

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY  
MEETING MINUTES  
REGULAR MEETING  
NOVEMBER 24, 2020**

The Regular Meeting 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 Twp., PA.

Members present at the Authority as follows:

Dennis Manown, Chairman  
William Ruozzi, Vice Chairman  
William Callaway, Secretary  
Gary Dilmore, Assistant Secretary/Treasurer  
Ann Scott, Manager  
Dave Coldren, Engineer  
Romel Nicholas, Solicitor

Members not in attendance as follows:

Rudy Godzak, Treasurer

**SECRETARY'S REPORT:**

***Motion 1** – A motion was made by Mr. Callaway to approve the minutes for the Meeting of October 27, 2020 as presented. Seconded by Mr. Ruozzi.*

Vote:

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 2** – A motion was made by Mr. Ruozzi to ratify the payments of bills in the amount of \$303,099.60 for November 2020 Seconded by Mr. Dilmore. .*

Vote:

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

***Motion 3*** - A motion was made by Mr. Dilmore to approve the Financial Report for the month ending October 2020. Seconded by Ruozzi.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes

Motion Carried

**ENGINEER'S REPORT: KLH Engineers, Inc.**

The written Engineer's Report was presented by Dave Coldren, PE. A copy of the Monthly Report is attached hereto and made part of these minutes.

Mr. Coldren noted the Willowbrook Authority Project is completed; all restoration is done. He is requesting the Board consider Final Pay Estimate (retainage on contract) of \$4,650.75 be approved.

Mr. Coldren noted he is continuing to gather information and pricing on various Filter Press Systems. The guys at the Plant went and looked at one type, they are making arrangements to look at another system while he is gathering pricing information.

Mr. Coldren noted, the Todd Farm CCTV inspection has been completed, KLH has reviewed the videos and prepared a list of recommended repairs. The total project cost including open-cut, point repairs and manhole to manhole lining and manhole rehabilitation is estimated \$362,000. KLH is preparing bid documents.

Mr. Coldren is gathering information and will prepare an estimate for a future paving project, including the Administration Office Parking Lot and the area down at the Plant where the roll off dumpster is located for the sludge.

Mr. Coldren noted, Cedar Creek Estates Phase 2 has been completed. The Developer (RWS) is requesting a reduction in the Letter of Credit to \$18,500 (10% of project costs).

Mr. Coldren updated the Board on the proposed private sewer line extension project on Parkview. Mr. Kennedy has plans and specifications prepared; 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 has been approved by the DEP and all easements received. Mr. Kennedy has secured a contractor; work will begin in a few weeks.

***Motion 4*** - A motion was made by Mr. Ruozzi to authorize Final Pay Estimate to Jet Jack for the Willowbrook Project in the amount of \$4,650.75 as recommended. Seconded by Mr. Callaway.

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes

Motion Carried

**Motion 5** - A motion was made by Mr. Callaway to reduce the Letter of Credit for the Cedar Creek Estates Project Phase 2 to \$18,500 as recommended. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes    Dilmore– Yes    Ruozzi – Yes    Manown-Yes

Motion Carried

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

Vote:

Callaway – Yes    Dilmore– Yes    Ruozzi – 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 is attached hereto and made part of these minutes.

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 reminded the Board, the Rostraver Township Board of Commissioners adopted Resolution 1175 at their April Meeting, supporting and approving Time of Sale dye testing and lateral inspection. The Manager and the Solicitor will continue to work on finalizing the necessary documents.

Attorney Nicholas noted his office has been working with the Manager on the matter at the Rehoboth Pump Station. He is reviewing contracts, proposals and pictures of the wet well and the necessary repairs. His office will continue to review the matter.

**Motion 7** - A motion was made by Mr. Dilmore to approve the Solicitor's Report as presented by Gaitens, Tucceri & Nicholas, LLC. Seconded by Mr. Ruozzi.

Vote:

Callaway – Yes    Dilmore– Yes    Ruozzi – 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 a balanced 2021 Budget as been prepared and submitted to the Board for review and discussion. Adoption of the budget will be on the December Agenda for the Board consideration.

Ms. Scott noted the New and Improved Authority website is completed. The Board has reviewed, it is scheduled to launch – December 1, 2020. She noted, the new site includes the Agendas, minutes, up to date information, time of sale information coming soon, pictures, etc. She noted, if anyone has any questions or comments to let me know as soon as possible.

**Motion 8-** *A motion was made by Mr. Callaway to approve the Manager's Report as presented. Seconded by Mr. Ruozzi.*

Vote:

Callaway – Yes Dilmore– Yes Ruozzi – Yes Manown-Yes

Motion Carried

**OLD BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

**Motion 9 -** *A motion was made by Mr. Callaway to adjourn the meeting of November 24, 2020 at 4:15 pm. Seconded by Mr. Ruozzi*

Vote:

Callaway – Yes Dilmore – Yes Ruozzi - Yes Manown - Yes

Motion Carried

So Ordered Meeting Adjourned at 4:15 p.m.



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William Callaway, Secretary

Gary Dilmore, Assistant Secretary/Treasurer