

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 5, 2017, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Dave Miorelli, Vice Chairman  
Craig Castel  
Mark Castel  
John Gartland  
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Mike Barton, Forester; 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. RECOGNITION OF GUESTS**

Mr. Miorelli recognized Mr. Portash, Mainline Newspapers. He also recognized Mr. Craig Castel, the newly-appointed member of the Water Authority Board, and introduced him to the Board.

**III. CORRESPONDENCE**

Mr. Miorelli noted that the following correspondence was received:

- Consumption List, Rate Schedule and Water Usage Summary for 2016.
- Letter from Portage Borough relative to the appointment of Mr. Craig Castel to the Water Authority Board, along with a copy of Resolution 10-2016 (new fee schedules).
- Thank you card received from Mrs. Mary Louise Elchin relative to the Christmas bonus
- Letter from Pennsylvania Department of Transportation: Mr. Cadwallader noted that PennDOT will be coming in on Route 53 where the tunnel comes through from Kick's side to Oil City; and they will be digging up the area, will slurry concrete on top to sure it up, and will then repair the road. They will be making a different lane and removing the building in that area. He noted that, rather than being on the angle as it is now, it will then come into an "L" so that you will be able to see both ways when you pull out in that area.
- PMAA annual conference notification (Hershey, PA); any interested Board member should contact Mr. Cadwallader.

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 1, 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. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**V. AGENT'S EXPENDITURES**

Mr. Yetsko questioned if we are still using the Summit credit card, to which Mr. Cadwallader replied affirmatively. Mr. Yetsko and Mr. Castel reviewed the list of expenditures being presented for approval and clarified a few of the items with Mr. Cadwallader. Mr. Castel questioned the post office charges and asked if this was for the mailing of the bills, to which Mr. Cadwallader replied that it was not noting that the post card bills are mailed through Kopnick where the Authority receives a bulk rate. Mr. Castel questioned if there is any autopay being done, to which Mr. Cadwallader replied that this the ACH items go through the bank and there are a number of customers under this system.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD SEPTEMBER 1, 2016 TO DECEMBER 31, 2016 IN THE AMOUNT OF \$162.25. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**VI. INVOICES**

American Water Works Assoc.	\$ 50.00
Cambria Mailing Services, Inc.	78.97
Cintas	44.08
Copy Tech Office System Inc.	18.40
Craig Castel	50.00
Environmental Service Laboratories, Inc.	100.00
FWF Insurance Agency Inc.	2,195.00
Groff Tractor & Equipment	1,504.00
Hach	3,417.24
John Gartland	50.00
L/B Water Service, Inc.	292.80
Link Computer Corporation	1,396.88
Ludwig Electric LLC	1,041.00
Mainline Newspaper	25.88
Mark Castel	50.00
Mary L Elchin	180.00
New Enterprise Stone & Lime Co Inc.	821.96
PMAA	1,128.91
Portage Auto Parts	168.52
Portage Post Office	141.00
Ray's Tire	607.00
Ray Oil & Gas Co.	3,724.16
RDM-Johnstown, LLC	920.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Stager's Store	141.45
USA Blue Book	134.42
WB Mason Co. Inc.	264.01
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	\$18,615.68

**Paid Bills**

1 <sup>st</sup> Summit Bank	\$ 31.75
Highmark Blue Shield	8,150.40
PA One Call System, Inc.	41.87
Penelec	1,737.96
Visa – 1 <sup>st</sup> Summit	918.00
Comcast	290.92
Highmark Blue Shield	8,154.40
Julie or Barry George	100.00
Peoples Natural Gas Company	162.72
REA Energy Cooperative Inc.	1,199.27
Aflac	226.22
Pro Disposal, Inc.	142.00
Sheetz Fleet Service	289.56
Staples	111.98
Verizon	439.40
WB Mason Co. Inc.	56.24
Verizon Wireless	150.70
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	\$22,203.39

ON MOTION OF MR. GARTLAND, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$66,274.98 (REGULAR BILLS, \$18,615.68; PAID BILLS, \$22,203.39; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**VII. TREASURER'S REPORT**

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2016 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,510,084.46; CASH IN, \$194,399.08; CASH OUT, (\$224,611.43); ADJUSTMENT (INTEREST), \$0; ENDING CASH, \$1,479,872.11. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**VIII. 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 apprised the Board that we are having somewhat of a problem on Upper Road in Miller Shaft with customers complaining of low water pressure. Approximately 80 feet of galvanized pipe has been replaced. Bacteria samples are currently being run; and the residents are on a boil water notice. Mr. Caldwallader noted that one end has been replaced to get the customers back into water; and in the spring there will have to be something done to the upper part. Mr. Mark Castel questioned if the water pressure is better now, to which Mr. Cadwallader replied that it is somewhat better. He explained that we will probably have to replace approximately 300 feet of pipe on the upper side with 2" pipe, which will cost about \$.50 a foot.

Mr. Miorelli questioned where the division is for this off of the Martindale main, to which Mr. Cadwallader replied that it is next to Bellvia's building. There is one at this building and another at the lower gate to circulate it so it is not a dead system. Mr. Miorelli questioned if they are under the boney, to which Mr. Cadwallader replied that there is boney under the road, but when the pipe was replaced, there were casing placed with plastic. You place the casings and then dig on both sides of the road and slip the pipe. When the upper side is done, Mr. Cadwallader noted, we will have to bore under the road since it is the old galvanized pipe underneath the road.

Mr. Cadwallader informed the Board that Unit #2 (the plant vehicle) is in need of a set of tires. The cost of the purchase from Portage Service Center would be \$600; however, this purchase was not included in the budget. Included in the budget was the purchase of tires for Unit #4, Unit #6 and Unit #1. Mr. Yetsko questioned if there are monies in the budget to cover the purchase, to which Mr. Cadwallader replied affirmatively.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF TIRES FOR UNIT #2 AT A TOTAL COST OF \$600 FROM PORTAGE SERVICE CENTER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

#### **IX. ENGINEER'S REPORT**

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

As it relates to the Mountain Avenue project, Mr. Beyer reported that he did speak with Mr. Custer, who indicated that the project was not eligible because those residents that did not respond are counted toward those who would be above the low income level. Therefore, we really need to obtain a response from those residents that did not respond previously. Mr. Cadwallader noted that a second letter has been sent to the residents that did not respond. He commented, however, that there are some that are not responding because they do not want involved.

Mr. Beyer commented that, as there are a few new Board members, he questioned if the Board would want to have a workshop in the near future to review the system, discuss the long-range plan, etc. Mr. Cadwallader stated that the projects included in the long-range plan that is in place now have basically been completed. Mr. Mark Castel noted that this would be beneficial for the new Board members. Mr. Beyer indicated that this would also allow the Board to plan projects for the future. Mr. Cadwallader stated that this may include the feasibility study for the dam. Mr. Beyer indicated that he would be available if the Board would want to set up a workshop.

#### **X. 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 stated that, after the Board's December meeting, he received a call from Mr. Ed Englehart of Highland Sewer and Water Authority, stating that Highland Sewer and Water wanted to give the Authority a piece of property. Attorney Barbin explained that five years ago (2011), the Municipal Authority obtained an easement from Highland Sewer and Water Authority

for a piece of land on Puritan Road to run the Municipal Authority's new line along Route 164. He indicated that Highland Sewer and Water has always been cooperative with the Municipal Authority. Attorney Barbin pointed out that we already have the easement; and he is of the belief that any land is good land. Mr. Cadwallader explained that currently the agreement with Highland is that they have their lock on our gate right alongside ours, so if they need access they can unlock their lock to gain access. Attorney Barbin pointed out that, if Highland deeded the land to the Municipal Authority, they would need to reserve an easement over the road because their vault is at the end of the road. Mr. Cadwallader noted that the vault that is at the end of the road is the connection with Highland in the event we would ever need more water. Mr. Beyer stated that when the transmission main was placed, it was for easy access for both Highland and the Municipal Authority so that you are not parked on a State road. Mr. Miorelli questioned if the line comes off at Skelton Rocks, to which Mr. Cadwallader replied affirmatively.

Attorney Barbin commented that, if the Authority is the owner of the property, they would have a little more responsibility for maintenance and liability for anyone being injured, more so than just with an easement. Some people feel that, if this is the case, they would just want an easement; however, if the Authority owns the property, the Authority can decide what goes on around the property and it is a significant part of the Authority's system. Mr. Mark Castel questioned if the property is being used to anything right now, to which Mr. Cadwallader replied negatively stating that it is only used for access currently and it was used when the sewer line was installed. Mr. Mark Castel questioned if there are any quad trails on this piece of property, to which Mr. Cadwallader responded that there is a trail on the property but it is not used that much.

Attorney Barbin pointed out that this would be a \$1.00 transaction between Highland and the Authority. He explained that the Authority currently has an easement so it would not absolutely have to accept the offer. Attorney Barbin again pointed out that we do have a good relationship with Highland currently. Mr. Mark Castel questioned we will have to have insurance on this piece of property, to which Attorney Barbin replied that we do have liability insurance on the property.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY ACCEPTED THE OFFER FROM HIGHLAND SEWER AND WATER FOR THE PIECE OF PROPERTY DESCRIBED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

## **XI. FORESTER'S REPORT**

Mr. Barton apprised the Board that he received a telephone call from George Sakol from REA Energy. REA wants to do some power line work on the supply line that comes down from the County line down to the Martindale reservoir. Mr. Barton noted that he and Mr. Cadwallader met with representatives from REA Energy approximately three years ago; and Mr. Barton prepared a management plan at that time. REA was to stop back and get the management plan; however, they never did. Mr. Barton informed Mr. Sakol that he would email the management plan to him; and REA will review it with their Forester and probably move ahead with the work. Mr. Barton commented that he did request of REA that he supervise any work that is being done. He explained to the Board that the last time that REA did some work, they brought a hot saw in with an aerial draft to cut six limbs, and they cut over 170 by Mr. Barton's count at that time. Mr. Sakol also questioned about possibly mowing sections of the line; and Mr. Barton informed him that in the past we have not allowed indiscriminate mowing on any of the property. He stated to Mr. Sakol that we are trying to manage the property as a whole; and mowing really destroys what our ethic is for the property. Mr. Barton commented that, in the

past, REA wanted to use a full-volume foliage; and Mr. Barton had some reservations because we have several aquatic spans with open water in the area.

Mr. Barton apprised the Board that he also discussed with Mr. Sakol the fact that any chemicals used from the top of the hill down would have to have aquatic labels, so they would have to use either Gralon 3a or Glyphosate. Mr. Barton noted that he will supervise the work and keep Mr. Cadwallader informed. Mr. Cadwallader commented that the last time spraying was done by the State, they sprayed everything and killed everything, which was right next to one of the springs. Mr. Barton stated that this was the State at that time and not REA. Mr. Miorelli questioned if REA did suggest doing some cutting, to which Mr. Barton replied that REA does have some significant woody debris that they need to address. Mr. Miorelli questioned who normally does the cutting, to which Mr. Barton replied that REA does. Mr. Barton commented that he informed Mr. Sakol that he would review the work with REA before they proceed; and he also stated that he would be available at any time to work with them on the project so that we know what is going on in the watershed.

Mr. Barton reported that he received a telephone call from Clair Chappell regarding the Blue Knob poker run. Mr. Chappell has had his dozer repaired; however, he wants to hold off until the spring to do any more work. Mr. Barton stated that he informed Mr. Chappell that, if the work is not completed, Blue Knob would not be able to have another run in the spring. The work is approximately 80-85% completed, Mr. Barton stated, but the balance of the work has to be done or Blue Knob would not be able to have another run. Mr. Barton commented that Mr. Chappell apologized for the length of time it took to have the repairs done to the dozer, that the work was not done by October 1, and that Blue Knob understands that the work has to be completed before another run can be held.

Mr. Barton informed the Board that on the job that Mr. Sean Claar had retired, the last time he reviewed the area the stone had not been placed. Other than that, everything has been taken care of; i.e., the roads are in and everything is seeded down. Mr. Claar will keep Mr. Claar's performance bond until the stone is placed. Mr. Barton commented that Mr. Claar usually waits until he has more than one stone job and does them all at one time so that he can get a cheaper rate on the stone. Mr. Barton will keep the Board informed as to when the work is completed. Mr. Miorelli stated that some of the work that Mr. Claar has done looks very good, to which Mr. Barton agreed indicating that Mr. Claar did a very nice job on everything. Mr. Barton reviewed every road that he could review and Mr. Claar did an exceptional job. Mr. Claar also did some of the secondary roads that Mr. Barton really did not expect him to do; and what he did was very thorough.

As it relates to the roads that were closed off above the reservoir, Mr. Barton stated that he wanted to obtain some posters to place that would close the area to four-wheel traffic. The Game Commission provided these posters to Mr. Barton, so he will have these posted next week. Mr. Miorelli commented that Piper is the most traveled. Mr. Barton stated that, the last time he checked, no one had breached the roads we closed off. He noted that, as a community, we have spread the word that the roads are closed off for the protection of the watershed; and people have commented that this was a good idea. Mr. Barton stated that we have insured that individuals have routes that are travelable so they can get to where they are going, so closing off some of the roads only cut off a couple of shortcuts, kept people out of nine different springs, and kept them from crossing two main streams into the dam. Mr. Miorelli noted that, on the Hesel side, there are gates to the windmill, and there is no way you are getting around them. The only way out is through the watershed, and this is why Piper is getting hit heavily. Mr. Barton stated that he does not know if the water quality has improved, but we should get good

readings in the spring. If it does not improve, then he does not know what else we could possibly do being that we have done all that we can to date.

Mr. Mark Castel noted that there are a lot of quad trails in this area. Mr. Barton stated that Blue Knob has stoned about nine crossings; and we closed two entire roads and dropped 14-15 trees across each end so that there was no way around it or through it. Mr. Barton stated that he also dropped some interim trees across the trails until they were fixed up, so if someone would go around them, they could not get through the trails and would have to turn around and go back. Mr. Barton commented that there was one trail that had nine springs feeding the reservoir coming into it. We had posted it before, but someone had just destroyed the posters and took them down. Mr. Barton stated that, if we post the area and people are aware of why we are posting it and there is an easy avenue around it, as well as when Blue Knob finishes their work, it will be much easier to go around the area. Mr. Cadwallader noted that what kills the area is the 1,500 quads and side-by-sides coming through the area that are destroying it. Mr. Barton stated that, essentially, there are no stream crossings any longer so there should be no concerns. Mr. Miorelli noted that the Federal no-trespassing signs at the Benscreek dam are doing well and it would be nice to have more of these posters on the other trails as well. Mr. Barton commented that, as long as it is for a public watershed, the Game Commission will give you as many posters as you want. Attorney Barbin noted that the Federal signs come from Homeland Security. Mr. Cadwallader stated that PRWA will also supply signs if we request them. Mr. Barton emphasized that, with a little bit of public information as to why we closed a couple of the roads, those that ride the trails can spread the word that we are trying to protect the water quality and the brook trout. Overall, Mr. Barton noted, the actions that have been taken have worked extremely well.

Mr. Barton also thanked the Board for the Christmas bonus.

## **XII. EXECUTIVE SESSION**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD WENT INTO EXECUTIVE SESSION AT 7:50 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

## **XIII. RECONVENING INTO REGULAR SESSION**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD RECONVENED INTO REGULAR SESSION AT 8:55 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

As a result of the Executive Session, the following action was taken:

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO REDUCE THE SUPERINTENDENT'S HOURLY WAGES TO \$22.69 PER HOUR, PLUS AN ADDITIONAL REDUCTION OF \$.78 PER HOUR TO REIMBURSE PREVIOUSLY PAID OVERTIME. THE SUPERINTENDENT IS TO BE ELIGIBLE FOR OVERTIME ON HOURS WORKED OVER 40 HOURS. A ROLL CALL VOTE WAS HELD; AND BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**XIV. UNFINISHED BUSINESS**

- Employee Issues – Vacation Rollovers

Mr. Miorelli noted that requests were received from the following for vacation rollovers to 2017:

<u>Employee Name</u>	<u>Hours Requested to Rollover</u>
Tony Thompson	15.25 hours
Ron Cadwallader	8 hours
D. J. Moore	40 hours
Joy Powers	5 hours

Mr. Yetsko questioned what the current policy is in rolling over vacation hours, to which Mr. Cadwallader replied that each employee is required to fill out the appropriate paperwork to be presented to the Board for final approval. Attorney Barbin noted that the basic rule is use the hours or lose them, unless the Board decides otherwise. Mr. Mark Castel questioned if there is a limit on the number of hours that can be carried over, to which Mr. Cadwallader replied that it has been a maximum of 40 hours in the past. Mr. Miorelli questioned if this has been done in the past, to which Mr. Cadwallader replied affirmatively. Attorney Barbin commented that the Board does have the right to deny the requests if they become unreasonable, to which Mr. Cadwallader interjected that this is why the limit of 40 hours was placed in the past. Mr. Yetsko questioned if we would have to change the policy to knock it down now, to which Attorney Barbin replied that the Board has the legal right to knock it down now. Mr. Miorelli questioned, if in one employee's case, if they would decide to retire, would they get paid the vacation time with the rollover, to which Mr. Yetsko replied affirmatively. Mr. Miorelli commented that there is a limit on what vacation time the employees can carry over; and he questioned if the employees are able to bank any time, to which Mr. Cadwallader replied negatively stating that this is why the limit was set at 40 hours to carry over. Mr. Yetsko questioned how the hours are tracked, to which Mr. Cadwallader replied that once the Board approves the rollovers, those hours will be added to the employees' current accumulated hours. Mr. Yetsko questioned, to gain those hours, how does the Board know, to which Mr. Cadwallader replied that the hours earned are based on years of service, etc.

Mr. Miorelli questioned what the Board's decision was on this matter, to which Mr. Yetsko replied that, if the employees earned the hours, the Board does not have a choice; however, there is no information telling the Board if the hours were actually earned. Attorney Barbin explained that the employees earned the hours according to the Authority's policies and Mrs. Ringler does keep a record of it based on daily attendance. Mr. Yetsko questioned if this would be on the employees' timecard, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader pointed out that Mrs. Ringler does track any time that is taken off on a daily basis. Mr. Castel noted that, if an employee has accumulated two weeks and carries one over to the following year, the following year they could have three weeks to collect income if something happens.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUESTS FOR VACATION ROLLOVER AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

