

**ROSTRAVER TOWNSHIP SEWAGE AUTHORITY**  
**MEETING MINUTES**  
**REGULAR MEETING**  
**January 25, 2022**

The Regular Meeting of January 25, 2022 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  
Gary Dilmore, Vice Chairman  
William Callaway, Secretary  
Brian Sokol, Treasurer  
Ann Scott, Manager  
Dave Coldren, Engineer  
Christine Seymour, Solicitor

Members not in attendance:

William Ruozzi, Assistant Secretary/Treasurer

Chairman Manown noted, the reorganization meeting of the Authority was held prior to the start of the regular meeting of January 25, 2022.

At 3:00 pm KLH, Authority Engineer, provided a special presentation to the Board regarding the proposed upgrade to the SCADA System utilized by the Authority to monitor the plant and eight pump stations. The Board will continue to review and discuss the proposal at future meetings.

***Motion 1*** A motion was made by Mr. Callaway to approve the minutes of the December 21, 2022 meeting as presented. Seconded by Mr. Sokol.

Vote:

Callaway – Yes      Dilmore – Yes      Sokol – Yes      Manown-Yes

Motion Carried

**SECRETARY'S REPORT:**

**CITIZENS TO BE HEARD:**

The Chairman announced to let the Record show no citizens were present, nor submitted anything in writing.

**CORRESPONDENCE, CHAIRMAN'S REPORT and 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. Sokol to ratify the payments of bills in the amount of \$190,947.03 for January 2022. Seconded by Mr. Sokol.

Vote:

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

**Motion 3** - A motion was made by Mr. Dilmore to approve the Financial Reports for the month ending January 2022. Seconded by Sokol.

Vote:

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

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

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

Mr. Coldren noted the Todd Farm Project has been completed, and the area flow monitoring completed for approximately three months. KLH is working on a comparison of before and after flow since completion of the rehabilitation project. The report should be completed for the February meeting.

Mr. Coldren noted the new Belt Filter press was delivered on January 12, 2022. The Contractor has been completing the installation of the equipment. He noted Payment Request No. 1 has been received in the amount of \$420,975.00 for Ferri Contracting. It is his recommendation that this payment request be considered and approved.

Mr. Coldren recommended to the Board, consideration in putting the Old Belt Press out for bid/sale. The equipment is over 20 years old, suggesting a low value. The Board discussed at the last meeting, and he provided the equipment information to the Manager. Ms. Scott noted the item has been put on Muncibid, as of the date of the meeting no interest.

Mr. Coldren noted Cedar Creek Phase 3 Development Plans and Specs have been submitted for review by RWS Development. Mr. Coldren prepared his comments and submitted back to the Developer. He is waiting for their response.

Mr. Coldren noted, the Willowbrook Sewer Line extension project, preliminary plans have been completed and provided to the Board. The Manger worked with the Solicitor's office to prepare easements. Easements mailed out end of November, requiring six (6) residents cooperation required to complete the project.

Rostraver Township Sewage Authority  
Regular Meeting Minutes  
January 25, 2022

Mr. Coldren noted, a resident contacted the Authority office and spoke with the Manager regarding one of the easements on Willowbrook. Brian Teslovich owns the old farm house property. He asked if the Authority would install a “wye” on the main line of for future development of the property. Mr. Coldren noted, a wye could be installed at minimal cost to the Authority.

**Motion 4** - A motion was made by Mr. Sokol to authorize Payment Request No. 1 in the amount of \$420,975.00 to Ferri Contracting for the Belt Filter Press Project, as recommended by the Engineer. Seconded by Callaway.

Vote:

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

**Motion 5** - A motion was made by Mr. Sokol to approve the Engineer s Report for January 2022 as presented. Seconded by Mr. Sokol..

Vote:

Callaway – Yes      Dilmore – Yes      Sokol – 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 the Eminent Domain taking of the four (4) properties required for the PENNDOT Project (51/70) have been served filed. No preliminary objections received regarding the filing, which means the Authority can move ahead with the project. Appraisals of the property have been completed. The total appraised value of all properties is \$3,100. In accordance with the PA Law, these monies have been set aside in escrow account by the Authority.

**Motion 6** - A motion was made by Mr. Callaway to approve the Solicitor s Report for January 2022 as presented. Seconded by Mr. Dilmore.

Vote:

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

Attorney Nicholas noted, the Board will be discussing a possible COVID-19 Policy at the end of the Meeting.

**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 discussed with the Board, a resident has requested a refund of the Time of Sale testing fees of \$175. The Manager stated the Authority went to the address and were on site for about two hours.(average time is 30 minutes0. The air vent was located under the back deck about two (2) feet off the ground. Access to the vent required personnel to lay on the ground to attempt to push the camera down the lateral. Unfortunately, after numerous attempts, the crew was unsuccessful. No clean out located. The Manager informed the home owner either he would need to hire a plumber to attempt to televisize the lateral utilizing the air vent, or install a clean out for access to the line. The homeowner felt he didn’t receive the services paid for. The Board discussed the matter, and agreed, that the Authority did attempt/complete the Time of Sale Testing and no refund would be granted.

PA Municipal Authority Association provided information to all Authorities regarding a new program offered by the Department of Human Services. LIHWAP, Low Income Household Water Assistance Program. A new water assistance program that began January 4, 2022 to help low-income residential customers who have an arrearage with their community drinking water or wastewater services due to financial hardship caused by COVID-19. The program requires the Authority to enter into an agreement with the State in order to participate. The Solicitor has been provided a copy of the Agreement and reviewed. The Manager is requesting the Board to consider participating in the program available to residents.

***Motion 7*** - A motion was made by Mr. Callaway to authorize to participate in the LIHWAP Program through the Department of Human Services as presented. Seconded by Mr. Sokol.

Vote:

Callaway – Yes    Dilmore - Yes    Sokol – Yes    Manown-Yes

Motion Carried

***Motion 8*** - A motion was made by Mr. Sokol to approve the Manager s Report for January 2022 as presented. Seconded by Mr. Callaway.

Vote:

Callaway – Yes    Dilmore – Yes    Sokol – Yes    Manown-Yes

Motion Carried

**OLD BUSINESS:**

The Solicitor noted, several of his Communities and Authorities have requested a policy regarding COVID-19 moving forward. His office has prepared a draft policy for consideration. The policy can be tailored to the needs of the Community.

The Board discussed the proposed policy, including CDC regulations, concerns, questions and comments. The Solicitor will work with the Manager to prepare a final draft COVID-19 policy for consideration at the February 2022 meeting.

**NEW BUSINESS:**

**ADJOURNMENT:**

***Motion 9** - A motion was made by Mr. Callaway to adjourn the meeting of January 25, 2022 at 5:40 pm. Seconded by Mr. Dilmore.*

Vote:

Callaway – Yes    Dilmore - Yes    Sokol – Yes    Manown-Yes

Motion Carried

So Ordered Meeting Adjourned at 5:40 p.m.

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William Callaway, Secretary  
William Ruozi, Assistant Secretary/Treasurer