

**MUNICIPAL AUTHORITY OF THE
BOROUGH OF PORTAGE**

**REGULAR MEETING
September 18, 2025**

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

BOARD MEMBERS PRESENT:

Dino Scarton, Chairman
Scott Yetsko, Vice Chairman
John Bilchak, Secretary - Absent
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- Meghan Friedof - Wessel & Co.

- 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** – Meghan Friedof is attending the meeting to review 2024 Audit Report, highlighting the total current assets, cash decrease, and the total net position, up from last year. Operating revenues increased, while operating expenses rose. Copies of the 2024 Audit are available at the office for anyone wishing to review the Portage Water Authority financial statements. Ms. Friedof advised the board, a compliance audit could be necessary next year with the upcoming projects.
- III. **PERSONS REQUESTING BE ADDED TO AGENDA** - None
- IV. **CORESPONDENCE** – Chairman Scarton acknowledged The Authorities Region 6 Fall Meeting.
- V. **APPROVAL OF MINUTES** – Not available.

PAID INVOICES 08/01/2025 TO 08/31/2025

Penelec	08/01/2025	245.74
Peoples	08/04/2025	25.62
Battery Warehouse	08/07/2025	166.00
FERGUSON WATERWORKS #920	08/07/2025	7,980.02
Get Through communications	08/07/2025	295.50
Mainline Newspaper	08/07/2025	20.50
Portage Auto Parts	08/07/2025	32.98
Pro Disposal, Inc	08/07/2025	195.50
Stager's Store	08/07/2025	72.93
The KSA Group, LLC	08/07/2025	5,000.00
Penelec	08/08/2025	1,699.79
USDA Rural Development	08/12/2025	16,051.00
Visa - 1st Summit	08/13/2025	541.38
Courtesy Ford	08/14/2025	767.76
EmB Computing	08/14/2025	264.00
FERGUSON WATERWORKS #920	08/14/2025	4,294.45
Mountain Research, LLC	08/14/2025	20,002.15
Muni-Link	08/14/2025	1,220.00
PA One Call System, Inc.	08/14/2025	106.61
Rays Lawnmower Sales & Service	08/14/2025	34.99
Verizon	08/14/2025	116.81
Wessel & Company	08/14/2025	11,000.00
Starlink ACH	08/17/2025	464.00
Penelec	08/18/2025	35.94
Penelec	08/21/2025	25.28

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L. B. Water Service, Inc.	08/21/2025	1,394.05
Martin Oil Company	08/21/2025	10.55
Metron-Farnier, LLC	08/21/2025	14,057.06
Pace Analytical Services, LLC	08/21/2025	222.20
RDM-Johnstown LLC	08/21/2025	1,505.90
Mary L. Elchin	08/21/2025	300.00
Dino Scarton.	08/21/2025	45.00
John M. Bilchak	08/21/2025	45.00
Mark Stancovich	08/21/2025	45.00
Scott Yetsko	08/21/2025	45.00
Thomas Riskus	08/21/2025	45.00
Sheetz Fleet Service	08/25/2025	1,138.58
Amazon Capital Services	08/26/2025	412.83
Cambria Mailing Services, Inc.	08/27/2025	2,598.29
Link Service Heating & Cooling	08/27/2025	109.00
Pace Analytical Services, LLC	08/27/2025	222.20
UniFirst	08/27/2025	56.66
Verizon Wireless	08/27/2025	234.57
REA Energy Cooperative Inc.	08/30/2025	1,178.32
UPMC Health Plan	08/31/2025	9,760.03
		104,084.19

Scott Yetsko motioned; Mark Stancovich seconded to approve the August 2025 invoices totaling \$104,084.19. MOTION CARRIED: 4/0

VI. TREASURER'S REPORT

Thomas Riskus motioned; John Bilchak seconded to approve the August 2025 Treasures Report for \$1,519,875.93. MOTION CARRIED: 4/0

The board request information pertaining to the Athene annuities and CD at 1st Summit Bank.

VII. SUPERINTENDENT REPORT PROVIDED BY CHARLES GOUSE

1. Leaks – Three leaks to report in the month of August.
2. Meter Pit Policy- Multiple meter pit installations continue.
3. New Taps- A property on Allen will have a new water tap installed in the future. The superintendent mentioned the possibility of obtaining a Highland Sewer and Water supply line to Rosebud. The engineer and board members expressed concerns of PWA producing enough water.
4. Plants –Michael Kern from Mountain Research introduces the well cleaning project for Martindale and Benscreek wells, explaining the bid process and the involvement of qualified drillers. The only bid received was from Toy Drilling, with a total bid of \$289,653.00 including a 10% bond deposit. The board discusses the need for authorization to accept the bid and the qualifications of Toy Drilling. Mr. Kern highlights the challenges of finding drillers for artesian wells and the additional costs involved in managing the water. Additional costs are involved in the well cleaning project, including Mountain Research oversight and state-required testing. The state has increased the requirements for well cleaning, including a 72 –hour pumping test and extensive sampling. There is an importance of meeting the timeline to avoid running into the consent order's timeline and ensuring water availability.

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VIII. **ENGINEER REPORT PROVIDED BY JOE BEYER**

1. Emergency Action Plan (EAP) (No update)
2. Tier 2 Public Notice of Violations: The next date for issuing another notice shall be no later than **December 2, 2025** (every 3 months).
3. Waterline and Water Meter Replacement Project
 - o NS Permit hasn't been received.
 - o Submitted information for USDA approval
 - o Pre-bid meeting 9/24/25 10am at MABP office
 - o Bid Opening 10/01/25 10am at MABP office
4. BAMR Waterline Project
meeting held 8/21/25 to discuss project. They are looking for funding for this project. Need to provide costs for associated work and options.
5. Well Drilling in Martindale (PES Program) - obtained PADOT permit. Possible delay due to the state budget not passed.
6. Inter-connection with HSWA – HSWA tentatively would abandon that line in 2027-2028. Was asked if there is still an interest to connect near Springhill? They tentatively plan on abandoning the line near Rosebud within the next 6 months.
7. Water System Modeling (Task Order 03) (on-going)
8. COA signed 7/1/2025
- 8A. Well Cleaning and Pump Replacement (Information below is from Mtn Research)
 - o Advertise to bid August 21 & 28 2025
 - o Pre-bid meeting was 9/3/2025
 - o Bid opening 9/16/2025
 - o Award contract 9/18/2025
 - o Lagoon at Martindale – the plan is to haul the sediment to the Benscreek plant.
- 8B. Bens Creek Plant Modifications (Task Order #5)
 - o Advertise Bids: August 28, 2025 and September 4, 2025
 - o Had a pre-bid meeting 9/9/2025
 - o Bid opening 9/25/2025 10am MABP office
9. Martindale Plant/Tank Site (future) - Michael Barton working on timber sale for tree clearing.
10. Get the Lead Out Initiative
 - o Kickoff meeting held at Authority office August 20, 2025. Going to assist MABP with community engagement, identifying service lines and provide funding/financial support.
11. Long range plan – will present this at 9/30/25 meeting
12. LSA grants – had a discussion with KSA (9/3/25) for possible ideas for grant money.

The board and engineers would like a special meeting held on September 30, 2025 at 6:00 PM to discuss the bids, award the contract to the two contractors, and recap the long term plan. The special meeting will be advertised in the Dispatch per Sunshine Notice.

- IX. **KSA REPORT PROVIDED BY TRAVIS HUTZELL** – Not present at meeting. Mr. Gouse, on behalf of Mr. Hutzell, informed board members the 2025 PA State Budget not approved and no funding will be released until approval.
- X. **SOLICITOR REPORT PROVIDED BY ATTY TOBY MCILWAIN** Josh Nider (EADs) introduces the resolutions for the pen vest settlement, including the declaration to reimburse funds, the resolution to borrow the loan amount, and the rate resolution. The rate increase by 2027 will be necessary to pay the USDA and PennVest Loan payments. The solicitor discussed the resolution to adopt the revised meter policy and the termination agreement between the water authority and the sewer authority
- XI. **UNFINISHED BUSINESS**
Evaluate Rules & Regulations- No action yet.

Part-Time Office Assistant

Thomas Riskus motioned; Scott Yetsko seconded to hire Sandra Langlois as a Part-Time office assistant at a rate of \$12.00 per hour. MOTION CARRIED: 4/0

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XII. **NEW BUSINESS**

PMRS 2025 MMO

Mark Stancovich motioned; Thomas Riskus seconded to approve the PMRS 2025/2026 Minimum Municipal Obligation. MOTION CARRIED: 4/0

Air Conditioner

Mark Stancovich motioned; Thomas Riskus seconded to approve the purchase and installation of a new air conditioning unit from Ace's Plumbing and Heating, not to exceed \$7650.00. MOTION APPROVED: 4/0

Resolution(s) 2025-19 Resolution to Borrow, 2025-20 Funding Recipient, 2025-21 Rate Schedule, 2025-22 Revised Meter Pit Policy

Mark Stancovich motioned; Scott Yetsko seconded to approve Resolution(s) 2025-19, 2025-20, 2025-21, 2025-22. MOTION CARRIED: 4/0

MAPD & PASA Termination Agreement

Thomas Riskus motioned; Scott Yetsko seconded to execute the Termination Agreement between Portage Sewer & Portage Water. MOTION CARRIED: 3/0 Mark Stancovich abstained from voting.

Benscreek Valve Replacement

Scott Yetsko motioned; Mark Stancovich seconded to approve Cambria Systems to replace the valve at the Benscreek plant at a cost of \$15,000.00

Martindale & Benscreek Wells

Thomas Riskus motioned; Scott Yetsko seconded to award the well cleaning contract to Toy Drilling with a bid of \$289,653.00. MOTION CARRIED: 4/00

XIII. **ADJUSTMENTS FOR THE MONTH-**

Mr. Butterbaugh does not meet the requirements for a water adjustment.

Scott Yetsko motioned; Thomas Riskus seconded to hold executive session for personnel and pending litigation at 7:21 PM. MOTION CARRIED: 4/0

XIV. **ADJOURNMENT**

Thomas Riskus motioned; Scott Yetsko seconded to reconvene the regular meeting at 7:34 PM & adjourn the meeting at 7:35 PM P.M. MOTION CARRIED 4/0

Respectfully Submitted,
Amber Malzi