

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 3, 2019, 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; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers.

**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.

**III. CORRESPONDENCE**

Mr. Cadwallader shared the following correspondence that was received:

- The City of Johnstown Water Authority is holding a meeting on January 31, 2019, at 11:30 a.m., with the Water Authorities from Cambria and Somerset Counties. Mr. Cadwallader commented that the City holds these meetings throughout the year; and they invite guest speakers to talk relative to homeland security, grants, DEP matters, etc. Any Board member interested in attending is to contact Mr. Cadwallader.
- Letter received from Cole-Parmer indicating that, due to the tariffs that were enacted on things coming out of China and overseas, Cole-Parmer will be passing the tariffs and their additional costs on to the Authority.

**IV. APPROVAL OF MINUTES**

It was noted that a motion was not made at the last meeting approving Resolution 2018-12-06, the Borough garbage contract.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED RESOLUTION 2018-12-06, THE BOROUGH GARBAGE CONTRACT, AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 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

Billings Lumber Co	\$ 10.30
Brent Kinley	50.00
Cambria Mailing Services, Inc.	155.36
Cintas	53.01
CMPA	1,000.00
Craig Castel	50.00
EADs Group	104.25
FWF Insurance Agency Inc.	2,695.00
Hach	276.66
Hite Company	33.03
Jerome Yetsko	50.00
John Gartland	50.00
L/B Water Service, Inc.	422.55
Link Computer Corporation	1,312.50
Long's Equipment	90.00
Mainline Newspaper	27.40
Mark Castel	50.00
Mary L Elchin	325.00
Mountain Research LLC	156.00
New Enterprise Stone & Lime Co Inc.	1,403.93
Nipers Auto Repair	42.55
Peoples Natural Gas Company	361.56
PMAA	1,251.72
Portage Auto Parts	102.96
Portage Post Office	150.00
Portage Service Center	1,089.50
Ray's Lawnmower	91.83
Ray Oil & Gas Co	2,701.52
RDM – Johnstown LLC	310.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Stager's Store	391.47
Tri-State Instruments	1,014.40
Visa – 1 <sup>st</sup> Summit	686.24
WB Mason Co Inc.	58.78
William G Barbin, esq.	662.50
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	\$17,300.02

Paid Bills

1 <sup>st</sup> Summit Bank	\$ 31.75
Danielle Wareham	100.00
Comcast	310.11
Highmark Blue Shield	10,990.27
PA One Call System, Inc.	35.43
Penelec	1,542.38
Verizon	458.63

Aflac	158.48
Cambria Systems, Inc.	1,291.57
Michael Koban	100.00
Pro Disposal, Inc.	150.00
Sheetz Fleet Service	314.64
Staples	193.97
REA Energy Cooperative Inc.	1,361.90
Verizon Wireless	150.04
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	\$17,189.17

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$61,053.10 (REGULAR BILLS, \$17,300.02; PAID BILLS, \$17,189.17; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1<sup>ST</sup> SUMMIT, \$1,108.00). 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. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2018 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,654,721.42; CASH IN, \$229,384.72; CASH OUT, (\$227,848.00); ADJUSTMENT, \$0; ENDING CASH, \$1,656,258.14. 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.

As it relates to the Frazier Avenue project, Mr. Cadwallader informed the Board that everything is complete with the exception of six of the services. All of the 2" line has been tied in and is looped; and all samples have been taken. As long as the weather holds out, the project should be complete within a week, with the exception of the restoration.

Mr. Cadwallader informed the Board that there have been three fires since the last meeting; i.e., Portage Power Wash, a residence on Ida Drive, and a residence on Meade Street. He did meet with representatives from the Fire Department following the fires; and there were no problems with the water supply and everything worked well.

Mr. Cadwallader reported that there were two leaks that were repaired recently; i.e., one was at the mini park and the second was on Washington Avenue. As it relates to the Washington Avenue leak, Mr. Cadwallader noted that there was a house torn down and the equipment being used crushed the curb box, which caused the leak. In this instance, a bill was generated in the amount of \$318, which included the cost of the water (\$163.00; consumption of 15,000 gallons), as well as the use of the backhoe and labor costs.

Mr. Cadwallader stated that the Board received information prior to the meeting relative to new DEP regulations. One such regulation states that filtered plants, regardless of type and size, must have monitoring that is continuous and recording every 15 minutes for both individual filter affluent and combined filter affluent turbidity. This regulation will go into effect on August 19, 2019. Mr. Cadwallader explained that we do currently monitor the filters individually, but we do not have a combined total. Therefore, this will have to be addressed at each plant so that we have the ability to do a combined total for all of the filters.

Mr. Cadwallader noted that another regulation states that all filtered plants must be equipped with alarm capability for disinfection residuals and water level needed for giardia inactivation. Plants that are not staffed continuously while in operation must have shut-down capabilities. Mr. Cadwallader explained that what this means is that if a plant is not manned 24 hours a day, you must have something in place where you can press a button and it automatically shuts the system down or automatically shuts down when it reaches a point where the disinfection level is not correct. Mr. Cadwallader stated that there is also information contained in the document relative to reserve resources, which is addressed already through our connection with Highland, as well as the backup wells at Martindale and Benscreek. There is also information contained in the document relative to uninterrupted system service plans, which is already contained in the DEP plan. DEP does not want any Authority running out of water, so they are looking at auxiliary power, storage tanks, interconnections, and combined resources. Mr. Cadwallader noted that we have the wells, the generators, and the interconnections at both plants.

Mr. Cadwallader pointed out that the new regulations provide information relative to the \$10,000 payment that will have to be paid to DEP in the future, as discussed at the last meeting, which is based on the population served. He also pointed out that, if there is a fifth week in any month, we have to report to DEP what the chlorine residual is at each plant, which cannot fall below 20. Mr. Cadwallader noted that, being that we take the samples to Johnstown, we will have to report the chlorine residual for all of the samples. He has already set up the system where he will be able to report the fifth week when it happens.

Mr. Cadwallader indicated that the new regulations indicate that most water suppliers know that the storage facilities require a minimal volume to provide effective disinfection. As of April 29, 2019, DEP will require that filtered plants have alarms installed in clear wells to maintain a minimum volume to achieve disinfection and inactivation time for micro-organisms. Mr. Cadwallader noted that we already have the alarms that will ensure that we have the needed water in the clear wells via the Scada system. Mr. Cadwallader noted that we are covered in most of the areas in the new regulations; however, the shut-down capabilities is what we will have to consider.

Mr. Craig Castel questioned how much was included in the 2019 budget to address these areas, to which Mr. Beyer replied that monies were probably not included in the budget because the new regulations just came out. Mr. Cadwallader commented that he also had to request a lab number, which we did not have in the past.

Mr. Cadwallader reported that he talked with the roofing company; and they will address the concerns on the roof at the Benscreek plant in February.

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

A copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer informed the Board that he has not received any information relative to the Emergency Action Plan.

As it relates to the Mountain Avenue project, Mr. Beyer reported that the project will be advertised January 6-9, 2019; bids will be open on January 29; and the Board will be able to award the project at the February Board meeting. As it relates to the easements for this project, Mr. Beyer explained that there are actually two easements; i.e., one with the Portage Area School District; and the second is with the State Public School Board Authority. Mr. Beyer's concern is what we will do if we do not have the easement from the State Public School Board Authority by the time the project is to be awarded. Mr. Cadwallader informed the Board that he spoke with Attorney Barbin today, who indicated that, as it relates to the easement with the State Public School Board Authority, they were to turn all of the property over to the School District. Attorney Barbin has been in contact with Attorney McGlynn, who is the Solicitor for the School District; and they are in the process of addressing having the property turned over to the School District. Once this is accomplished, the School District will be able to provide the easement to the Authority. Mr. Cadwallader pointed out that Attorney Barbin feels that all of this should be accomplished within the next two months. Mr. Cadwallader questioned Mr. Beyer as to the start date for the project, to which Mr. Beyer replied that if the project is awarded at the February Board meeting, it usually takes about 30-40 days for the chosen contractor to complete all of the necessary paperwork. Therefore, the project would probably not start until at least mid-March at the earliest, but probably not until April.

Mr. Yetsko questioned if there would be any costs related to this, to which Mr. Beyer replied that there would be a charge from Attorney Barbin; however, these monies would have been included as part of the grant application and there should not be any out-of-pocket expenses related to this. Mr. Cadwallader stated that he is not sure if there will be any expenses related to the State Public School Board Authority turning the property over to the School District, but this would be covered by the School District if there are any expenses. Mr. Cadwallader commented that he and Mr. Beyer have met with Mr. Zelanko who does not feel there will be any issues related to this.

Mr. Beyer commented that, at the last meeting, there was discussion relative to the potential of placing a new well at the Benscreek plant. He indicated that he did have a copy of the report that was completed when the Benscreek and Martindale wells were drilled previously; however, the report did not include any information relative to alternate sites. Mr. Beyer stated that he could contact Mr. Jim Castleberry to determine if he has any information. Mr. Cadwallader informed the Board that it was explained to him that, when the current wells were drilled at Martindale, there were two spots that Mr. Castleberry found; i.e., one near Block Road and the other (that produced less water) on the other side of the current drying beds. Because the second site produced less water, we went with the higher rate location. Mr. Cadwallader noted that it was the same situation at Benscreek; i.e., when sites were located, they went with the higher water rate production area, with a second site being up the road a greater distance from where the first site was and was producing a lot less water. Mr. Cadwallader expressed his thought that, both cost-wise and pipe-wise, it would probably be more feasible to look at sinking another well in the area of the current well. Mr. Mark Castel questioned if Mr. Cadwallader felt that there would be enough water in that location, to which Mr. Cadwallader replied that the aquifer in that area is huge. Mr. Cadwallader stated that the only thing we would need to look at is that Highland has two points that they pull off of in that area and we are pulling off of one point; and we would need to pull off of either of these points so that we would alternate off of both points. Mr. Mark Castel commented that if something would happen to one point, we could then fall back on the other. Mr. Cadwallader noted that we do not have an interconnection with Highland in Benscreek, which Mr. Beyer interjected that this is something that we could look at as well. Mr. Cadwallader pointed out that the report that Mr. Beyer referenced does include the depths on the wells at both Benscreek and Martindale where the pumps are sitting (185 feet at Benscreek and 140 feet at Martindale).

Mr. Yetsko questioned how often we use the wells, to which Mr. Cadwallader replied that we do not use the well at Martindale that often; however, at Benscreek, being that we have such a small impoundment, when it rains, there is a lot of silt that enters the reservoir which cannot be treated

so we switch over to the well. Mr. Cadwallader noted that the issue now at Benscreek is that we cannot get the required amount of water that the well is to produce because of the acid content, which is due to the well needing to be cleaned. Mr. Cadwallader explained that the aquifer is drawing down, but it went from 340 gallons/minute on what the pump would put out to the current 120 gallons. He noted that we do have the potential to basically take everything out of Martindale's system and send it down and only feed out a certain amount out of the Benscreek system until the well is cleaned. Mr. Cadwallader stated that the weather has to be appropriate in order to clean the well.

Mr. Yetsko questioned the Township water system being brought back which appeared in the newspaper today, to which Mr. Cadwallader replied that this is the Tri-Township Water Authority. Mr. Portash stated that the article in the newspaper indicated that the Tri-Township agreement lapsed in 2008 and you are only allowed a five-year grace period so they had to go to court to re-establish the Tri-Township Water Authority. Mr. Cadwallader pointed out that the Tri-County Water Authority purchases their water from Highland; and when they have a leak, they are calling either our Authority or Highland to assist. Mr. Craig Castel questioned what might happen, to which Mr. Cadwallader replied that this may end up with DEP stepping in and making a decision on what has to be done.

