

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, May 2, 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; Attorney William Barbin, Solicitor; Ron Portash, Mainline Newspapers; Charlie Salyards; Dave Sembeck; Regina Swinger.

**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. Salyards, Mr. Sembeck; and Ms. Swinger.

Mr. Salyards commented that he was present representing the Blue Knob Fire Company. He stated that they are planning for their upcoming ATV runs for May 11 and September 22; and he was requesting permission for the runs. Mr. Mark Castel questioned if everything on the land is up to par from the last run, to which Attorney Barbin replied that Mr. Barton had stated at a previous meeting that everything is satisfactory. Mr. Craig Castel commented that all of the previous requests from the Authority, such as cleaning up after the runs, would need to be adhered to, to which Mr. Salyards agreed.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE BLUE KNOB FIRE COMPANY ATV RUNS FOR MAY 11 AND SEPTEMBER 22, 2019. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader stated that, once the Board signs the request form, it will need notarized and then Mr. Salyards can pick up the paperwork. Mr. Cadwallader stated that the Authority would need a copy of the signed releases after the runs.

Mr. Salyards departed from the meeting at this time.

Ms. Swinger stated that she assists with the Jamestown Rod & Gun ATV runs; and she organizes various ATV runs to raise funds for various purposes. She commented that she and Mr. Sembeck were present at the meeting to request use of the Authority property to conduct two ATV runs. She noted that the first run would be held on June 1, with the proceeds to go toward expenses for a two-year-old child who has cancer. Ms. Swinger indicated that this run was to be held at Jamestown Rod & Gun; however, it is now going to be held at the Last Chance so that they stay at the top portion of the property. Mr. Cadwallader questioned if this run would follow the same route as the Marine Corps run, to which Ms. Swinger replied affirmatively. Mr. Cadwallader pointed out that the reason we wanted the runs kept away from the reservoir is because of the silt problem in Benscreek.

Ms. Swinger informed the Board that they already have additional insurance for the run. In addition, Ms. Swinger stated, if the Board is in agreement, there is a business in Ebensburg that has indicated that they would be more than willing, because of the concern with the bikes in the streams, to place a bridge with railing over the streams. Even though the bikes do not go through the streams, the business stated that they would do this in exchange for the use of the property. Attorney Barbin commented that placing the bridges may have a negative impact as they would attract unauthorized use of the property. Mr. Cadwallader stated that a few years back, Blue Knob placed some bridges which they left in place following the run; and, as a result, everything bunches up and the water went out and created a diversion.

Ms. Swinger stated that the group would follow all of the requests of the Authority including no littering, completing any necessary forms, cleaning up following the runs, taking down any markings, etc. She pointed out that, with one run, they can raise between \$6,000-\$8,000 for a needed cause, which is a huge help in any circumstance. Attorney Barbin questioned if the additional insurance policy is in Ms. Swinger's name, to which Mr. Sembeck replied that his mother will be purchasing the event policy (\$1.5M). Ms. Swinger indicated that this run would be placed under her name as she is Miss Motorama 2019. She does have a lot of experience in this regard as she runs motor cross races and other events almost every other weekend. Attorney Barbin pointed out that we would need to ensure that the insurance is placed in the same name as the event.

Ms. Swinger informed the Board that the second run she is planning would benefit the Hollidaysburg Veterans Home. She stated that she works at the Hollidaysburg Veterans Home; and most of the residents there have no families with no visitors on holidays, etc. Ms. Swinger explained that the monies raised for this run would be placed into a fund for the veterans for Christmas; and then each resident would receive a certain amount of money (\$50 each). In addition, Ms. Swinger noted, there are certain floors at the home that have no pictures on the walls; and some of the monies would be used to purchase pictures. Ms. Swinger pointed out that the Jamestown Rod & Gun Club agreed to be the sponsor for this event in honor of the local veterans. She commented that there are two potential dates being considered for this run; i.e., July 13 or September 21. Ms. Swinger indicated that this run would also follow all of the regulations of the Authority (completion of the forms, releases for participants, cleaning up after the run, etc.). Ms. Swinger pointed out that she would appreciate approval of the events by the Board this evening, especially the June 1 event, so that she can begin to advertise the events.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE ABOVE TWO ATV RUNS AS PRESENTED (ONE SCHEDULED FOR JUNE 1 AND THE SECOND SCHEDULED FOR EITHER JULY 13 OR SEPTEMBER 21). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Ms. Swinger and Mr. Sembeck departed from the meeting at this time.

### III. CORRESPONDENCE

Mr. Mark Castel presented the following correspondence:

- Wesleyan Holiness Academy request: tabled and no discussion took place as a representative from the Academy was not present.
- Lease Agreement for Portage Area Sportsmen's Association: Mr. Cadwallader noted that two copies of the Lease Agreement were included for signature if approved by the Board (discussed at previous meetings). Attorney Barbin noted that he did review the Lease Agreement. He explained that the lease when signed gives the Authority the right of first

refusal to purchase the property if it goes up for sale, which would be beneficial to growing the watershed. Attorney Barbin commented that it would be a 25-year agreement from the date of approval. He pointed out that the Sportsmen's Association has been the steward of the property for many years.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE LEASE AGREEMENT BETWEEN THE SPORTSMEN'S ASSOCIATION AND THE AUTHORITY AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Request for Adjustment: 823 Farren Street. Mr. Cadwallader apprised the Board that the employees had gone to this residence to do a shut off for nonpayment and found that there was a very large leak. Consumption, 167,000 gallons; average consumption, 4,900 gallons; amount billed, \$1,486.27; less average bill of \$58; subtotal, \$1,428.27; 50%, \$714.15; adjusted bill, \$772.15. Mr. Mark Castel questioned what the total amount owed is currently, to which Mr. Cadwallader replied that the bill was delinquent, so this would be an additional owed amount. Attorney Barbin questioned, if we would apply the standard forgiveness policy, would the resident still owe the \$772.15, to which Mr. Cadwallader replied affirmatively. