

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
AUGUST 22, 2023**

The Regular Meeting of August 22, 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

William Callaway, Secretary

Aaron Gilbert - Treasurer

Stephen Morgan, Assistant Secretary/Treasurer

Gary Dilmore, Manager

Romel Nicholas, Esquire

David Coldren, PE, Engineer

Kathleen Lemley, Secretary

***Motion 1:*** A motion was made by Mr. Callaway to enter into Executive Session at 4:00 p.m. for Personnel matters. Seconded by Mr. Gilbert.

Vote:

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

Motion Carried

Executive Session ended at approximately 4:55 pm.

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

Chairman noted there were no citizens in attendance.

***Motion 2:*** A motion was made by Mr. Callaway to approve the minutes of the Regular Meeting dated July 25, 2023, as presented. Seconded by Mr. Gilbert.

Vote:

Callaway – 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 \$202,010.93 for August 2023. Seconded by Mr. Morgan.*

Vote:

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

Motion Carried

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

Vote:

Callaway – 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 August 2023 is attached hereto and made part of these minutes.

Mr. Coldren reported KLH continues to work on the specs for the SCADA System, as well as the office and plant security system.

Mr. Coldren reported he is expecting to hear back in mid-September about the Small Water and Sewer Grant application. Mr. Coldren also reported that there is another round of LSA Grants coming out and applications are due September 1, 2023 through November 30, 2023. Mr. Coldren reported he will be compiling a list of projects for consideration.

Mr. Coldren reported that the blowers should be delivered by the end of the month. A call was made to Jeff Pickens of JP Environmental for an update. Mr. Morgan asked if RTSA incurred any additional costs. Mr. Coldren reported there is still five days remaining on the contract and to date, no additional costs were incurred. Mr. Dilmore reported the new press is not working any better than the old press. We are still at 11-15 on wetness. We are waiting to get the new blowers and have all the equipment up and running to see if it gets any better. Mr. Morgan asked when the blowers were purchased what was the assumption as to the wetness would be. Mr. Coldren reported that the wetness percentages should be between 18 and 20 and right now we are at 11.

Mr. Dilmore said we will continue to investigate.

Mr. Coldren reported that the CCTV contract was awarded last month and he received the contract back from State Pipe Services and the agreement will be signed tonight by the Chairman and Secretary.

Mr. Coldren reported PennDot is almost completed with the work on the western side of GetGo. They are waiting for winter to do the 981 Extension.

Mr. Coldren reported the work on the Cedar Creek Villas construction continues.

Mr. Gilbert asked if we have heard back regarding the Morgan Plan. Mr. Coldren reported they are waiting for KLH to finish the specs for the pump station.

Mr. Gilbert asked about the Scarmazzi Homes. Mr. Coldren reported Mr. Opacic will not continue with the project because it is too expensive to get utilities to the property.

Mr. Manown asked about the Arnold City Project. Mr. Coldren reported PennDot received the cost sharing agreement on July 26, 2023 and final plans are required to be submitted to PennDot by mid-November. After the final plans are received, a contractor will be selected. Mr. Gilbert asked if this is something we can apply for a grant because of the tremendous cost to go under the road. Mr. Gilbert asked about how many customers we can pick up. Mr. Coldren said he will look into it.

Mr. Gilbert asked if the paving project will be moving forward. Mr. Gilbert asked if we had grant money for this project. Mr. Manown said no it was not grant money. The Authority decided to put the paving project on hold.

**MOTION 5:** A motion was made by Mr. Gilbert to amend the Agenda to include the motion to reject all bids for the paving project. Seconded by Mr. Callaway.

Vote:

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

Motion Carried

**MOTION 6:** A motion was made by Mr. Morgan to notify all bidders that all bids for the paving project will be rejected. Seconded by Mr. Callaway.

Vote:

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

Motion Carried

**Motion 7:** A motion was made by Mr. Callaway to approve the Engineers Report for August 2023 as presented. Seconded by Mr. Morgan.

Vote:

Callaway – 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 August 2023 is attached hereto and made part of these minutes.

Mr. Nicholas reported that the personnel manual and the rules and regulations are still works in progress and that there will be one more revised draft of the personnel manual for the Board to review, as well as the rules and regulations.

Mr. Nicholas stated with regard to the Willowbrook project the Resolution that was discussed at last month's meeting should allow for condemnations. Mr. Nicholas said after talking to Mr. Dilmore, we will be waiting one more month in order to talk to the residents involved. If it does not work out, then we will proceed with the condemnations.

Mr. Nicholas reported the only other item he had was the manager's offer letter which summarizes his employment offer. Mr. Nicholas asked it be put on next month's agenda in order for the employment offer to be ratified.

Mr. Gilbert asked about the Grease Trap Enforcement. Mr. Dilmore commented there is a grease issue at the pump stations and plant. Mr. Dilmore was asked to come up with a grease trap enforcement/inspection program for the cost to the business owner. Mr. Dilmore commented he would have do research as to what other communities handle grease traps. Mr. Nicholas responded he and Dave Coldren have experience with grease traps in other communities and they will work on a plan.

**Motion 8:** A motion was made by Mr. Callaway to approve the Solicitor's Report for August 2023 as presented. Seconded by Mr. Gilbert.

Vote:

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

Motion Carried

**MANAGER'S REPORT:**

The Manager's Report was presented by Gary Dilmore, Manager, incorporated into the Agenda for August 2023.

Mr. Dilmore reported to the Board that the Insurance Renewal with CSC Insurance is due. There is not a substantial increase. Mr. Dilmore informed the Board the Authority does not insure any of the sewage lines. Mr. Dilmore reported for \$500.00 a year we can get \$500,000.00 worth of insurance on the collection system. Mr. Morgan asked insurance for what? Mr. Dilmore responded just in case we have a pressure main rupture. Mr. Morgan asked if this insurance is just insurance for the sewage lines, not for customer backups. Mr. Dilmore responded yes, it will only be for the Authority's sewage lines. Mr. Dilmore said he will look into this more.

Mr. Dilmore reported that he has been at the pump stations and the plant and that everything looks to be in pretty good shape. There are only minor repairs that need to be fixed.

Mr. Gilbert asked if we moved forward with the new electrician service. Mr. Dilmore said that FTBA is doing the main work. There was some misunderstanding for the pricing. FTBA was under the impression they were to do some minor work, not major work. Mr. Dilmore reported he met with Joe Bell and feels Joe Bell is very knowledgeable and Mr. Dilmore suggested staying with Joe Bell as long as he runs all work by the Authority first.

**Motion 9:** A motion was made by Mr. Callaway to accept the Manager's report as presented for July 2023. Seconded by Mr. Gilbert.

Vote:

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

Motion Carried

**OLD BUSINESS:**

**NEW BUSINESS:**

Mr. Dilmore explained to the Board the procedures of the Time of Sale Testing. Mr. Dilmore asked the Board to consider hiring a contractor to do the testing or have the home owner hire their own contractor to do the testing, along with one of our employees to witness the testing. Mr. Dilmore asked the Board to consider this for the next Board meeting.

Mr. Dilmore explained to the Board a resident built an office on top of the garage and the prior administration told the customer he did not have to pay for a tap or pay a sewage bill for this unit. Mr. Gilbert asked how can this become an issue. Ms. Lemley explained that the practice of the Authority is if there is a house and an apartment above a garage, or it is a duplex, or any other type of property that would have multiple units, a minimum bill will be charged for each unit. Ms. Lemley reported that there are quite a few properties that are billed for multiple units with one water meter. The Board discussed the matter and Mr. Nicholas said to notify the customer that there was a misunderstanding and it is the procedure of the Authority to bill for all units, we will not adjust the policy. Mr. Nicholas asked Mr. Dilmore to handle this matter.

Mr. Dilmore reported to the Board that J & L Property has a building with an air-vent located inside the building. The Board said the air-vent has to be vented to the outside.

Mr. Dilmore reported to the Board in the past if a property failed the dye test and lateral inspection a temporary certificate would be issued. The past administration would request money be put in escrow to do the repairs after the closing. There are properties that closed over a year ago and the repairs still have not been made. Mr. Dilmore is asking authorization to send a letter to the customer stating the repairs are required to be completed within 90 days.

Mr. Dilmore reported at 921 Collinsburg Road, the house burnt down and they are currently living in a fifth wheel until the new house is ready. Mr. Dilmore met with the property owner and discussed what he needed to do to tie the new mobile home into the public sewage line. Mr. Dilmore said that the Township gave them 180 days to have the new mobile home installed and tied into the public sewage line. Mr. Dilmore said he will monitor this.

Mr. Gilbert asked to have a preliminary meeting on the 24 Capital Plan. Mr. Gilbert said we need to throw the Seven (7) year plant out. Mr. Nicholas responded if the Authority is going to have a preliminary meeting, it would be recommended that it be conducted in Executive Session because it could touch on personnel matters and/or property acquisitions.

Mr. Dilmore reported to the Board that Hogan's property sold and the sewage line was not inspected with the understanding that the building was going to be torn down and it was going to be a parking lot. The new owner did not remove the building.

**ADJOURNMENT:**

***Motion 10*** - A motion was made by Mr. Callaway to adjourn the meeting of July 25, 2023 at 6:00 pm. Seconded by Mr. Gilbert.

Vote:

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

Motion Carried

So Ordered Meeting Adjourned at 6:00 pm



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William Callaway, Secretary  
Stephen Morgan, Assistant Secretary/Treasurer