

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

OTHERS PRESENT:

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

Visitors- Larry Raptosh, Nancy Yingling

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** –

Larry Raptosh- Mr. Raptosh owns the property located at 806 Hammers Street in Portage. The property was previously rented to Travis Douberly. As of November 15, 2024, Mr. Douberly was evicted from said property, leaving behind a large unpaid water bill. Mr. Raptosh would like the tenants \$300 deposit applied to the water bill and would not like to be responsible to the remaining balance. After Mr. Raptosh was told by the administrative assistant, a new account could not be started until the balance was paid in full per the rules and regulations the day prior, he believes the water authority should have shut the water off some time ago since the account was delinquent. His tenant was in good standing with a payment arrangement in place; therefore, the service could not be disconnected. After much back and forth between the customer and the Portage Water Authority, the Solicitor called Mr. Raptosh's (5) five allotted minutes to a close and advised him to submit his wishes in writing to the board.

Nancy Yingling of 1405 Gillespie Ave was present at the meeting regarding the same issue as the October 2024 meeting. Ms. Yingling's meter readings have remained consistently lower, but would like something to be done about the previous high readings.

III. **PERSONS REQUESTING BE ADDED TO AGENDA** -None

IV. **CORESPONDENCE**

V. **APPROVAL OF MINUTES**

The October 2024 minutes were not available.

VI. **INVOICES**

PAID INVOICES 10/01/2024 TO 10/31/2024

PENNVEST #12638	10/01/2024	3,896.36
Borough of Portage	10/01/2024	186.15
Cambria Mailing Services, Inc.	10/01/2024	260.08
Cambria Systems, Inc.	10/01/2024	870.00
EADs Group	10/01/2024	45,315.33
FERGUSON WATERWORKS #920	10/01/2024	3,150.00
Pace Analytical Services, LLC	10/01/2024	248.70

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Portage Service Center	10/01/2024	330.70
quadient	10/01/2024	213.04
Spencer Ivock	10/01/2024	100.00
United Rentals	10/01/2024	4,684.68
Verizon	10/01/2024	234.68
L. B. Water Service, Inc.	10/01/2024	512.00
Martin Oil Company	10/01/2024	68.29
PENNDOT	10/01/2024	10.00
Peoples	10/01/2024	22.62
Railroad Management Company IV LLC	10/01/2024	641.21
Quadient Finance USA, Inc.	10/02/2024	1,560.30
Amazon Capital Services	10/08/2024	202.14
Borough of Portage	10/11/2024	17,570.85
Borough of Portage	10/11/2024	212.68
Diversified Technology	10/11/2024	1,480.00
EmB Computing	10/11/2024	82.00
Get Through communications	10/11/2024	275.00
Hach	10/11/2024	3,868.36
Hilltop Office Supply Inc.	10/11/2024	75.50
Martin Oil Company	10/11/2024	315.00
PA One Call System, Inc.	10/11/2024	53.81
Pace Analytical Services, LLC	10/11/2024	100.80
Penelec	10/11/2024	21.71
Penelec	10/11/2024	20.77
Penelec	10/11/2024	1,587.30
Penelec	10/11/2024	21.04
Pro Disposal, Inc	10/11/2024	182.70
Railroad Management Company IV LLC	10/11/2024	1,282.39
The KSA Group, LLC	10/11/2024	5,000.00
Tire Shop	10/11/2024	170.00
UniFirst	10/11/2024	114.63
Verizon	10/11/2024	114.70
Visa - 1st Summit	10/11/2024	520.84
Portage Area Sewer Authority	10/11/2024	123,934.61
Borough of Portage	10/11/2024	453.60
BROTHERS SOLUTIONS	10/11/2024	550.00
UPMC Health Plan	10/11/2024	151.90
UPMC Health Plan	10/11/2024	6,404.90

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USDA Rural Development	10/12/2024	16,051.00
REA Energy Cooperative Inc.	10/15/2024	390.82
Starlink ACH	10/15/2024	500.00
Cambria County Clean Water Fund	10/17/2024	500.00
Cambria County Conservation District	10/17/2024	1,500.00
Cambria Systems, Inc.	10/17/2024	2,551.60
Commonwealth of PA Clean Water Fund	10/17/2024	200.00
EmB Computing	10/17/2024	630.00
Grainger	10/17/2024	43.65
Martin Oil Company	10/17/2024	235.62
Mary L. Elchin	10/17/2024	300.00
New Enterprise Stone & Lime Co Inc	10/17/2024	3,838.33
Pace Analytical Services, LLC	10/17/2024	349.20
Spence Custer	10/17/2024	8,608.90
United Rentals	10/17/2024	4,684.68
Dino Scarton.	10/17/2024	45.00
John M. Bilchak	10/17/2024	45.00
Mark Stancovich	10/17/2024	45.00
Scott Yetsko	10/17/2024	45.00
Thomas Riskus	10/17/2024	45.00
BROTHERS SOLUTIONS	10/24/2024	16,000.00
Martin Oil Company	10/24/2024	488.15
Pace Analytical Services, LLC	10/24/2024	248.70
RDM-Johnstown LLC	10/24/2024	2,373.38
Univar USA, Inc	10/24/2024	9,637.97
Verizon	10/24/2024	234.63
ACE'S PLUMBING, HEATING, & AC, INC.	10/24/2024	6,050.00
American Water Works Assoc.	10/31/2024	431.00
CMPA	10/31/2024	1,000.00
CMPA	10/31/2024	1,000.00
EADs Group	10/31/2024	40,219.01
FERGUSON WATERWORKS #920	10/31/2024	286.67
JC Ehrlich Co Inc	10/31/2024	247.97
Johnathan Baird	10/31/2024	100.00
L. B. Water Service, Inc.	10/31/2024	3,600.20

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Martin Oil Company	10/31/2024	120.15
Mosholder Insurance Agency	10/31/2024	66.00
Pace Analytical Services, LLC	10/31/2024	276.06
Peoples	10/31/2024	52.23
Portage Service Center	10/31/2024	336.39
quadient	10/31/2024	177.90
Samco, Inc.	10/31/2024	1,600.00
		\$352,226.58

Thomas Riskus motioned; Scott Yetsko seconded to approve the October 2024 invoices for \$352,226.58. MOTION CARRIED 5/0

VII. **TREASURER’S REPORT**

Scott Yetsko motioned; John Bilchak seconded to approve the October 2024 Treasures Report for \$1,601,600.26. MOTION CARRIED 5/0

VIII. **SUPERINTENDENT REPORT PROVIDED BY CHARLES GOUSE**

- **Leaks** – (2) Two service line leaks to report at 117 First Street and 717 Branch Street.
- **New Taps** –No new taps.
- **Plants** – The roof at the Martindale plant were replaced. The superintendent is still waiting for quotes for a new furnace for Martindale. National Gunite is preparing a quote to resurface the Martindale spillway.
- **Vehicles** – The new Unit #6 Dump Truck needs a tarp system installed. Samco has provided a quote for the service at a cost of \$2,700.00.
- **Health Insurance Renewal**- The employee health insurance is ready to renew on December 1, 2024.

Mark Stancovich motioned; Scott Yetsko seconded to approve the employee health insurance benefits renewal from December 1, 2024 to November 30, 2025. MOTION CARRIED: 5/0

- **Billing Software**- Solicitor McIlwain reviewed the contract Muni-Link had proposed. The solicitor advised the board it would be in the best interest if he reached out to Muni-Link to have a few revisions made before the PWA Board approves and signs the contract.
- **Pipe Yard**- The superintendent provided the board with (3) three quotes to have the fence at the pipe yard replaced.

Mark Stancovich motioned; Thomas Riskus seconded to approve Warriors Mark Fencing to install new fencing at the pipe yard at a cost of \$5,671.00. MOTION CARRIED: 5/0

- **2025 Budget** - The 2025 Budget is not ready for approval and is tabled at this time.

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- **Drop Box** – Many customers have complained about the current payment drop box. Their payments become lodged in the opening, resulting in the payment not being processed or processed late with penalties. A new drive-thru type drop box will be installed by the alley before the beginning of 2025.
- **Vacation Time**- Employees with an abundant amount of vacation time would like to carry over more than the allotted (2) two weeks. Chairman Scarton advised the employees to submit their request in writing to the board for approval.

IX. **FORESTER REPORT**- No update.

X. **ENGINEER’S REPORT PROVIDED BY JOE BEYER**

1. Emergency Action Plan – No change to the emergency action plan.

2. Notice of Violations – No change currently. The authority received a Notice of Violation dated September 15, 2022 for not completing the work on prior violations. The authority issued a Tier 2 Public notice. The next public notice will need issued by December 9, 2024, and continue every three months thereafter.

2a. New Plant(s) COA – Mr. Beyer spoke with PADEP on October 24, 2024 about the PWA Consent Order Agreement. The major concern the MAPD had was having manpower 24/7 at both plants. It was suggested to DEP that the Authority would clean both wells and replace the pumps. At, which time after, would propose to use ground water only. DEP is okay with ground water only, as long as MABP provides information to meet 4-log for groundwater and provide well information to them for review. After DEP reviewed the information, a call was held on November 14, 2024. DEP has agreed to move forward with well cleaning and the required modifications. The well project will require permits if doing a chemical cleaning changing the size of the pumps. In the meantime, DEP has a form regarding the 4-log treatment of viruses for groundwater sources, the MABP needs to complete for review.

2b. Plant Feasibility Study- The study is ongoing. After the plant visits, the study can be finalized and present the options for site and layout.

3. Waterline and Water Meter Replacement Project –

Permits Submitted

- Submitted Portage Township HOP 9/6/24
- Submitted Portage Borough HOP 9/9/24
- Cambria County Conservation District E7S 10/22/24
- PADEP Chapter 102 (NPDES) and 105 (general permits) 10/22/24

Permits Requiring Submission

- PADOT HOP
- Norfolk Southern Railroad
- UER

Easements (6) sent to solicitor for agreements and signature

4. BAMR Waterline Project – No update.

5. Well Drilling in Martindale – No update. Current status- waiting for easement drawings from their engineer, then the solicitor can get the agreements signed.

6. Withdrawal Permit – No update.

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7. Task Order 2(NPDES Renewal) – No update.

8. Task Order 3(Ward 3) –The modeling is still ongoing. When complete, the results will be discussed with the superintendent.

9. Martindale Dam Inspection- The fieldwork completed on September 27, 2024. Mr. Beyer will complete and submit the report prior to December 31, 2024.

10. Well Cleaning and Pump Replacement (Task Order 4) - James Casselberry has not returned with any information on the Martindale well. Mr. Beyer has been in contact with a hydrogeologist from Mountain Research to prepare a proposal.

Mark Stancovich motioned; John Bilchak seconded to accept the Well Rehabilitation Testing proposal from Mountain Research at a cost of \$47,960.00. MOTION CARRIED: 5/0

XI. **KSA REPORT PROVIDED BY TRAVIS HUTZELL**

XII. **SOLICITOR’S REPORT** –

XIII. **UNFINISHED BUSINESS**

XIV. **NEW BUSINESS**

XV. **ADJUSTMENTS FOR THE MONTH-** Stuart & Tammy Warner-906 Gillespie Ave., Elizabeth Sturtz-819 Sherman St., Patricia Haschak-924 Jefferson Ave., Billy & Kellie Carpenter-1181 Puritan Rd

Mark Stancovich motioned; Scott Yetsko seconded to approve adjustments for Ms. Sturtz, Ms. Haschak, and the Carpenter’s. MOTION CARRIED: 5/0

Stuart & Tammy Warner do not meet the qualifications for an adjustment.

The board convened for executive session to discuss budget, personnel, and legal at 7:15 P. M. and reconvened at 8:02.

XVI. **ADJOURNMENT**

Thomas Riskus motioned; Scott Yetsko seconded to adjourn the meeting at 8:03 P.M. MOTION CARRIED 5/0

Respectfully Submitted,
Amber Malzi