

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, December 7, 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
Jerome Yetsko

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

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.

III. CORRESPONDENCE

No correspondence to be presented.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE NOVEMBER 2, 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, AND MR. YETSKO.

V. AGENT'S EXPENDITURES

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD NOVEMBER 1 THROUGH NOVEMBER 30, 2017, IN THE AMOUNT OF \$39.00. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL, AND MR. YETSKO.

VI. INVOICES

Cambria Mailing Service Inc.	\$ 78.04
Cintas	79.86
CMPA	1,000.00
Craig Castel	50.00
FWF Insurance Agency Inc.	2,238.00
Hach	1,989.52

Hite Company	688.09
John Gartland	50.00
L/B Water Service Inc.	1,330.40
Laurel Sand and Stone	323.93
Long's Equipment	19.00
Mainline Newspaper	84.00
Mark Castel	50.00
Mary L Elchin	260.00
Mountain Research	156.00
New Enterprise Stone & Lime Co Inc.	413.49
Portage Post Office	147.00
Portage Service Center	772.00
Ray Oil & Gas Co	1,335.99
Raynor	1,182.00
RDM – Johnstown	444.00
Ronald Cadwallader Jr	20.00
Sharon Squillario	50.00
Stager's Store	193.60
Verizon Wireless	149.90
WB Mason Co Inc.	45.02
Wicklow, Inc.	152.00
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	\$13,301.84

Paid Bills

1 st Summit Bank	\$ 637.77
PA One Call System Inc.	71.12
Water System Solutions, Inc.	410.00
Clearfield Wholesale Paper	67.00
Comcast	313.22
Penelec	1,669.26
Rea Energy Cooperative Inc.	521.76
SwiftReach Networks, Inc.	187.25
WB Mason Co Inc.	83.75
Aflac	226.22
Cheryl Blakey	100.00
Highmark Blue Shield	8,364.52
Lowe's	151.51
Pro Disposal, Inc.	142.00
Sheetz Fleet Service	119.30
Verizon	448.78
WB Mason Co. Inc.	59.97
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	\$13,573.43

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$52,331.18 (REGULAR BILLS, \$13,301.84; PAID BILLS, \$13,573.43; 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, AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE NOVEMBER 2017 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,638,522.66; CASH IN, \$248,018.53; CASH OUT, (\$250,884.60); ADJUSTMENT, (\$0.00); ENDING CASH, \$1,635,656.59. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL 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 informed the Board that the bulk water permits have been received.

Mr. Cadwallader noted that he will be talking to Attorney Barbin relative to information that was received from the Railroad that states \$485; however, we actually have another one that states \$970 for the lease fees for the lines going underneath the tracks. He will discuss the matter with Attorney Barbin and suggested that the matter be tabled until the next meeting until we can clarify the correct amount.

As discussed at the last meeting, Mr. Cadwallader reported that the CD was cashed in and the monies were placed in the Savings/Capital Improvement Account.

Mr. Cadwallader noted that he received requests from four employees that want to roll over some of their vacation time to 2018; i.e.:

- Tony Thompson – 30 hours, 45 minutes
- Chris Ringler – 24 hours
- Joy Powers – 78 hours, 15 minutes
- D. J. Moore – 24 hours

Mr. Yetsko questioned how many weeks' vacation these employees would receive in 2018 on top of any hours they would roll over, to which Mr. Cadwallader replied that Ms. Powers would receive four weeks; Mrs. Ringler would receive two weeks; Mr. Thompson would receive two weeks; and Mr. Moore would receive three weeks. Mr. Yetsko questioned if we would be setting a precedent by allowing the employees to carry over the vacation time, to which Mr. Cadwallader replied that the Board had in the past allowed employees to carry over a total of one week of vacation time.

Mr. Miorelli questioned, if one of these employees would leave the employ of the Authority, would they get paid for their vacation time, to which Mr. Cadwallader replied that he knows they would get paid for sick time but he is not sure about the vacation time. Mr. Miorelli noted that, if the employee would have already earned the vacation time, it would only be fair if they got paid for it if they left the Authority. Mr. Miorelli questioned if the Board would like to take action and whether to pay the vacation time to the employees upon retirement. Mr. Mark Castel noted that he would agree to this to a certain point. Mr. Cadwallader explained that the employees are only permitted to carry over one week of vacation time from year to year; and that was a

decision made by the Board in the past. Mr. Miorelli noted that, since we are going into 2018, if someone would retire and has vacation time coming, they have earned that and we need to determine if they should be paid for it. Mr. Mark Castel questioned how many weeks of vacation time each employee receives, to which Mr. Cadwallader replied that it would be a maximum of four weeks. Mr. Craig Castel commented that we could perhaps prorate it; i.e., if an employee would retire in June, they would only be paid for two weeks of their vacation time. Mr. Miorelli noted that he is not sure of the legalities in this regard. Mr. Yetsko and Craig Castel indicated that perhaps we should table this matter until Attorney Barbin is present to advise the Board.

Mr. Craig Castel pointed out that for Ms. Powers, she would only be able to roll over 40 hours of her requested 78 hours. Mr. Miorelli stated that, if this is the case, Ms. Powers would need to use 38 hours before the last pay period of the year. Mr. Cadwallader noted that December 24 would be the last day of the pay period for the year. Mr. Mark Castel noted that, if Ms. Powers does not use the 38 hours before that date, she would lose it.

Mr. Yetsko commented that this matter should be tabled until the next meeting. Mr. Miorelli noted that, if the matter is tabled, Ms. Powers would possibly lose 38 hours. He indicated that Ms. Powers has one pay period left to use the hours or she would lose them; and in the meantime, she would also be earning additional hours. It was questioned whether the Board was tabling the entire matter, or just the question on payout of any vacation time upon retirement. Mr. Miorelli stated that he agrees the Board should table this matter until the next meeting; however, Ms. Powers should be made aware that she would need to use the 38 hours or she would lose them. Mr. Yetsko agreed. He commented that he believes the Board should table the entire matter until the next Board meeting when Attorney Barbin is present. In the meantime, he requested to review the minutes of the previous Board meeting where the Board agreed that employees could carry over a maximum of 40 hours. Mr. Cadwallader indicated that he would provide the minutes to Mr. Yetsko. The Board also requested that Mr. Cadwallader advise Ms. Powers of the need to use the 38 hours by the end of the next pay period or she would lose it.

Mr. Cadwallader informed the Board that the Comcast renewal contract was received. If we do not renew the agreement, our bill will increase approximately \$70 - \$80; however, if we do renew, the discount will remain in place. Mr. Yetsko questioned if we are able to approve this on a year-to-year basis, to which Mr. Cadwallader replied affirmatively. He noted that it is a two-year agreement with Comcast. Mr. Cadwallader commented that the agreement includes the internet, telephones, etc. Mr. Mark Castel questioned what the cost for Comcast is per month, to which Mr. Cadwallader replied that it is approximately \$313 per month. Mr. Yetsko questioned, if this is approved by the Board this evening, would it be effective for two years, to which Mr. Cadwallader replied affirmatively. Mr. Yetsko questioned if this would come out of this year's budget, to which Mr. Cadwallader replied affirmatively.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE COMCAST RENEWAL AGREEMENT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

Mr. Cadwallader presented the following requests for adjustments:

- 1106 Cambria Street: amount of bill, \$125.77; adjusted bill, \$43.48.
- 921 South Railroad Street: amount of bill, \$575.27; adjusted bill, \$137.19.

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

It was requested by the Board that Mr. Cadwallader include in the next newsletter information relative to requests for adjustments; i.e., the amount of the bill must be \$100 more than the regular bill or it does not qualify and that a resident can only request an adjustment every three years. Mr. Cadwallader commented that there are some requests for adjustments that are received that do not make it to the Board level because the residents do not meet the qualifications.

IX. SOLICITOR'S REPORT

Mr. Miorelli noted that Attorney Barbin provided his report prior to the meeting as he was not going to be present at the meeting.

X. ENGINEER'S REPORT

Mr. Beyer noted that he had provided a written report prior to the meeting.

Mr. Beyer informed the Board that, as it relates to the long range plan, he is willing to assist the Authority in compiling the priority list for the long range plan. Mr. Cadwallader noted that there are a few projects that we talked about for the long range plan that have been included in the 2018 budget.

Mr. Beyer reported that the PA Small Water and Sewer grant applications are not being accepted. He asked the Board if they wanted to reapply for a grant for the Mountain Avenue project, to which the Board agreed as this is a shovel ready project.

Mr. Beyer questioned the Route 53 project and the water line, to which Mr. Cadwallader replied that he received a telephone call from Joe Franko at PennDOT relative to the Routed 53 project; and apparently the Authority's lines are no longer in the scope of the work. Mr. Beyer advised that Mr. Cadwallader obtain this information in writing from PennDOT so that there are no questions in the future. Mr. Cadwallader explained that there is a casing that runs around the pipes that is welded steel. The question was how well it was welded; and if you open the ditch underneath and expose the pipe and it collapses, who would be responsible. Therefore, Mr. Cadwallader will request a letter from Mr. Franko in this regard.

Mr. Beyer commented that he did submit a letter from EADS relative to reappointment as the Authority's Engineer for 2018.

XI. FORESTER'S REPORT

No report as Mr. Barton was not present.

XII. UNFINISHED BUSINESS

- Employee Issues

No employee issues to be presented.

XIII. NEW BUSINESS

- Meeting Dates for 2018

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE FOLLOWING MEETING DATES FOR 2018: JANUARY 4, 2018; FEBRUARY 1, 2018; MARCH 1, 2018; APRIL 4, 2018; MAY 3, 2018; JUNE 7, 2018; JULY 5, 2018; AUGUST 2, 2018; SEPTEMBER 6, 2018; OCTOBER 4, 2018; NOVEMBER 1, 2018; AND DECEMBER 6, 2018. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

- 2018 Budget

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE BUDGET FOR 2018 AS FINALIZED IN PREVIOUS BUDGET MEETINGS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

- Purchase of Items from 2017 Budget

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF THE SETTLING TUBES AND THE CHLORINE SYSTEM FROM THE 2017 BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

- Water Rate Increase

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE 2% WATER RATE INCREASE AS CONTAINED IN THE 2018 BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

- Payroll Increase

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PAYROLL INCREASES AS CONTAINED IN THE 2018 BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

- Christmas Bonus

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE ANNUAL CHRISTMAS BONUS FOR THE EMPLOYEES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

XIV. GOOD OF THE ORDER

- Request for Adjustments

Discussed earlier in the meeting.

- Vacation Roll Over

Discussed earlier in the meeting.

XV. ADJOURNMENT

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED THE MEETING AT 7:42 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MIORELLI, MR. CRAIG CASTEL, MR. MARK CASTEL AND MR. YETSKO.

XVI. NEXT MEETING

The next meeting will be held on Thursday, January 4, 2018 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary