

**MUNICIPAL AUTHORITY OF THE
BOROUGH OF PORTAGE**

**REGULAR MEETING
January 16, 2025**

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

BOARD MEMBERS PRESENTS

**Dino Scarton, Chairman
Scott Yetsko, Vice Chairman-absent
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- Mike Smithbower

- I. **CALL TO ORDER** – Chairman Scarton called the meeting to order at 6:07 p.m., followed by the Pledge of Allegiance and Roll Call.

Executive session held from 5:50P.M to 6:15 P.M. prior to the start of the meeting regarding personnel, rate structures for 2025 calendar year, and pending litigation.

- II. **PUBLIC PARTICIPATION** – Mike Smithbower of 148 1st Street, Cassandra is requesting reimbursement for damage done to his wife's vehicle due to a hole from fixing a water leak. Chairman Scarton and Solicitor McIlwain informed Mr. Smithbower to keep all receipts for necessary repairs and the issue is to be discussed in executive session.

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

- IV. **COORESPONDENCE**

Portage Wrestling Boosters are requesting a donation. The authority is not permitted to donate and would like the administrative assistant to reach out and inform them.

The board acknowledged the Financial Interest Forms for the 2024 year included in their packets. The board will complete the forms and return them to the office by the next meeting.

- V. **APPROVAL OF MINUTES**

Scott Yetsko motioned; Thomas Riskus seconded to approve the December 2024 regular meeting minutes. MOTION CARRIED 4/0

- VI. **INVOICES**

PAID INVOICES 12/01/2024 TO 12/31/2024

PENNVEST #12638	12/01/2024	3,896.36
quadiant	12/02/2024	546.42
Amazon Capital Services	12/02/2024	742.74
Borough of Portage	12/04/2024	16,024.43
BR Electric & Audio Visual	12/04/2024	567.10
Cambria Mailing Services, Inc.	12/04/2024	151.98
Get Through communications	12/04/2024	275.80
Grainger	12/04/2024	97.96
J.M. DeLullo Stone Sales Inc.	12/04/2024	2,899.43
Keith Krumenacker	12/04/2024	140.42
Martin Oil Company	12/04/2024	552.69
New Enterprise Stone & Lime Co Inc.	12/04/2024	218.42
Pace Analytical Services, LLC	12/04/2024	598.20

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Penelec	12/04/2024	34.27
Portage Auto Parts	12/04/2024	13.99
Portage Service Center	12/04/2024	226.65
Pro Disposal, Inc.	12/04/2024	182.70
quadiant	12/04/2024	213.04
RDM-Johnstown LLC	12/04/2024	925.62
Stager's Store	12/04/2024	30.43
UniFirst	12/04/2024	23.40
Verizon	12/04/2024	234.77
Visa - 1st Summit	12/11/2024	1,457.25
1st Summit Bank	12/11/2024	32.75
Cambria Systems, Inc.	12/11/2024	1,177.76
EADs Group	12/11/2024	9,404.38
EmB Computing	12/11/2024	276.00
Industrial Service Solutions	12/11/2024	2,725.00
L. B. Water Service, Inc.	12/11/2024	39.90
Martin Oil Company	12/11/2024	196.83
PA One Call System, Inc.	12/11/2024	17.10
Penelec	12/11/2024	168.68
Penelec	12/11/2024	1,710.25
Penelec	12/11/2024	20.71
Penelec	12/11/2024	25.62
Peoples	12/11/2024	137.69
Portage Area Sewer Authority	12/11/2024	100,000.96
RDM-Johnstown LLC	12/11/2024	456.71
The KSA Group, LLC	12/11/2024	5,300.00
United Rentals	12/11/2024	4,684.68
Verizon	12/11/2024	113.58
USDA Rural Development	12/12/2024	16,051.00
Starlink ACH	12/17/2024	500.00
Sheetz Fleet Service	12/17/2024	498.22
Sheetz Fleet Service	12/18/2024	434.86
Martin Oil Company	12/18/2024	57.54
Amanda Parsons	12/19/2024	100.00
Dino Scarton.	12/19/2024	180.00
FERGUSON WATERWORKS #920	12/19/2024	144.20
Hilltop Office Supply Inc.	12/19/2024	166.11
John M. Bilchak	12/19/2024	45.00
Mark Stancovich	12/19/2024	90.00
Martin Oil Company	12/19/2024	562.88

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Mary L. Elchin	12/19/2024	325.00
Pace Analytical Services, LLC	12/19/2024	450.30
RDM-Johnstown LLC	12/19/2024	0.00
Scott Yetsko	12/19/2024	180.00
Thomas Riskus	12/19/2024	45.00
UPMC Health Plan	12/19/2024	8,719.74
DAMIN PRINTING	12/19/2024	110.00
RPM SIGNS	12/20/2024	260.00
Comcast	12/24/2024	453.80
REA Energy Cooperative Inc.	12/30/2024	1,534.80
		187,451.12

The December 2024 Invoices tabled at this time.

VII. **TREASURER'S REPORT**

John Bilchak motioned; Thomas Riskus seconded to approve the December 2024 Treasures Report for \$1,626,531.35. MOTION CARRIED 4/0

1st Summit Bank provided information regarding multiple annuities owned by Portage Water Authority. The board would like possible financial options to be discussed at the next meeting.

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

1. **Leaks** – Two leaks reported at the meeting. 1508 Gillespie Ave and 132 Front Ave. The superintendent has also been working with the engineers and the Pennsylvania Rural Water Association to locate and repair leaks. An educational workshop with engineers and board will be held on Monday, January 20, 2025 at 11:00 AM to discuss why so many leaks are occurring throughout the water system.
2. **Plants** – The filter media was replaced at Martindale plant in 2024. The Benscreek filter media can be cleaned instead of replaced. Mr. Gouse provided a quote from Water Service Professionals for the cleaning.
3. **Rules & Regulations** – The new Rules & Regulations are not ready yet. The solicitor made changes regarding the new water meter policy and will go into effect after the next meeting, pending an approved motion by the board. The new policy would require the seller to make all necessary upgrades to their lines before the house sales or transfers to a new owner. Another change to the Rules & Regulations will include an updated fee schedule of various tasks the office and field employees complete daily. The fee schedule would create new ways to bring income to PWA without raising water rates for the customers.
4. **Rate Structure**- Mr. Gouse provided the board with a comparison chart of multiple water rates from surrounding water authorities.

1. **ENGINEER'S REPORT PROVIDED BY JOE BEYER**

1. **Emergency Action Plan** (EAP) (no update)
The Location Map submitted satisfies requirements for now according to Ryan Knarr (PADEP). Other information will need submitted after "new" requirements are determined, probably will know what these are early 2019.
2. **Notice of Violations:**

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Authority received a Notice of Violation dated 9/15/22 for not completing the work on prior violations. The Authority issued a Tier 2 Public Notice. The next date for issuing another notice shall be no later than **March 9, 2024** (every 3 months).

2a New Plant(s) COA

- Talked to PADEP 10/29/24 about COA that was sent to MABP – the major concern that MABP had was having man power 24/7 at both plants. Sent DEP the Demonstration of 4-log treatment of viruses for groundwater sources and will have a discussion with them on 12/16/24. Board review of potential COA schedule. Asked for meeting w/ DEP on 1/2/2025 and haven't heard back.
- 2b Plant Feasibility study
- (on-going) can finalize this and present options for site and layout after we determine what will happen when existing wells are cleaned and see what happens with potential new well(s).

3. Waterline and Water Meter Replacement Project

- Permits submitted
 - Submitted Portage Twp. HOP 9/6/24
 - Submitted Portage Borough HOP 9/9/24 addressing comments to resubmit.
 - Cambria County Conservation District E&S 10/22/24
 - PADEP Chapter 102 (NPDES) and 105 (general permits) 10/22/24 102 comments addressed, submitted 1/9/2025. 105 to be addressed soon.
 - PADOT HOP 12/02/24 – have comments to address.
- Permits/Items requiring submission
 - Norfolk Southern Railroad – provided information to solicitor to submit on Authority's behalf. Was anything submitted yet for the PUC crossings
 - UER will submit once all permits are approved (March) and easements obtained.
 - Pennvest application will be submitted for May 7, 2025 for a board meeting of 4/23/25
- Easements (6) – have any been signed and returned?
- Meter pit rules and regulations (status)
- Tentative schedule

<u>PHASE</u>	<u>TIME FRAME</u>	
DESIGN	JANUARY 2025	
PERMITS	FEBRUARY 2025	
UER/EASEMENTS	MARCH 2025	
PENNVEST	MAY 2025	MAY 7TH PENNVEST APP DUE
BID READY	JULY 2025	
BID	AUGUST 2025	
CONSTRUCTION	SEPTEMBER 2025	
COMPLETE	SEPTEMBER 2026	

4. BAMR Waterline Project (no update)

- Application was submitted 8/25/2023 for the AML/AMD Grant Program, was not selected for funding.
- Michael Haney sent email 10/1/2024 – is going to provide some dates to meet about this again.

5. Well Drilling in Martindale (no update)

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6. **Inter connection with HSWA** – met with HSWA and Chuck to discuss the interconnection. Did this so we will have information available to present to DEP if necessary. They will look for an agreement for purchasing water and using the interconnect – if they can't find anything, one may need to be written. They will provide information on potentially using a solenoid valve to control the flow if interconnect is used. Also talked about them abandoning a portion of their line thru Portage and PADEP decreasing their allocation on their one reservoir. Will need to get info on how much water would be needed.
7. **NPDES renewal for Benscreek and Martindale Plants** (Task Order 02) (no change)
 - submitted 9/17/24
 - Benscreek - Have not received any comments back on the submission, however, had a discussion about the current permit and limitations for certain pollutants that are sampled for. Spoke to Jeremy Miller and Jace Marsh both from (DEP). Jeremy recommends the lagoon be cleaned out possibly in spring. The reason for the additional sampling was DEP had this as a new facility (not correct), however, MABP should have questioned why the additional samples were to be taken. They would like to get this cleared up prior to renewing the permit in February. Jace talked about possibly ruling back the limits that were initiated in the prior renewal.
8. **Water System Modeling** (Task Order 03)
 - need discuss results with superintendent. Going to see if Benscreek and Martindale systems can be separate.
9. **Well Cleaning and Pump Replacement (MT Research)**

Mtn. Research was on site 1/3/2025 to determine if any conduits are present to install a data logger in the well. NO conduit is in either well, will need to obtain costs from drillers to perform this work. Will provide the costs as soon as MT Research gets them to me. Waiting for MABP to complete PFAS testing (end January) until anything could be done anyways.

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

Mr. Hutzell joins the meeting via telephone call to provide his report.

LSA-Maintenance Equipment, Hydrant Upgrades, and Shady Springs Rd Water Line-After the resolutions were completed, the applications were submitted November 29, 2024. KSA will follow up with legislative letters of support and lobbying.

Section 313 Main Street Waterline Project, Turbidity Meters, and Washington Ave & Lee Street Waterline Projects- The letter of intent was completed and submitted upon signature. KSA will follow up with legislative letters of support and lobbying. LOI submitted on December 3, 2024.

USDA Community Facilities- New Garage and Building Renovations- Mr. Hutzell contacted the South West Regional office to discuss project eligibility. The call scheduled for November 11, 2024.

SWPA Regional Hub-Dam Feasibility Study and Emergency Action Plan- Mr. Hutzell contacted Megan Zeigler at SWPA Hub to discuss resources for planning projects.

PA Small Water and Sewer- Projected to be released in December.

Portage Spillway Emergency Project- Submitted funding request to AmeriServ Bank, USDA, ACOE, SWPA Hub, Rep. Rigby, and Sen. Langerholc.

X. **SOLICITOR REPORT PROVIDED BY ATTY TOBY MCILWAIN**

Alleghany Ridge Repower- Solicitor McIlwain is working on to finalizing the easements with Alleghany Ridge by the February or March 2025 meetings.

XI. **UNFINISHED BUSINESS**

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XII. **NEW BUSINESS**

Thomas Riskus motioned; Mark Stancovich seconded to approve Water Service Professionals to clean the Benscreek Filter Media at cost of \$15,900.00. MOTION CARRIED: 4/0

Mark Stancovich; Thomas Riskus seconded to utilize Toy Drilling to rehab both wells at a cost of \$6,303.60. MOTION CARRIED: 4/0

XIII. **ADJUSTMENTS FOR THE MONTH**- No adjustments meet the qualifications.

John Bilchak motioned; Mark Stancovich seconded to enter executive session regarding legal matters. MOTION CARRIED: 4/0

The board convened for executive session at 7:00 P.M. and reconvened at 7:15 P.M.

XIV. **ADJOURNMENT**

Mark Stancovich motioned; Thomas Riskus seconded to adjourn the meeting at 7:17P.M. MOTION CARRIED 4/0

Respectfully Submitted,
Amber Malzi