



**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
March 22, 2022**

The Regular Meeting of April 26, 2022 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
Ann Scott, Manager
Shawn Wenger, Engineer
Romel Nicholas, Solicitor

Members not in attendance:

Brian Sokol, Treasurer

Motion 1 – A motion was made by Mr. Dilmore to approve the minutes of the Regular Meeting of March 22, 2022 as presented. Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore – Yes Manown-Yes

Motion Carried

SECRETARY'S REPORT:

CITIZENS TO BE HEARD:

The Chairman announced to let the Record show no citizens were present, nor submitted anything in writing.

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. Dilmore to ratify the payments of bills in the amount of \$178,800.20 for April 2022 Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore – Yes Manown-Yes

Motion Carried

Motion 3 - A motion was made by Mr. Dilmore to approve the Financial Reports for the month ending March 2022. Seconded by Callaway.

Vote:

Callaway – Yes Dilmore – Yes Manown-Yes

Motion Carried

ENGINEER'S REPORT: KLH Engineers, Inc.

The written Engineer's Report was submitted by Dave Coldren, PE. A copy of the Monthly Report is attached hereto and made part of these minutes. Shawn Wenger was in attendance of the meeting on behalf of Mr. Coldren.

Mr. Wenger noted the Belt Filter press project has been completed. The Plant Personnel is utilizing the new equipment and is very pleased. He noted a few minor punch list items remained and have been completed. It is the recommendation that the final retainage be released to Feri Contracting in the amount of \$5,257.59. He noted a maintenance bond has been posted for 18 months.

Mr. Wenger noted, KLH had received 3 options regarding the conveyor belt update at the Press; Option 1 – Rebuild existing - \$65,000; Purchase New - \$90,000; Alternative Keystone Conveyor Belt - \$150,000. Mr. Wenger noted, Mr. Coldren is recommending to purchase the conveyor new at the cost of \$90,000. After discussion by the Board, it was recommended that consideration to accept any of the options be tabled until May 2022.

Mr. Wenger discussed the proposed 2022 Paving Project. He stated authorization to begin preparing plans and specifications will be necessary. The Board discussed the project and requested pricing for the Administration Offices and the Plant parking areas, including concrete/rebar area near the sludge dumpster.

Mr. Wenger discussed the proposed study he is working on regarding security at the Plant and offices as well. He noted he was on site April 5 and again on April 19, 2022. He is preparing a study with recommendations and pricing for cameras, monitoring and other security recommendations.

Mr. Wenger noted that Mr. Coldren is working on Five (5) year Capital Improvement Plan. He intends to submit to the Board for review and discussion at the May meeting.

Mr. Wenger noted, KLH has prepared a cost estimate for the option to move the proposed sewer line for the Willowbrook line extension project to the other side of the creek. The estimated additional cost for the Authority would be \$38,390. The engineer noted, the property owner would be required to extend their private lateral through the creek to connect to the extended main, which would be required to be concrete encased. He noted it would significantly increase the expense to the home owner as well. There would also be a question

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, she has contacted PA Rural Water Association (Authority is a Member), requesting a proposal to update the GIS System of Authority including completing the necessary GPS work, providing updated truck maps and updating the GIS system on the cloud. The cost is estimated at \$24,800, based upon GPS the coordinates of 2,500 manholes. She is requesting consideration of this project to the Board. Mr. Dilmore inquired if a contract had been submitted and reviewed. Ms. Scott noted, only the estimate. If Board approved, a contract will be submitted to the Authority for consideration.

Ms. Scott noted, MuniLink, the company the Authority utilizes for billing software, has partnered with a new company, Invoice Cloud, to oversee the Payment Portal. This portal is utilized for credit card payments. Ms. Scott noted, a power point presentation has been submitted for the Board review. Invoice Cloud Representative Matt McKinley would like to take 10 minutes at the next Meeting to discuss with the Board the possibility of considering their services. The Authority currently utilizes Municipay. The rate comparison is similar, Invoice Cloud offers text message reminders, email links, etc. Mr. Dilmore inquired the amount paid to PNC for the lockbox services. Ms. Scott noted she will gather that information and provide the Board with a breakdown for the next meeting. Mr. Dilmore agreed that a short presentation may be helpful in making the best decision on the payment portal, the Board agreed. Ms. Scott noted she will make the necessary arrangements.

Ms. Scott noted, an electrical distribution inspection was completed at the Plant by a company FTBA. They provided an estimate to do the following work; infrared scanning, equipment testing and arc flash coordination. The estimated cost to complete the work is \$30,900. The Solicitor inquired if the Authority requested any other bids for the proposed project. Ms. Scott stated she had not. Mr. Manown recommended the Authority seek another proposal for comparison.

Ms. Scott noted she had received an email from the Township Manager regarding the property on Ivy Lane, Donald Singer and the lateral inspection fee paid. Ms. Scott noted, a copy of the email and the response provide has been given to the Board. The Board inquired if a Sanitary Sewer Certificate had been issued for this property. Ms. Scott confirmed a certificate and a no lien letter had been issued. After discussion, the Board agreed, a refund is not warranted at this time.

Motion 11 - A motion was made by Mr. Dilmore to accept the proposal from PA Rural Water to update the GIS mapping at a cost of \$24,800 as submitted. Seconded by Mr. Callaway.

Vote:

Callaway – Yes

Dilmore – Yes

Manown-Yes

Motion Carried

Motion 12 - A motion was made by Mr. Callaway to approve the Manager's Report for April 2022 as presented. Seconded by Mr. Dilmore

Vote:

Callaway – Yes Dilmore – Yes Manown-Yes

Motion Carried

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

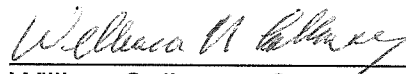
Motion 13 - A motion was made by Mr. Callaway to adjourn the meeting of April 26, 2022, 2022 at 5:15 pm. Seconded by Mr. Dilmore.

Vote:

Callaway – Yes Dilmore - Yes Manown-Yes

Motion Carried

So Ordered Meeting Adjourned at 5:15 p.m.



William Callaway, Secretary