

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
MARCH 24, 2020**

The Regular Meeting of the Rostraver Township Sewage Authority was called to order by Chairman, Dennis C. Manown, at 3:45 p.m., in the Rostraver Township Sewage Authority Administration Building, Rostraver Twp., PA.

Chairman Manown noted, due to the COVID-19 Pandemic, State of Emergency ordered by the Governor and Social Distancing, only two members are present at the Authority Offices, the other members, along with the Solicitor are present, however, remote (via conference call).

Members present at the Authority as follows:

Dennis C. Manown, Chairman
William N. Callaway, Secretary
Ann Scott, Manager

Members present remotely as follows:

William Ruozzi, Vice Chairman
Rudy Godzak, Treasurer
Gary Dilmore, Assistant Secretary/Treasurer
Romel Nicholas, Solicitor

SECRETARY'S REPORT:

Motion 1 – A motion was made by Mr. Callaway to approve the minutes for the Meeting of February 25, 2020. Seconded by Mr. Ruozzi.

Vote:

Godzak –Yes 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.

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Pollock Run General Operating Account Report

Motion 2 – A motion was made by Mr. Ruoizzi to ratify the payments of bills in the amount of \$107,500.31 for the month of March 2020. Seconded by Mr. Dilmore.

Vote:

Godzak –Yes Callaway - Yes Dilmore – Yes Ruoizzi – Yes Manown-Yes
Motion Carried

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

Vote:

Godzak –Yes Callaway - Yes Dilmore – Yes Ruoizzi – Yes Manown-Yes
Motion Carried

ENGINEER'S REPORT: KLH Engineers, Inc.

The Engineer's Report was submitted via email. Engineer was not present at the meeting. A copy of the Monthly Report is attached hereto and made part of these minutes.

Motion 4 – A motion was made by Mr. Callaway to approve the Chapter 94 – Municipal Wasteload Management Report for 2019 as presented by KLH Engineers. Seconded by Mr. Ruoizzi.

Vote:

Godzak –Yes Callaway - Yes Dilmore – Yes Ruoizzi – Yes Manown-Yes
Motion Carried

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

Vote:

Godzak –Yes Callaway - Yes Dilmore – Yes Ruoizzi – Yes Manown-Yes
Motion Carried

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SOLICITOR'S REPORT:

The Solicitor's Report was submitted via email. Attorney Romel Nicholas was present remotely. A copy of the report is attached hereto and made part of these minutes.

Attorney Nicholas discussed the COVID-19 Pandemic, including Governor's Orders, Social Distancing, Public Statements, Public Safety and some of the steps taken by Management during this time of Emergency. Solicitor Nicholas noted before the Board is a Resolution for consideration with an Action Plan.

***Motion 6** - A motion was made by Mr. Ruozzi to adopt Resolution 2020-02 authorizing an Action Plan in response to the recent COVID-19 Outbreak as recommended by the Solicitor. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

***Motion 7** - A motion was made by Mr. Callaway to approve the Solicitor's Report. Seconded by Mr. Ruozzi.*

Vote:

Godzak –Yes 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 was provided via email to the remote Board Members and Solicitor, a copy is attached and made part of these minutes.

Ms. Scott reviewed the steps taken at the Plant and the Offices regarding Emergency Operations. As the RTSA is a life sustaining business, day to day operations are necessary as a matter of Public Safety. Emergency Operations include; Union Employees working two (2) day shifts, (3-Plant; 2-Field), Administration working every other day, Manager is working daily. (Schedule prepared and provided). The Authority Office is closed for residents to make payments, however, payments may be dropped off in the mailbox in the parking lot or mailed. Building has been posted on website.

Ms. Scott noted, a moratorium has put on water shut-offs. A file created, of actions taken at the Authority.

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Ms. Scott noted, a Bulletin was received by PA Municipal Authorities Association (PMAA) regarding COVID-19 Guidelines. One of the recommendations to enact measures to assist anticipated economic impact on residents, consider Waiving Late Fees and Charges on the next billing.

Chairman Manown in the uncertainty of this pandemic, he recommends the late fees be waived and reflected on the April billing, and consider future action each month.

***Motion 8** - A motion was made by Mr. Ruoizzi to waive the late fees and charges in April 2020 due to the COVID-19 Pandemic as recommended. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

***Motion 9:** - A motion was made by Mr. Callaway to approve the Manager's Report. Seconded by Mr. Ruoizzi.*

Vote:

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

Motion Carried

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

***Motion 9** - A motion was made by Mr. Callaway and seconded by Mr. Ruoizzi to adjourn the meeting at 3:55 p.m.*

Vote:

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

Motion Carried

So Ordered Meeting Adjourned at 3:55 p.m.

Note – Chairman and Manager remained on site until 4:15 pm for any residential attendance. No persons arrived.

William Callaway, Secretary
Gary Dilmore, Assistant Secretary/Treasurer