

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, April 5, 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; John Morgan, Employee; Bernice Lauver, Resident.

### **I. CALL TO ORDER**

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

Mr. Mark Castel then recognized Ms. Lauver. Ms. Lauver informed the Board that she did have an arrangement for payment of her water bill; however, she was unable to make the payment because of fraudulent activity relating to her bank account. When the account was unlocked, she was ready to come down to make the payment. Ms. Lauver noted that as she was coming out of her house to come to the Water Authority to sign an agreement for a payment plan, her water was being shut off. She pointed out that she has four children and is pregnant; and she is unable to be without water. Ms. Lauver commented that she was ready to come to the Authority office yesterday; however, she, along with the entire town, was without power.

Mr. Mark Castel questioned how delinquent the account is, to which Ms. Lauver replied that it is \$1,200. Ms. Lauver indicated that she did have the money with her to make a payment on the account. Mr. Cadwallader stated that, if Ms. Lauver is willing to make a payment, he could call the on-call employee to come out to turn the water back on. Ms. Lauver emphasized that she will make all required payments and will catch up on what is owed on the account.

At this time, Attorney Barbin provided Ms. Lauver with a statement to sign indicating the receipt of the \$520 she was willing to pay. Mr. Cadwallader stated that he would obtain an official receipt the next business day for Ms. Lauver. Mr. Yetsko questioned Ms. Lauver how she intends to make future payments, to which Ms. Lauver replied that she will have income that she will be able to use.

Ms. Lauver thanked the Board for their consideration and departed from the meeting.

Mr. Gartland joined the meeting at this time.

### **III. EXECUTIVE SESSION**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD WENT INTO EXECUTIVE SESSION AT 7:15 P.M. TO ADDRESS

MATTERS OF AN EMPLOYEE PERSONNEL POLICY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

**IV. RECONVENING INTO REGULAR SESSION**

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

Mr. Morgan departed from the meeting at this time.

**V. CORRESPONDENCE**

Mr. Cadwallader stated that a letter was received from Trout Run relative to Earth Day that will be held on Friday, April 20. Trout Run is asking for the use of one of the Authority's trucks and one employee to go to the Park to help with the cleanup.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO THE USE OF ONE OF THE AUTHORITY'S VEHICLES AND ONE EMPLOYEE TO ASSIST AT EARTH DAY AT THE PARK ON APRIL 20. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

Mr. Castel noted that correspondence was also received from the Borough. Mr. Yetsko explained to the Board that the Cambria County Borough Association annual meeting will be held in Portage this year; and the Borough is soliciting donations of items to be used for door prizes for the event. Mr. Beyer stated that if further information was available, he may be able to donate some items on behalf of EADS. Mr. Cadwallader commented that he would provide a copy of the letter to Mr. Beyer. Mr. Castel noted that he would probably be able to obtain a donation of cases of water. Mr. Cadwallader replied that would be sufficient. He asked that Mr. Castel deliver the water to the Authority office and he would ensure that it was delivered to the Borough office.

**VI. APPROVAL OF MINUTES**

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 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. KINLEY, MR. GARTLAND, AND MR. YETSKO.

**VII. AGENT'S EXPENDITURES**

No Agent's Expenditures to be presented.

**VIII. INVOICES**

Blue Earth Labs, LLC	\$ 707.80
Brent Kinley	50.00
Cambria Mailing Services, LLC	152.74
Cintas	58.36
Craig Castel	50.00
FWF Insurance Agency, Inc.	2,238.00
Hach	2,576.73
John Gartland	50.00
L/B Water Service, Inc.	1,522.35
Link Computer Corporation	1,573.76
Long's Equipment	45.00
Long Barn Inc. II	232.18
Louis Booth	100.00
Mark Castel	50.00
Mary L Elchin	325.00
MC Printer Repair	115.90
Mountain Research, LLC	166.50
Peoples Natural Gas Company	363.13
Portage Auto Parts	54.98
Portage Post Office	150.00
Portage Service Center	712.00
Ray Oil & Gas Co	3,612.11
RDM – Johnstown, LLC	616.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	287.60
United Graphics	3,503.42
Verizon Wireless	150.02
WB Mason Co Inc.	179.77
William G Barbin, esq.	1,675.00
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	\$ 21,388.35

