

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

Dino Scarton, Chairman
Scott Yetsko, Vice Chairman
Matt McCoy, Secretary
Chris McCall, Treasurer
Thomas Riskus - Secretary

OTHERS PRESENT:

Charles Gouse, Superintendent
Joe Beyer, The EADs Group
Michael Carbonara, Solicitor
Jennifer Flowers, Recording Secretary

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. **RECOGNITION OF VISITORS**

David Hayes, 929 Gillespie Ave - Mr. Hayes is present to follow up with his question from the September 2023 meeting. Solicitor Carbonara informed Mr. Hayes DEP is satisfied with the report Superintendent Gouse submitted. DEP will not issue a letter of the matter. The solicitor advised Mr. Hayes to reach out to DEP if he is not satisfied with information provided. Mr. Hayes also voiced concern if Atty. Carbonara will continue as solicitor for 2024 since he is under the impression he will be a board member as of January 1, 2024. Atty. Carbonara stated he will not be solicitor and will discuss the matter later.

Donald Moore – Portage Water Authority Employee. Mr. Moore would like the board to consider a pay raise for the several years of dedication and hard work he and his coworkers contribute to the Authority.

Steve Seawalk, The EADS Group - Mr. Seawalk is here to assist the engineer, Joe Beyer.

III. **CORRESPONDENCE - 1st Summit Bank** – Loan for the backhoe is paid-off.

IV. **APPROVAL OF MINUTES** –October 27, 2023 Special Meeting Minutes are not completed.

Thomas Riskus motioned; Chris McCall seconded to approve the October 19, 2023 Regular Meeting Minutes. MOTION CARRIED 5/0

V. **AGENTS EXPENDITURES** – None at this time.

VI. **AUGUST 2023 INVOICES**

Aflac	08/04/2023	33.50
Cambria Mailing Services, Inc.	08/04/2023	91.25
EADs Group	08/04/2023	393.95
Get Through communications	08/04/2023	221.09
L. B. Water Service, Inc.	08/04/2023	1,248.45
Mainline Newspaper	08/04/2023	97.50
PA WARN	08/04/2023	38.00
Pace Analytical Services, LLC	08/04/2023	56.00
Peoples	08/04/2023	21.85
Portage Auto Parts	08/04/2023	122.39
Portage Service Center	08/04/2023	490.00
Pro Disposal, Inc	08/04/2023	200.97
quadient	08/04/2023	154.69
Randall Motor Company	08/04/2023	130.93
Ray Oil & Gas Co	08/04/2023	107.77

606 Cambria St.
Portage, PA 15946

Sheetz Fleet Service	08/04/2023	721.80
Staples	08/04/2023	29.98
Univar USA, Inc	08/04/2023	3,830.40
Verizon Wireless	08/04/2023	32.69
Visa - 1st Summit	08/04/2023	1,038.40
1st Summit Bank	08/18/2023	1,108.00
Christopher McCall	08/18/2023	45.00
CMPA	08/18/2023	1,000.00
Comcast	08/18/2023	303.13
Dino Scarton.	08/18/2023	45.00
Elizabeth Sturtz	08/18/2023	100.00
Exeter Supply Co., Inc.	08/18/2023	539.08
Hach	08/18/2023	105.19
JC Ehrlich Co Inc	08/18/2023	226.46
Jennifer Trexler	08/18/2023	100.00
L. B. Water Service, Inc.	08/18/2023	969.35
Mary L. Elchin	08/18/2023	200.00
Matt McCoy	08/18/2023	45.00
New Enterprise Stone & Lime Co Inc	08/18/2023	892.50
PA One Call System, Inc.	08/18/2023	83.05
Pace Analytical Services, LLC	08/18/2023	423.75
Penelec	08/18/2023	2,851.38
Portage Auto Parts	08/18/2023	23.41
Ray Oil & Gas Co	08/18/2023	216.51
RDM-Johnstown LLC	08/18/2023	304.00
Scott Yetsko	08/18/2023	45.00
Stager's Store	08/18/2023	224.30
Thomas Riskus	08/18/2023	45.00
TRIBUNE-DEMOCRAT	08/18/2023	619.88
Univar USA, Inc	08/18/2023	1,752.67
UPMC Health Plan	08/18/2023	3,344.11
Verizon	08/18/2023	433.90
Wessel & Company	08/18/2023	145.00
REA Energy Cooperative Inc.	08/18/2023	1,176.06
Cambria Mailing Services, Inc.	08/31/2023	91.04
Dakota Cann	08/31/2023	300.00
EADs Group	08/31/2023	1,082.60
Kaza Fire Equipment LLC	08/31/2023	85.00
L. B. Water Service, Inc.	08/31/2023	489.50
Pa Rural Water Association	08/31/2023	270.00

