

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY**  
**MEETING MINUTES**  
**REGULAR MEETING**  
**APRIL 28, 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.

Chairman Manown noted, due to the COVID-19 Pandemic, State of Emergency ordered by the Governor and Social Distancing, three members of the Board 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  
Rudy Godzak, Treasurer  
Ann Scott, Manager

Members present remotely as follows:

Gary Dilmore, Assistant Secretary/Treasurer  
Romel Nicholas, Solicitor

William Ruozzi, Vice Chairman - Absent

**SECRETARY'S REPORT:**

*Motion 1 – A motion was made by Mr. Callaway to approve the minutes for the Meeting of March 24, 2020 as presented. Seconded by Mr. Godzak.*

Vote:

Godzak –Yes    Callaway - Yes    Dilmore– 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 Chairman noted, in March the Authority enacted Emergency Operations measures to assist with the impact on the employees of Rostraver Township Sewage Authority, as well at the economic impact on the residents, amid the COVID-19 Pandemic. The solicitor presented a Declaration of Disaster, effective April 1, 2020.

***Motion 2** – A motion was made by Mr. Godzak to ratify the adoption of Declaration of Disaster Emergency 1-2020, effective April 1, 2020 regarding the COVID-19 Pandemic. Seconded by Mr. Dilmore.*

Vote:

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

Motion Carried

***Motion 3** – A motion was made by Mr. Dilmore to waive late fees, penalties and interest for the month of April 2020 due to the Pandemic. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

The Pollock Run Operating Account Report was presented for approval.

**Pollock Run General Operating Account Report**

***Motion 4** – A motion was made by Mr. Godzak to ratify the payments of bills in the amount of \$181,627.25 for the month of April 2020. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

***Motion 5** - A motion was made by Mr. Callaway to approve the Financial Report for the month ending March 2020. Seconded by Mr. Godzak.*

Vote:

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

Motion Carried

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**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.

Ms. Scott noted, the flow monitor was installed in Todd Farm area, flow data submitted to engineer for review. The monitor will remain through April 30. This information will be utilized for comparison upon completion of the proposed rehabilitation project.

*Motion 6 - A motion was made by Mr. Callaway to approve the Engineer's Report as presented. Seconded by Mr. Dilmore.*

Vote:

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

Motion Carried

**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. He is working on protocols for monthly Board Meetings when resume.

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.

Mr. Dilmore inquired if a resident is not part of the sewer system, utilizes a septic tank or a leech field, are they required to adhere to Time of Sale Regulations. The solicitor stated they are not required to complete time of sale testing.

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

Vote:

Godzak –Yes    Callaway - Yes    Dilmore – 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.

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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 box in the vestibule.

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

*NOTE – Mr. Ruozzi, called into the meeting at approximately 4:08 pm.*

Ms. Scott noted, the schedule for Emergency Operations was prepared through May 1, 2020. The latest Stay at Home Order by the Governor is through Friday, May 8, 2020. She is recommending the Board consider extending Emergency Operations of the staff through that time. After discussion, the solicitor recommended the Motion be through May 8 or unless otherwise extended by Governors Orders.

The Board then discussed the protocols to return to Normal Operations on Monday, May 11, 2020. The Safety Regulations recommended by the Governor is to take and record the temperatures of each employee each morning. Anyone with a temperature over 100.4F would automatically be sent home (no lost time), anyone not feeling well, should stay home.

**Motion 8** - *A motion was made by Mr. Godzak to extend Emergency Operations of the Authority Staff through May 8, 2020 or unless otherwise extended by Governors Orders and begin the Safety Requirement of taking and recording employee temperatures every morning. Seconded by Mr. Ruozzi.*

Vote:

Godzak –Yes    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. Seconded by Mr. Ruozzi.*

Vote:

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

Motion Carried

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**OLD BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

*Motion 10 - A motion was made by Mr. Callaway and seconded by Mr. Ruoizzi to adjourn the meeting at 4:15 p.m.*

Vote:

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

Motion Carried

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

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William Callaway, Secretary  
Gary Dilmore, Assistant Secretary/Treasurer