

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, February 2, 2017, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

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

Also present were: Ron Cadwallader, Supervisor; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Charlie Rimini, Portage Area Ambulance Association.

**I. CALL TO ORDER**

Mr. Miorelli, 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. Rimini, representing the Portage Area Ambulance Association.

Mr. Rimini commented that he was present at this evening's meeting to thank the Authority for their cooperation relative to the recent land swap between the Authority and the Ambulance Association. He indicated, however, that the Ambulance Association needs to know when the items located in the lot next to the ambulance building will be removed. Mr. Rimini stated that the Ambulance Association is looking for an easier place for parking of the truck and for employee parking. The area next to the railroad tracks is not plowed; and the Ambulance Association wants to provide parking inside the fenced area. In addition, Mr. Rimini pointed out, the Ambulance Association had a visit by their insurance company representative, who was there to review the area for liability insurance purposes; and the insurance company representative was concerned with the items that are housed in the fenced area. Mr. Rimini further noted that, with Rosebud, they are pulling trains through; and employees do not like parking near the tracks. Mr. Miorelli indicated that Rosebud also uses this as a right-of-way as a taxi for changing crews.

Mr. Cadwallader commented that he may have a solution to the concerns. He explained to the Board that, there is an area behind the Township Building (close to the area where the new pipe yard will be) where we could store the materials until the new pipe yard area is leveled off. If the Board is comfortable with this, Mr. Cadwallader noted, the staff can start moving the materials immediately. Attorney Barbin questioned if there would be any charge by the Township for use of the area, to which Mr. Cadwallader replied negatively. Mr. Yetsko stated that we should start this process immediately.

Mr. Rimini thanked the Board for working with the Ambulance Association in making this happen. He commented that the Association's plans have currently been put on hold because Obamacare has cut into the Association's income. Mr. Rimini noted that the Ambulance Association is comfortable with the land being secured; however, there was some concern with the liability insurance because of the items being stored in the area.

The Board agreed that Mr. Cadwallader proceed immediately to remove the items from the property. Mr. Cadwallader indicated that, once all of the items are removed, he will ensure that the property is leveled off as well.

Mr. Rimini thanked the Board for their consideration and departed from the meeting.

**III. CORRESPONDENCE**

Mr. Miorelli noted that the following correspondence was received:

- Announcement of PMAA Board member training; any interested Board member should contact Mr. Cadwallader.
- Badger meters: Mr. Cadwallader apprised the Board that Badger has notified the Authority that they will be changing from RTR to an encoder. Badger will support the Authority's current equipment; however, they were just notifying the Authority that they will be changing to an encoder where the meter reader can sit with a laptop and beam out and do the readings. Mr. Mark Castel questioned if we will have to change the current meters, to which Mr. Cadwallader replied negatively, stating that we may have to review this again if we do change our meters. Mr. Yetsko questioned what expenditure we would be looking at, to which Mr. Cadwallader replied that the cost of the new encoder would be \$16,000 for the software and the iPad. Mr. Yetsko questioned if the use of the encoder system would eliminate any staff, to which Mr. Cadwallader replied that we would still need to have someone go out and do the readings. Mr. Cadwallader explained that, when doing the readings with the encoder, the reading is done and it goes out to the Cloud to be stored. It is recorded and then the Authority would be billed per reading. Mr. Cadwallader apprised the Board that, in the past, it used to take 22 days to do all of the readings; and now it is down to only six days.

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 5, 2017 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**

No Agent's expenditures to be presented.

**VI. INVOICES**

|  |           |
|--|-----------|
| Anthony Thompson                         | \$ 300.00 |
| Blue Earth Labs, LLC                     | 722.92    |
| Brian Cadwallader                        | 300.00    |
| Cambria Mailing Service, Inc.            | 77.84     |
| Cambria Systems, Inc.                    | 347.44    |
| Christene Ringler                        | 200.00    |
| Cintas                                   | 90.77     |
| CMPA                                     | 1,000.00  |
| Craig Castel                             | 50.00     |
| Cummins Bridgeway, LLC                   | 1,288.60  |
| DJ Moore                                 | 300.00    |
| Damin Printing                           | 294.00    |
| EADs Group                               | 390.00    |
| Environmental Service Laboratories, Inc. | 300.00    |
| FWF Insurance Agency, Inc.               | 2,195.00  |

|                           |             |
|---------------------------|-------------|
| Grainger                  | 363.24      |
| Hach                      | 8,343.94    |
| John C Morgan, Jr         | 300.00      |
| John Cartland             | 50.00       |
| John M Bilchak            | 300.00      |
| Joy Powers                | 200.00      |
| Kick's Garage & Towering  | 40.00       |
| Long's Outpost, Inc.      | 273.00      |
| Mark Castel               | 50.00       |
| Mary L Elchin             | 144.00      |
| Norfolk Southern Railway  | 464.16      |
| PMAA                      | 856.61      |
| PMRS                      | 14,286.00   |
| Portage Auto Parts        | 123.33      |
| Portage Post Office       | 147.00      |
| Portage Service Center    | 1,062.50    |
| PRWA                      | 360.00      |
| Ray's Tires               | 45.00       |
| Ray Oil & Gas Co.         | 2,135.85    |
| RDM – Johnstown LLC       | 136.00      |
| Ronald J Cadwallader, Jr  | 320.00      |
| Safeguard                 | 286.78      |
| Sharon Squillario         | 50.00       |
| Stager's Store            | 180.37      |
| Todd Feathers             | 300.00      |
| Univar USA, Inc.          | 3,064.62    |
| Verizon Wireless          | 143.86      |
| WB Mason Co. Inc.         | 13.78       |
| William G Barbin, esq.    | 1,825.00    |
| Wirfel Plumbing & Heating | 115.00      |
|                           | <hr/>       |
|                           | \$43,836.61 |

**Paid Bills**

|                               |             |
|-------------------------------|-------------|
| Comcast                       | \$ 292.79   |
| Groff Tractor & Equipment     | 391.35      |
| Highmark Blue Shield          | 7,521.29    |
| PA Once Call System, Inc.     | 15.24       |
| Penelec                       | 1,907.79    |
| Peoples Natural Gas Company   | 356.58      |
| REA Energy Cooperative, Inc.  | 1,568.45    |
| SwiftReach Networks, Inc.     | 1,225.00    |
| Visa – 1 <sup>st</sup> Summit | 109.92      |
| Aflac                         | 226.22      |
| Commonwealth of Pennsylvania  | 500.00      |
| Pro Disposal, Inc.            | 142.00      |
| Commonwealth of Pennsylvania  | 500.00      |
| Sheetz Fleet Service          | 248.81      |
| Subway                        | 100.00      |
| Verizon                       | 440.91      |
| WB Mason Co. Inc.             | 58.73       |
| Gina Lambert                  | 9.50        |
|                               | <hr/>       |
|                               | \$15,614.58 |

ON MOTION OF MR. GARTLAND, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$84,907.10 (REGULAR BILLS, \$43,836.61; PAID BILLS, \$15,614.58; 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**

Mr. Yetsko questioned what the voided check was for as noted in the Treasurer's Report, to which Mr. Cadwallader replied that this was a consumer refund (a resident was sent a check for \$9.50 and never cashed it; therefore, it was voided and another check written).

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 2017 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,479,872.11; CASH IN, \$233,724.83; CASH OUT, (\$249,405.31); ADJUSTMENT (VOIDED CHECK), \$9.50; ENDING CASH, \$1,464,201.13. 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 Mr. Barton informed him that some trees that were placed to block some of the trails were moved around by some juveniles. Mr. Barton did review the area and straightened it out. Mr. Miorelli commented that he did hear that there will now be sobriety checks done on the quad drivers. Attorney Barbin questioned who will be doing the testing, to which Mr. Miorelli replied that he was not sure. Mr. Cadwallader noted that sobriety tests are already being done by the Game Commission and the Fish Commission.

Mr. Cadwallader noted that he did provide information to the Board prior to the meeting relative to quotes received from RDM and Mountain Research for the lab testing. He commented that Geochemical did not provide any information. Mr. Miorelli questioned if any information was received from Standard Lab, to which Mr. Cadwallader replied that Standard Lab does not provide services for water testing any longer. Mr. Cadwallader indicated that Cardan Laboratories (Dan Antos) also submitted a quote; however, they do not have a night service and you must call an answering service and they page someone out. The quotes, however, received from Cardan are comparable with the others received.

Mr. Yetsko questioned Mr. Cadwallader as to his recommendation, to which Mr. Cadwallader replied that he would recommend staying with RDM and Mountain Research. Attorney Barbin commented that there is some difference in the charges between RDM and Mountain Research, to which Mr. Cadwallader replied that there are some tests that RDM does in-house and there are some they send out, so there would be a higher charge in some areas. Mr. Miorelli questioned if Mr. Cadwallader crosschecks with the plant on the results, to which Mr. Cadwallader replied that for the iron and magnesium we do crosscheck and the results are in line. Mr. Cadwallader pointed out that, with RDM, we can take samples to them 24 hours a day to have them analyzed, to which Mr. Mark Castel pointed out that this means a lot with DEP as well. Mr. Miorelli stated that there was a report on the

news this evening that indicated that Pennsylvania is not keeping up with the Federal contamination laws and will have to come into compliance.

Mr. Cadwallader informed the Board that EPA has selected the Authority for testing of unregulated contaminants. The staff will obtain the samples and EPA will pay for the samples. Once the results come back, Mr. Cadwallader noted, we will have to enter the results into the EPA website. Attorney Barbin pointed out that these are unregulated now, so we are not in violation. EPA is intending to regulate it later. Mr. Cadwallader commented that we are currently below the 10,000 limit, so this is why we were picked for this. He stated that it will probably not be until 2019 when we will begin the official sampling. As it relates to the Benscreek plant, Mr. Miorelli commented that there is a well. He questioned where we are getting the influent sample, to which Mr. Cadwallader replied that it comes into the plant at a dedicated sample point and is tested daily for conductivity, hardness, iron, magnesium, etc.

As it relates to the rate increase of 2% that is to be put toward future projects, Mr. Yetsko questioned where those funds are being deposited, to which Mr. Cadwallader replied that those monies are earmarked to be placed in the money market account which is considered a building fund for future projects.

Mr. Yetsko commented that he was reviewing Mr. Cadwallader's reports from past meetings; and he questioned if there are 11 employees under the health care plan, to which Mr. Cadwallader replied that the only employees not on the plan are himself and Mrs. Ringler. Mr. Yetsko stated that there are nine employees, so there are only seven employees on the plan. Mr. Cadwallader commented that there is only one employee at the \$250 deductible and all others are at the \$750.

Mr. Yetsko questioned, in reviewing the worked hours for the employees, are the hours monthly totals, to which Mr. Cadwallader replied affirmatively. Mr. Yetsko questioned if the vacation and sick day hours are included, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader stated that Mrs. Ringler has a master report she can prepare on QuickBooks relative the sick time and vacation time for each employee; and he will provide YTD information for the Board at future meetings. Mr. Miorelli commented that he would like to see it documented as well those hours that are being earned and those hours that are being used. Mr. Cadwallader did note that the timecards were available at the last meeting for review and were included in a separate folder.

Mr. Yetsko questioned if employees are punching in and out if they have elsewhere to go throughout the workday, to which Mr. Cadwallader replied affirmatively.

Mr. Yetsko questioned who takes care of the cleaning responsibilities for the Authority offices as it is stated that the secretaries do the cleaning responsibilities such as running the sweeper, etc. Mr. Cadwallader noted that the secretaries will run the sweeper if there is something on the carpet after shredding, etc.; however, Mrs. Elchin comes in as the custodian and does a tremendous job. Mr. Yetsko questioned if Mrs. Elchin has any increase in wages, to which Mr. Cadwallader replied that it was a couple of years ago. Mr. Cadwallader noted that he would review past minutes in this regard.

## **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 received updated information on the responses from the residents on Mountain Avenue. As a result, the Authority would be eligible for a grant based on the income reported. Mr. Beyer did send the information to Mr. Custer; however, he has not received a response to date.

Mr. Beyer requested that the Board give some thought to the possibility of meeting in the near future to discuss the long-range plan. The current plan has not been reviewed since 2015; and there are projects in the plan that have been completed.

Mr. Miorelli questioned, as it relates to the land that Highland wanted to donate, is there boney in the area, to which Mr. Cadwallader replied that it is all boney. Mr. Cadwallader explained that in the area on the property where the new water and sewer lines were installed, all of the boney was cleaned up. Attorney Barbin stated that Highland has a right-of-way coming through the property, to which Mr. Cadwallader agreed indicating that Highland has a separate lock on the entrance gate to the property. He commented that the Authority staff does check the area once a week.

Mr. Beyer stated that, if the Board wishes to pick a date in the near future, they can let him know. He indicated that it would be beneficial if all Board members could attend and not just the new Board members as we would need to do some planning on future projects. The document that currently exists was completed in 1999 and has not been reviewed since 2015. Mr. Cadwallader stated that one of the important projects that would need included in the plan would be the reservoir renovations. Mr. Beyer stated that he had presented information to the Board two years ago relative to where all of the valves were, etc.; however, no action was taken. He noted that, if the new Board members would be interested in reviewing this information, he could have Sarah come to the meeting and review it with the Board members. Mr. Miorelli stated that he believes this would be beneficial. Mr. Cadwallader questioned if the Sewer Authority has this information, to which Mr. Beyer replied that they do not. Mr. Beyer stated that the Borough was also interested in it. Mr. Cadwallader commented that, if this is the case, perhaps we could have a joint meeting when the information is presented because we could also have the storm drains, sewer lines, water lines, etc. placed on the mapping. Mr. Cadwallader stated that we would still have to do the PA one-calls; however, this information would really help everyone out.

Mr. Miorelli noted that he read in the newspaper that the gas company damaged one of the water lines on Webster Avenue because the one-call was not made. Mr. Cadwallader stated that this is correct and the gas company has been billed for the damages and repairs (close to \$600, which includes charges for labor, water loss, etc.).

Mr. Beyer noted that the long-range plan is not something that has to be done right away; however, it would be beneficial especially for the new Board members to understand the system and what needs to be addressed. Mr. Cadwallader indicated that we do need to look at such things as pipe replacement. He stated that the pipe replacement on Upper Road is an example. Mr. Beyer commented that another large area that would need looked at would be the area where we are restricted from RD's down because it is a 10" pipe coming down from the reservoir, and then it goes down to a 6" pipe. Mr. Beyer noted that we need to get these types of things down on paper so that we know what we are looking at.

Mr. Yetsko questioned how long it would take to complete the long-range plan, to which Mr. Beyer stated that, before anything can be done, the Board would need to develop a list of projects to be included in the plan. There is really no costs associated, but there are things that do not need completed in the system immediately but perhaps 10 years down the road. Mr. Cadwallader indicated that if you look at doing something with the 10" line near Marty's where we stopped the project, when you come down through you will be bringing down a transmission line. We would want to keep the project off the State highway, so we would be looking at doing it behind the houses, which would include the tie-ins for what is actually up on top at the current time. Because of the current difference in the pipes, this will be a very complex project to lay out or otherwise you would be putting two to three transmission lines in. The new transmission line would run from Marty's to the back side of Metzler's, to the old railroad bed, and then over to Farren Street. Mr. Miorelli questioned the Spring

Hill feed, to which Mr. Cadwallader replied that this has been replaced. Everything from the last hydrant where the lower pressure regulator is across from Marty's old gas station, and from that point down would need replaced. Mr. Miorelli commented that on the line going up to Chislow's there was a vault, to which Mr. Cadwallader replied that this has been moved. It was the old 6" line coming up over the hill. Mr. Cadwallader stated that we eliminated the check valve because if we need more water in town and it calls for water, it will not all be pulled out of the plant since we have one million gallons of water sitting in the tank and water can be pulled from the tank and brought down through the system for fire purposes or a leak.

Mr. Beyer stated that another example of a project is on Caldwell Avenue. The Borough was repaving Caldwell Avenue; and the Board had talked about replacing that line but did not have enough time before the paving was done. Mr. Beyer stated that there are other areas in town that are similar. He pointed out that we need to think of projects that could perhaps coincide with Borough projects in order to save money. Mr. Cadwallader indicated that we need to look at the problem areas and prioritize them. He pointed out that we have a steel tank that will need inspected soon (Munster Road); and with the paint, we would need to look at whether it would be feasible to put up another tank or look at placing lead abutment paint on it. Mr. Cadwallader explained to the Board that, in addition, there are residents on Munster Road that would like to be on Portage water; and this is something as well that we could look at. Mr. Cadwallader emphasized that funding is the important part as there is really no grants available that provide "free" money for these types of projects. Mr. Mark Castel noted that there really is no State or Federal money available currently, to which Mr. Cadwallader stated that any Federal money available is really low interest loans. If we got into a project like Twin Lakes where we could look at mine subsidence, we may be able to look at funding. Mr. Beyer noted that any CDBG monies that become available would only be for smaller projects and not larger projects.

## **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, in follow-up of action taken at the last meeting on the offer from Highland on the piece of property, he did contact Highland and they are currently preparing the deed for the property.

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

No report.

## **XII. UNFINISHED BUSINESS**

- Employee Issues

Mr. Cadwallader noted that he met with all of the employees and there were no matters brought forth.

- Blue Knob Poker Run

Mr. Cadwallader noted that Mr. Barton met with Blue Knob representatives today.

- Small Water Systems Grant

Discussed earlier in the meeting.

- Retirement Plan for Employees

Mr. Cadwallader informed the Board that telephone calls have been placed with PMRS to set up a meeting with the Board and the employees.

- Letters of Intent

In follow-up from the last meeting relative to reappointment, Mr. Cadwallader noted that letters of intent for reappointment were received from Attorney Barbin, Mr. Barton, Summit Bank and Kline Kimlin.

### **XIII. NEW BUSINESS**

No New Business to be presented.

### **XIV. GOOD OF THE ORDER**

- Request for Adjustment

Mr. Cadwallader apprised the Board that requests for adjustments were received as follows:

- 257 Woodland Boulevard: adjusted bill, \$61.50
- 121 Upper Road, Apartment 2: adjusted bill: \$143.97

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

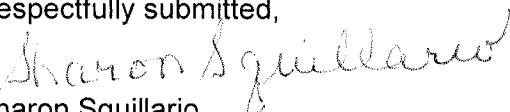
### **XV. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 7:59 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

### **XVI. NEXT MEETING**

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

Respectfully submitted,

  
Sharon Squillario  
Recording Secretary