



**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
JULY 26, 2022**

The Regular Meeting of July 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  
Brian Sokol, Treasurer  
Stephen Morgan  
Ann Scott, Manager  
Shawn Wenger, Engineer  
Mike McCaffery, Engineer  
Romel Nicholas, Solicitor

Shawn Wenger and Mike McCaffrey presented to the Board the Security System Study prepared by KLH. The Study included proposed locations of CCTV security cameras, site security upgrades and fire protection at the Treatment Plant and the main Administration Building. The Board discussed at length the proposed Study as presented. Mr. Wenger and Mr. McCaffrey provided additional information as questioned. The Board requested additional information to be included and presented at the August meeting.

***Motion 1*** – A motion was made by Mr. Calaway to approve the minutes of the Regular Meeting of June 26, 2022 as presented. Seconded by Mr. Morgan..

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – 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 \$197,678.77 for July 2022. Seconded by Mr. Sokol.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – 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 June 2022. Seconded by Sokol.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – 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 for July is attached hereto and made part of these minutes.

Previously, Mr. Coldren noted, the Board approved the replacement of the conveyor belt at the new Press with an authorized cost of \$103,509. He noted the equipment is being purchased through the Costars Program. Installation of the belt is estimated at approximately \$20,000, upon delivery of the equipment, KLH will secure installation bids.

Ms. Scott noted, the Board prior had authorized KLH to prepare the plans and specifications for the 2022 Paving Project. She noted the project includes the Administration Offices and the Plant parking areas, including concrete/rebar area near the sludge dumpster and alternative pricing for Pricedale Pump Station and the upgrade of the concrete ramp at the rear door at the Plant. She stated Mr. Coldren estimated August to advertise the project. Mr. Morgan requested that Mr. Coldren submit a copy of the specs to him for review.

Mr. McCaffery noted that the Service Study has been completed for the Generator Transfer Switch at the Plant by EPPI. A price has been obtained by IETS-OH based upon the completed Study. Mr. McCaffery recommended Basic Scope Repairs at a cost of \$33,968, although no other bid received, two other companies were contacted with no response. Mr. McCaffery noted, the switch is over 20 years old and the proposal includes a GE Power Break Main Utility Circuit breaker and spare, reducing any interruptions in power at the Plant. He is recommending the Board consider awarding IETS-OH to replace the Transfer Switch at the Plant at a cost of \$33,968.00.

**Motion 4** - A motion was made by Mr. Sokol to accept and the proposal from IETS-OH for the placement of the Transfer Switch at the Plant in the amount of \$33,968, as presented and recommended by the Engineer. Seconded by Dilmore.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

Ms. Scott noted she reached out to BK Electric for another proposal for Electrical Distribution Study with no response, she will continue to try to obtain another proposal.

***Motion 5*** - A motion was made by Mr. Sokol to approve the Engineer's Report for June 2022 as presented. Seconded by Mr. Dilmore.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – 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 for July 2022 is attached hereto and made part of these minutes.

Attorney Nicholas noted that he has been working with the Manager regarding the Dye Test and Lateral Inspection fees. A cost justification has been provided to the Board and the matter will be discussed under old business.

***Motion 6*** - A motion was made by Mr. Callaway to approve the Solicitor's Report for June 2022 as presented. Seconded by Mr. Sokol.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

Mr. Sokol inquired if the Authority had Gun Policy. Mr. Nichalos noted that yes a weapons policy is in the Personnel Manual. He noted, after the meeting he will forward the Board a copy of the current policy and future discussion.

### **MANAGER'S REPORT:**

The written Manager's Report was presented by Ann Scott, Manager, a copy of the report for July 2022 is attached and made part of these minutes.

Ms. Scott noted, she contacted PA Rural Water Association, requesting a proposal to update the GIS System of Authority including completing the necessary GPS work, providing updated truck maps and updating the GIS main sewer line system on the cloud. The cost is estimated at \$24,800, based upon GPS the coordinates of 2,500 manholes. She noted, the

Board awarded this project at the April 2022 Meeting, he began on June 6, 2022. The project will take until Fall to complete. She noted about 1,000 manholes have been located and inputted into the system.

Ms. Scott noted, the 2021 Audit has been completed, a copy has been provided to the Board for review. Mr. Dilmore requested the Board be provided additional time to review and requested approval wait until the August meeting. Ms. Scott stated approval of the Audit will be on the August Agenda.

**Motion 7** - A motion was made by Mr. Callaway to accept the Mangers report for July 2022 as presented. Seconded by Mr. Morgan.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

**OLD BUSINESS:**

The Board discussed the Dye Test and Lateral Inspections process and procedures. No decisions were made or revisions to the rules and regulations. The Board will continue to discuss the matter in the future.

**NEW BUSINESS:**

Ms. Scott noted that PMAA sent out notification of grant monies being made available through the American Rescue Plan Act (ARPA); \$214.4 million through the H2O program (projects range from \$500K to \$20M) with 50% match; \$105.6 million in Small Water & Sewer Program (projects range from \$30K to \$500K) with no match. She noted no work can be done on a project prior to the grant award, however, she requested the Board consider authorizing KLH to begin preparing an Engineers Estimate to allow having a project “Shelf ready” and ready to apply for funding. She noted in 2021 the Authority televised the Clair Manor area and recommends review of the data by KLH and begin preparing a project including an estimate for rehabilitation and repairs to sewer lines and manholes.

**Motion 8** - A motion was made by Mr. Sokol to authorize KLH Engineers to review the CCTV data of the Clair Manor Area and begin preparation a sewer rehabilitation/repair project including manhole rehabilitation as recommended. Seconded by Mr. Morgan.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

**Motion 9** - A motion was made by Mr. Sokol to enter into an executive session at 5:10 pm regarding personnel matters as recommended by the Solicitor. Seconded by Mr. Morgan.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

**Motion 10** - A motion was made by Mr. Dilmore to exit the executive session and return to the regular meeting at 5:30 pm. Seconded by Mr. Sokol

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

**ADJOURNMENT:**

**Motion 11** - A motion was made by Mr. Callaway to adjourn the meeting of July 25, 2022, 2022 at 5:35 pm. Seconded by Mr. Sokol..

Vote:

Callaway – Yes    Dilmore - Yes    Sokol – Yes    Morgan – Yes    Manown - Yes  
Motion Carried

So Ordered Meeting Adjourned at 5:35 p.m.

  
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William Callaway, Secretary  
Stephen Morgan, Assistant Secretary/Treasurer