**Paid Bills**

Aflac	\$ 226.22
Comcast	310.63
Highmark Blue Shield	8,364.52
PA One Call System, Inc.	17.50
Penelec	1,628.05
Ronald Plummer	100.00
Safeguard	381.30
Visa – 1 <sup>st</sup> Summit	130.30
Lowe's	226.09
Northern Safety & Industrial	87.01
Pro Disposal, Inc.	150.00
REA Energy Cooperative Inc.	1,242.91
Sheetz Fleet Service	180.08
Verizon	451.42
WB Mason Co. Inc.	75.49
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	\$ 13,571.52

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GRTLAND, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$60,415.78 (REGULAR BILLS, \$21,388.35; PAID BILLS, \$13,571.52; 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.

#### **IX. TREASURER'S REPORT**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2018 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,465,703.73; CASH IN, \$242,028.88; CASH OUT, (\$218,737.49); ADJUSTMENT, \$0.00; ENDING CASH, \$1,488,995.12. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

#### **X. SUPERINTENDENT'S REPORT**

Mr. Mark 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.

In follow-up of discussion at the last meeting, Mr. Cadwallader apprised the Board that he did talk with Representative Burns. There is a grant available that we could apply for; and if the grant is received, it would address the cost of the probes. Mr. Cadwallader did add another probe to the cost that would cover Earnest Run. The probes would then cover that area, those coming into Benscreek, both feeder streams and Martindale. Representative Burns' office will provide letters of support as well.

Mr. Cadwallader reported that a letter of request was received from Blue Knob relative to their ATV runs that will be held on May 12 and September 22. Blue Knob has submitted the required request form which will need signed by the Board if approved. Mr. Cadwallader explained to the Board that Mr. Barton talked to Blue Knob; and they are amenable to taking care of the remainder of the repairs that need completed that were not completed previously. Mr. Yetsko commented that Blue Knob would also need to address any repairs immediately after each run being requested. Mr. Mark Castel questioned if all of the repairs have been made from the last run, to which Mr. Cadwallader replied that the repairs from the last run are 99.9% complete. Mr. Castel stated that Blue Knob should be required to complete the repairs sooner than one year after the run, to which Mr. Cadwallader agreed, stating that he would inform Blue Knob that, if they have a weather problem that is impeding the repairs being done, they should inform the Authority of such. The Board agreed to allow the runs to take place.

Mr. Cadwallader stated that, at the end of April, the summer workers will be starting. He explained that he had a few applications; however, one of the applications was from a high school student who would fall under the child labor laws. Mr. Cadwallader stated that he has two applications from college students; i.e., Nathan Teno and Braedon St. Clair. Mr. Cadwallader reminded the Board that the cost for any extra time for the summer workers is included in the budget if it is needed.

Mr. Cadwallader commented that a hold was placed on the Authority credit card for a part that needed sent back. The part was received and the hold was released on the credit card.

Mr. Cadwallader reported that flushing of lines will take place the week of April 16. While doing the flushing, the staff will address a concern in Benscreek. Benscreek will be flushed the second night; and then we will come out the third night and take care of Jamestown and other places. Mr. Cadwallader explained that we will take care of getting the 4" line shut down and cut apart (from the Club Road project.).

As it relates to the request for the purchase of settling tubes for Benscreek with money left from last year's budget, Mr. Cadwallader explained that this has been placed on hold. The reason for this is when the vendor provided the quote, he did not include four extra settling tubes that should have been included in the quote. The vendor quoted \$19,000 which would have been 64 settling tubes; and as we need 68 settling tubes, the corrected price would be \$21,262. Mr. Cadwallader noted that he would wait until we look at the budget at the end of the year and look at this then.

Mr. Cadwallader noted that a request for an adjustment was received from the resident at 123 Main Street. He noted that there was a toilet that the landlord did fix. They were billed \$232.00; and the adjusted bill was \$73.69.

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

Mr. Cadwallader apprised the Board that, as it relates to the office security window and door as discussed at previous meetings, all of the work has been completed; however, the wrong door was received (labeling was not correct). The correct door should be received by April 18; and once installed, the project should be complete. Mr. Yetzko questioned if the office staff is satisfied with the work that has been done, to which Mr. Cadwallader replied affirmatively.

Mr. Mark Castel questioned what the difference in gas pricing is between Sheetz and Portage Service Station, to which Mr. Cadwallader replied that Sheetz is a set price and the Gulf station has a higher price. Mr. Mark Castel questioned if the staff uses both locations, to which Mr. Cadwallader replied affirmatively. Mr. Mark Castel further questioned if each vehicle is tracked at both locations, to which Mr. Cadwallader replied affirmatively. He explained that each billing identifies the vehicle and how much gas was purchased. Mr. Cadwallader noted that any billings received from Ray Oil & Gas also track the vehicle and the employee.

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

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

Mr. Beyer informed the Board that he did complete drawings for the Emergency Action Plan as DEP wanted revised drawings with aerial imagery. He noted that he did work on the as-builts for Koban Lane, Benscreek and the Benscreek Plant for the Emergency Action Plan. Mr. Cadwallader explained that the maps are needed for PEMA for the Emergency Action Plan as everything will be placed online for when needed.

## **XII. SOLICITOR'S REPORT**

Mr. Mark 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.

Attorney Barbin noted that he has developed a Resolution to be approved by the Board to establish a policy for donation of sick time. He noted that the words "of vacation" would be deleted from the proposed policy. Attorney Barbin explained that the policy would allow employees to donate sick time back to the Authority to be placed in a bank and then allocated to employees when needed and requested. Attorney Barbin requested a motion of the Board to adopt the policy for donation of sick time as presented.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE POLICY FOR DONATION OF SICK TIME AS PRESENTED, WITH THE REMOVAL OF THE WORDS "OF VACATION" AS NOTED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Attorney Barbin noted that the Authority has already received two donations of sick time from two employees. Each employee donated 40 hours of accrued sick time. Therefore, there is 80 hours of sick time in the pool to be allocated. A motion would also be needed by the Board to allocate those 80 hours to Mr. Morgan pursuant to the Policy and Mr. Morgan's request.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO ALLOCATE THE 80 HOURS OF SICK TIME DONATED TO THE SICK TIME BANK TO MR. MORGAN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Attorney Barbin noted that there are also two forms that would be available; i.e., a form to be completed by any employee that is donating any sick time to the bank, and a form to be completed by any employee requesting time from the sick time bank. Attorney Barbin pointed out that the policy is applicable to all employees.

## **XIII. FORESTER'S REPORT**

No report.

## **XIV. UNFINISHED BUSINESS**

- Employee Issues

No employee issues to be presented.

## **XV. NEW BUSINESS**

- Audit Report

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE AUDIT REPORT AS PRESENTED PRIOR TO THE MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY

INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Attorney Barbin commented that it was a clean audit.

- Applications for Summer Employment

Discussed under Superintendent's Report.

**XVI. GOOD OF THE ORDER**

- Requests for Adjustment

Discussed under Superintendent's Report.

- Supply House Credit on VISA

Discussed under Superintendent's Report.

- Blue Knob ATV Runs

Discussed under Superintendent's Report.

**XVII. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED THE MEETING AT 8:15 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XVIII. NEXT MEETING**

The next meeting will be held on Thursday, May 3, 2018 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary