

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
MAY 26, 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, four Members of the Board are present at the Authority Offices, the other member, 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
Gary Dilmore, Assistant Secretary/Treasurer
Ann Scott, Manager
Dave Coldren, Engineer

Members present remotely as follows:

William Ruozzi, Vice Chairman
Romel Nicholas, Solicitor

SECRETARY'S REPORT:

Motion 1 – A motion was made by Mr. Callaway to approve the minutes for the Meeting of April 28, 2020 as presented. Seconded by Mr. Godzak.

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 Chairman noted, in March the Authority enacted Emergency Operations measures to assist with the economic impact on the residents of Rostraver amid the COVID-19 Pandemic. A Declaration of Disaster Emergency 1-2020 was adopted at the April 28, 2020 Meeting, effective April 1, 2020.

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Motion 2 ó A motion was made by Mr. Dilmore to waive late fees, penalties and interest for the month of May 2020 due to the Pandemic. Seconded by Mr. Callaway.

Vote:

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

The Pollock Run Operating Account Report was presented for approval.

Pollock Run General Operating Account Report

Motion 3 ó A motion was made by Mr. Callaway to ratify the payments of bills in the amount of \$165,905.38 for the month of May 2020. Seconded by Mr. Ruozzi..

Vote:

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

Motion 4 - A motion was made by Mr. Callaway to approve the Financial Report for the month ending April 2020. Seconded by Mr. Godzak.

Vote:

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

ENGINEER'S REPORT: KLH Engineers, Inc.

The Engineer's report was submitted and presented. A copy of the Monthly Report is attached hereto and made part of these minutes.

Mr. Coldren noted, the flow meter was installed in Todd Farm area, flow data has been submitted, the meter will remain in place through the end of May. This information will be utilized for comparison upon completion of the proposed rehabilitation project.

Mr. Coldren, noted as part of the Capital Improvement Program he is requesting authorization to begin preparing plans for the 2020 CCTV & Cleaning project for the Clair Manor area sewers for a cost not to exceed \$20,000.

***Motion 5** - A motion was made by Mr. Callaway to authorize the Engineer to begin prepare plans for the 2020 CCTV & Cleaning Project for Clair Manor area sewers for a cost not to exceed \$20,000, as recommended.*

Vote:

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

Motion Carried

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Mr. Coldren noted a proposal from KLH Engineers has been submitted for consideration for the survey, design, engineering & permitting services for the SR 70 Project in the amount of \$24,400. He noted, this is reimbursable by PENNDOT.

***Motion 6** - A motion was made by Mr. Callaway to accept the proposal as submitted from KLH Engineers for the SR 70 Project for Survey, Design Engineering Permitting Services in the amount of \$24,400.*

The Solicitor inquired if Right away Agreements will be required for the Project. Mr. Coldren responded they would be required and will need to be recorded.

Vote:

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

Motion Carried

***Motion 7** - A motion was made by Mr. Dilmore to approve the Engineer's Report as presented. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

SOLICITOR'S REPORT:

The Solicitor 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 meeting in person.

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 noted the Rostraver Township Board of Commissioners adopted Resolution 1175 at their April Meeting, supporting and approving Time of Sale dye testing and lateral inspection.

***Motion 8** - A motion was made by Mr. Callaway to approve the Solicitor's Report. Seconded by Mr. Dilmore.*

Vote:

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

Motion Carried

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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 noted, the Authority as a life sustaining business, day to day operations are necessary as a matter of Public Safety. Normal Operations resumed effective May 18, 2020, all employees are back to work. The Authority Office is locked, however, payments may be dropped off in the box in the vestibule, which is monitored.

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

Ms. Scott noted an Agreement with WC Weil has been submitted for a three-year Planned Inspection Service Agreement for Collinsburg, Fellsburg and W. McClain Pump Stations for semi-annual inspection for a total amount of \$12,600. She is recommending the Board consider for approval.

***Motion 9** - A motion was made by Mr. Dilmore enter into a three-year Planned Inspection Service Agreement for Collinsburg, Fellsburg and W. McClain Pump Stations for semi-annual inspection for a total amount of \$12,600 as presented. Seconded by Mr. Callaway.*

Vote:

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

Motion Carried

***Motion 10** - A motion was made by Mr. Callaway approve a three-year Agreement with Premier Power Solutions for the purchase of Natural Gas. Seconded by Mr. Ruozzi.*

Ms. Scott noted, this is the same company the Authority entered into a similar contract for electricity.

Vote:

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

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***Motion 11** - A motion was made by Mr. Dilmore, to authorize the reduction in the Letter of Credit for Marian Woodlands Development, Phase 2 by \$52,081, bringing the new Letter of Credit to \$125,000 as reviewed and recommended by the Engineer. Seconded by Mr. Ruozzi.*

Mr. Godzak noted, the Board decided previously, Letters of Credits would only be reduced one time per Development. He stated this Developer has requested reductions on several occasions. He was not in favor of authorizing reducing.

Vote:

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

***Motion 12:** - A motion was made by Mr. Callaway to approve the Manager’s Report. Seconded by Mr. Dilmore.*

Vote:

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

OLD BUSINESS:

NEW BUSINESS:

Mr. Dilmore noted, the Pandemic has had an economic impact on residents and the Community, he noted the Fire Departments have been hit hard. They unable to hold fundraisers, weekly bingos, these events sustain the Departments financially. He is recommending to the Board to consider waiving consumption fees for Fellsburg and Collinsburg Fire Departments for a period of One Year or Four Quarters. He noted, the Authority charges the Department the residential rate for consumption, \$5.75 per gallon. Typical quarterly consumption is approximately 38,000 gallons or \$200.

Motion 13: - A motion was made by Mr. Dilmore to suspend consumption fees for the Fellsburg and Collinsburg Fire Departments for a period of one year (4 quarterly billings). Seconded by Mr. Ruozzi.

Vote:

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

Motion Carried

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ADJOURNMENT:

Motion 14 - A motion was made by Mr. Callaway and seconded by Mr. Ruozzi to adjourn the meeting at 4:25 p.m.

Vote:

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

Motion Carried

So Ordered Meeting Adjourned at 4:25 p.m.

William Callaway, Secretary
Gary Dilmore, Assistant Secretary/Treasurer