

**MUNICIPAL AUTHORITY OF THE
BOROUGH OF PORTAGE**

**REGULAR MEETING
March 13, 2025**

**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-

- 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** -Meghan Freidhof from Wessel & Co. reviewed the audit of the 2023 financials.
- IV. **COORESPONDENCE** - None.
- V. **APPROVAL OF MINUTES** - The February 2025 Minutes are not available.
- VI. **INVOICES**

PAID INVOICES 02/01/2025 TO 02/28/2025

PENNVEST #12638	02/01/2025	3,896.36
Hach	02/04/2025	2,918.16
J.M. DeLullo Stone Sales Inc.	02/04/2025	581.70
Martin Oil Company	02/04/2025	564.70
Penelec	02/04/2025	34.73
Peoples	02/04/2025	514.53
Portage Auto Parts	02/04/2025	31.16
Portage Service Center	02/04/2025	269.25
Pro Disposal, Inc	02/04/2025	195.50
RPM SIGNS	02/04/2025	29.10
Stager's Store	02/04/2025	448.10
Univar USA, Inc	02/04/2025	10,162.86
Amazon Capital Services	02/05/2025	1,103.59
Borough of Portage	02/11/2025	18,128.89
EmB Computing	02/11/2025	264.00
Get Through communications	02/11/2025	276.05
J.M. DeLullo Stone Sales Inc.	02/11/2025	2,529.86
Mainline Newspaper	02/11/2025	32.50
Mark Yingling	02/11/2025	100.00
Martin Oil Company	02/11/2025	1,244.15
Penelec	02/11/2025	241.46
Penelec	02/11/2025	35.07
Penelec	02/11/2025	112.43

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Penelec	02/11/2025	1,960.26
RDM-Johnstown LLC	02/11/2025	1,417.27
Spence Custer	02/11/2025	8,788.59
The KSA Group, LLC	02/11/2025	5,000.00
Univar USA, Inc	02/11/2025	3,978.00
Verizon	02/11/2025	117.38
Visa - 1st Summit	02/11/2025	0.00
Portage Area Sewer Authority	02/11/2025	0.00
L. B. Water Service, Inc.	02/11/2025	0.00
Visa - 1st Summit	02/11/2025	458.77
Visa - 1st Summit	02/11/2025	3,257.10
Portage Area Sewer Authority	02/12/2025	244,388.65
Toy Drilling, LLC.	02/12/2025	18,725.14
USDA Rural Development	02/13/2025	16,051.00
Cambria Systems, Inc.	02/18/2025	439.10
Dino Scarton.	02/18/2025	45.00
Hach	02/18/2025	735.26
John M. Bilchak	02/18/2025	45.00
John Rakar	02/18/2025	500.00
Mark Stancovich	02/18/2025	45.00
Martin Oil Company	02/18/2025	392.06
Pace Analytical Services, LLC	02/18/2025	488.80
quadiant	02/18/2025	213.04
Scott Yetsko	02/18/2025	45.00
Thomas Riskus	02/18/2025	45.00
Univar USA, Inc	02/18/2025	441.00
UPMC Health Plan	02/18/2025	8,700.26
Wessel & Company	02/18/2025	488.05
Sheetz Fleet Service	02/19/2025	707.32
Starlink ACH	02/19/2025	500.00
Cambria Mailing Services, Inc.	02/26/2025	1,146.86
Ground Control	02/26/2025	500.00
L. B. Water Service, Inc.	02/26/2025	0.00
Verizon	02/26/2025	234.72
		363,567.78

Scott Yetsko motioned; Mark Stancovich seconded to approve the February 2025 invoices totaling \$363,567.78. MOTION CARRIED: 5/0

VII. TREASURER'S REPORT

Scott Yetsko motioned; Thomas Riskus seconded to approve the February 2025 Treasures Report for \$1,447,878.04. MOTION CARRIED: 5/0

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

1. **Leaks** – The superintendent continues to work with the engineers and the Pennsylvania Rural Water Association to locate and repair leaks.
2. **Plants** – The insurance company continues to send payments for reimbursement towards the generator at Martindale until the new one is complete.

IX. **ENGINEER 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:**
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
 - DEP sent a COA on 2/10/2025 – have a meeting scheduled for 2/24/25 at 9am**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 Boro 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. Will provide updated information for 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

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BID READY	JULY 2025
BID	AUGUST 2025
CONSTRUCTION	SEPTEMBER 2025
COMPLETE	SEPTEMBER 2026

4. BAMR Waterline Project (no update)
 - Application submitted 8/25/2023 for the AML/AMD Grant Program, 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)
 - Tentative Schedule: – **(2/29/24)** 3) prepare well drilling specifications, solicitation of cost quotations, and hiring of a drilling contractor – **(3/31/24)** 4) prepare test well drilling pad design and specifications and hiring of a contractor – **(3/31/24)** 5) Supervision of test well installations and preliminary aquifer testing – **(5/31/24)** 6) preparation and submission of the PADEP predrilling plan – **(6/30/24)** 7) supervision of production well construction – **(7/31/24)** 8) preparation of PADEEP aquifer testing plan – **(8/31/24)** 9) production well aquifer testing – **(10/31/24)** 10) final project report – **(12/31/24)**
 - Status: Waiting for easement drawings from their engineer, then solicitor can get agreements signed.
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 cannot 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 is needed.
7. NPDES renewal for Benscreek and Martindale Plants (Task Order 02)
 - Received “draft” NPDES permits for both plants 2/5/2025. Sent DEP letters (2/13/25) requesting changes to permits. Martindale – we are requesting they remove all information pertaining to Aqueous Film Forming Foam (AFFF).
Benscreek – we are requesting the lagoon will be inspected periodically and cleaned once per year to prevent excess buildup of organic matter. They had in the permit it be inspected once per month and cleaned once per quarter. The previous strict limitations for ammonia-nitrogen and other parameters were removed.
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 (Mountain Research)
 - Since the Pump went out in Martindale, Mountain Research is on hold with coming to site until the drillers can be there to install pump and do their required work. He is to start working on bidding documents for the cleaning.

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10. PA Small Water and Sewer \$30,000 - \$500,000 projects, there is a 15% match

Will pull information together for potential new PRV and/or solenoid valve vaults or retrofitting current vaults.

X. KSA REPORT PROVIDED BY TRAVIS HUTZELL

Mr. Hutzell was not able to attend the meeting. Mr. Gouse provided the report on Mr. Hutzell behalf.

LSA-Maintenance Equipment, Hydrant Upgrades, and Shady Springs Rd Water Line-After the resolutions were completed, the applications were submitted November 29, 2024. KSA also provided 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.

XI. SOLICITOR REPORT PROVIDED BY ATTY TOBY MCILWAIN

The solicitor has provided two new resolutions. The first pertains to the updated water meter policy and the second is to institute condemnation proceedings for the waterline replacement project.

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

Scott Yetsko motioned; John Bilchak seconded to approve Resolution 2025-01 Water Meter Policy & Regulations. MOTION CARRIED: 5/0

Scott Yetsko motioned; Thomas Riskus seconded to approve Resolution 2025-01 Condemnation Proceedings for the Waterline Project. MOTION CARRIED: 5/0

XIV. ADJUSTMENTS FOR THE MONTH- Adam Skomra at 1209 Lincoln Drive did not meet the requirements for an adjustment.

Scott Yetsko motioned; Thomas Riskus seconded to approve the adjustments for. Ms. Wilcox at 170 Main St, Cassandra & Mr. Salyards at 127 Upper Rd. MOTION CARRIED: 5/0

John Bilchak motioned; Thomas Riskus seconded to enter executive session regarding legal matters. MOTION CARRIED: 6/0

The board convened for executive session at 6:55 P.M. and reconvened at 7:30P.M.

XV. ADJOURNMENT

Mark Stancovich motioned; Thomas Riskus seconded to adjourn the meeting at 7:30 P.M. MOTION CARRIED 5/0

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Respectfully Submitted,
Amber Malzi