

**MUNICIPAL AUTHORITY OF THE  
BOROUGH OF PORTAGE**

**REGULAR MEETING  
June 26, 2025**

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

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

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

**Visitors-** Josh Nider- The EADS Group, Gary Vaughn, Sr., Sean Ford

- 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** –Sean Ford of Lang Real Estate is here on behalf of the owner of 639 Main St. His client is requesting a waiver for the meter pit requirements when transferring property. The superintendent informed Mr. Ford a meter pit would not need installed, although, the water line to the building will need replaced.  
Gary Vaughn, Sr. of 605 Park Ave is requesting a waiver from the meter pit installation as well. Mr. Vaughn is not selling/transferring his property, but is looking into the future and would not like to leave the burden of a meter pit to his children in event of his passing.
- III. **PERSONS REQUESTING BE ADDED TO AGENDA** - None
- IV. **COORESPONDENCE** – None.
- V. **APPROVAL OF MINUTES** – Motion to approve April & May 2025 Regular Meeting Minutes.  
**Scott Yetsko motioned; John Bilchak seconded to approve the April & May 2025 Regular Meeting Minutes. MOTION CARRIED: 4/0**
- VI. **INVOICES**

**PAID INVOICES 05/01/2025 TO 05/31/2025**

|  |            |           |
|--|------------|-----------|
| Martin Oil Company                       | 05/02/2025 | 520.90    |
| Commonwealth of PA - Safe Drinking Water | 05/05/2025 | 125.00    |
| Amazon Capital Services                  | 05/05/2025 | 220.62    |
| Visa - 1st Summit                        | 05/05/2025 | 1,439.01  |
| Penelec                                  | 05/15/2025 | 1,977.79  |
| REA Energy Cooperative Inc.              | 05/15/2025 | 832.80    |
| Ariens Company                           | 05/15/2025 | 6,176.82  |
| Cummins Sales & Service                  | 05/15/2025 | 24,439.70 |
| DAMIN PRINTING                           | 05/15/2025 | 78.00     |
| Davis Excavating LLC                     | 05/15/2025 | 900.00    |
| Dino Scarton.                            | 05/15/2025 | 45.00     |
| EADs Group                               | 05/15/2025 | 53,634.63 |
| EmB Computing                            | 05/15/2025 | 264.00    |
| FERGUSON WATERWORKS #920                 | 05/15/2025 | 6,850.02  |
| Get Through communications               | 05/15/2025 | 299.62    |
| Grainger                                 | 05/15/2025 | 1,067.64  |
| Helsel Excavating                        | 05/15/2025 | 200.00    |
| JC Ehrlich Co Inc                        | 05/15/2025 | 262.85    |
| John M. Bilchak                          | 05/15/2025 | 45.00     |
| L. B. Water Service, Inc.                | 05/15/2025 | 8,503.10  |
| Mainline Newspaper                       | 05/15/2025 | 115.50    |
| Mark Stancovich                          | 05/15/2025 | 45.00     |

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|                                    |            |                     |
|------------------------------------|------------|---------------------|
| Martin Oil Company                 | 05/15/2025 | 712.14              |
| Mary L. Elchin                     | 05/15/2025 | 200.00              |
| Metron-Farnier, LLC                | 05/15/2025 | 4,603.54            |
| New Enterprise Stone & Lime Co Inc | 05/15/2025 | 472.80              |
| PA One Call System, Inc.           | 05/15/2025 | 14.11               |
| Pa Rural Water Association         | 05/15/2025 | 728.00              |
| Pace Analytical Services, LLC      | 05/15/2025 | 444.40              |
| Portage Service Center             | 05/15/2025 | 342.20              |
| Pro Disposal, Inc                  | 05/15/2025 | 195.50              |
| Rays Lawnmower Sales & Service     | 05/15/2025 | 923.97              |
| Scott Yetsko                       | 05/15/2025 | 45.00               |
| Spence Custer                      | 05/15/2025 | 8,390.42            |
| Stager's Store                     | 05/15/2025 | 427.48              |
| The KSA Group, LLC                 | 05/15/2025 | 5,000.00            |
| Thomas Riskus                      | 05/15/2025 | 45.00               |
| Verizon                            | 05/15/2025 | 118.18              |
| USDA Rural Development             | 05/16/2025 | 16,051.00           |
| Sheetz Fleet Service               | 05/19/2025 | 489.18              |
| Starlink ACH                       | 05/19/2025 | 580.00              |
| Leman Machine Company, Inc.        | 05/28/2025 | 237.00              |
| United Rentals                     | 05/28/2025 | 4,204.98            |
| Cambria Mailing Services, Inc.     | 05/28/2025 | 1,225.08            |
| UPMC Health Plan                   | 05/31/2025 | 8,700.26            |
|                                    |            | <b>\$162,193.24</b> |

**Scott Yetsko motioned; Thomas Riskus seconded to approve the May 2025 invoices totaling \$162,193.24. MOTION CARRIED: 4/0**

VII. **TREASURER'S REPORT**

**Scott Yetsko motioned; John Bilchak seconded to approve the May 2025 Treasures Report for \$1,693,802.01. MOTION CARRIED: 4/0**

The board discussed closing the 1<sup>st</sup> Summit Certificate of Deposit and Annuity's.

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

1. Leaks – Leaks are improving.
2. Meter Pit Policy- Multiple meter pit installation continues.
3. Plants – The generator at Martindale is back in service. Benscreek Plant- Jason Floyd from Mountain Research attended PASA meeting on June 17, 2025 to discuss the disposal of water from cleaning of Benscreek plant. Due to MSHA certification issues with taking water to Rosebud, it was determined, the water will need to go to PASA. PASA agreed to take the water at no charge as long as Mountain Research is able to meet the discharge requirements needed.
4. Summer Help- Hire Kolbie Smiach for the summer help position cutting and maintaining the properties and borough fire hydrants.

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IX. **FORESTER REPORT PROVIDED BY MIKE BARTON:** Mr. Barton was not present at the meeting. The superintendent mentions there are currently many dead trees on the Portage Water Authority property. It was advised to reach out to Mr. Barton to have timbering done.

X. **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 **September 2, 2025** (every 3 months).

3. Waterline and Water Meter Replacement Project

- Pennvest application was submitted for May 7, 2025 for a board meeting of July 16, 2025
- All Permits received.
- Easements (6) – **3 Received, 3 to be handled by Solicitor.**
- Tentative schedule

| <u>PHASE</u> | <u>TIME FRAME</u>      |                            |  |
|--------------|------------------------|----------------------------|--|
| PENNVEST     | MAY 7 2025 (submitted) | July 16 (meeting date)     |  |
| BID READY    | JULY 2025              |                            |  |
| BID          | AUGUST 2025            | <b>Discuss after offer</b> |  |
| CONSTRUCTION | OCTOBER 2025           |                            |  |
| COMPLETE     | DECEMBER 2026          |                            |  |

- Portage Borough Sidewalk Project & PENNDOT Paving Project on SR 164
- Discuss purchasing meters

4. BAMR Waterline Project

- Application was submitted 8/25/2023 for the AML/AMD Grant Program; was not selected for funding.
- 5/23/25 - Discussed project with Michael Haney and Mark Kleman at DEP office. They will schedule another meeting to discuss funding and application. Project area has been modified from initial application.

5. Well Drilling in Martindale

- 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)**
- Current status – Kerry Tyson from Century Engineering asked the Authority if they can either pay for the work to drill new wells or conduct the work themselves. Responded back them for the 2<sup>nd</sup> time stating that this was to be covered under their grant program.

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. Water System Modeling (Task Order 03) (on-going)

8. Well Cleaning and Pump Replacement (Information below is from Mtn Research)

- Both wells have been step pump tested and video inspected as part of the “pre cleaning”. Based on the step pump test, the Bens Creek Well is a better well for yield than the Martindale Well. However, the Bens Creek Well is in worse condition than the Martindale Well for bio-fouling and iron fouling / scaling. The borehole in the Bens Creek Well reduces down in size to below 6 inches in diameter just from iron build-up.

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- The technical bid specifications are about 80%....i have to review the draft specifications and provide feedback to my internal group on any additions needed for the specs.
- The PADEP permitting application for chemical application into public supply wells is about 30% underway.

9. Treatment Plants

2a New Plant(s) COA

- DEP sent a COA on 2/10/2025 – had a meeting with them 2/24/25 at 9am
- Proposed plan and comments submitted to DEP 3/7/25
- 3/20/25 Comments from John Thomas PADEP. “Final” COA draft to be issued in the coming weeks.
- Resolution for COA (solicitor) **received the COA 5/22/25 signature?**
- Updated Plant SOPs for COA are complete.

2b Plant Feasibility study (On-hold)

10. Bens Creek Plant Modifications (Task Order #5)

- Field Survey and Mapping Completed.
- Met with Cambria Systems to discuss SCADA and equipment. Waiting on response regarding equipment and schedule.
- Working on plans and PWS Permit.
- Fees – will need a check for the Public Water Supply Permit in the amount of \$750.00

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

LSA-Maintenance Equipment, Hydrant Upgrades, and Shady Springs Rd Water Line-Applications submitted.

Section 313 Main Street Waterline Project, Turbidity Meters, and Washington Ave & Lee Street Waterline Projects-  
Waiting on the letter of support from Senator McCormick.

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.

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

The issue between Portage Borough and PWA regarding the water hydrants is ongoing. The solicitor maintains communication with the Borough Solicitor. All of the requested information regarding the hydrants sent to the borough.

The remaining Ward 3 easements are ready for the chairman’s signature.

The solicitor provided the three (3) previously discussed resolutions ready to be adopted. The Resolutions outline the Abandonment of Water Taps, Active Taps, and the DEP Consent Order.

XIII. **ADMINISTRATIVE PROVIDED BY AMBER MALZI**

Mrs. Malzi discussed the recent customer inquiries for the changes at the water authority. Many customers would like more information to rate increases, required meter pit installation, and the new fee schedule. The board has issued a statement to clear any miscommunication within the community as to why rates must increase.

Now that Mrs. Malzi is the only administrator, the office is forced to close from time-to-time due to family obligations. The PWA Facebook page is the fastest way of communication in an unforeseen circumstance.

Incentives for gaining more followers on FB may be a possibility to keep in contact with customers.

The 3<sup>rd</sup> Party utilized by 1<sup>st</sup> Summit Bank credit card is charging unnecessary fees to PWA. Mrs. Malzi has called many times to resolve the issue. No corrections to the account have been made. An application for a Somerset Trust credit card was provided to the board to make motion.

XIV. **UNFINISHED BUSINESS**

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Evaluate Rules & Regulations- No action yet.

XV. **NEW BUSINESS**

Thomas Riskus motioned; Scott Yetsko seconded to approve Resolution 2025-16 Adopting Policy/Regulation Relating to Abandonment of Water Taps. MOTION CARRIED: 4/0

Scott Yetsko motioned; Thomas Riskus seconded to approve Resolution 2025-17 Adopting Policy/Regulation Relating to Active Taps. MOTION CARRIED: 4/0

Thomas Riskus motioned; John Bilchak seconded to approve Resolution 2025-18 Approving the Department of Environmental Protection Consent Order and Agreement. MOTION CARRIED: 4/0

John Bilchak motioned; Thomas Riskus seconded the approval to submit a credit card application at Somerset Trust. MOTION CARRIED: 4/0

MABP & PASA Shared Agreement is not ready for approval yet.

XVI. **ADJUSTMENTS FOR THE MONTH-**

Scott Yetsko motioned; John Bilchak seconded to approve an adjustment for Deborah Hale, Portage Auto Parts, and Pamela Crum Fish. MOTION CARRIED: 4/0

Scott Yetsko motioned; Thomas Riskus seconded to enter executive session at 7:14 P.M. regarding personnel. MOTION CARRIED: 4/0

The regular meeting reconvened at 7:47 P.M. with no further action taken.

XVII. **ADJOURNMENT**

Scott Yetsko motioned; Thomas Riskus seconded to adjourn the meeting at 7:48 P.M. MOTION CARRIED 4/0

Respectfully Submitted,  
Amber Malzi