Mr. Beyer noted that Mr. Cadwallader had mentioned the new DEP regulations in his report; and if the Board retains The EADS Group as the Engineer, he has prepared the new Engineer's Agreement for signature by the Authority. Mr. Yetsko questioned if the agreement is the same as last year, to which Mr. Beyer replied affirmatively.

#### **X. 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. There were no questions on the report.

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

No report.

#### **XII. UNFINISHED BUSINESS**

- Renewal of CD

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE RENEWAL OF THE CD WITH THE 60 MONTHS MATURITY DATE OF 12/3/18 WITH 1<sup>ST</sup> SUMMIT BANK FOR A 12-MONTH PERIOD AT A RATE OF 3.0%. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

- Board Stipend

Mr. Yetsko commented that during the past month, prior to the end of the year, the Authority was going to take his Board remuneration out of the bonus category and provide him with payment. However, Mr. Yetsko indicated, this was misinterpreted and he was provided payment. He indicated that he did return the payment to Mr. Cadwallader. Mr. Yetsko pointed out that that the monies that were to come to him he would like to be placed in a category where it would benefit the entire Water Authority community. Mr. Yetsko explained that he would like to provide the

monies to Mr. DJ Moore because, at the time that his wife donated her kidney to Mr. John Morgan, he did have a lot of additional expenses related to this. Mr. Yetsko commented that he did not know if this was allowable; therefore, he would like to speak with the Authority's Solicitor relative to this. In the meantime, Mr. Yetsko pointed out, he would like these monies to be placed toward educational purposes for the Authority employees. He indicated that the other Authority Board members would then need to make a decision on what they would prefer to do with their Board stipend.

Mr. Mark Castel questioned if we should consider dropping the Board stipend to \$45 per Board meeting, which would save money in the Authority's budget.

ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE REDUCTION OF THE MONTHLY BOARD MEMBER STIPEND FROM \$50 TO \$45. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Mr. Yetsko pointed out that, as it relates to his Board stipend, he would prefer that his annual Board stipend payment be placed into the budget category of educational purposes for the employees. Mr. Mark Castel questioned if the reduction of the other Board members' stipend could be placed in this account as well, to which Mr. Cadwaller replied that this account also includes expenses for school student education. Mr. Yetsko questioned if he could stipulate that his donation be placed for employee education only, to which Mr. Cadwallader replied affirmatively. Mr. Mark Castel pointed out that we would have to determine if the Board members would be able to donate the reduction in Board stipend of \$5.00 to that account, to which Mr. Cadwallader replied that he would contact the Solicitor and get back with the Board if there are any concerns.

Mr. Yetsko commented that he would like to see these monies turned back into some type of scholarship fund to be given to a student at either Tussey Mountain or Portage Area depending on who applies for the scholarship, and to be awarded by an independent group who reviews the scholarship applications. Mr. Mark Castel questioned who would decide where the scholarship would be awarded to, to which Mr. Yetsko replied that the individual giving the money would decide where the money would go. Mr. Cadwallader pointed out that if you are setting up a scholarship, it would probably have to stay in this area. Mr. Yetsko stated that the monies could accumulate and then be awarded each year.

### **XIII. REORGANIZATION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR MEETING AND OPEN THE REORGANIZATIONAL MEETING OF THE BOARD. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

- Election of Officers

Mr. Beyer agreed to Chair the meeting for the election of officers in the absence of Attorney Barbin.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MARK CASTEL AS CHAIRMAN FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. KINLEY AS VICE-CHAIRMAN FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. CRAIG CASTEL AS SECRETARY FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, VIA A ROLL CALL VOTE, THE BOARD AGREED TO THE APPOINTMENT OF MR. YETSKO AS ASSISTANT SECRETARY FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. KINLEY. MR. YETSKO ABSTAINED FROM VOTING.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. GARTLAND AS TREASURER FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

- Retention of Positions

ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF 1<sup>ST</sup> SUMMIT BANK AS DEPOSITOR FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF KLINE, KIMLIN AS AUDITOR FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF THE EADS GROUP AS ENGINEER FOR 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. MARK CASTEL, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF WILLIAM GLEASON BARBIN, ESQ. AS SOLICITOR FOR 2019, CONTINGENT UPON RECEIPT OF REQUEST FOR REAPPOINTMENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF



MICHEAL BARTON FORESTRY CONSULTING AS FORESTER FOR 2019, CONTINGENT UPON RECEIPT OF REQUEST FOR REAPPOINTMENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF SHARON SQUILLARIO AS RECORDING SECRETARY FOR 2019, CONTINGENT UPON RECEIPT OF REQUEST FOR REAPPOINTMENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XIV. ADJOURNMENT OF ANNUAL MEETING**

ON MOTION OF MR. KINLEY, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE ANNUAL MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XV. RECONVENE OF REGULAR MEETING**

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XVI. NEW BUSINESS**

- Generator Maintenance Agreements

Mr. Cadwallader informed the Board that the renewal of the generator maintenance agreements is included in the budget under Account #489, Leases. The total cost would be \$6,245.25. It is a five-year agreement.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RENEWAL OF THE GENERATOR MAINTENANCE AGREEMENTS AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

- Vacation Time Roll Over

Mr. Cadwallader noted that Mr. Bilchak presented a letter of request after the last meeting for a roll-over of vacation time of 24 hours.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE REQUEST OF MR. BILCHAK OF THE ROLL OVER OF 24 HOURS OF VACATION TIME TO 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Mr. Yetsko questioned why the Board is receiving so many requests for the rollover of vacation time, to which Mr. Cadwallader replied that basically the hours are not being used. Mr. Yetsko noted that next year the hours are going to be more and will roll over again, to which Mr. Cadwallader agreed. Mr. Cadwallader pointed out that the employees are only allowed to carry over two weeks of vacation time to the following year.

- Write Offs

Mr. Cadwallader noted that the write offs for 2018 amounted to \$1,271.73. Mr. Cadwallader noted that these accounts will be written off and sent to the collection company. If these residents come back into the area and attempt to obtain water service, they would be required to pay the outstanding balance before the service is restored and would be required to produce a driver's license and social security number of the person to whom the service is registered. Discussion ensued relative to individuals living in certain residences that are not married and the concerns this raises when attempting to obtain payment for water service.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE 2018 WRITE OFFS AS PRESENTED AND TO ATTEMPT IN THE FUTURE TO OBTAIN THE NAME OF TWO INDIVIDUALS WHEN REQUESTING WATER SERVICE AT THE RESIDENCE IN THE EVENT THEY ARE NOT MARRIED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

## **XVII. GOOD OF THE ORDER**

- Request for Adjustment

Mr. Mark Castel presented the following requests for adjustment:

- 1515 Gillespie Avenue: Amount billed: \$626.44; adjusted amount, \$325.66.
- 1112 Sonman Avenue: Amount billed: \$481.83; adjusted amount, \$256.50.

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

## **XVIII. EXECUTIVE SESSION**

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 8:00 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XIX. RECONVENE OF REGULAR SESSION**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 8:45 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

The Board discussed the need for general standards of practice as a result of the recent meeting with the Borough Council; and Mr. Cadwallader noted that he has contacted the Johnstown Water Authority and Highland Water Authority relative to obtaining copies of their standards of practice for reference. Mr. Cadwallader explained that the way the standard of practice manual should work is that anyone should be able to pick up the manual and know what the standard operational procedure should be on the operation of the plant. Mr. Cadwallader noted that he will be outlining each operational procedure for the operations at the plant, as well as what is to be done in the event of a water leak, etc. Mr. Mark Castel requested that Mr. Cadwallader finalize this information as soon as possible to be confirmed with the Board in follow-up of the recent meeting with Borough Council.

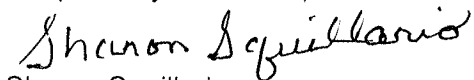
**XX. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD ADJOURNED THE MEETING AT 8:50 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XXI. NEXT MEETING**

The next meeting will be held on Thursday, February 7, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary

Recording Secretary