

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, February 1, 2018, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Mark Castel, Chairman  
Craig Castel  
John Gartland  
Brent Kinley  
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Jerry Zaman; John and Pam Morgan.

**I. CALL TO ORDER**

Mr. Castel, 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. Castel recognized Mr. Portash, Mainline Newspapers.

Mr. Castel then recognized Mr. Zaman. Mr. Zaman questioned the Board if there was any determination made on what was causing the calcium deposits in his toilet as mentioned at a previous meeting. Mr. Cadwallader indicated that the phosphate has been lowered. Mr. Zaman stated that he is getting more of a concentration because his residence is closer to the plant. Mr. Cadwallader noted that anything that breaks off would also come towards the Zaman's because they are at the end of the line. Mr. Zaman stated that this would not cause the calcium buildup, to which Mr. Cadwallader replied that this is actually not calcium but the phosphate. Mr. Zaman stated that he has to use vinegar to remove it from his toilet. Mr. Cadwallader questioned Mr. Zaman if he had the concern when they were flushing every week because of the dirty water problem, to which Mr. Zaman replied affirmatively. Mr. Cadwallader indicated that he knows that a test was run on the aluminum; and it does not seem to be higher.

Mr. Cadwallader stated that he has not received any additional concerns from other residents around Mr. Zaman. He informed Mr. Zaman that the line in question is set to be changed out soon. Mr. Cadwallader requested that Mr. Zaman bring a sample to him, to which Mr. Zaman replied that he would attempt to do that. Mr. Cadwallader stated that he could then have the sample tested to get a better idea of what the concern is. Mr. Zaman questioned, when the upgrade is completed this summer, will there be a blow off, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader stated that tomorrow he would go to see Mr. Zaman and blow the system down using Mr. Zaman's outside spigot; and then, since the system would be clear, we can see how long it takes for the buildup to come back. Mr. Zaman commented that he has been having the concern for many years; and he has had to change the toilet out because it was so bad.

Mr. Zaman departed from the meeting at this time.

**III. CORRESPONDENCE**

Mr. Castel noted that information was received relative to the PMAA Board member training to be held Wednesday, March 7, Hilton Hotel, Pittsburgh; Tuesday, March 13, Radisson, Camp Hill;

and Wednesday, March 21, Holiday Inn, Allentown. The training will be held from 8:00 a.m. – 1:00 p.m. Any Board member interested in attending one of the training sessions was asked to contact Mr. Cadwallader.

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 4, 2018 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**V. AGENT’S EXPENDITURES**

No Agent’s expenditures to be presented.

**VI. INVOICES**

|                                    |           |
|------------------------------------|-----------|
| Allegheny Supply                   | \$ 23.99  |
| Aneglica Fedorko                   | 100.00    |
| Anthony Thompson                   | 300.00    |
| Brent Kinley                       | 50.00     |
| Brian Cadwallader                  | 300.00    |
| Cambria Mailing Service Inc        | 199.05    |
| Christene Ringler                  | 200.00    |
| Cintas                             | 93.50     |
| CMPA                               | 1,000.00  |
| Cole – Parmer                      | 926.44    |
| Commonwealth of PA                 | 100.00    |
| Connie Augustine                   | 100.00    |
| Craig Castel                       | 50.00     |
| DJ Moore                           | 300.00    |
| FWF Insurance Agency               | 2,238.00  |
| John C Morgan, Jr                  | 300.00    |
| John Gartland                      | 50.00     |
| John Bilchak                       | 300.00    |
| Joy Powers                         | 200.00    |
| L/B Water Service Inc.             | 731.07    |
| Link Computer Corporation          | 1,312.50  |
| Ludwig Electric LLC                | 1,330.59  |
| Mark Castel                        | 50.00     |
| Mary L Elchin                      | 260.00    |
| Mountain Research LLC              | 156.00    |
| New Enterprise Stone & Lime Co Inc | 589.00    |
| Peoples Natural Gas Company        | 525.65    |
| PMAA                               | 902.64    |
| PMRS                               | 14,453.00 |
| Portage Auto Parts                 | 21.98     |
| Portage Post Office                | 150.00    |
| Portage Service Center             | 1,848.75  |

|                          |             |
|--------------------------|-------------|
| Ray's Tires              | 40.00       |
| Ray Oil & Gas Co         | 3,769.49    |
| RDM – Johnstown LLC      | 220.00      |
| Ronald J Cadwallader, Jr | 320.00      |
| Sharon Squillario        | 50.00       |
| Sheetz Fleet Service     | 333.44      |
| Stager's Store           | 85.68       |
| Todd Feathers            | 300.00      |
| Verizon Wireless         | 150.02      |
| WB Mason Co Inc          | 32.88       |
|                          | <hr/>       |
|                          | \$34,463.67 |

Paid Bills

|                              |             |
|------------------------------|-------------|
| CBIZ Insurance Services Inc  | \$ 250.00   |
| PA One Call Systems Inc      | 31.73       |
| Railroad Management Co       | 1,455.00    |
| Comcast                      | 271.02      |
| Donald Moore, Jr             | 100.00      |
| Highmark Blue Shield         | 8,364.52    |
| Penelec                      | 1,424.34    |
| Swiftreach Networks Inc      | 1,225.00    |
| Aflac                        | 226.22      |
| Cummins Bridgeway, LLC       | 1,330.22    |
| Delores Canavan              | 185.00      |
| Martin McNally               | 100.00      |
| Pro Disposal, Inc.           | 150.00      |
| REA Energy Cooperative Inc.  | 1,283.54    |
| Verizon                      | 449.46      |
| WB Mason Co Inc.             | 115.04      |
| Commonwealth of PA           | 500.00      |
| Commonwealth of PA           | 500.00      |
| Water System Solutions, Inc. | 126.00      |
|                              | <hr/>       |
|                              | \$18,087.09 |

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$78,006.66 (REGULAR BILLS, \$34,463.67; PAID BILLS, \$18,087.08; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**VII. TREASURER'S REPORT**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 2018 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,626,732.60; CASH IN, \$256,414.95; CASH OUT, (\$431,535.27); ADJUSTMENT, \$48.57 (INTEREST); ENDING CASH, \$1,451,660.85. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

## VIII. SUPERINTENDENT'S REPORT

Mr. Castel 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 staff has been dealing with some water line breaks that have occurred over the last month. There were six main breaks that were fixed; and there were four freeze-ups that were on the residents' side who were not on the freeze up list in the past. One resident on Caldwell Avenue experienced a freeze up; and she has not had her pipes freeze in the 65 years she has lived in the home. This may be a result of the storm drain line that was placed in that area which exposed the pipes more. This resident has now been placed on the freeze up list. Mr. Cadwallader commented that there were also some meter bottoms that broke, which have also been repaired.

As it relates to the water tank on Munster Road, Mr. Cadwallader stated that this is the only tank that we could not have inspected by MidAtlantic. A visual inspection was conducted by another company (Suez); and an assessment report has been received on what it would cost to upgrade the tank. Mr. Cadwallader reported that, to repaint the inside and outside of the tank, place a new vent on the top, and replace the ladder guard, the cost would be \$138,945. He pointed out that this would be something that would have to be discussed for the budget. Mr. Cadwallader pointed out that the paint on the tank is to the point where it will not be able to be repainted soon.

Mr. Cadwallader informed the Board that a sensor on Park Avenue froze and was sent out for repair. It should be received back soon, at which time the Mountain Avenue tank will be back on line. Mr. Cadwallader commented that we have been using the tank; however, we have had to keep checking the levels.

Mr. Cadwallader stated that a letter was received from the Pennsylvania DEP stating that the results of the 2016 lead and copper samplings that were done through a voluntary DEP program are invalid because it was found that the laboratory used the wrong method of testing. The samplings will have to be redone and submitted to DEP at no cost to the Authority (costs will be absorbed by the laboratory). The samplings have to be resubmitted by June/July 2018.

Submitted for the Board's consideration, Mr. Cadwallader noted, were quotes that were received for the office security window and door as discussed at the last meeting. Quotes were received from both Cambria Glass and Ameriglass (formerly Alto Glass) for the safety glass; and pricing was also included for a pre-hung solid core door, 2x4's to box it in, and other miscellaneous items. In total, the cost would be \$1,400 for all materials. Mr. Craig Castel questioned if the glass is bulletproof, to which Mr. Cadwallader replied negatively stating that it is safety glass. Mr. Yetsko questioned who would be doing the work, to which Mr. Cadwallader replied that the glass would be installed by either Cambria Glass or Ameriglass; and the other work would be done in-house. Mr. Craig Castel questioned the size of the glass, to which Mr. Cadwallader replied that it is 66 x 54 and ¼" thick. Mr. Mark Castel questioned if there would be any other alternative other than glass, to which Mr. Garland replied that plexiglass may be more expensive. Attorney Barbin commented that plexiglass scratches easily and has a limited life as well. Mr. Craig Castel questioned what account the expenses would be charged to, to which Mr. Cadwallader replied that the project would be charged to the Office Account. Mr. Cadwallader noted that the area would actually be open underneath where the office staff can take care of three customers at the same time.

Mr. Mark Castel commented that the important thing is that we have to do something, to which Attorney Barbin agreed stating that Mr. Cadwallader may not be present at a critical time when

the staff has a concern with a customer. Mr. Mark Castel stated that it is a shame that the Board has to do this to protect the employees in the office. Mr. Craig Castel questioned if Highland Water made any changes, to which Attorney Barbin replied that it was actually Johnstown Water Authority who had open counters and they made a similar change. Attorney Barbin commented that the project cost for Johnstown Water Authority was more; however, it was a much larger area. He pointed out that it is definitely in the Board's interest to invest funds to protect its employees in this manner; and it is no different than providing protective equipment for an employee. Mr. Craig Castel questioned if there is any difference in the glass being provided by the two vendors, to which Mr. Cadwallader replied negatively. Mr. Kinley questioned when the project could be completed, to which Mr. Cadwallader replied that the entire project should not take more than a couple of days to complete once the glass is received.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED MOVING FORWARD WITH THE PROJECT AS DESCRIBED ABOVE AND ACCEPTED THE QUOTE RECEIVED FROM CAMBRIA GLASS, ALONG WITH THE PURCHASE OF OTHER MISCELLANEOUS ITEMS TO COMPLETE THE PROJECT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

As it relates to Mr. Cadwallader's report on employee time off, Mr. Craig Castel noted that the report indicated that for the week of January 1 – 6, Mrs. Ringler was off on Friday. Then for the week of January 8-12, the report noted that Mrs. Ringler was off on Monday; however, down further in the report it noted that Ms. Powers and Mrs. Ringler were in the office all week. Mr. Castel questioned the discrepancy, to which Mr. Cadwallader replied that this is correct in that the report runs the entire week together. Mr. Cadwallader stated that he could break the report down further if the Board desires, to which Mr. Craig Castel replied that that would be fine. Mr. Craig Castel questioned who keeps track of the employees' time off, to which Mr. Cadwallader replied that he does have the request slips for everyone for any time off requested; i.e., sick time, vacation time, time off for doctor's appointment, etc.

Mr. Mark Castel indicated that he noticed that the overtime seems to be increasing. He questioned if there is any way to keep track of the overtime on a month-to-month basis or a two-week pay period. Mr. Mark Castel indicated that we may see that it would make more sense to hire someone rather than paying the overtime. Mr. Cadwallader stated that he could provide a report for the Board for every two-week period. Mr. Mark Castel commented that a report per pay period would be fine. Mr. Mark Castel indicated that he noticed on the report that an employee went out for nine minutes, to which Mr. Cadwallader explained that, if an employee went out for nine minutes, that person would get a full hour of pay. Mr. Craig Castel noted that, on the overtime report, there is a column for overtime and straight time, to which Mr. Cadwallader explained that, if an employee had a day off, the employee must then have 40 hours before they get any overtime. Mr. Morgan pointed out to the Board that, in the winter, it is good to have a fellow worker with you when it is very cold outside; and that may be why the overtime numbers increased. Mr. Cadwallader indicated that there were a lot of broken meter bottoms during the cold spell and all employees were called out to assist. Mr. Mark Castel pointed out that the Board would agree that safety should come first for all of the employees.

#### **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 PA Small Water and Sewer Grant, Mr. Beyer stated that he did provide a letter that needs signed stating that the Authority will take over the line and maintain it if the Authority receives any grant money for the Mountain Avenue project. Mr. Beyer commented that he would also require a check from the Authority for \$100 for the application fee. The submission of the grant was approved by the Board at the last meeting; and the grant should be submitted this month.

**X. SOLICITOR'S REPORT**

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

As it relates to the purchase of the Cooney property, Attorney Barbin noted that he spoke with Attorney Neugebauer today and was informed that Angel Coal Trust is placing in the deed that they have the right to use any part of Turbine Drive that crosses on the land that was sold. Attorney Barbin explained that, if the Board recalls the review of the map, Turbine Drive was excluded from what the Authority was purchasing. Angel Coal Trust just wanted to make it clear that they still have the right to use Turbine Drive to access the remainder of the property. Attorney Barbin informed the Board that he told Attorney Neugebauer that he did not think the Board would have a concern with this request. Attorney Barbin reminded the Board that, in 2007, the Authority signed an agreement with every property owner in that area, excluding Cooney, stating that the Authority agreed to free passage back and forth across the roads for all parties. Attorney Barbin commented that Attorney Neugebauer indicated today that everything should be recorded by next week. The Authority will receive its check back in the amount of \$1,800 for the transfer taxes as well as part of the recording fees.

**XI. FORESTER'S REPORT**

No report.

**XII. UNFINISHED BUSINESS**

- Employee Issues

No employee issues to be brought forth.

- Window/Door Quotes

Discussed earlier in the meeting.

**XIII. NEW BUSINESS**

- Invalid Lead Test

Discussed earlier in the meeting.

- Liquid Fuels Tax Refund Claim

Presented only for signature by Board Officers.

- Repair of Tank Sensor – Mountain Avenue

Discussed earlier in the meeting (total cost of \$551.66).

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

- Requests for Adjustment

Mr. Mark Castel presented the following requests for adjustments:

- 114 Academy Drive: boiler blew out; total due, \$72.83
- 811 Conemaugh Avenue: toilet ran; total due: 336.83
- 115 Upper Road: meter bottom blew out and pipe burst; total due, \$118.62
- 134 Munster Road: total due, \$138.20

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE ABOVE ADJUSTMENTS AS REQUESTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

- Rate Increase Comparisons

Mr. Cadwallader noted that he included with the Board information some facts he collected in response to a request by Mr. Gartland relative to rate increases in other localities compared to the Authority's recent rate increase.

- Signature Cards – 1<sup>st</sup> Summit Bank

Mr. Cadwallader requested signatures of the Board officers on the signature cards from 1<sup>st</sup> Summit Bank.

- Audit Engagement Letter

Mr. Cadwallader requested the signature of Mr. Mark Castel on the audit engagement letter and confirmation of accounts.

- Condition of Vehicles

Mr. Mark Castel questioned if all of the vehicles are in working order, to which Mr. Cadwallader replied that all of the vehicles are fine but there is a bill from Portage Service Center that was included in the information for this meeting for maintenance on the Blazer.

#### **XV. EXECUTIVE SESSION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED INTO EXECUTIVE SESSION AT 7:35 P.M. TO DISCUSS A PERSONNEL MATTER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XVI. RECONVENE INTO REGULAR SESSION**

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

**XVII. ACTION ON PERSONNEL MATTER**

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED PART-TIME STATUS FOR MR. JOHN MORGAN WITH A CONTINUATION OF HEALTH CARE, AT SINGLE COVERAGE, FOR A PERIOD OF TIME UP TO SIX MONTHS, TO BE IMPLEMENTED BY THE SUPERINTENDENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Discussion ensued relative to the cross-training of staff in the event the need arises in the future.

**XVIII. GENERAL BUSINESS**

Discussion took place relative to the condition of the Munster Road tank and the continuation of water lines in the Munster Road area.

**XIX. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. GARTLAND, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XX. NEXT MEETING**

The next meeting will be held on Thursday, March 1, 2018 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary