

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
NOVEMBER 28, 2023**

The Regular Meeting of November 28, 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  
Stephan Morgan, Vice-Chairman  
William Callaway, Secretary - Absent  
Aaron Gilbert, Treasurer  
Clyde Gouker, Jr., Asst.Sec./Treasurer - Absent

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

**SECRETARY'S REPORT:**

***Motion 1:*** A motion was made by Mr. Gilbert to approve the minutes of the Regular Meeting dated October 24, 2023, as presented. Seconded by Mr. Morgan.

Vote:

Callaway –Absent Gilbert - Yes Gouker – Absent 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:**

***Motion 2:*** A motion was made by Mr. Gilbert to ratify the payment of bills in the amount of \$220,123.39 for November 2023. Seconded by Mr. Morgan.

Vote:

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

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

Vote:

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

Mr. Coldren reported we are about 1 to 2 weeks away from starting the blower replacement program. There was an issue with the first blower being delivered. The second blower should be shipped in early December. JP Environmental is waiting for the two check valves to be delivered and should be starting the blower replacement once the check valves are received. Mr. Dilmore asked JP Environmental about the replacement motors and will discuss this further with Mr. Coldren. Aaron asked if we could rewind the motors and put on the self for spares.

Mr. Coldren reported the CCTV Inspection on Finley Road is anticipated to begin work on December 4<sup>th</sup>. Mr. Morgan asked if RTSA will have a man on the project and if so, how is it going to work with vacations. Mr. Dilmore responded we will have someone there.

**Motion 4:** *A motion was made by Mr. Gilbert to adopt Resolution 2023-5 – LSA Grant Application; Raw Sewer Pump Replacement, grant \$200,000.*

Vote:

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

Mr. Gilbert asked how did we come to this conclusion this is something we wanted to tackle. Mr. Dilmore responded our sewage pumps run the most and are the oldest pieces of equipment we have. Mr. Gilbert asked Mr. Dilmore if he was involved in this decision. Mr. Dilmore responded yes.

**Motion 5:** A motion was made by Mr. Gilbert to adopt Resolution 2023-6 – LSA Grant Application; Sanitary Sewer Rehabilitation, Grant \$250,000.

Vote:

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

Motion Carried

Mr. Gilbert asked for an update on the SCADA System. Mr. Coldren reported there is a meeting scheduled for November 29, 2023 in order to obtain more information. Mr. Coldren also reported he would like to get this out to bid by the end of the year.

**MOTION 6:** A motion was made by Mr. Gilbert to approve the Engineer's Report for November 2023 as presented. Seconded by Mr. Morgan.

Vote:

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

**Motion 7:** A motion was made by Mr. Gilbert to Adopt Resolution 2023-7 – Recommending the Modifications of the Consumption Allowance and Rates & Fees Association with Wasterwater Collections, Conveyance and Treatment in Rates District 1.

Vote:

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

Motion Carried

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

**MOTION 8:** A motion was made by Mr. Gilbert to approve the Solicitor's Report for November 2023 as presented. Seconded by Mr. Morgan.

Vote:

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

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

Mr. Gilbert asked where we stand on the Capital Improvement Plan and how does it mesh with the 2024 Budget. Mr. Dilmore responded that we will pay for the blowers from the tap-fee account. For each pump stations next year we will start cleaning up and replacing some items. Mr. Dilmore said we will start moving forward with the plan.

**Motion 9:** *A motion was made by Mr. Gilbert to adopt the 2024 Budget. Seconded by Mr. Morgan.*

Vote:

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

**MOTION 10:** *A motion was made by Mr. Gilbert to accept the Manager’s report as presented for November 2023. Seconded by Mr. Morgan.*

Vote:

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

**OLD BUSINESS:**

**NEW BUSINESS:**

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

**MOTION 11:** *A motion was made by Mr. Gilbert to enter into Executive Session at 4:30 pm. Seconded by Mr. Morgan.*

Vote:

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

The Board reconvened from Executive Session at 4:45 p.m.

**ADJOURNMENT:**

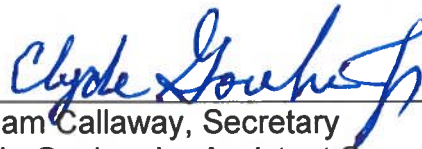
***Motion 12*** - A motion was made by Mr. Gilbert to adjourn the meeting of November 28, 2023 at 4:45 pm. Seconded by Mr. Morgan.

Vote:

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

Motion Carried

So Ordered Meeting Adjourned at 4:45 pm



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William Callaway, Secretary  
Clyde Gouker Jr., Assistant Secretary/Treasurer