

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

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

OTHERS PRESENT:

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

Visitors- Ed Myers of 1024 Washington Ave.

- I. **CALL TO ORDER** – Chairman 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. **PERSONS REQUESTING BE ADDED TO AGENDA** Mr. Ed Myers, property owner of 900 Webster Avenue, is requesting the Water Authority to apply the previous tenants’ deposit (paid for by St. Vincent De Paul) toward the unpaid final bill. The board sees no issue with using the deposit to pay the water portion of the final bill and refund any leftover deposit money back to St. Vincent De Paul.

Mark Stancovich motioned; Scott Yetsko seconded to utilize the water deposit to cover the outstanding final balance for the former tenant, Shelly Eppley, at 900 Webster Ave and return the leftover funds to St. Vincent De Paul. MOTION CARRIED: 4/0

IV. **COORESPONDENCE**

V. **APPROVAL OF MINUTES**

Mark Stancovich motioned; John Bilchak seconded to approve the July 18, 2024 Regular Meeting. MOTION CARRIED: 4/0

VI. **INVOICES**

PAID INVOICES 07/01/2024 TO 07/31/2024

PENNVEST #12638	07/01/2024	3,896.36
Bob Biter Electrical Enterprise, Inc.	07/01/2024	1,334.60
CMPA	07/01/2024	144.84
Cummins Sales & Service	07/01/2024	1,659.26
EADs Group	07/01/2024	20,890.34
Environmental Service Laboratories, Inc	07/01/2024	688.01
Environmental Service Laboratories, Inc	07/01/2024	688.01
Gary Vaugh, Sr.	07/01/2024	100.00
L. B. Water Service, Inc.	07/01/2024	1,084.80
Mosholder Insurance Agency	07/01/2024	99.00
Pace Analytical Services, LLC	07/01/2024	100.80
Pace Analytical Services, LLC	07/01/2024	248.70
Peoples	07/01/2024	22.15
Portage Service Center	07/01/2024	220.49

606 Cambria St.
Portage, PA 15946

Ray Oil & Gas Co	07/01/2024	2,700.65
Spence Custer	07/01/2024	4,817.65
Univar USA, Inc	07/01/2024	8,149.92
Verizon	07/01/2024	304.56
Amazon Capital Services	07/01/2024	1,311.50
Borough of Portage	07/09/2024	17,434.42
Comcast	07/09/2024	450.05
Get Through communications	07/09/2024	275.03
L. B. Water Service, Inc.	07/09/2024	675.90
L. B. Water Service, Inc.	07/09/2024	1,046.45
PA One Call System, Inc.	07/09/2024	51.01
Penelec	07/09/2024	291.76
Penelec	07/09/2024	21.15
Penelec	07/09/2024	222.49
Penelec	07/09/2024	20.38
Portage Area Sewer Authority	07/09/2024	116,377.86
Portage Auto Parts	07/09/2024	14.66
Pro Disposal, Inc	07/09/2024	182.70
Ray Oil & Gas Co	07/09/2024	154.86
Stager's Store	07/09/2024	1,236.57
The KSA Group, LLC	07/09/2024	5,000.00
Verizon	07/09/2024	142.96
Visa - 1st Summit	07/09/2024	835.90
Commonweath of PA - Chapter 302	07/11/2024	150.00
Keystone Seamless Spouting	07/11/2024	1,182.00
Mary L. Elchin	07/11/2024	200.00
Penelec	07/11/2024	2,721.49
UPMC Health Plan	07/11/2024	5,445.35
UPMC Health Plan	07/11/2024	151.90
PMRS	07/11/2024	20.00
USDA Rural Development	07/12/2024	16,051.00
Dino Scarton.	07/17/2024	45.00
John M. Bilchak	07/17/2024	45.00
Mackenzie Sarka	07/17/2024	19.20
Mark Stancovich	07/17/2024	45.00
REA Energy Cooperative Inc.	07/17/2024	339.00
Scott Yetsko	07/17/2024	45.00
Sheetz Fleet Service	07/17/2024	628.79
Starlink ACH	07/17/2024	500.00
Thomas Riskus	07/17/2024	45.00

606 Cambria St.
Portage, PA 15946

U.S. Municipal	07/17/2024	1,135.92
UniFirst	07/17/2024	90.25
BROTHERS SOLUTIONS	07/18/2024	1,600.00
CMPA	07/18/2024	1,000.00
Erik Brennan	07/18/2024	102.52
Pace Analytical Services, LLC	07/18/2024	100.80
Portage Chevrolet Buick	07/18/2024	74.40
Cambria Systems, Inc.	07/29/2024	241.56
EADs Group	07/29/2024	25,134.55
Environmental Service Laboratories, Inc	07/29/2024	304.72
Grainger	07/29/2024	43.66
J.M. DeLullo Stone Sales Inc.	07/29/2024	3,657.27
JC Ehrlich Co Inc	07/29/2024	247.97
L. B. Water Service, Inc.	07/29/2024	1,509.90
L. B. Water Service, Inc.	07/29/2024	942.95
PA WARN	07/29/2024	0.00
Pace Analytical Services, LLC	07/29/2024	349.50
Portage Chevrolet Buick	07/29/2024	50.00
quadiant	07/29/2024	177.90
RDM-Johnstown LLC	07/29/2024	1,617.20
SCANLAN ELECTRIC	07/29/2024	672.93
Tri Star Ford Somerset	07/29/2024	71,900.00
United Rentals	07/29/2024	4,684.68
Verizon	07/29/2024	234.04
Cambria Mailing Services, Inc.	07/29/2024	233.46
Industrial Service Solutions	07/29/2024	6,247.10
New Enterprise Stone & Lime Co Inc	07/29/2024	1,866.92
Portage Service Center	07/29/2024	330.72
Amazon Capital Services	07/31/2024	1,028.26
		\$346,108.70

Mark Stancovich motioned; Scott Yetsko seconded to approve the July 2024 invoices for \$346,108.70. MOTION CARRIED 4/0

VII. TREASURER'S REPORT

Scott Yetsko motioned; John Bilchak seconded to approve the July 2024 Treasures Report for \$1,718,204.35. MOTION CARRIED 3/0

VIII. SUPERINTENDENT REPORT

- **Leaks** – Four leaks to report for August. 127 Munster Rd (8/1/2 & 8/14/24), 817 Caldwell,, Shady Springs/Cemetery Rd.
- **New Taps** –No new taps.

606 Cambria St.
Portage, PA 15946

- **Plants** – The Insurance company is waiting on quotes to fix the generator. Cummings is looking for the replacement parts. The Insurance Company will reimburse for the rental generator and repairs. The chairman questioned the amount of Profit & Loss over budget at the Martindale Plant. It was explained, the generator will be reimbursed, DEP has required many upgrades, including new filters and multiple samples analyzed, and the new pumps & telemetry system recently installed. Mr. Scarton request at the budgeting workshop, the past five (5) years of Martindale expenses be examined.
- **Vehicles** – The new Unit #6 Dump Truck is complete and but is still waiting the installation of the bed. Old Unit #6 was placed for auctioned on Municibid with a reserve of \$12,000. Unfortunately, the highest bid reached was at \$10,000. Mr. Gouse recommends the truck be placed for auction again with a reserve of \$10,000 or to the highest bidder.

Scott Yetsko motioned; Mark Stancovich seconded to approve Old Unit #6 to be listed on Municibid and sold to the highest bidder. MOTIONED CARRIED: 4/0

- **Lead & Copper Survey** – No update at this time. The winner of the Meter Survey is 237 Munster Rd, Portage, PA 15946 and will receive a \$100.00 credit on their next water bill.
- **Rules & Regulations** – The updated rules and regulations are not ready for action yet.
- **911 Caldwell** - At this time, 911 Caldwell is being utilized as a warehouse for storage. The superintendent suggests the board discuss possible ideas as to what to do with the property.
- **Pipe Yard**- The fence at the pipe yard needs replaced. Carney will provide quotes for the replacement and repairs.
- **Upcoming**- Insurance renewal, budget, and health insurance.

IX. **FORESTER REPORT**

Superintendent Gouse reached out to the forester, Mike Barton regarding the Blue Knob Fire Co. Fall ATV ride. He suggests holding the \$5,000 bond until two (2) weeks after the ride. The same rules and agreement made for the Spring ATV ride will apply.

X. **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 September 8, 2024, and continue every three months thereafter.

2a. New Plants – Mr. Beyer spoke with PADEP. The Authority would like to construct one plants, drill a well in the Martindale area and increase water allocation.

3. Waterline and Water Meter Replacement Project – Mr. Beyer would like to submit for the PennVest loan in February 2025. The permits will need to be submitted by the end of September/early October.

4. BAMR Waterline Project – Application was submitted on August 25, 2024 for the AML/AMD Grant Program. Unfortunately, the Authority was not selected for funding.

5. Well Drilling in Martindale – Mr. Casselberry has located two (2) potential test well sites for the Municipal Authority of the Borough of Portage, identified as the Custer well site and the Smith well site.

7. Withdrawal Permit –The permit was submitted in March 2024, resubmitted 5/30/24, and 8/7/24.. Still no update regarding the withdrawal permit.

606 Cambria St.
Portage, PA 15946

8. **Task Order 2(NPDES Renewal)** – Waiting for samples, DMR’s and receipts back.

9. **Task Order 3(Ward 3)** –The modeling is on going.

10. **Service Line Inventory** - The inventory of lead and copper is due October 16, 2024 to DEP.

XI. **KSA REPORT** Nothing to report.

XII. **SOLICITOR’S REPORT** Nothing to report.

XIII. **UNFINISHED BUSINESS** Nothing to report.

XIV. **NEW BUSINESS**

ACH Discount - Treasurer Mark Stancovich is interested in offering a discount for customers who sign up for automatic withdrawal. More information is needed.

Credit Cards- Diversified is no longer offering Nuvei as the credit card processor and sent a letter to the Authority informing of the new credit card processor Pro Pay. Ms. Malzi informed the board of the cost increase to the Authority customers. As of now, with such short notice, it is best to adjust to the new Pro Pay and look into other processors before the next meeting.

XV. **ADJUSTMENTS FOR THE MONTH**- Ida Foreman – 172 Ida Drive, Mark Kissel – 822 Sherman Street, Travis Templeton – 1012 Johnson Drive, Dominic’s 6 Pak – 401 Main Street.

Mark Stancovich motioned; John Bilchak seconded to approve the adjustments for Mark Kissel at 822 Sherman Ave and Dominic 6 Pak at 401 Main Street. MOTION CARRIED: 4/0

Ida Forman at 172 Ida Drive and Travis Templeton at 1012 Johnson Drive does not meet the requirements for an adjustment.

The board convened at 6:53 P.M. for an executive session to discuss professional services and reconvened at 7:27 P.M.

XVI. **ADJOURNMENT**

Mark Stancovich motioned; John Bilchak seconded to adjourn the meeting at 7:28 P.M. MOTION CARRIED 4/0

Respectfully Submitted,
Amber Malzi