



**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
JULY 25, 2023**

The Regular Meeting of July 25, 2023 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  
Kathleen Lemley, Secretary

The Chairman notes, a special meeting was held on July 13, 2023 at 4:00 p.m. to discuss Personnel Matters. No action was taken at the meeting.

**SECRETARY'S REPORT; Citizens to be Heard**

Mr. Shuster addressed the Board regarding the reduction of the Bond. Mr. Shuster expressed disappointment in how the request to reduce the Bond was handled. The Authority Board and Mr. Shuster agreed to work together.

**MOTION 1** – *A motion was made by Mr. Callaway to ratify the reduction of the Bond for Cedar Creek Phase 3 from \$90,338.000 to \$13,600.00 as recommended by the Engineer. All testing completed and approved. Seconded by Mr. Gilbert.*

Vote:

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

**Motion 2** – A motion was made by Mr. Callaway to approve the minutes of the Regular Meeting dated June 27, 2023, as presented. Seconded by Mr. Gilbert.

Vote:

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

**CORRESPONDENCE, CHAIRMAN'S REPORT and BUSINESS REPORT:**

**Pollock Run General Operating Account Report**

**Motion 3** – A motion was made by Mr. Callaway to ratify the payments of bills in the amount of \$183,673.54 for July 2023. Seconded by Mr. Gilbert.

Vote:

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

**Motion 4** - A motion was made by Mr. Gilbert to approve the Financial Reports for the month ending July 2023. Seconded by Mr. Callaway .

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 July 2023 is attached hereto and made part of these minutes.

Mr. Coldren noted work continues on the plans and specs for the replacement of the SCADA System and the Security System Projects. He anticipates both will be ready for the August Meeting and potentially request authorization to advertise.

Mr. Coldren reported he was hoping the PA Water and Sewer Grants and the H2O application would be acted upon in July however, action on grant applications has been delayed until August and the next meeting is not scheduled until mid-September.

Mr. Coldren reported that the CCTV Inspection involves inspecting approximately 10,000 feet of pipe in Clair Manor, Sweeney Plan and Finley Road. The bid opening was

this afternoon and the Bid Sheet is provided for review. The low bid was State Pipe Service in the amount of \$28,187.50.

***Motion 5*** – A motion was made by Mr. Morgan to award the 2023 CCTV Project to State Pipe Services in the amount of \$28,187.50, as recommended by the Engineer. Seconded by Aaron Gilbert.

Vote:

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

Mr. Coldren noted it was discussed last month of potentially installing a screen and compactor in the west well of the treatment plant. JWC was on site, got measurements and photos and the quote was \$218,000.00 for the equipment. The actual install would be one and a half times that amount. The cost of the job would be just under \$400,000.00. Mr. Coldren reminded the Board there is a state wide LSA Grant which will be available again and the Board may want to consider to apply for this grant. Mr. Morgan ask if this was necessary and if it would pay for itself. Mr. Coldren responded over time, yes. Mr. Coldren also said it would also reduce the maintenance in the coming year. Mr. Morgan asked, enough to pay for itself? Mr. Coldren said it might take 10 years or so. Mr. Morgan noted the alternative is to have RTSA employees clean it out. Mr. Coldren noted the last time we had Lone Pine clean it out. The Board is to revisit this next meeting.

Mr. Coldren reported that the blowers are anticipated to be in by the end of August. The contact expires August 27, 2023. JP Environmental said as soon as the blowers are on site, they will be here to install.

Mr. Coldren reported on the ARC Flash Study and the information is being reviewed. Mr. Gilbert requested a copy of the ARC Flash Study. Mr. Gilbert asked if any failures were found. Mr. Coldren reported that there were no major failures.

Mr. Coldren noted that Golden Triangle Construction is working on the west side of Route 51 doing the realignment of the sanitary sewer.

Mr. Coldren reported Mr. Manown signed the justification letter that will be sent to PennDot for the Arnold City Interchange Project.



**SOLICITOR'S REPORT:**

The written Solicitor's Report was presented by Romel Nicholas, Esq. A copy of the Monthly report for July 2023 is attached hereto and made part of these minutes.

Mr. Nicholas noted, his office continues to work with the Manager on updating the Personnel Policy. A first draft has been completed, and noted a copy has been provided to the Board for review and discussion.

Mr. Nicholas noted, his office is working on the condemnation of the required property for the Route 51/70 project. He received notification of the petition to appear before the Board of Viewers for the one property. He will continue to report and monitor.

Mr. Nicholas discussed the possible solutions for the Willowbrook Project Easements with the property owners involved. Mr. Nicholas also noted Mr. Yeckel hired an attorney. Mr. Nicholas asked what is the plan for construction on Willowbrook Road. Mr. Gilbert asked if we go through the properties are the property owners required to tie into the public sewage line. Ms. Scott responded, yes. Mr. Gilbert asked if we will charge a tap fee. Ms. Scott responded, we have not reached that point yet. Mr. Nicholas advised a Resolution needs to be put in place at the next meeting.

Mr. Nicholas noted the Personnel Policy is ready for discussion. Mr. Gilbert asked to table this for new manager.

**Motion 8** - A motion was made by Mr. Morgan to approve the Solicitor's Report for July 2023 as presented. Seconded by Mr. Callaway.

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 July 2023 is attached and made part of these minutes.

Ms. Scott noted the 2022 Audit is completed. The Audit is required to be submitted to the DCD by July 31, 2023. Mr. Turnley did submit the Audit to the DCD.

**Motion 8** - A motion was made by Aaron Gilbert to approve the 2022 Audit as prepared by Mark Turnley, CPA. Seconded by Mr. Callaway.

Vote:

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

**Motion 9** – A motion was made by Mr. Callway to authorize to advertise the 2022 Audit, as presented by Mark Turnley CPA. Seconded by Mr. Gilbert.

Vote:

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

**Motion 10** - A motion was made by Mr. Callaway to accept the Manager's report as presented for July 2023. Seconded by Mr. Dilmore.

Vote:

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

**OLD BUSINESS:**

**NEW BUSINESS:**

An Executive Session was scheduled to discuss Personnel Matters.

**Motion 11** - A motion was made by Mr. Morgan to enter into Executive Session for personnel matters, at approximately 5:25 pm. Seconded by Mr. Dilmore.

Vote:

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

Executive Session ended at approximately 5:40 pm.

Mr. Manown asked the Board to accept the Resignation of Ann C. Scott, Manager of the Authority effective July 221, 2023.

**Motion 12** – *A motion was made by Mr. Gilbert to accept the Resignation of Ann C. Scott, Manager. Seconded by Mr. Callaway.*

Vote:

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

Ms. Scott thanked the Board and it was a pleasure working at RTSA. It was a difficult decision to make but I was provided another opportunity. Ms. Scott further stated she will hold Rostraver in her heart. Mr. Manown and Mr. Callaway thanked Ms. Scott for her service.

The Board reconvened from Executive Session at approximately 5:40 and the Chairman asked for a motion to hire Gary Dilmore as the manager under the terms as discussed in Executive Session.

**Motion 13** – *A motion was made by Mr. Morgan to appoint Gary Dilmore as the New Authority Manger effective August 7, 2023, with the terms discussed in executive session.*

Vote:

Callaway – Yes    Dilmore – Abstain    Gilbert – No    Morgan – Yes    Manown - Yes  
Motion Carried

Mr. Gilbert asked about the Electricians. Ms. Scott said Mr. Coldren will advertise for bids for an Electrician.

Mr. Dilmore officially resigned as the Vice-President of the Rostraver Township Sewage Authority Board.

**ADJOURNMENT:**

**Motion 14** - A motion was made by Mr. Gilbert to adjourn the meeting of July 25, 2023 at 5:45 pm. Seconded by Mr. Callaway.

Vote:

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

So Ordered Meeting Adjourned at 5:45 pm

  
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William Callaway, Secretary  
Stephen Morgan, Assistant Secretary/Treasurer