

**MUNICIPAL AUTHORITY OF THE
BOROUGH OF PORTAGE**

REGULAR MEETING

April 17, 2025

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

BOARD MEMBERS PRESENT:

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- Josh Nider and Steve Seawalk- The EADS Group, Travis Hutzell of The KSA Group

- 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** -
- IV. **COORESPONDENCE** – Chairman Scarton acknowledged a letter from the Portage Area Sewer Authority informing the board of a 4-month notice to end their agreement with the water authority as of June 1, 2025. The solicitor will investigate the current agreement and comment at the next meeting.
- V. **APPROVAL OF MINUTES** – Motion to approve February & March 2025 regular meeting minutes.
Mark Stancovich motioned; John Bilchak seconded to approve the February & March 2025 Regular Meeting Minutes. MOTION CARRIED: 4/0

VI. **INVOICES**

PAID INVOICES 03/01/2025 TO 03/31/2025

PENNVEST #12638	03/01/2025	3,896.36
REA Energy Cooperative Inc.	03/02/2025	1,698.77
EADs Group	03/05/2025	34,751.19
Get Through communications	03/05/2025	275.97
Mainline Newspaper	03/05/2025	28.50
Martin Oil Company	03/05/2025	1,133.62
Martin Oil Company	03/05/2025	140.47
Mountain Research, LLC	03/05/2025	1,741.25
Natasha Benko	03/05/2025	55.00
Pace Analytical Services, LLC	03/05/2025	266.60
Peoples	03/05/2025	490.57
Portage Chevrolet Buick	03/05/2025	128.50
Portage Service Center	03/05/2025	270.32
Pro Disposal, Inc	03/05/2025	195.50
Samco, Inc.	03/05/2025	2,700.00
Stager's Store	03/05/2025	181.74
United Rentals	03/05/2025	9,369.36
Visa - 1st Summit	03/05/2025	222.30
Mary L. Elchin	03/05/2025	200.00
Amazon Capital Services	03/06/2025	692.92
Cambria Mailing Services, Inc.	03/10/2025	54.46
USDA Rural Development	03/12/2025	16,051.00
Dino Scarton.	03/13/2025	45.00

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EmB Computing	03/13/2025	264.00
Grainger	03/13/2025	709.64
Hach	03/13/2025	160.82
John M. Bilchak	03/13/2025	45.00
Mark Stancovich	03/13/2025	45.00
Martin Oil Company	03/13/2025	255.25
PA Dept. of Labor & Industry-B	03/13/2025	200.39
Pace Analytical Services, LLC	03/13/2025	111.10
Penelec	03/13/2025	35.04
Penelec	03/13/2025	226.63
Penelec	03/13/2025	38.38
Penelec	03/13/2025	1,762.79
Penelec	03/13/2025	376.58
RDM-Johnstown LLC	03/13/2025	840.40
Scott Yetsko	03/13/2025	45.00
Thomas Riskus	03/13/2025	45.00
Tire Shop	03/13/2025	566.00
UniFirst	03/13/2025	122.61
Verizon	03/13/2025	116.32
Mosholder Insurance Agency	03/13/2025	7,433.00
Sheetz Fleet Service	03/18/2025	509.59
Starlink ACH	03/18/2025	500.00
Cambria Mailing Services, Inc.	03/29/2025	1,196.16
Hach	03/29/2025	20,722.11
Hilltop Office Supply Inc.	03/29/2025	37.60
L. B. Water Service, Inc.	03/29/2025	8,384.50
Martin Oil Company	03/29/2025	857.05
Pace Analytical Services, LLC	03/29/2025	644.30
Portage Township	03/29/2025	391.68
Toy Drilling, LLC.	03/29/2025	16,685.14
United Rentals	03/29/2025	4,684.68
Verizon Wireless	03/29/2025	234.47
Warriors Mark Fencing	03/29/2025	5,671.00
REA Energy Cooperative Inc.	03/30/2025	1,169.56
UPMC Health Plan	03/31/2025	8,700.26
		158,376.45

John Bilchak motioned; Scott Yetsko seconded to approve the March 2025 invoices totaling \$158,376.45. MOTION CARRIED: 4/0

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VII. TREASURER'S REPORT

John Bilchak motioned; Scott Yetsko seconded to approve the March 2025 Treasures Report for \$1,456,344.18. MOTION CARRIED: 4/0

VIII. SUPERINTENDENT REPORT PROVIDED BY CHARLES GOUSE

1. Leaks – The superintendent reports multiple 4-inch mains were repaired.
2. Meter Pit Policy- The meter pit installation is successful when transferring properties. A resolution is ready for approval regarding the meters and meter pits at multi-unit dwellings, including duplexes not owned by (2) two owners.
3. Plants – Parts for the new generator at Martindale have arrived and the repairs are scheduled for the next week. Well flow meter is not working and needs replaced. Quotes from Krohne and Xylem were provided to the board.
4. Water Rates- Discussion was held regarding the need to raise the water rates and implement a fee schedule.
5. Vacant Properties- Mr. Gouse discussed the options for the upcoming waterline project regarding vacant properties within the water system. The solicitor mentioned the vacant property owners will be contacted via letter and informed of their options with the project after the new Rules & Regulations are approved.
6. Lines & Leaks- The superintendent would like to purchase new equipment to locate lines and leaks. Quotes will be provided at an upcoming meeting.
7. Property Maintenance- The lawn mowers are not in proper working condition. Hiring seasonal help for the summer was discussed.

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:
Notice of Violation dated 9/15/22 for not completing the work on prior violations. Tier 2 Public Notices are required. The next date for issuing another notice shall be no later than **June 3, 2025** (every 3 months).
3. Waterline and Water Meter Replacement Project
 - Permits submitted
 - Submitted Portage Twp. HOP 9/6/24: **Approved-contingent upon fees being paid by contractor**
 - Submitted Portage Boro HOP 9/9/24, resubmitted **4/1/25**
 - Cambria County Conservation District E&S 10/22/24: **Approved**
 - PADEP Chapter 102 (NPDES) and 105 (general permits): **Permits Approved**
 - PADOT HOP 12/02/24 – submitted revisions 2/21/25. Need a resolution submitted. **Under PADOT Review**
 - Permits/Items requiring submission
 - Norfolk Southern Railroad – provided information to solicitor to submit on Authority’s behalf. Will provide updated information for PUC crossings – **PUC Filings Submitted, Response by 4/17/25**
 - UER will submit once all permits are approved (March) and easements obtained. – **all comments addressed-status ok**
 - Pennvest application will be submitted for May 7, 2025 for a board meeting of TBD
 - **Board Review and Approval – Resolution to Apply & Letter of Responsibility**
 - **Designated Authority PENNVEST Contact**
 - Easements (6) – **3 Received, 3 to be handled by Solicitor.**
 - Tentative schedule

PHASE

DESIGN

TIME FRAME

JANUARY 2025

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PERMITS	FEBRUARY 2025	
UER/EASEMENTS	MARCH 2025	
PENNVEST	MAY 2025	MAY 7TH PENNVEST APP DUE
BID READY	JULY 2025	
BID	AUGUST 2025	Discuss
CONSTRUCTION	SEPTEMBER 2025	
COMPLETE	SEPTEMBER 2026	

4. BAMR Waterline Project (no update)
 - o Application submitted 8/25/2023 for the AML/AMD Grant Program, not selected for funding.
 - o 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)
 - o 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)**
 - o Status – obtained easements 4/10/25 and solicitor recorded.
 6. Inter connection with HSWA – Need to revisit this with HSWA, will request 300,000 gpd. An agreement will be needed between both authorities and then possible construction or update to the existing meter pit.
 7. NPDES renewal for Benscreek and Martindale Plants (Task Order 02)
 - o Received Final Permits 4/9/2025
 8. Water System Modeling (Task Order 03) (on-going)
 9. Well Cleaning and Pump Replacement (MT Research)
 - o Martindale pump replaced and producing 225+ GPM. Transducer was to be removed this week and replace the top portion of the spool type pit less adaptor. Well is planned to be cleaned, permits need submitted.
 - o Bens Creek well- work to start next week, New pump. Well is planned to be cleaned, permits need submitted.
 10. Treatment Plants
 - 2a New Plant(s) COA
 - o DEP sent a COA on 2/10/2025 – had a meeting with them 2/24/25 at 9am
 - o Proposed plan and comments submitted to DEP 3/7/25
 - o 3/20/25 Comments from John Thomas PADEP. “Final” COA draft to be issued in the coming weeks.
 - o Resolution for COA (solicitor) **still haven’t received the COA**
 - 2b Plant Feasibility study (Ongoing)
 11. 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.
KSA Group can submit information. This will require resolutions.
 12. Bens Creek Plant Modifications (Task Order #5)
 - o Field Survey and Mapping Ongoing – provided locator to operators to use for locating purposes.
 - o Scheduled meeting with Cambria Systems for 3pm at plant 4/15/25 to discuss SCADA and equipment
- X. KSA REPORT PROVIDED BY TRAVIS HUTZELL
LSA-Maintenance Equipment, Hydrant Upgrades, and Shady Springs Rd Water Line-Applications for LSA’s are ready.

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Section 313 Main Street Waterline Project, Turbidity Meters, and Washington Ave & Lee Street Waterline Projects- Waiting on the letter of support from Senator McCormick. A meeting will take place at the Johnstown airport on May 29th with Senator McCormick. PWA Board Members are encouraged to attend.

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.

John Bilchak motioned; Scott Yetsko seconded to approve Resolution 2025-07, 2025-08, 2025-09, 2025-10, 2025-11, & 2025-12 for Grant Funding, Match Letters, and remain owners of the Portage Water Authority. MOTION CARRIED: 4/0

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

Angel's coal easements were finalized and well drilling is good to go. Condemnation proceedings were filed. A hearing is scheduled for May 18, 2025 to open the estate and complete the signing for the easement. The solicitor provided Resolution 2025- 04, Adopt the Authority's new rate/fee schedule, and Resolution 2025-05 Updated Water Meter Policy to the board for approval.

XII. **UNFINISHED BUSINESS**

XIII. **NEW BUSINESS**

John Bilchak motioned; Scott Yetsko seconded to approve Resolution 2025-04 Schedule of Rates. MOTION CARRIED: 4/0

Mark Stancovich motioned; Scott Yetsko seconded to approve Resolution 2025-05 Water Meter Policy. MOTION CARRIED: 4/0

Mark Stancovich motioned; Scott Yetsko seconded to approve Spence Custer Fee Agreement for the Waterline Project/Pennvest. MOTION CARRIED: 4/0

Mark Stancovich motioned; Scott Yetsko seconded to approve a purchase of Xylem Well Flow Meter at a cost of \$3,325. MOTION CARRIED: 4/0

Scott Yetsko motioned; Mark Stancovich seconded the approval for the Superintendent to purchase a trailer and mower not to exceed \$10,000.00. MOTION CARRIED: 4/0

Scott Yetsko motioned; Mark Stancovich seconded to approve to advertise and hire Part-time summer help. MOTION CARRIED: 4/0

XIV. **ADJUSTMENTS FOR THE MONTH-**

Scott Yetsko motioned; Mark Stancovich seconded to approve adjustments for Joni Vargo, Shawna Barton, Carole Van Meter, Brad & Lillian Chernicky, and Jody Douglas. MOTION CARRIED: 4/0

Milissa Taylor at 615 Meade Street did not meet the requirements for an adjustment.

Mark Stancovich motioned; Scott Yetsko seconded to enter executive session at 7:12 P.M. regarding personnel, purchasing of items, and threatened litigation. MOTION CARRIED: 4/0

The board reconvened the regular meeting at 7:58P.M.

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XV. ADJOURNMENT

**Mark Stancovich motioned; Scott Yetsko seconded to adjourn the meeting at 7:58 P.M.
MOTION CARRIED 4/0**

Respectfully Submitted,
Amber Malzi