

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
OCTOBER 24, 2023**

The Regular Meeting of October 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  
Clyde Gouker, Jr.

Gary Dilmore, Manager  
Romel Nicholas, Esquire  
David Coldren, PE, Engineer  
Kathleen Lemley, Secretary

**SECRETARY'S REPORT;**

***Motion 1:*** A motion was made by Mr. Callaway to approve the minutes of the Regular Meeting dated September 26, 2023, as presented. Seconded by Mr. Gilbert.

Vote:

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

**CITIZENS TO BE HEARD:**

Chairman noted there were no citizens in attendance.

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

**Pollock Run General Operating Account Report**

***Motion 2:*** A motion was made by Mr. Callaway to ratify the payment of bills in the amount of \$198,776.46 for October 2023. Seconded by Mr. Gilbert.

Vote:

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

**Motion 3:** A motion was made by Mr. Gilbert to approve the Financial Reports for the month ending October 2023. Seconded by Mr. Callaway.

Vote:

Callaway –Yes Gilbert - Yes Gouker – 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 October 2023 is attached hereto and made part of these minutes.

Mr. Coldren reported the SCADA and monitoring upgrade project is approximately 45% completed.

Mr. Coldren reported the office and plant security project is approximately 40% complete. Fedora Intertech is updating its proposal.

Mr. Coldren also reported that there is another round of LSA Grants. A list of projects is being compiled for consideration. A resolution will need to be adopted next month to apply for the grant. Mr. Gilbert asked if we are eligible for the County LSA Grants. Mr. Coldren said he does not believe so.

Mr. Coldren reported one of the blowers has been delayed. It was scheduled to be shipped early October but because of missing parts, it is not known when it will ship. The first blower will be shipped and once it is received it will be installed.

Mr. Gilbert asked where we stand on the FOG program. Mr. Dilmore stated we are looking into how to do it and if we are aloud to do it. We sent letters to all commercial customers and received seven (7) responses. Mr. Gilbert responded by stating I would like to have this started by the first of the year. Mr. Dilmore said we will give it a shot.

**MOTION 4:** A motion was made by Mr. Morgan to approve the Engineer's Report for October 2023 as presented. Seconded by Mr. Gilbert.

Vote:

Callaway –Yes Gilbert - Yes Gouker – 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 October 2023 is attached hereto and made part of these minutes.

Mr. Nicholas asked for an Executive Session at the end of the meeting.

**MOTION 5:** *A motion was made by Mr. Callaway to approve the Solicitor's Report for October 2023 as presented. Seconded by Mr. Gilbert*

Vote:

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

**MANAGER'S REPORT:**

The Manager's Report was presented by Gary Dilmore, Manager. A copy of the Monthly report for October 2023 is attached hereto and made part of these minutes.

Mr. Dilmore reported on the items on his written report.

Mr. Dilmore asked for a motion to adopt the District One rate increase for 2024.

Mr. Gouker asked if we need this increase financially. Mr. Manown responded yes, we entered into a seven (7) year plan with the Township.

**MOTION 6:** *A motion was made by Mr. Callaway to adopt the District One rate increase for 2024. A resolution to adopt the rate increase will be presented at the November 2024 Board Meeting. Seconded by Mr. Gilbert.*

Vote:

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

**MOTION 7:** *A motion was made by Mr. Gilbert to nominate Mr. Morgan to Vice-Chairman. Seconded by Mr. Gouker.*

Vote:

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

**MOTION 8:** A motion was made by Mr. Gilbert to nominate Mr. Gouker as Assistant Secretary/Treasurer. Seconded by Mr. Morgan.

Vote:

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

Mr. Dilmore reported a house being tied into the sewage system with a grinder pump. The customer purchased the grinder pump and RTSA will not maintain the grinder pump. Mr. Gilbert asked how will we track the grinder pumps. Mr. Dilmore said GIS.

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

Vote:

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

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

Mr. Nicholas asked to enter into Executive Session for personnel matters.

**MOTION 10:** A motion was made by Mr. Gallaway to enter into Executive Session at 5:00 pm. Seconded by Mr. Gilbert.

Vote:

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

The Board reconvened from Executive Session at 6:02 p.m.

**ADJOURNMENT:**

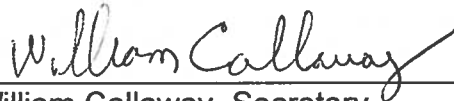
***Motion 11*** - A motion was made by Mr. Callaway to adjourn the meeting of October 24, 2023 at 6:02 pm. Seconded by Mr. Gilbert.

Vote:

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

Motion Carried

So Ordered Meeting Adjourned at 6:02 pm



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William Callaway, Secretary

Clyde Gouker, Jr., Assistant Secretary/Treasurer