

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, April 4, 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
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; Attorney William Barbin, Solicitor; Mike Barton, Forester; Ron Portash, Mainline Newspapers; Brian Cadwallader; Mike Jubina.

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, Mr. Brian Cadwallader; and Mr. Jubina.

Mr. Jubina noted that he was present at the last meeting and questioned the Board relative to the renewal of the land lease that the Sportsman's Club has with the Authority. He commented that the current lease does not expire for another two years; however, he would like the Board to consider the renewal now so that the matter is addressed. Mr. Jubina pointed out that, if something would happen and the Sportsman's Club would dissolve, the Authority would have the right to purchase the property that is being leased. The lease only covers three acres on the Authority's 52.5 total acres of land.

Attorney Barbin explained to the Board that, in exchange for the lease, the Sportsman's Club gives to the Authority the first right of refusal on their land, which does not usually happen. Mr. Yetsko indicated that he would make a motion to approve a new lease, to which Attorney Barbin responded that, prior to any Board action taking place, he would review the current lease and will put together a new lease for approval of the Board at the next meeting. Mr. Jubina agreed with this action.

III. CORRESPONDENCE

Mr. Mark Castel reported that correspondence was received relative to the PMAA spring management workshop that will take place on Tuesday, April 23 at Hotel Hershey. Any Board member interested in attending should contact Mr. Cadwallader.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2019 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, AND MR. YETSKO.

V. **AGENT'S EXPENDITURES**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD OF DECEMBER 27, 2018 THROUGH MARCH 31, 2019 IN THE AMOUNT OF \$200.05. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

VI. **INVOICES**

Air-Vac, Inc.	\$	300.00
Blue Earth Labs, LLC		726.71
Brent Kinley		45.00
Cambria Mailing Services, Inc.		77.34
Cambria Systems, Inc.		912.40
Cintas		62.48
CMPA		1,000.00
Craig Castel		45.00
FWF Insurance Agency, Inc.		2,695.00
Galeton		25.59
Hach		913.82
John Gartland		45.00
L/B Water Service, Inc.		1,189.15
Link Computer Corporation		1,410.00
Mainline Newspaper		125.00
Mark Castel		45.00
Mary L Elchin		325.00
Mountain Research, LLC		156.00
Northern Safety & Insustrial		47.96
Peoples Natural Gas Company		351.10
Pollardwater		197.38
Portage Auto Parts		26.10
Portage Post Office		165.00
Portage Service Center		448.90
Quaker Sales Corporation		238.08
Ray Oil & Gas Co		2,348.88
RDM – Johnstown LLC		532.00
Ronald J Cadwallader Jr		20.00
Sharon Squillario		50.00
Stager's Store		277.84
Staples		245.96
Verizon Wireless		150.10
Visa – 1 st Summit		244.92
WB Mason Co Inc.		460.88
	\$	15,903.59

Paid Bills

Aflac	\$	158.48
Comcast		314.36
Galeton		25.59
Highmark Blue Shield		6,031.85

John T Berkavich Jr	100.00
Lowe's	88.06
PA One Call Systems, Inc.	19.04
Penelec	1,292.63
Pollardwater	173.22
Pro Disposal, Inc.	161.00
Verizon	472.17
WB Mason Co Inc.	7.96
REA Energy Cooperative Inc.	1,069.83
Sheetz Fleet Service	352.40
Cambria County Recorder	91.75
	\$ 10,358.34

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$52,825.84 (REGULAR BILLS, \$15,903.59; PAID BILLS, \$10,358.34; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1ST SUMMIT, \$1,108.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. YESTKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,652,022.52; CASH IN, \$232,676.72; CASH OUT, (\$215,160.25); ADJUSTMENT, \$0; ENDING CASH, \$1,669,538.99. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

VIII. 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.

Mr. Cadwallader commented that there have been some concerns at the plant with some things breaking off with the old lines off of the potable water pump. The plant employees requested the purchase of the new filter that was proposed at a previous meeting in the amount of approximately \$200 (1" in and out Bid Bertha filter). Mr. Mark Castel noted that he does have the invoice and that he would forward it to Mr. Cadwallader. The Board agreed that Mr. Cadwallader should move forward on this purchase.

Mr. Cadwallader noted that each Board member received a copy of an SOP prior to the meeting for review relative to the PA one-calls (making and receiving). The Board did not raise any concerns or questions relative to this SOP.

Relative to discussion at a previous meeting on internet capabilities at the Benscreek plant, Mr. Cadwallader apprised the Board that this will not be feasible. He pointed out that we would need to invest a lot of money in order for this to work. The employees are able to have access if they go to Martindale, but not at the Benscreek plant.

Mr. Cadwallader apprised the Board that Mrs. Ringler is back to work after two weeks of medical leave. She did provide a leave request letter as requested by the Board. Mr. Cadwallader also noted that Mr. Brian Cadwallader will be off work for back surgery (six weeks); and Mr. Brian Cadwallader did provide a similar leave request letter.

As it relates to the Mountain Avenue project, Mr. Cadwallader reported that the tentative start date is April 8; however, there are some items that the contractor needs to speak with EADS about before he can move forward.

Concerning the well cleaning, Mr. Cadwallader apprised the Board that he has been in touch with Mr. Castleberry and Somerset Well Drilling. We are looking at the week of April 22 for the potential start date for the well cleaning project, depending on the weather. Prior to the start of the project, Mr. Cadwallader will meet with all involved parties over the next two weeks, including DEP, so that everyone is on the same page relative to this project. Mr. Mark Castel questioned if we will have to do more testing when this project is completed, to which Mr. Cadwallader replied negatively.

As it relates to Earth Day as discussed at the last meeting, Mr. Cadwallader informed the Board that the rescheduled date has been set for April 26.

Mr. Cadwallader reported that Mr. Moore is scheduled for a test on June 5, the same day Mr. Cadwallader will be taking his test.

Mr. Cadwallader commented that a check was received from Duke Energy in the amount of \$2,000. In the past, these checks were deposited into the capital improvements fund account; however, the monies received were included in the budget as part of revenue. Therefore, Mr. Cadwallader questioned the Board if the check should be deposited into Account #104.5, which is the money market account.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE \$2,000 CHECK RECEIVED FROM DUKE ENERGY INTO ACCOUNT #104.5. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

Mr. Cadwallader informed the Board that, when the Mountain Avenue project begins, the contractor will be working 10-hour days, starting at 7:00 a.m. He noted that, as he will be working alongside the contractor, he would have 40 hours in four days; and when he comes in on Friday, this would be overtime for him. Mr. Cadwallader questioned the Board if, rather than accumulating the overtime, he could bank the time and use it at a later time. Attorney Barbin pointed out that, as a general practice, it is better to pay an employee the overtime rather than allowing a build-up of time. Mr. Beyer stated that the contractor is indicating that there will be 10-hour days; however, there may be days when it is over 10 hours.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO PAY MR. CADWALLADER DOCUMENTED OVERTIME REQUIRED BY HIM BEING PRESENT WITH THE CONTRACTOR WORKING ON THE MOUNTAIN AVENUE PROJECT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

Concerning the purchase of the truck as discussed at the last meeting, Mr. Cadwallader informed the Board that he and Mr. Brian Cadwallader looked at two trucks at the Hollidaysburg

PennDOT location today that will be going to auction. One truck does need a lot of work; however, the second truck is in pretty decent shape. Mr. Cadwallader commented that the trucks as mentioned at the last meeting that were available through the Cambria PennDOT location have since been shifted around to other locations such as Huntingdon and Altoona. At the Hollidaysburg location, Mr. Cadwallader noted, the one truck was an older truck which they did not look at; however, the second truck is a 2003. Mr. Yetsko questioned what the blue book price for this vehicle would be, to which Mr. Cadwallader replied that he did not know. Mr. Brian Cadwallader indicated that they were told that a new truck of this kind could be well over \$200,000 to purchase. Mr. Cadwallader indicated that he did check into a starting bid or reserve; and they cannot give this information as yet. He pointed out that the Hollidaysburg representatives shared with Mr. Cadwallader all of the maintenance records on this vehicle; and there have been no major concerns with it (only general maintenance items).

Mr. Craig Castel questioned if there was any luck in finding a potential 10-ton dump truck, to which Mr. Cadwallader replied that the Cambria location had a Sterling; however, they are not able to get parts for this vehicle. Ford made the Sterling trucks and used an outside company for the parts and now there are no parts available.

Mr. Mark Castel questioned if we will know anything relative to the purchase price before the bidding starts, to which Mr. Cadwallader replied negatively. Mr. Cadwallader indicated that as soon as he can obtain any information on reserves and starting bids on the truck from the Hollidaysburg location, he will let the Board know. Mr. Mark Castel questioned if Mr. Cadwallader checked the website, Proxibid, to which Mr. Cadwallader replied negatively, indicating that he would check this website as well. Mr. Mark Castel commented that he did talk with some truckers who have indicated that tandem trucks are much higher in maintenance costs compared to a 10-ton truck. He pointed out that he realizes the staff wants a tandem for hauling purposes, but we should look at 10-ton trucks as well.

IX. ENGINEER'S REPORT

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 informed the Board that he has received the easement from the School District relative to the Mountain Avenue project. He further noted that a pre-construction meeting was held on Tuesday, April 2; and all interested parties were in attendance. Mr. Beyer explained to the Board that, once the project starts and in order for the Authority to receive the money to pay the contractors, there is a pay request form that we have to send to CFA. CFA is questioning how the Authority would like to receive the money; i.e., check or wire transfer. Attorney Barbin pointed out that monies can be received faster via wire transfer; however, there is a fee associated with the wire transfer. In addition, there is only a few days difference in receiving a check. Mr. Beyer explained that CFA would hold the money until we send a pay request form to them; and they only send the amount of money that the pay request form stipulates. He noted that the Authority is responsible for payment of 25% of the grant amount (which has been budgeted); and the Authority will not be receiving the full grant amount up front. Mr. Beyer noted that it will not be before 30 days that the contractor submits a pay request. The pay request would then come to the Board for approval and would be submitted to Harrisburg, at which time a check would be sent to the Authority.

Mr. Cadwallader questioned the Board if they wanted to create a separate account for this construction project for all monies to be deposited into. Following discussion, the Board agreed to form a separate account, "Construction Account – Mountain Avenue," for this project.

Mr. Beyer pointed out to the Board that the contractor does want to start the project on April 8; however, there are some items that are required to be received before the project can proceed; i.e., construction photos, construction schedule, and shop drawings. Until these items are received, the project cannot proceed.

Concerning the Benscreek reservoir, Mr. Beyer apprised the Board that he and Mr. Cadwallader did talk with DEP, the Fish Commission and Dam Safety on what we are allowed to do. They requested that we send an email with dates for them to come and discuss this matter. Mr. Beyer noted that an email was sent but no response has been received to date. He stated that he will send another email. Mr. Cadwallader apprised the Board that there was a bulletin that came out recently that stated that DEP is bringing out new revisions relative to Class A streams; however, he does not know what the changes are going to be (charges, etc.).

As it relates to the well cleaning, Mr. Beyer informed the Board that he did talk with Mr. Castleberry and asked that he send a formal agreement or proposal relative to this project.

Mr. Beyer noted that, concerning the NPDS renewal, he will develop an agreement relative to the cost of this and forward it for the Board's consideration.

X. SOLICITOR'S REPORT

Attorney Barbin indicated that he submitted his report prior to the meeting.

Attorney Barbin stated that the easement with the School District was recorded today. He has had discussions over the last month with Mr. Beyer relative to the contract documents; and everything is in order. Mr. Beyer noted that a copy of the contract documents is on file at the Authority office.

XI. FORESTER'S REPORT

Mr. Barton apprised the Board that he is still working on the timber sale on the northwest corner of the Long track. He commented that there is no hurry on putting the timber up for sale as the market price for timber is very low at the time. Mr. Barton noted that by early summer he will have a value on the timber and will discuss it with the Board at that time.

Mr. Mark Castel questioned the status of the hemlock as discussed by Mr. Barton at a previous meeting. Mr. Barton noted that he spoke at a conference at Penn State recently. For whatever reason, five years ago it was noted that within 10 years there would not be a hemlock alive in Pennsylvania; however, currently they are seeing trees survive. At the conference, everyone is taking a "wait and see" stance. Mr. Barton discussed with the Board various locations where they are seeing concerns with the hemlocks; and there are other locations where there is no concern.

Mr. Barton informed the Board that spring maintenance was done on the roads in the watershed; and the roads are in good shape.

Mr. Cadwallader indicated that it is coming time when a request should be received from Blue Knob on the quad runs. He questioned if everything has been completed by Blue Knob, to which Mr. Barton replied affirmatively. Discussion took place relative to the Authority's land that Blue Knob actually uses for the runs.

XII. UNFINISHED BUSINESS

- Letter from Mrs. Ringler

Discussed earlier in the meeting.

XIII. NEW BUSINESS

- Letter from Mr. Brian Cadwallader/Medical Leave

Discussed earlier in the meeting.

XIV. GOOD OF THE ORDER

- Request for Adjustment

Mr. Cadwallader presented the following request for adjustment:

- 706 Grant Street: outside spighot was leaking; was turned off and repaired (total consumption, 11,500 gallons; average consumption, 1,250 gallons). Billed: \$131.79; less average bill of \$24.12; subtotal, \$107.67; 50%, \$53.84; adjusted bill, \$77.96.

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

- Flushing of Lines

Discussion took place by the Board relative to flushing of lines. Mr. Cadwallader stated that other Authorities flush lines during the day; and the Authority employees questioned if this might be a possibility. Mr. Cadwallader pointed out that this would definitely save on overtime. There were both positive and negative examples given for flushing during the day versus flushing in the evening. It was pointed out that it may be safer for employees to flush lines during the day, compared to the evening hours.

Following discussion, the Board agreed to the flushing of lines during the day. Mr. Cadwallader was requested to track the number of complaints of dirty water that are received and to report back to the Board. Mr. Mark Castel also requested that Mr. Cadwallader personally speak with the restaurants and other daytime businesses in town as they will definitely be affected if we flush during the day, to which Mr. Cadwallader replied that he would personally speak to them. Mr. Cadwallader noted that the same notifications will be sent out to the residents as has been done in the past; i.e., on the billing statements, the newspaper, as well as the telephone notification. The Board noted that we need to try flushing during the day and see how the residents respond.

- Status of Vehicles

Mr. Mark Castel questioned if the vehicles are ready for the spring/summer work, to which Mr. Cadwallader replied affirmatively.

- Overtime Report

Mr. Craig Castel commented that the overtime report noted two or three days when employees had to go to the plant in the evening, to which Mr. Cadwallader replied that the creek water was on and when it rained there were concerns.

- Employee Testing

Mr. Craig Castel questioned the testing status of the new employees, to which Mr. Cadwallader replied that there are classes coming up in Cranberry for the new employees for distribution (to prepare them for their distribution test), as well as a flagger class (Blair County) that the new employees will be taking. Mr. Mark Castel requested that Mr. Cadwallader keep the Board informed relative to the testing for the employees.

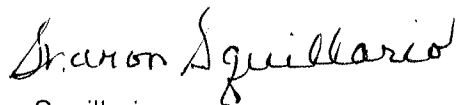
XV. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED THE MEETING AT 7:50 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, AND MR. YETSKO.

XVI. NEXT MEETING

The next meeting will be held on Thursday, May 2, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary