



**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY**  
**MEETING MINUTES**  
**REGULAR MEETING**  
**December 20, 2022**

The Regular Meeting of December 20, 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

Aaron Gilbert - Treasurer

Stephen Morgan, Assistant Secretary/Treasurer

Ann Scott, Manager

Romel Nicholas, Esquire

David Coldren, PE, Engineer

For the record, the Solicitor pointed out that a brief executive session was held prior to the start of the meeting, regarding legal matters and property acquisition.

**Motion 1** – *A motion was made by Mr. Dilmore to close the Executive Session of the Board at approximately 4:10 pm. Seconded by Mr. Morgan.*

Vote:

Callaway – Yes    Dilmore – Yes    Gilbert - Yes    Morgan – Yes    Manown - Yes

Motion Carried

Proposed Morgan Development – Indian Hill Road. 18 Single Family Homes  
Those in attendance, John Morgan and Charles Zelenak (CZ Surveying). Mr. Zelenak discussed with the Board the proposed single-family housing development on Mr. Morgan's property, total of 18 new homes. The proposed development is a complete Grinder Pump sewage system. The Board discussed alternative sewer plans and future development, including possibility of additional homes on the adjacent property. The Board discussed a proposed new development with an all-grinder pump sewage system, noting this is the first development of this kind, and the Board has had to consider future developments. The Board discussed with the Solicitor the current Rules and Regulations and how it may pertain to new development. After discussion the Solicitor requested time to review the Regulations and various options the Board may wish to consider. He requested the development be tabled at this time, until the January 2023 meeting for further decision.

Attorney Nicholas noted a Resolution is on the Agenda for this proposed development which should also be tabled until next month.

**Motion 2** – A motion was made by Mr. Dilmore to table Resolution No. 2022-04 regarding the proposed Morgan Development until January 2023 as recommended by the Solicitor. Seconded by Mr. Morgan.

Vote:

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

**Motion 3** – A motion was made by Mr. Callaway to approve the minutes of the Regular Meeting of November 22, 2022 as presented. Seconded by Mr. Dilmore..

Vote:

Callaway – Yes    Dilmore – Yes    Gilbert - 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 4** – A motion was made by Mr. Morgan to ratify the payments of bills in the amount of \$167,688.25 for December 2022. Seconded by Mr. Dilmore.

Vote:

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

**Motion 5** - A motion was made by Mr. Callaway to approve the Financial Reports for the month ending November 2022. Seconded by Mr. Gilbert.

Vote:

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

**ENGINEER'S REPORT: KLH Engineers, Inc.**

The written Engineer's Report was submitted by David Coldren, PE. A copy of the Monthly Report for November is attached hereto and made part of these minutes.

Mr. Coldren noted, the Board approved the replacement of the conveyor belt at the new Press with an authorized cost of \$103,509. Shop Drawings have been approved and equipment has been ordered, estimated delivery of January 16, 2023.

Mr. Coldren 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. The bid was awarded at a cost of \$33,968 at the July Meeting. Mr. Coldren 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 noted, work began on the project this week, however, contractor ran into a few issues, and the backup breaker wasn't functioning properly, revisions required before old switch is removed.

Mr. Coldren noted the Developer for the Willowbrook Golf Course Project has submitted Final Design Plans to the Township for consideration, the developer must address the comments submitted by the Township. KLH has prepared Plans to extend the main sewer line and eliminate the Willowbrook Pump Station. KLH has received the utility plan for this development and is reviewing.

Mr. Coldren noted the subdivision plan for the Morgan Development received and discussed by the Board. The project includes the construction of 18 residential homes utilizing a grinder pump system. Their engineer submitted a Sewer Planning Module to the DEP for consideration. At this time, a PENNDOT Highway Occupancy Permit is required for the project. The permit includes Resolution No. 2022-04 for consideration by the Board which has been tabled until January 2023.

***Motion 6*** - A motion was made by Mr. Callaway to approve the Engineer's Report for December 2022 as presented. Seconded by Mr. Gilbert

Vote:

Callaway – Yes    Dilmore – Yes    Gilbert – 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 December 2022 is attached hereto and made part of these minutes.

Mr. Nicholas noted a letter was received from Attorney Chris Huffman, in reference to Randy Konsugar, 508 Todd Farm Road in November. Mr. Konsugar is requesting the Authority to pay for repairs to his lateral due to roots in the line, estimated cost between \$10,000 and \$12,000. Mr. Nicholas noted, an additional lateral inspection has been completed by the Authority on the property. The Manager provided Dave Coldren, PE a copy of the video. Mr. Coldren noted, that results of the testing is a FAIL, there are roots in the line allowing in infiltration. After discussion of the Board, Mr. Nicholas will contact Mr. Huffman's office to come to a compromised decision.

Mr. Nicholas discussed Grease Trap enforcement. He recommends the Engineer review the rules and regulations and continue discussion on the matter. The Engineer is preparing on a survey to be sent out to all commercial customers to build a data base of information regarding grease traps throughout the service area. He will provide update next month on the matter.

***Motion 7*** - A motion was made by Mr. Callaway to approve the Solicitor's Report for December 2022 as presented. Seconded by Mr. Dilmore.

Vote:

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

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

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

Ms. Scott noted, an inspection of the Pollock Run Wastewater Treatment Plant was completed by the DEP on October 6, 2022. Two findings were noted on inspection report, a response to each is required and has been submitted to the DEP office.

Ms. Scott noted, she prepared a balanced proposed 2023 budget and provided the Board a copy at the November Meeting. She inquired if there were any concerns or issues on budget prepared. Mr. Dilmore inquired a few minor items, which Ms. Scott clarified. No other Board Member had any concerns.

***Motion 8*** - A motion was made by Mr. Dilmore to adopt to the 2023 Budget as presented by the Manager. Seconded by Mr. Gilbert.

Vote:

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

Ms. Scott noted the 2023 Meeting Schedule has been prepared and will need to be advertised.

**Motion 9** - A motion was made by Mr. Gilbert to authorize the advertisement of the 2023 Meeting Schedule as presented. Seconded by Mr. Callaway.

Vote:

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

Ms. Scott noted, Small Water and Sewer Grants are due to the Department of Community and Economic Development by December 21, 2022. She has prepared three applications; Clair Manor and Sweeney Plan Sewer Rehabilitation Project, SCADA System Upgrade Project and the Security System Upgrade Project. She noted two Resolutions have been prepared and submitted for consideration of the Board as required by the grant application. She noted the Board approved the required resolution for the Clair Manor project in November.

**Motion 10** - A motion was made by Mr. Callaway to Adopt Resolution No. 2022-07 for the Small Water and Sewer Grant application for the SCADA System Upgrade Project, Grant application for \$142,000. As presented. Seconded by Mr. Dilmore.

Vote:

Callaway – Yes    Dilmore – Yes    Gilbert – Yes    Morgan – Yes    Manown - Yes  
Motion Carried.

**Motion 11** - A motion was made by Mr. Dilmore to Adopt Resolution No. 2022-08 for the Small Water and Sewer Grant application for the Security System Upgrade Project, Grant application for \$140,000. As presented. Seconded by Mr. Callaway.

Vote:

Callaway – Yes    Dilmore – Yes    Gilbert – Yes    Morgan – Yes    Manown - Yes  
Motion Carried.

**Motion 12** - A motion was made by Mr. Morgan to accept the Managers report as presented for December 2022. Seconded by Mr. Callaway.

Vote:

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

**OLD BUSINESS:**

**NEW BUSINESS:**

Mr. Gilbert noted, he spoke with Mr. Dilmore in reference to electrical maintenance proposals the Authority has received and inquired as the status. Mr. Manown stated, the Board has not made any type of decision and has not voted to move forward as of this date. He suggested Ms. Scott provide Mr. Gilbert with a copy of the proposals received. He would like to go to the Plant and each of the Pump Stations to review and provide a recommendation of his findings at the January Meeting.

Mr. Dilmore noted that the consumption rate at the Authority of \$5.75 per thousand gallon has been the same amount for many years. He noted, Elizabeth Township Sewer Authority just raised their rate for 2023 significantly. He requested KLH to prepare an estimate for a cost to prepare a rate study for the Authority. He noted, it will take some time to prepare such a study and something the Board should have as a reference for future budgeting and capital improvement studies.

**ADJOURNMENT:**

***Motion 13*** - A motion was made by Mr. Morgan to adjourn the meeting of November 22, 2022 at 5:50 pm. Seconded by Mr. Callaway.

Vote:

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

So Ordered Meeting Adjourned at 5:50 p.m.



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William Callaway, Secretary  
Stephen Morgan, Assistant Secretary/Treasurer