606 Cambria St.
Portage, PA 15946

Pace Analytical Services, LLC	08/31/2023	644.20
Peoples	08/31/2023	21.85
Raptosh Lehmier & Carbonara	08/31/2023	3,976.00
Sheetz Fleet Service	08/31/2023	648.62
Stager's Store	08/31/2023	56.58
Verizon Wireless	08/31/2023	32.69
		\$34,126.42

Scott Yetsko motioned; Thomas Riskus seconded to approve the invoices for the month of August 2023 for \$34,126.42. MOTION CARRIED 5/0

VII. OCTOBER 2023 INVOICES

Cambria Systems, Inc.	10/13/2023	318.30
Christopher McCall	10/13/2023	45.00
CMPA	10/13/2023	1,000.00
Dino Scarton.	10/13/2023	45.00
Diversified Technology	10/13/2023	1,480.00
Get Through communications	10/13/2023	222.58
John or Lisa Meade	10/13/2023	100.00
John Rasmussen	10/13/2023	100.00
L. B. Water Service, Inc.	10/13/2023	2,924.59
Mary L. Elchin	10/13/2023	200.00
Matt McCoy	10/13/2023	45.00
Mosholder Insurance Agency	10/13/2023	7,871.00
PA One Call System, Inc.	10/13/2023	91.45
Pace Analytical Services, LLC	10/13/2023	322.10
Penelec	10/13/2023	184.26
PENNDOT	10/13/2023	10.00
Peoples	10/13/2023	21.85
Portage Service Center	10/13/2023	338.72
Pro Disposal, Inc	10/13/2023	200.97
Ray Oil & Gas Co	10/13/2023	147.01
Scott Yetsko	10/13/2023	45.00
Shannon Chemical Corporation	10/13/2023	6,618.16
Stager's Store	10/13/2023	190.34
Thomas Riskus	10/13/2023	45.00
Tyler or Lauren Weaver	10/13/2023	100.00
UniFirst	10/13/2023	72.30
Visa - 1st Summit	10/13/2023	692.94
1st Summit Bank	10/13/2023	100.00

606 Cambria St.
Portage, PA 15946

Comcast	10/13/2023	458.42
EmB Computing	10/13/2023	645.00
Penelec	10/13/2023	23.56
Verizon	10/13/2023	446.70
AWWA	10/27/2023	412.00
Caroline McCaulley	10/27/2023	100.00
EADs Group	10/27/2023	5,259.20
Exeter Supply Co., Inc.	10/27/2023	249.92
Helsel Excavating	10/27/2023	175.00
J.M. DeLullo Stone Sales Inc.	10/27/2023	893.83
L. B. Water Service, Inc.	10/27/2023	4,388.50
Mosholder Insurance Agency	10/27/2023	399.00
New Enterprise Stone & Lime Co Inc	10/27/2023	626.67
Pace Analytical Services, LLC	10/27/2023	413.30
Penelec	10/27/2023	1,526.31
Quaker Sales Corporation	10/27/2023	887.80
Railroad Management Company IV LLC	10/27/2023	1,865.76
Randall Motor Company	10/27/2023	1,510.69
Raptosh Lehmier & Carbonara	10/27/2023	2,541.50
Ray Oil & Gas Co	10/27/2023	315.58
REA Energy Cooperative Inc.	10/27/2023	1,307.60
Sheetz Fleet Service	10/27/2023	526.65
Stager's Store	10/27/2023	343.18
UPMC Health Plan	10/27/2023	5,394.87
Water Service Professionals	10/27/2023	2,100.00
		\$56,342.61

Scott Yetsko motioned; Chris McCall seconded to approve the invoices for the month of October 2023 for \$56,342.61. MOTION CARRIED 5/0

VII. TREASURER’S REPORT

Scott Yetsko motioned; Thomas Riskus seconded to accept the October Treasurer’s Report with an ending cash balance of \$2,283,408.87. MOTION CARRIED 3/0

VIII. SUPERINTENDENT’S REPORT

Leaks –Due to the sewer project, a four-inch pipe located on Lincoln Drive was broken. The water authority repaired the pipe.

Lead & Copper Survey –The superintendent provided suggestions to the board of ways to conduct a lead and copper survey and possible incentives to the residents. The survey needs completed by October 2024.

606 Cambria St.
Portage, PA 15946

Chris McCall motioned; Thomas Riskus seconded the Lead & Copper Survey to begin with an incentive for one Portage resident to win a \$100.00 water credit each month until October 2024. MOTION CARRIED 5/0

Personnel – As of November 1, 2023, Caden Crum began employment with the Water Authority as a laborer. Mr. Crum started studying for his distribution.

PWA has placed an advertisement for a part time office assistant.

Water Rates Survey – The superintendent gathered information and water rates from different areas to compare with PWA rates.

Borough Garbage Agreement – Representing Portage Borough, Bob Koban joined the meeting to discuss changes for the new 2024 garbage agreement with the PWA board.

Matt McCoy motioned; Thomas Riskus seconded to approve the Garbage Billing Agreement with Portage Borough, contingent upon the Solicitors changes and the Portage Borough Presidents approval. MOTION CARRIED 5/0

IX. **PLANT REPORT** – The report was reviewed with no issues.

X. **ENGINEER'S REPORT**

1. **Emergency Action Plan** –The Location Map submitted satisfies requirements for now according to Ryan Knarr (PADEP). Other information will need submitted after new requirements are determined.
2. **Notice of Violation** - No change to the Notice of Violation. The authority will need to send the next violation notice out to the residents by December 25, 2023 and every three months thereafter. A workshop was assembled on October 27, 2023 to discuss new options to address the violations sheet and drawing. The board and engineers discussed different prices, loan/grant differences, and options regarding the process of constructing a new plant in Martindale.
3. **Waterline and Water Meter Replacement Project**- Mr. Beyer will attend a Portage Township and Borough meetings to discuss the upcoming project to determine the restoration requirements within their right-of-ways. The fieldwork is scheduled to begin. The PWA will begin to locate the existing waterline and services to mark drawings. On October 26, 2023, a planning consultation meeting was held.

Scott Yetsko motioned; Thomas Riskus seconded for EADS and Mr. Gouse present the current plan to DEP for approval. MOTION CARRIED 5/0

XI. **SOLICITOR'S REPORT**

Solicitor Carbonara submitted the approved roof contract to Chairman Scarton to sign.

XII. **UNFINISHED BUSINESS**

Sale of Excavator – The superintendent is still waiting for an interested buyer. Possible options for selling the excavator were discussed.

Rule & Regulations - Nothing at this time.

XIII. **NEW BUSINESS**

Part-Time Office Assistant - The board members would like the Rules and Regulations modified before the hiring of an office assistant to avoid costs of health insurance.

XIV. **EMPLOYEE TIME** – None.

XV. **ADJUSTMENT FOR THE MONTH** - None

**606 Cambria St.
Portage, PA 15946**

Chris McCall motioned; Scott Yetsko seconded to enter Executive Session for personnel reasons at 7:23 P.M. MOTION CARRIED: 5/0

The board reconvened the regular meeting at 8:12 P.M. with no action taken.

XVI. ADJOURN

**Thomas Riskus motioned; Scott Yetsko seconded to adjourn the meeting at 8:14 P.M.
MOTION CARRIED: 3/0**

Respectfully Submitted,

Amber Malzi