

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

Dino Scarton, Chairman
Scott Yetsko, Vice Chairman
John Bilchak, Secretary
Thomas Riskus, Vice Secretary
Mark Stancovich, Treasurer - absent

OTHERS PRESENT:

Charles Gouse, Superintendent
Joe Beyer, The EADs Group
Toby McIlwain, Solicitor
Amber Malzi, Administrative Assistant

Others Present – Mike Barton, Forester

- I. **CALL TO ORDER** - Mr. Scarton called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance and Roll Call.
- II. **PUBLIC PARTICIPATION** – None.
- III. **COORESPONDENCE** – Roof Bids
- IV. **APPROVAL OF MINUTES**

Scott Yetsko motioned; John Bilchak seconded to approve the April 11, 2024 Special Meeting minutes and the April 18, 2024 Regular meeting minutes.
MOTION CARRIED 3/0
- V. **INVOICES**

PAID INVOICES 04/01/2024 TO 04/30/2024

PENNVEST #12638	04/01/2024	3,896.36
Amazon Capital Services	04/01/2024	764.98
Get Through Communications	04/04/2024	223.30
INDEED	04/04/2024	228.63
KRISTI EMPFIELD	04/04/2024	300.00
L. B. Water Service, Inc.	04/04/2024	220.00
Mainline Newspaper	04/04/2024	39.86
Pace Analytical Services, LLC	04/04/2024	100.80
Pace Analytical Services, LLC	04/04/2024	248.70
Penelec	04/04/2024	176.26
Peoples	04/04/2024	0.00
Peoples	04/04/2024	206.19
Portage Auto Parts	04/04/2024	20.68
Portage Power Wash Inc.	04/04/2024	29.50
Portage Service Center	04/04/2024	161.26
Pro Disposal, Inc.	04/04/2024	182.70
Ray Oil & Gas Co	04/04/2024	82.95

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Smithmyer's Electronics Inc.	04/04/2024	228.00
Stager's Store	04/04/2024	55.64
Comcast	04/05/2024	461.98
Penelec	04/05/2024	20.18
RDM-Johnstown LLC	04/05/2024	152.00
Visa - 1st Summit	04/05/2024	783.00
Cambria Mailing Services, Inc.	04/11/2024	150.13
Cambria Systems, Inc.	04/11/2024	157.90
Environmental Service Laboratories, Inc.	04/11/2024	304.69
Hilltop Office Supply Inc.	04/11/2024	113.66
L. B. Water Service, Inc.	04/11/2024	5,803.50
L. B. Water Service, Inc.	04/11/2024	533.90
Penelec	04/11/2024	1,650.09
Penelec	04/11/2024	20.86
Ray Oil & Gas Co	04/11/2024	565.00
Spence Custer	04/11/2024	2,053.59
UPMC Health Plan	04/11/2024	4,891.37
UPMC Health Plan	04/11/2024	132.74
Verizon	04/11/2024	442.19
Lowe's	04/11/2024	127.42
USDA Rural Development	04/12/2024	16,051.00
U S Treasury	04/17/2024	2,380.86
Visa - 1st Summit	04/17/2024	3,230.40
Borough of Portage	04/18/2024	13,857.48
CMPA	04/18/2024	1,000.00
Dino Scarton.	04/18/2024	45.00
John M. Bilchak	04/18/2024	45.00
Mary L. Elchin	04/18/2024	200.00
Pace Analytical Services, LLC	04/18/2024	100.80
Pace Analytical Services, LLC	04/18/2024	100.80
Pace Analytical Services, LLC	04/18/2024	248.70
Portage Area Sewer Authority	04/18/2024	102,074.67
Ray Oil & Gas Co	04/18/2024	435.43
REA Energy Cooperative Inc.	04/18/2024	1,036.55

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SCANLAN ELECTRIC	04/18/2024	562.71
Sheetz Fleet Service	04/18/2024	568.44
Thomas Riskus	04/18/2024	45.00
Univar USA, Inc.	04/18/2024	89.10
Mark Stancovich	04/18/2024	45.00
		\$167,646.95

Scott Yetsko motioned; Thomas Riskus seconded to approve the April 2024 invoices for \$167,646.95. MOTION CARRIED 3/0

VI. TREASURER’S REPORT

Scott Yetsko motioned; Tom Riskus seconded to approve the April 2024 Treasures Report for \$2,031,016.58. MOTION CARRIED 3/0

VII. SUPERINTENDENT REPORT

New Taps - A 2-inch tap was installed at the Portage Football/Baseball locker room. A ¾-inch tap was installed at 151 Sandy Lane.

Lead and copper survey- No update at this time. The winner of the Meter Survey is 130 Fowler Lane, Portage, PA 15946 and will receive a \$100.00 credit for their water bill.

Vehicles – Tri-Star informed the superintendent the new Unit 3 truck should be ready in the fall. Unit 6 was at Randall Motor Co. to be diagnosed for two-weeks. At this time, the truck is not worth the repair costs. A new utility truck is available at Stuckey Automotive with a COSTARS quote of \$64,036.43.

Borough Hydrants – An agreement with Portage Borough regarding the fire hydrants is still pending. The water bill for the hydrants remains unpaid. The Portage Water Authority will continue to invoice the borough for the fire hydrants. Chairman Scarton recommends the summer help employees paint and maintain the hydrants.

Rules & Regulations - No action at this time. A few members, the solicitor, and employees will begin gathering information and suggestions for the new rules and regulations.

Blue Knob ATV Run – Forester Mike Barton inspected the roads/trails on PWA property where the ATV run is expected. Mr. Barton suggests a performance bond of \$5,000 for the use of PWA property and any damages to the roadways. Solicitor McIlwain will design the conditions of an agreement for the board to sign at the June 2024 meeting.

North Alleghany Easement – North Alleghany & PWA have 10-years left with the current easement agreement. North Alleghany would like to sign a new 30-year easement with compensation to the water authority at \$5,000 a year.

Roof Bids – Solicitor McIlwain, Treasurer Mark Stancovich, and Superintendent Charles Gouse opened the roof bids on May 3, 2024 at 1:00P.M. The superintendent discussed the differences of the bids with the board and the solicitor.

PLANTS:

- The new Starlink internet system was ordered, delivered, and will be installed on May 14, 2024 at both plants.

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- The Media Filters were replaced by Water Service Professionals at Martindale. Sampling will need submitted.
- Three trees removed at the Martindale Plant promptly. Shaffer's Tree service has offered to cut the trees at a cost of \$750.00.

VIII. ENGINEER'S REPORT

- 1. Emergency Action Plan** – No change to the emergency action plan.
- 2. Notice of Violations** – No change currently. The next public notice will need done by June 13, 2024, and continue every three months thereafter.
- 2a. New Plants** – Mapping for the Martindale area is completed.
- 3. Waterline and Water Meter Replacement Project** – The engineer stated he will continue working on the waterline and water meter replacement project. He and the superintendent have met to discuss the layouts of the project.
- 4. BAMR Waterline Project** – No update on the BAMR project.
- 5. Well Drilling in Martindale** – Per Ms. Esteps (PADEP) email on May 9, 2024, Mr. Casselberry anticipates to stake well sites the week of May 20, 2024.
- 7. Withdrawal Permit** – The engineer has submitted the withdrawal permit. On March 27, 2024. No update at this time.
- 8. Task Order** – Task Order #2, National Pollutant Discharge Elimination System (NPDES) renewal for Benscreek and Martindale plants and Task Order #3, Water System Modeling were provided to the solicitor prior to the meeting. The task orders will need signed and approved for EADS to complete the work. Water System Modeling will help determine if the water authority will function properly with only one plant instead of two.
- 9. Ward 3** – A discussion of the Ward 3 project was held. The engineer gave the board a few options to think about before the project begins.

IX. SOLICITOR'S REPORT

- Excavator**- The sales agreement is complete.
- EADS Task Orders** - Discussed in engineers report.
- 921 Caldwell** - The purchase of 921 Caldwell Ave is now under the ownership of the Portage Water Authority. The sellers requested until the end of the month to remove their belongings.
- North Alleghany Easement** – Discussed in superintendents report.

X. UNFINISHED BUSINESS – None.

XI. NEW BUSINESS

The superintendent informed the board of three trees at the Martindale plant that need removed immediately. Mr. Gouse acquired a quote from Shaffer's Tree Service of \$750.00.

Scott Yetsko motioned; John Bilchak seconded to approve Shaffer's Tree Service to remove three trees from the Martindale Plant not to exceed \$750.00. MOTION CARRIED 3/0

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Scott Yetsko motioned; Thomas Riskus seconded to accept the bid of roof replacement from Brothers Solutions, LLC. Not to exceed the cost of \$49,500.00. MOTION CARRIED 3/0

Thomas Riskus motioned; John Bilchak seconded to approve the Blue Knob Volunteer Fire Department Spring 2024 ATV Run, contingent upon a \$5000.00 Bond for cleanup, markings, signage, and trail cleanup with a period to restore no longer than 30-days, and action must be started within 14-days of the ATV run. MOTION CARRIED 3/0

Thomas Riskus motioned; Scott Yetsko seconded to approve the purchase a white utility truck from Stukey Automotive at COSTARS pricing, at a price not to exceed \$63036.43. MOTION CARRIED 3/0

Scott Yetsko motioned; John Bilchak seconded to approve and sign the EADS Group Task Order #2 NPDES Permit Renewal for the Benscreek and Martindale Water Treatment Plant. MOTION CARRIED 3/0

Scott Yetsko motioned; Thomas Riskus seconded to approve and sign the EADS Group Task Order #3 Water System Modeling. MOTION CARRIED 3/0

- XII. **ADJUSTMENTS FOR THE MONTH**- Merle Fields – 903 Jefferson Ave, Laura Adams – 612 Rear Vine St., Francis Crouse – 1314 Blair St.

Thomas Riskus motioned; Scott Yetsko seconded to approve all the adjustments as listed for the May 2024 meeting. MOTION CARRIED 3/0

- XIII. **ADJOURNMENT**

Thomas Riskus motioned; John Bilchak seconded to adjourn the meeting at 7:26 P.M. MOTION CARRIED 4/0

Respectfully Submitted,

Amber Malzi