

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, December 1, 2016, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Dave Miorelli, Vice Chairman  
Mark Castel  
John Gartland  
Steve Koval  
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers.

**I. CALL TO ORDER**

Mr. Miorelli, Vice Chairman, called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

**II. EXECUTIVE SESSION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT THIS TIME TO DISCUSS PERSONNEL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

**III. RECONVENE INTO REGULAR SESSION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:10 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

**IV. RECOGNITION OF GUESTS**

Mr. Miorelli recognized Mr. Portash, Mainline Newspapers.

**V. CORRESPONDENCE**

Mr. Miorelli noted that there was no correspondence to be presented,

**VI. APPROVAL OF MINUTES**

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE NOVEMBER 3, 2016 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

**VII. AGENT'S EXPENDITURES**

No Agent's expenditures to be presented.

**VIII. INVOICES**

|  |             |
|--|-------------|
| Cambria Mailing Services, Inc.           | \$ 78.21    |
| Cintas                                   | 171.09      |
| Clearfield Wholesale Paper               | 44.80       |
| CMPA                                     | 1,000.00    |
| Copy Tech Office System Inc.             | 50.70       |
| EADs Group                               | 13,619.81   |
| Environmental Service Laboratories, Inc. | 200.00      |
| Foster F. Wineland, Inc.                 | 1.80        |
| FWF Insurance Agency, Inc.               | 3,081.00    |
| Impala Motors, Inc.                      | 1,075.53    |
| John Gartland                            | 50.00       |
| L/B Water Service, Inc.                  | 1,488.60    |
| Mainline Newspaper                       | 84.00       |
| Mark Castel                              | 50.00       |
| Mary L Elchin                            | 144.00      |
| Niper's Auto Repair                      | 725.66      |
| Portage Auto Parts                       | 103.68      |
| Portage Post Office                      | 141.00      |
| Portage Service Center                   | 2,116.45    |
| Ray Oil & Gas Co.                        | 978.47      |
| RDM Johnstown LLC                        | 136.00      |
| Ronald J Cadwallader, Jr                 | 20.00       |
| Sharon Squillario                        | 50.00       |
| Stager's Store                           | 244.93      |
| Stephen F. Koval                         | 50.00       |
| Tri-State Instruments                    | 1,044.40    |
| Univar USA, Inc.                         | 3,600.79    |
| Verizon Wireless                         | 150.70      |
|  | <hr/>       |
|  | \$30,501.62 |

**Paid Bills**

|                              |           |
|------------------------------|-----------|
| 1 <sup>st</sup> Summit Bank  | \$ 565.00 |
| Craig Castel                 | 100.00    |
| Mary L. Elchin               | 36.00     |
| Misty Troxel                 | 100.00    |
| PA One Call System, Inc.     | 43.18     |
| Penelec                      | 1,661.91  |
| PennDot                      | 10.00     |
| Peoples Natural Gas Company  | 32.83     |
| SwiftReach Networks, Inc.    | 244.00    |
| Yvonne Galan                 | 100.00    |
| Comcast                      | 290.92    |
| JC Ehrlich Co Inc.           | 159.00    |
| Patricia Buto                | 100.00    |
| Pro Disposal, Inc.           | 142.00    |
| REA Energy Cooperative, Inc. | 1,064.07  |

|                      |                    |
|----------------------|--------------------|
| Verizon              | 434.30             |
| WB Mason Co, Inc.    | 160.87             |
| Aflac                | 226.22             |
| Kevin Vu             | 100.00             |
| Sheetz Fleet Service | 272.55             |
|                      | <u>\$ 5,842.85</u> |

ON MOTION OF MR. GARTLAND, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$61,800.38 (REGULAR BILLS, \$30,501.62; PAID BILLS, \$5,842.85; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

Mr. Miorelli questioned the gas form that shows who purchased gas, to which Mr. Cadwallader replied that, each time an employee purchases gas for one of the Authority vehicles, they sign the receipt on the bottom with their specific employee ID number, as well as the vehicle unit number. Mr. Yetzko questioned if the receipts are available at all times for review, to which Mr. Cadwallader replied affirmatively.

**IX. TREASURER'S REPORT**

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE NOVEMBER 2016 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,507,349.36; CASH IN, \$220,171.28; CASH OUT, (\$217,436.18); ADJUSTMENT (INTEREST/MISC.), \$0; ENDING CASH, \$1,510,084.46. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

**X. SUPERINTENDENT'S REPORT**

Mr. Miorelli noted that Mr. Cadwallader's report was distributed to the Board members prior to the meeting; and he asked the Board if there were any questions regarding the report.

Mr. Cadwallader informed the Board that Rosebud has resumed operations. The business is taking coal in, so they are using more water; and the truck wash is operational as well.

Mr. Cadwallader stated that he has not heard anything from Mr. Barton relative to whether all of the clean-up work has been completed by Blue Knob Fire Company. Mr. Miorelli pointed out that the blast furnace slag that is being used near the creek beds is the best that could be used as it packs like concrete. Mr. Castel noted that the cost of this material is less as well.

Mr. Cadwallader reported that everything has been completed at the Koban residence. Mr. Kunko has to install his pressure reducer; and once it is installed, this project will be completed. Mr. Cadwallader indicated that, after Mr. Koban installed his pressure reducer, he actually had to turn the pressure down as some of the faucets were leaking.

Mr. Cadwallader apprised the Board that the fire hydrants have been winterized. The staff has been doing some searching for leaks. One leak was fixed on Conemaugh Avenue today; and

another leak will be addressed tomorrow on Orchard Street. In order to do the repair on Orchard Street, Mr. Cadwallader stated that the staff is going to have to shut the street down. He questioned Mr. Gartland if any of the school buses use the side streets, to which Mr. Gartland replied that the side streets are usually not used unless there are traffic problems on the main roads. Mr. Gartland did, however, note that he is not sure if there are any preschoolers that live on Orchard Street, which would mean that the bus would be using the Avenue to pick up those students, both in the morning and in the afternoon. Mr. Cadwallader questioned, if the crew would wait to begin the work after 8:00 a.m., would that be feasible, to which Mr. Gartland replied affirmatively.

Mr. Castel questioned the status of the replacement of the pipe at the plant, to which Mr. Cadwallader responded that, once the budget is approved at this Board meeting, he will be able to contact the vendor tomorrow and inform him that he can move forward with the work after the first of the year.

Mr. Cadwallader then presented the following for Board consideration:

- Health Insurance Renewal

Mr. Cadwallader noted that Board approval is required on the health insurance renewal. He commented that one employee has decided on the plan with the \$250 deductible; seven employees decided on the plan with the \$750 deductible; and two employees have opted out. Mr. Miorelli questioned if Mr. Cadwallader and Mrs. Ringler are the only two employees that opted out of the plan, to which Mr. Cadwallader replied affirmatively. Attorney Barbin questioned if the employees reviewed the various proposals, to which Mr. Cadwallader replied affirmatively.

Mr. Miorelli questioned if, in the future, the health insurance plan renewal information could be reviewed in October rather than waiting so close to the renewal time, to which Mr. Cadwallader replied that the information was brought before the Board and it was decided to discuss the information at the budget workshop. Mr. Koval stated that we usually do not receive information relative to any rate increases until a month before the renewal is due. Mr. Miorelli noted that the employees should be given more time to consider the information. He questioned if the information really needs to be brought to the Board prior to the employees being informed that there may be a change. Mr. Cadwallader stated that in July, he could present all of the various quotes that are received from all of the insurance companies to the employees for them to review prior to being presented to the Board, to which Mr. Miorelli replied that this is what should be done so that the employees can review all of the options. Mr. Yetsko questioned the employee that chose the \$250 deductible, to which Mr. Cadwallader replied that the employee is aware that there would be a cost difference by choosing the \$250 deductible.

ON MOTION OF MR. KOVAL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY APPROVED THE HEALTH INSURANCE PLAN RENEWAL, WITH THE LEVELS OF DEDUCTIBLES THAT THE EMPLOYEES REQUESTED AS OUTLINED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- Meeting Dates - 2017

ON MOTION OF MR. KOVAL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY APPROVED THE FOLLOWING MEETING DATES FOR 2017

AS PRESENTED, AS WELL AS THE ADVERTISING OF SAME IN THE NEWSPAPER AND ON THE AUTHORITY'S WEBSITE: JANUARY 5, FEBRUARY 2, MARCH 2, APRIL 6, MAY 4, JUNE 1, JULY 6, AUGUST 3, SEPTEMBER 7, OCTOBER 5, NOVEMBER 2 AND DECEMBER 7. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- 2017 Budget

Mr. Cadwallader noted that a motion would be needed by the Board to approve the 2017 budget as discussed at the workshop. He noted that, in the past, once the budget is approved, it is published in the paper, to which the Board agreed that this should be done. Mr. Miorelli questioned, since the information was just received relative to Rosebud, for the following year, will that increase in water usage go into the fund, to which Mr. Cadwallader replied that we will take the entire fund and the 2% will be taken off of that and put towards the capital fund, which will include the Rosebud funds.

ON MOTION OF MR. KOVAL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY APPROVED THE 2017 BUDGET AS PRESENTED, TO INCLUDE THE RATE INCREASE AND CAPITAL EXPENDITURES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- Employee Raises for 2017

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE EMPLOYEE RAISES FOR 2017 AT \$40 PER HOUR PER EMPLOYEE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- Christmas Bonus

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE CHRISTMAS BONUSES FOR EMPLOYEES AS OUTLINED IN THE BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- 2016 Write-Offs

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE 2016 WRITE-OFFS TO BE TURNED OVER TO THE COLLECTION AGENCY AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- Change to Personnel Policy for Overtime

ON MOTION OF MR. KOVAL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY APPROVED THE CHANGE TO THE EMPLOYEE OVERTIME POLICY TO READ THAT OVERTIME WOULD BE PAID AFTER 40 HOURS

WORKED IN A PARTICULAR WEEK, WITH THE EXCEPTION OF HOLIDAYS, WHICH WILL BE COUNTED AS HOURS WORKED (POLICY CHANGE TO BE EFFECTIVE THE FIRST PAY PERIOD IN JANUARY 2017). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

Mr. Cadwallader noted that the first pay period for 2017 will include the last week of 2016 and the first week of 2017.

- Purchase of Items with Remaining Funds from 2016

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF THE TIRES FOR UNITS 1, 4 AND 6; THE ASPHALT SEALING MACHINE; THE COPIER, SCANNER, PRINTER AND FAX (WITH ½ BEING PAID BY THE SEWER AUTHORITY); AND THE 3 HP PUMP WITH REMAINING FUNDS FROM THE 2016 BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- CD Renewal

Mr. Cadwallader noted that there is a CD that will need to be renewed effective December 3, 2016. Approval of the Board would be needed to roll it over at the same rate and terms as last year (each CD changes each year for the five year period). Mr. Cadwallader commented that, if approved by the Board, Mr. Miorelli would need to accompany Mrs. Ringler to the bank to sign the necessary documentation.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RENEWAL OF THE CD THAT IS DUE FOR AN ADDITIONAL FIVE-YEAR PERIOD AT THE SAME RATE AND TERMS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

- Clearing of Trees on New Pipe Yard

Mr. Cadwallader apprised the Board that the clearing of trees off of the property for the new pipe yard has started; and there is a lot of firewood available. He will offer the availability of the firewood to the employees. Attorney Barbin commented that the Board members cannot authorize benefits to themselves, but they can offer this to employees. The first right to the availability of the timber should be given to the employees before any other offering.

## **XI. ENGINEER'S REPORT**

Mr. Beyer commented that a copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer informed the Board that he did attempt to contact Mr. Custer relative to the Mountain Avenue project; and he is awaiting a return call from Mr. Custer.

Mr. Beyer commented that he distributed to the Board at the last meeting the Martindale spillway report. There were no questions of the Board relative to the report.

Mr. Beyer reported that, as requested, he did submit the retainer agreement from The EADS Group. Mr. Cadwallader noted that the retainer fees were included in the budget for 2017 as included in the agreement; and a letter of approval will be submitted to The EADS Group after the first of the year.

**XII. SOLICITOR'S REPORT**

Mr. Miorelli commented that Attorney Barbin submitted his report prior to the meeting; and he questioned if any Board member had any questions on the report.

Attorney Barbin informed the Board that he did contact Mr. Cooney relative to the cancellation of the transaction on the purchase of the watershed property.

Attorney Barbin reported that he has a rough draft of the deed prepared for the Hough's on the sale of the .143 acres of property. The deed will not be finalized until the subdivision plan is approved and recorded. Mr. Beyer noted that he did think that the subdivision plan was approved; however, he will check on this and forward the information to Attorney Barbin.

**XIII. FORESTER'S REPORT**

Mr. Barton was not present.

**XIV. UNFINISHED BUSINESS**

- Employee Issues

No employee issues to be presented to the Board.

- Blue Knob Poker Run

Discussed earlier in the meeting.

- Small Water Systems Grant

Discussed earlier in the meeting.

- Retirement Plan for Employees

No discussion held.

- Health Insurance Renewal

Discussed earlier in the meeting.

**XV. NEW BUSINESS**

- 2017 Budget

Discussed earlier in the meeting.

- 2017 Board Meeting Dates

Discussed earlier in the meeting.

- 2017 Employee Raises

Discussed earlier in the meeting.

- Employee Christmas Bonus

Discussed earlier in the meeting.

- 2016 Write Offs

Discussed earlier in the meeting.

- Personnel Policy Changes - Overtime

Discussed earlier in the meeting.

- Purchase of Items from 2016 Budget

Discussed earlier in the meeting.

- CD Renewal

Discussed earlier in the meeting.

#### **XVI. GOOD OF THE ORDER**

No items to be presented

#### **XVII. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 7:37 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CASTEL, MR. GARTLAND, MR. KOVAL, AND MR. YETSKO.

#### **XVIII. NEXT MEETING**

The next meeting will be held on Thursday, January 5, 2017 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary