The total project cost including open-cut, point repairs and manhole to manhole lining and manhole rehabilitation is estimated \$362,000. KLH is preparing bid documents.

Mr. Coldren is gathering information and will prepare an estimate for a future paving project, including the Administration Office Parking Lot and the area down at the Plant where the roll off dumpster is located for the sludge.

Mr. Coldren updated the Board on the proposed private sewer line extension project on Parkview. Mr. Kennedy has plans and specifications prepared; the line is approximately 500 lf plus installation of three (3) manholes. The plan has been reviewed and approved by the Engineer; the post card exemption has been approved by the DEP and all easements received. Mr. Kennedy has secured a contractor; work will begin in a few weeks.

Motion 4 - A motion was made by Mr. Ruoizzi to authorize Pay Estimate 1 and Final to State Pipe Services for \$18,768.88 for the 2020 CCTV & Cleaning Contract. Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore– Yes Ruoizzi – Yes Manown-Yes

Motion Carried

Motion 5 - A motion was made by Mr. Callaway to approve the Engineer's Report as presented. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

SOLICITOR'S REPORT:

The written Solicitor's Report was presented by Romel Nicholas, Esq. A copy of the Monthly report is attached hereto and made part of these minutes.

Attorney Nicholas noted for the record, due to the Pandemic, the Time of Sale Resolutions have been put on hold. The Board will consider in the future. He reminded the Board, the Rostraver Township Board of Commissioners adopted Resolution 1175 at their April Meeting, supporting and approving Time of Sale dye testing and lateral inspection. The Manager and the Solicitor will continue to work on finalizing the necessary documents.

Attorney Nicholas noted his office has been working with the Manager on the matter at the Rehoboth Pump Station. He is reviewing contracts, proposals and pictures of the wet well and the necessary repairs. His office will continue to review the matter.

Attorney Nicholas reported his office has been working on a few other matters with the Manager, and will report as necessary.

Motion 6 - A motion was made by Mr. Dilmore to approve the Solicitor's Report as presented by Gaitens, Tucceri & Nicholas, LLC. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

MANAGER'S REPORT:

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

Ms. Scott noted the PA Department of Environmental Protection (DEP) conducted the Annual Plant inspection on October 6, 2020. No findings or recommendations were made.

Ms. Scott noted interviews were held on October 20 with applicants for the accounting position. Mr. Manown, Mr. Dilmore and the Manager attended and have a recommendation.

Motion 7 - A motion was made by Mr. Callaway to accept the resignation of Anthony Hopperstad as the RTSA accountant, effective October 30, 2020. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

Motion 8 - A motion was made by Mr. Dilmore to ratify the hiring of Casey Zelenak for the RTSA Accounting full-time position effective November 2, 2020 as recommended. Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

Motion 9- A motion was made by Mr. Callaway to approve the Manager's Report as presented. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

OLD BUSINESS:

NEW BUSINESS:

Ms. Scott noted a proposal was received by Lone Pine Construction for the cleaning of the SBR Tanks at the Plant. She is recommending the Board consider authorizing the cleaning of two (2) of the four (4) tanks at a proposed cost of \$5,895 per tank plus additional fee for the vac truck rental and waste removal.

ADJOURNMENT:

Motion 10 - A motion was made by Mr. Ruozzi to authorize Lone Pine Construction to clean two (2) of the SBR Tanks at the Pollock Run Plant, at a cost of \$5,895 per tank, plus additional costs for the vacuum truck rental and waste removal as recommended. Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes
Motion Carried

ADJOURNMENT:

Motion 11 - A motion was made by Mr. Callaway to adjourn the meeting of October 27 2020 at 4:15 pm. Seconded by Mr. Ruozzi

Vote:

Callaway – Yes Dilmore – Yes Ruozzi - Yes Manown - Yes

Motion Carried

So Ordered Meeting Adjourned at 4:15 p.m.

William Callaway, Secretary
Gary Dilmore, Assistant Secretary/Treasurer