

**ALEPPO TOWNSHIP AUTHORITY
MONTHLY MEETING MINUTES
AUGUST 26, 2021**

Call to order

Chairman Tim Merrill called the meeting to order at 6:30. Those in attendance were Glenn Baggley, Rick Starr, Engineer Dave Kerchner and Solicitor Harlan Stone. Rich Zahrobsky and Dan O'Malley were not present.

Minutes

Rick Starr made a motion to approve the July minutes. Glenn Baggley seconded. The motion passed unanimously.

Financials

Rick Starr made a motion to ratify the prepaid water and sewer bill lists, and a motion to pay the water and sewer bill lists. Glenn Baggley seconded. The motion passed unanimously. Glenn Baggley made a motion to approve the July financial reports for water and sewer. Rick Starr seconded. The motion passed unanimously.

Audit

Palermo/Kissinger & Associates presented the board with a draft of the 2020 water and sewer audits. The auditor recommended the employee handbook be updated to show how employee un-used vacation days are handled. **Rick Starr made a motion to approve Harlan Stone update the handbook to record vacation time policy.** The auditor recommended making all board members signors on the bank accounts. The board decided they are comfortable have 3 current signors. **Rick Starr made a motion to approve and accept the audit draft. Glenn Baggley seconded. The motion passed unanimously.** The audit is on file in the Authority office.

Maintenance Supervisor's report

On file

Engineer's report

Dave Kerchner reported he attended a Zoom meeting with Migrant Glass representatives. The waterline being put in for the new development requires an Occupation Permit, new rules require the Authority's name is on the permit. The Board was presented with a resolution and developer's agreement for the new structure. **Glenn Baggley made a motion to approve a resolution for Bankson Engineers to electronically access PennDOT's new system which will list Glenn Baggley and Tim Merrill as authorized signors on all PennDOT forms. Rick Starr seconded. The motion passed unanimously.**

Dave Kerchner presented a draft of the Kilbuck Run feasibility study for sewer to surrounding areas, including some of Aleppo. The draft will be presented to involved municipalities at a scheduled meeting.

No grants have been distributed yet under the applications the Authority submitted through the engineers.

Solicitor's report

Harlan Stone produced a comprehensive developer's agreement between Migrant Glass and the Authority. **Glenn Baggley made a motion to approve the agreement and authorize the Chairman to sign the agreement subject to the Engineer's and Solicitor's approval to any changes in discussion. Rick Starr seconded. The motion passed unanimously. Rick Starr made a motion to approve and sign the easement for a waterline with Sewickley PA LLC per engineer's and solicitor's approval. Glenn Baggley seconded. The motion passed unanimously.**

Old business

Glenn Baggley reported Masonic Village is struggling to get bids on the strainer project they agreed to install. With only one bid so far, they can't move forward.

Dave Kerchner reported the meeting between the Authority and 79N Industrial Park management company regarding the private waterline replacement went well. The private line will be replaced/repared by the Industrial Park company then ownership will be transferred to the Authority for future maintenance. Bankson drafted a cost estimate for the project that will be forwarded the management company. Upon approval, Harlan Stone will draft an agreement.

The board designated Nicole Harris to reach out to Spectrum for guidance on some retirement questions.

Adjourn

Glenn Baggley made a motion to adjourn at 8:00. Rick Starr seconded; the motion passed unanimously.

Respectfully submitted,

Nicole Harris
Secretary