

**Minutes of special meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. January 20 ,2022.

The meeting was called to order by Loren McKinney, Vice-President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
Loren McKinney	John R. Basham
Rita Southern	
William B. Kitterman (Bill)	

Also present were Samantha Laffoon (Administrative Asst.), Dan Korty and Alexander Burns(counsel).

Rita Southern was welcomed to the Board. She was appointed to the Board by the Township Trustee and Board to replace Marcella Maynard who resigned from RRSD Board Dec.31, 2021.

Bill Kitterman made a motion to appoint Rita Southern as Treasurer. Loren McKinney seconded and motion passed by unanimous vote. Samantha (Admin Clerk) has contacted the Bank and Insurance Co. to find out the steps to start the process of getting the check signer changed and bonded. Samantha and Rita will get the process started.

Next Bill Kitterman moved to seat Dan Korty as Rita's replacement as Board Member. Rita Southern seconded and motion passed by unanimous vote.

Bill Kitterman moved to adjourn meeting, Dan Korty seconded, motion passed and Loren adjourned meeting. Next meeting is regular meeting Monday January 24, 2022.

X *William Kitterman*

Secretary

## **Minutes of regular meeting of the Board of Trustees Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. January 24 ,2022.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney

Rita Southern

Daniel N. Korty (Dan)

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Ron Winger and Alex Burns. Since the December 20, 2021 meeting was cancelled, minutes for November 22, 2021 meeting were presented and approved on a motion by Dan Korty and seconded by Bill Kitterman.

Secretary Bill Kitterman reported that a special meeting of the Board was held January 20, 2022. Present were Loren McKinney, Rita Southern, Bill Kitterman, Dan Korty, Samantha Laffoon and Alex Burns (counsel). Rita was welcomed to the Board as Marcella Maynard's replacement. Dan Korty had stepped down as treasurer so Bill Kitterman made a motion to appoint Rita Southern as Treasurer. Loren McKinney seconded and motion passed on unanimous vote. Rita has already contacted bank and is in process of being bonded.

Next Bill Kitterman moved to seat Dan Korty as Rita's replacement as Board Member. Rita Southern seconded and motion passed by unanimous vote.

During the transition of Treasurer duties, Bill Kitterman moved to allow Samantha to pay bills by cashier's checks until Rita was fully bonded and documented as Treasurer.

Bills paid for December totaled \$9,946.26, and bills paid for January totaled \$55,712.71.

At last meeting pay for Board Members was discussed. Bill Kitterman moved to pay Board Members \$599.00 for year, to be paid at last meeting of year. Dan Korty seconded and motion was passed on unanimous vote.

The 2022 budget was approved at last meeting so 2022 budget was signed by present Board Members.

The Building Commissioners would like our permission to investigate a property at 10826 US 231S for a possible illegal apartment in an outbuilding. Bill Kitterman moved to grant permission, Dan Korty seconded and motion passed. Vice President Loren McKinney signed document granting permission.

Maintenance of the septic tanks in our system was discussed and the Board will ask our maintenance man to set up an inspection schedule for all tanks to determine a pumping schedule.

Samantha reported the District has been reimbursed by INDOT for relocation costs along State Highway 28.

We will need to pay for new Treasure's bond. She also reported some office items have been purchased but would like a second computer monitor, snow markers and there are no signs on the fence. She presented a new purchase list. Rita Southern moved to approve the list and Bill Kitterman seconded. Motion passed.

Samantha suggested we look into the Keystone check system to simplify paying bills. Fuel has been ordered for Plant Generator.

New business discussed was the possibility of reducing Board to three members instead of five. Dan Korty moved to ask Vicki Perry to submit paperwork to IDEM to reduce Board to three members. Bill Kitterman seconded and motion passed.

For the new year all Board seats remain the same. Rita Southern moved to elect Loren Vice-President. Dan Korty seconded and motion passed.

Dan Korty moved to adjourn, Rita Southern seconded and motion passed.

Next meeting will be February 28, 2022.

Secretary William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. February 28 ,2022.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney

Rita Southern

Daniel N. Korty (Dan)

William B. Kitterman (Bill)

Also present were Samantha Laffoon and Ron Winger.

Minutes for the January 24, 2022 meeting were presented. Dan Korty moved to accept minutes, Rita Southern seconded and motion passed.

Treasurer Rita Southern reported a balance of \$108,589.46 and bills to be paid of \$11479.12. Dan Korty moved to accept report and pay bills, Bill Kitterman seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported she had purchased a second monitor and several other supplies for office but still had items on the list she was shopping for.

Paper work for Rita's bond is done and will be recorded.

There has been no word from the County on the investigation of an illegal apartment at 10826 US231 S.

Dan Korty moved to adjourn meeting, Bill Kitterman seconded and meeting was adjourned.

Next meeting will be March 28.

Secretary William Kitterman

**March 28, 2022**

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The meeting was CANCELLED by John R. Basham II, the District President, in regards to admin being sick, and unable to provide the needed things for the meeting.

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**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. April 25 ,2022.

The meeting was called to order by Loren McKinney, Vice President RRSD. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney

Rita Southern

Daniel N. Korty (Dan)

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Viki Perry (RCAP), Eric Burns (Attorney), Ron Winger and Dirk Garriott.

Minutes for the February 28, 2022 meeting were presented. Dan Korty moved to accept minutes, Rita Southern seconded and motion passed.

Treasurer Rita Southern reported a balance of \$~~126,104.90~~<sup>126,104.90</sup> and bills to be paid of \$13098.61 for March and \$8212.30 for April. ~~Don~~ Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported she needs to purchase packing tape.

Paper work for Rita's bond is done but still needs to be filed.

The main item of discussion was the new house on the East end of High street. The house is pretty much completed and occupied. It is hooked to the septic tank but tank is not hooked to main sewer line. The pump and filter are ordered and expected early May delivery. The tank has been pumped and refuse taken to treatment plant. The tank is concrete instead of fiber but apparently meets specs. The hook up has not been inspected and the owners do not have a Certificate of Occupancy. Our attorney, Eric Burns, will send letter to new owners giving them till the end of May to have pump, meter and connection to main line. System must also be inspected.

Operator Dirk Garriott requested permission to purchase new Germicidal Lamps plus sleeves for plant. Dan Korty moved to grant permission, Bill Kitterman seconded and motion passed. Dirk also asked for permission to purchase two spare pumps. Bill Kitterman moved to grant permission and motion passed.

Tank pumping and cleaning was discussed and Dirk asked for permission to begin inspecting tanks for pumping. Rita Southern moved to grant permission. Bill Kitterman seconded and motion passed.

Next meeting will be May 23. Rita Southern moved to adjourn. Dan Korty seconded and meeting was adjourned.

Secretary Bill Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. May 23 ,2022.

The meeting was called to order by Dan Korty, member Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham

Loren McKinney

Rita Southern

Daniel N. Korty (Dan )

William B. Kitterman (Bill)

Also present were Samantha Laffoon, Viki Perry(RCAP), Alexander Burns(Attorney) and Ron Winger.

Minutes for the April 25, 2022 meeting were presented. Rita Southern moved to accept minutes after two corrections. Bill Kitterman seconded and motion passed.

Treasurer Rita Southern reported bills of \$8212.30 for April leaving a balance of \$127,623.10. Bill Kitterman moved to accept report and pay bills, Rita Southern seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported that IDEM had ok'd that the Board be reduced to three members from five. Bill Kitterman moved to accept their approval and reduce Board to three members. Rita Southern seconded and motion passed.

Letters of resignation from John Basham and Loren McKinney were presented. Rita Southern moved to accept letters and remove them from the Board. Bill Kitterman seconded and motion passed.

Next officers for the new Board were elected. Dan Korty president, Bill Kitterman vice president and secretary. Rita Southern will remain as treasurer.

The main item of discussion was the new house on the East end of High street. The house is pretty much completed and occupied. It is hooked to the septic tank but tank is not hooked to main sewer line. They should be hooked up by end of month and have been informed of needed inspections.

The illegal apartment in pole barn at 10826 US231S has been removed.

We need to review our new construction requirements for septic tanks and fittings so everything is the same to simplify maintenance. We also need to check ordinance as lack of a grease trap at service station causes problems. Can we require installation?

Samantha reported Treasurer's bond has been filed. She also reportedUSIC's rate is up to 7.5%.

Our NPEDS (environmental discharge) permit needs to be renewed.

We need to purchase a new pump for the bathroom at office.

Samantha reported we have one account (#93) that has yet to pay a sewer bill. Our attorney suggested we keep filing liens until the amount owed is \$8000, then take them to small claims court.

Rita Southern moved to adjourn meeting, Bill Kitterman seconded. Next meeting June 27.

Secretary William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. June 30 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
Rita Southern	William B. Kitterman (Bill)
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon and Ron Winger.

Minutes for the May 23, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported bills of \$5,768.36 for May leaving a balance of \$130,425.65. Dan Korty moved to accept report and pay bills, Rita Southern seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported that the inspection has been done, and the inspection sheet has been received by admin, on the new house on the East end of High Street. We will be getting the billing invoice for the inspection fee by next meeting. We still have not received an Easement, and this needs to be discussed with Legal.

The two tabled discussions from our May meeting remained tabled, because our Legal team was not present.

1. Reviewing our new construction requirements for septic tanks and fittings so everything is the same to simplify maintenance. Including Billing. The difference in Billing makes it confusing and stressful for admin.
2. The need to check ordinance as lack of a grease trap at service station causes problems. Can we require installation?

Samantha asked about being able to purchase a separate scanner and desk chair. The current scanner doesn't work all the time and is not reliable. The chair has been broken awhile, but recently got much worse. She will bring quotes for the purchases to the next meeting.

Dirk was not present at the meeting, so Samantha also brought up the sink hole issue on the highway. She spoke with Joe Tierney and we still have 6 months remaining on the Maintenance Bond, so we will follow-up with that to pay or get reimbursed for the repair. Dirk has scheduled Gary Cheeseman to do the work.

Our NPEDS (environmental discharge) permit needs to be renewed. Vicki with RCAP is helping to look it over and assist in getting it done.

The discussion of a Maintenance Plan for the generator was tabled, because Dirk was not present for questions and further discussion.

The Board wants an update on where we are with tank cleaning.

Rita Southern moved to adjourn meeting, Dan Korty seconded. Next meeting July 25

Secretary William Kitterman



**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. July 25, 2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon and Erik Burns.

Minutes for the June 30, 2022 meeting were presented. Rita Southern moved to accept minutes. Bill Kitterman seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$130,425.65, income of \$11,134.00 which after expenses left a balance of \$132,389.31. Dan Korty moved to accept report and pay bills, Bill Kitterman seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported that the sink hole along Highway 231 had been repaired by Gary Cheesman. The bill of \$10,448.14 should be covered by our construction bond since the problem was caused by the sewer line installation. It was also reported we needed to inspect a possible hole on the other side of the highway to see if it is a problem that needs to be repaired before our bond terminates at the end of the year. We will have it checked out.

Samantha also reported we don't have an easement for the installation on the new property. Our attorney, Erik Burns will write up the necessary easement for us to take to the property owner to be signed and notarized.

Next we discussed the lack of a grease trap at the Marathon station. Erik Burns said he would send a letter to the owners giving them 30 days to respond.

It was also discussed that we need to work with the Engineers of our system to set up a set of guidelines that must be followed to install a new system on new construction. This will be continued at next meeting.

Samantha is still shopping for a new scanner, desk chair and mat and will report at next meeting.

Our NPDES (environmental discharge) permit renewal form needs to be signed by Dan Korty.

Dirk Garriott was not present but did send a report on tanks that have been inspected and those that have tanks to be pumped and filters to clean. He will continue inspecting tanks and will have more reports next meeting.

A quote from Huston Electric for annual inspection and maintenance of the treatment plant generator for \$617.50. Bill Kitterman moved to accept plan, Rita Southern seconded and motion passed.

Next meeting will be August 22. We will need to have a work session with Vicki Perry (RCAP) to work on next year's budget.

Rita Southern moved to adjourn meeting, Bill Kitterman seconded.

Secretary William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 5:00 P.M. Aug.22 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon and Vicki Perry.

Minutes for the July 25, 2022 meeting were presented. Rita Southern moved to accept minutes. Bill Kitterman seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$132,389.31, income of \$16,503.31 which after expenses left a balance of \$138,977.82. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported the easement for the new property has been received and filed.

A letter has been sent to the owners of the gas station regarding their lack of a grease trap in their sewer hook-up. This needs to be rectified, as it is causing filter and pump problems. They were given 30 days to respond.

Our NPEDS (environmental discharge) permit renewal form was signed by Dan Korty and has been submitted.

Joe Tierney is helping to get our Construction Bond to pay for the sink hole repair along 231 as we still had coverage to the end of the year. Joe is also working on a set of guidelines for new system installs and specifications so all systems are alike to ease maintenance.

The Board gave Samantha permission to get what she needed for her office.

Rita will fill out Gateway reports and Samantha will submit them.

We were informed a Board member is required to attend an IFA meeting. Dan Korty volunteered to attend a coming meeting.

Dirk sent a report that he is continuing system inspections and will have a report next meeting.

The Board had a work session before the regular meeting to discuss next year's budget with Vicki Perry. We will have a report and vote on any necessary items next meeting.

Rita Southern moved to adjourn meeting, Bill Kitterman seconded.

Secretary William Kitterman

# Minutes of regular meeting of the Board of Trustees Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 6:00 P.M. Sept.29 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger, and Dirk Garriot.

Minutes for the Aug 22, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$138,977.32, income of \$12,949.70, \$7.59 in interest and expenses of \$17,706.69 which left a balance of \$134,226.50. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Bill Kitterman moved to accept the proposed budget for 2023, which was presented and discussed at last meeting. Rita Southern seconded and motion passed by unanimous vote and the 2023 budget was signed by Board.

Samantha Laffoon reported 22 releases of liens that were paid up. This leaves 33 liens still active.

A letter was sent to the owners of the gas station concerning lack of a grease trap but we have not received a response. We will call attorney about response.

Joe Tierney is helping to get our Construction Bond to pay for the sink hole repair along 231 as we still had coverage to the end of the year and it has been okayed. Joe is still working on a set of guidelines for new system installs and specifications so all systems are alike to ease maintenance.

Samantha purchased a new chair and mat for her office. She will meet with John McGee to fill out more paperwork on Oct. 5 at 9 am.

A Board member is required to attend an IFA meeting every year. Dan Korty attended a meeting and reported it was interesting and informative.

Dirk reported he has inspected 16 tanks out of 110 tanks. There are 6 tanks needing pumped. He needs extra bolts for lids as some are damaged when he removes them. He has had no call outs. Our permit is being updated.

It was suggested our meeting time be moved to 6 pm, Bill Kitterman moved to change time to 6 pm, Rita Southern seconded and motion passed. Our next meeting will be Oct. 24 at 6 pm. Rita Southern moved to adjourn meeting, Bill Kitterman seconded.

Secretary William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 6:00 P.M. Oct. 24 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger and Dirk Garriot.

Minutes for the Sept. 29, 2022 meeting were presented. Dan Korty moved to accept minutes. Rita Southern seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$194,236.50, income of \$10,438.20, and expenses of \$17,706.69 which left a balance of \$134,351.58. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

The 2023 budget was accepted and signed by majority vote of the RRSD Board at the Sept. 29 meeting. Samantha Laffoon's wages were increased 3%.

Samantha Laffoon reported 22 releases of liens that were paid up. There are 8 possible liens this month.

A letter was sent to the owners of the gas station concerning lack of a grease trap but we have not received a response. They are facing a \$500 fine and a charge of \$250 per month until they resolve the issue. They have 30 days to respond but still no response. We need to check with attorney.

A construction packet is about all together. There is an inspection fee of \$35. It was suggested we check with other area systems on their requirements.

Samantha needs to purchase printer ink, stamps and envelopes for her office. The Board approved the purchases. She will have the 2023 payment coupons out by the end of the month. We have one pump that needs to be sent back. She received the insurance check for the sink hole repair and it has been deposited.

Samantha will not be able to attend the next meeting.

Dirk reported he has inspected 16 tanks out of 110 tanks. There are 6 tanks needing pumped. He needs extra bolts for lids as some are damaged when he removes them. He would like to find better bolts for the replacements. Tank pumping runs \$250 to \$375 per tank. Everything seems to be ok'

Our next meeting will be Nov. 28 at 6 pm.

Rita Southern moved to adjourn meeting, Bill Kitterman seconded.

Secretary William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 6:00 P.M. November 28 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger and Dirk Garriot and Vicki Perry. (RCAP)

Minutes for the October 24, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$134,351.09, income of \$24,909.10, interest of \$6.33 and expenses of \$6,588.92 which left a balance of \$152,677.60. There are two outstanding checks to previous customers. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported no liens for October, but four for November. She has filed 22 lien releases. She has sent out the 2023 payment coupons. Next the 2023 RRSD Meeting calendar was presented. Rita Southern moved to accept, Bill Kitterman seconded and motion passed.

A Fire Extinguisher and Carbon Monoxide detector need to be purchased for office. Bill Kitterman moved to approve purchase, Rita Southern seconded and motion passed.

Samantha is also checking into Keystone Check Software so she could print checks and keep records. Rita Southern moved to approve purchase, Bill Kitterman seconded and motion passed.

Samantha then reported increases in cost of web-site so more information will be presented at next meeting.

The installation of a Grease Trap at Filling Station is to be in December. After discussion Rita Southern moved that there would be no added December penalties, if completed by December 31, 2022. Bill Kitterman seconded and motion passed.

Vicki Perry (RCAP) reported our New Build Packet needed to be redrafted to make sure re-inspection fees are \$35 and not \$30. This will be done at next meeting. January meeting, we need to vote for new officers. Rita Southern needs to be re-appointed to Board by Township Trustee.

Vicki also said we will need and end of year report in December. She also reported we need to have an RCAP training session after the first of the year. The training is 2 to 4 hours and covers Management, Financial Responsibility, Operations and Budgets. We will discuss it more at the next meeting.

Dirk reported he is continuing with inspections and still trying to resolve the lid bolt issue. He has one complaint from person who redid their lawn after tank installation and buried the lids. A taller riser kit would be at least \$1163.90. We need to review our terms on modifications.

Dirk will provide us with an insurance certificate next meeting.

Our next meeting will be December 19 at 6 pm.

Rita Southern moved to adjourn meeting, Bill Kitterman seconded.

Secretary

William Kitterman

**Minutes of regular meeting of the Board of Trustees  
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met at the Romney Fire Station at 6:00 P.M. December 19 ,2022.

The meeting was called to order by Dan Korty, President of the Romney Regional Sewer District. On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
William B. Kitterman (Bill)	
Rita Southern	
Daniel N. Korty (Dan)	

Also present were Samantha Laffoon, Ron Winger and Erik Burns.

Minutes for the November 28, 2022 meeting were presented. Rita Southern moved to accept minutes. Dan Korty seconded and motion passed.

Treasurer Rita Southern reported a beginning balance of \$152,677.60, income of \$14,954.20 and expenses of \$7,465.27 which left a balance of \$160,172.92. Bill Kitterman moved to accept report and pay bills, Dan Korty seconded and motion passed. Board members then signed papers.

Samantha Laffoon reported 6 liens pending. Samantha reported the Insurance recommendations, one item being cyber security. We need to ask County about switching e-mail to .gov account. This will be discussed further at next meeting

Samantha reported on Keystone Check Software so she could print checks and keep records. The cost for 1000 single color checks will be \$367.51+ shipping.

The installation of a Grease Trap at Filling Station is not progressing as they have not made any upfront payments to Contractor so it is on hold. They need to be reminded that if it is not installed by December 31, penalties will go back into effect.

The discussion of a re-inspection fee (if needed) was confirmed to be \$30.00.

The office needs some office supplies, and Samantha has been approved to make those purchases.

Bill Kitterman presented a copy of the Township Board minutes stating that the Jeanne Benjamin, Township Trustee has appointed Rita Southern to the RRSB Board for another year. Our next meeting will be on January 23, 2023 at 6pm.

Rita Southern moved to adjourn meeting, Dan Korty seconded.

Secretary William Kitterman