

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY
MEETING MINUTES
REGULAR MEETING
JULY 28, 2020**

The Regular Meeting of the Rostraver Township Sewage Authority was called to order by Chairman, Dennis C. Manown, at 4:50 p.m., in the Rostraver Township Sewage Authority Administration Building, Rostraver Twp., PA.

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
Romel Nicholas, Solicitor

Members attending remotely as follows:

William Ruoizzi, Vice Chairman

Chairman Manown noted, the Board met with Kevin Dickey, Marian Woodlands Developer and Virginia Looney, HRG, Engineers, to discuss lots 223 and 225 Easement size in Phase 2. Mr. Coldren noted, in accordance with the recorded final Plans for Phase 2, there is he Authority would be able to utilize the utility easement for operations and maintenance of the main sanitary line in the future.

Attorney Nicholas requested the Engineer provide the Authority and the Development with written confirmation, under the unique circumstances for Marian Woodland Phase 2 Development, and with the Board and Engineer review and agreement, to allow for the easement on these two lots (223 & 225) to be no less than 17 ft.

Motion 1 – *A motion was made by Mr. Dilmore, due to the unique circumstances of the Marin Woodlands Phase 2 Development, a variance from the Rules and Regulations for Lots 223 & 225 to allow for the size of the sanitary sewer easement to be no less than 17 feet, as reviewed and approved by the Authority Board and recommended by the Engineer. Seconded by Mr. Ruoizzi.*

Vote:

Godzak Yes Callaway Yes Dilmore Yes Ruoizzi Yes Manown-Yes
Motion Carried

SECRETARY'S REPORT:

***Motion 2** – A motion was made by Mr. Godzak to approve the minutes for the Meeting of June 23, 2020 as presented. Seconded by Mr. Dilmore.*

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 Pollock Run Operating Account Report was presented for approval.

Pollock Run General Operating Account Report

***Motion 3** – A motion was made by Mr. Dilmore to ratify the payments of bills in the amount of \$203,337.83 for the month of July 2020. Seconded by Mr. Godzak.*

Vote:

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

***Motion 4** - A motion was made by Mr. Dilmore to approve the Financial Report for the month ending June 2020. Seconded by Ruozzi.*

Vote:

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

***Motion 5** - A motion was made by Mr. Ruozzi to accept the 2019 Annual Audit Report as presented by Mark Turnley, CPA. Seconded by Godzak.*

Vote:

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

Motion 6 - A motion was made by Mr. Dilmore to authorize to Advertise the 2019 Audit in the Mon Valley Independent. Seconded by Gozak.

Vote:

Godzak Yes Callaway Yes Dilmore Yes Ruozi Yes Manown-Yes
Motion Carried

ENGINEER'S REPORT: KLH Engineers, Inc.

It was submitted presented. A copy of the Monthly Report is attached hereto and made part of these minutes.

Mr. Coldren noted, the Todd Farm flow monitoring project has been completed, KLH is reviewing. The Authority submitted a Small Water and Sewer Grant application to completed the rehabilitation project, waiting decision in September if the project will be funded.

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Mr. Coldren noted the private sewer line extension project on Willwobrook Road has been completed and air tested. Everything is found to be in order. He is recommending the following; Accepting the sanitary main line for operations and maintenance; final retainage to the contractor be release; and the balance in the escrow account for the home owners be returned.

Mr. Coldren noted as part of the Capital Improvement Program, KLH prepared plans for the 2020 CCTV & Cleaning project for the Clair Manor area sewers. Two (2) bids were received, both were higher than the estimated cost of \$20,000. He is recommending the amount of linear feet proposed to be cleaned and televised be reduced, and accept the lowest bid at the Authority Meeting.

Mr. Coldren discussed with the Board, the proposed private sewer line extension project on Parkview. Mr. Kennedy has prepared preliminary plans and specifications; the line is approximately 500 lf plus installation of three (3) manholes. The plan has been reviewed and approved by the Engineer, the post card exemption submitted to the DEP for review.

Motion 7 - A motion was made by Mr. Dilmore to adopt Resolution No. 2020-3 accepting the main sewer line for the Willowbrook Road Sewer Line Extension Project as recommended by the engineer. Seconded by Mr. Godzak.

Vote:

Godzak Yes Callaway Yes Dilmore Yes Ruozi Yes Manown-Yes

Motion Carried

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Motion 6 - A motion was made by Mr. Callaway to approve the Engineer's Report as presented. Seconded by Mr. Dilmore.

Vote:

Godzak Yes Callaway Yes Dilmore Yes Manown-Yes

Motion Carried

SOLICITOR'S REPORT:

The report was submitted. A copy of the Monthly 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 7 - A motion was made by Mr. Callaway to approve the Solicitor's Report. Seconded by Mr. Dilmore.

Vote:

Godzak Yes Callaway Yes Dilmore Yes Manown-Yes

Motion Carried

MANAGER'S REPORT:

The written Manager's report was presented by Ann Scott, Manager. A copy of the report is attached and made part of these minutes.

Ms. Scott noted, Entech, Marian Woodlands Phase 2 has requested an additional reduction in the Letter of Credit in the amount of \$36,550, total new Letter of Credit - \$88,450. This is on the Agenda for consideration.

Ms. Scott noted, the balance in the bond proceeds accounts is over \$1,000,000 and is requesting consideration of the Board to begin another Capital Improvement Project. She noted, the matter has been discussed with the Engineer and the Plant Employees. It is a recommendation to complete the Belt Filter Press Replacement Project at this time.

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Ms. Scott noted for the record the Water Company will begin Water Shut Offs beginning in July 2020. The Authority will resume shut offs as well.

Motion 8 - A motion was made by Mr. Dilmore, to authorize the reduction in the Letter of Credit for Marian Woodlands Development, Phase 2 by \$36,550, bringing the new Letter of Credit to \$88,450 as reviewed and recommended by the Engineer. Seconded by Mr. Callaway.

Vote:

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

Motion 9- A motion was made by Mr. Godzak to authorize KLH Engineers to begin preparing plans and specification for the Capital Improvement Project, Belt Filter Press Replacement and utilize Bond Proceeds. Seconded by Mr. Dilmore.

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

Motion 10: - A motion was made by Mr. Callaway to approve the Manager's Report. Seconded by Mr. Dilmore.

Vote:

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

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

Motion 11 - A motion was made by Mr. Callaway and seconded by Mr. Ruozzi to adjourn the meeting at 4:20 p.m.

Vote:

Godzak Yes Callaway Yes Dilmore Yes Manown-Yes

Motion Carried

So Ordered Meeting Adjourned at 4:20 p.m.

William Callaway, Secretary
Gary Dilmore, Assistant Secretary/Treasurer