- Retirement Plans for Employees – Cost Studies



Mr. Cadwallader explained to the Board that various cost studies were received relative to the retirement plan for the employees. PMRS figured out the various increases (1%, 1.5% and 2%) if the Authority would raise its contribution to the plan. Attorney Barbin questioned if it is a defined benefit plan and whether it is a cash account in the employee's name, to which Mr. Cadwallader replied that it is not a cash account. He explained that the Authority's contribution goes into a pool and the employee's portion goes into their own account. If the employee retires, the contribution comes out of the pool into the employee's account. Attorney Barbin questioned if the employee can take a lump sum when they retire, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader noted that the employee, however, could take an annuity where it is spread out over the employee's lifetime based on their age and lifespan. Mr. Miorelli questioned if overtime is considered for the final average salary, to which Attorney Barbin replied that this is not a final average salary type of pension as it is how much money an employee has built up to their credit. Mr. Cadwallader explained that, if he put in 5% over the past year, this is what would be in his plan. Attorney Barbin commented that overtime would be included in the plan but it would not be based on the employee's final average pay. Mr. Cadwallader noted that, each pay, a certain percentage comes out, and it may be different.

Mr. Miorelli commented that there was some additional information included in the information received relative to the assumptions used in developing the cost projections. He stated that he is not comfortable with using assumptions. Attorney Barbin stated that this is really a guess on the company's part on what they will earn on the plan. Mr. Cadwallader stated that this is why he wanted a representative from PMAA to come in to meet with the Board and employees, to which Mr. Miorelli agreed. Mr. Miorelli stated that he is not familiar with all of this information, and he questioned when a decision has to be made, to which Mr. Cadwallader replied that a decision on the Board's part can be made at any time. Mr. Cadwallader explained that there is a worksheet that comes out at the end of the year that shows what the projections are and what the Authority's contributions will be. Mr. Miorelli questioned if the employee's pension is increased at the same time they are given a pay increase, to which Mr. Cadwallader replied that he does not know. Mr. Cadwallader commented that the information that was received was requested because the employees were asking about it, to which Mr. Miorelli replied that it is a good thing that the employees did ask about it. Mr. Yetsko questioned if Mr. Cadwallader is investing 5% each year, to which Mr. Cadwallader replied affirmatively, stating that he, Mr. Brian Cadwallader, Ms. Powers and Mrs. Ringler and doing the same. Mr. Yetsko questioned if the Authority is putting 3% in, to which Mr. Cadwallader replied that it was thought that the Authority was putting in 3%; however, sometimes it works out to 3% and sometimes it does not. The way it was stated in the information received, Mr. Cadwallader noted, it is around 1%. Mr. Miorelli noted that he was surprised of this information; and this is the reason we should have someone from PMAA here more often explaining this information to the Board. Mr. Cadwallader pointed out that PMAA has been contacted in the past, but they would only answer questions over the telephone and would not meet in person. He indicated that the Borough, Township and Sewer Authority is also under the same PMAA pension plan. Mr. Yetsko stated that he felt that the Board should take no action on this matter until someone from PMAA can meet with the Board on this matter as it was being requested to increase the Authority's contribution from 3% to 4%. Mr. Cadwallader indicated that this was only information to show the Board what the increase would be.

- Blue Knob Poker Run

Discussed earlier in the meeting.

- Small Water Systems Grant

Discussed earlier in the meeting.

- Retirement Plan for Employees

Discussed earlier in the meeting.

## **XV. REORGANIZATION**

- Election of Officers

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MIORELLI AS CHAIRMAN FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MARK CASTEL AS VICE-CHAIRMAN FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. CRAIG CASTEL AS SECRETARY FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. YETSKO AS ASSISTANT SECRETARY FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. GARTLAND AS TREASURER FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

- Retention of Positions

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF 1<sup>ST</sup> SUMMIT BANK AS DEPOSITOR FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF KLINE, KIMLIN AS AUDITOR FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF THE EADS GROUP AS ENGINEER FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF WILLIAM GLEASON BARBIN, ESQ. AS SOLICITOR FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF MICHEAL BARTON FORESTRY CONSULTING AS FORESTER FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF SHARON SQUILLARIO AS RECORDING SECRETARY FOR 2017. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**XVI. ADJOURNMENT OF ANNUAL MEETING**

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, AT 9:03 P.M. THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE ANNUAL MEETING AND RECONVENE INTO REGULAR SESSION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

**XVII. NEW BUSINESS**

- Changes to Personnel Policy for Personal and Company Vehicles

Mr. Cadwallader noted that the changes as discussed at the previous meeting to the personnel policy for the use of personal and company vehicles have been made and need approved by the Board. Mr. Yetzko questioned if the only way an employee can use their personal vehicle is if they punch out, to which Mr. Cadwallader replied affirmatively.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE CHANGES TO THE PERSONNEL POLICY RELATIVE TO THE USE OF PERSONAL AND COMPANY VEHICLES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED

MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND,  
AND MR. YETSKO.

- Tires for Unit #2

Discussed earlier in the meeting.

- Job Descriptions

Mr. Miorelli noted that this item was brought up at a previous meeting and will be discussed in the near future.

#### **XVIII. GOOD OF THE ORDER**

- EMC Insurance Check for Turbidimeter

Mr. Cadwallader apprised the Board that there was a power failure and we went into a brown out which affected one of the turbidimeters. This was then turned over to the insurance company.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE EMC INSURANCE CHECK INTO THE GENERAL FUND. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

- 1<sup>ST</sup> Summit Bank Line of Credit Interest Rate Change

Notification was received on the 1<sup>st</sup> Summit Bank line of credit interest rate change. The interest rate change will be increasing to 3.75%.

- Mountain Research, LLC

As it relates to the change to Mountain Research for lab testing, Mr. Miorelli questioned how many labs we contact for bids, to which Mr. Cadwallader replied that he did not contact anyone for lab bids before. He explained that we were using Environmental Services Labs in Indiana for everything; and then we received a better price from certain things and we switched to RDM for those items. The only things being done in Indiana were the lagoon samples. Mr. Miorelli questioned the cost for Standard Lab in Cresson, to which Mr. Cadwallader replied that we used to use Standard Lab in the past and we moved away from them. Mr. Miorelli questioned if we have checked with Penn State, to which Mr. Cadwallader replied that he has not checked with them. Mr. Miorelli questioned if we should perhaps check with Penn State, to which Mr. Cadwallader replied that he would contact Penn State. Mr. Miorelli noted that Penn State used to specialize in water samples. He noted that we should have different quotes from different labs. Mr. Cadwallader stated that we have used Geochemical in the past for SOCs and IOCs. Attorney Barbin suggested that Mr. Cadwallader develop a chart of what the needs are and what can be provided by each of the labs. Mr. Cadwallader noted that the Sewer Authority is looking to change to Mountain Research as well. He pointed out as well that the turnaround time for receiving the results is extremely important. Mr. Cadwallader noted as well that they have to be an accredited lab with DEP.

- Request for Adjustment

Mr. Cadwallader apprised the Board that a request for an adjustment was received for the property owners at 947 Webster Avenue. The owners live in Maryland. The heat was on in the residence; and the furnace quit working and the pipes froze and burst (33,000 gallons). The amount billed: \$313.29; average bill, \$23.60; adjusted bill, \$81.53.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE REQUEST FOR ADJUSTMENT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

- Scrap Money

Mr. Cadwallader noted that the scrap monies amounted to \$110.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE SCRAP MONIES INTO THE CAPITAL FUND. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

- Report of Fiscal Matters

Mr. Mark Castel questioned if the Board has an annual report on fiscal matters, to which Attorney Barbin replied that the auditor does present an annual report relative to the budget summary and the finances in May/June of each year. The auditor meets with the Board prior to the regular meeting annually on a specified date.

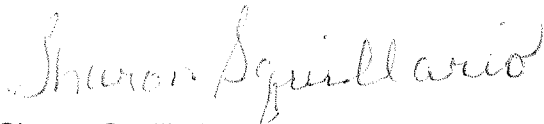
## **XIX. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. GARTLAND, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED THE MEETING AT 9:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

## **XX. NEXT MEETING**

The next meeting will be held on Thursday, February 2, 2017 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary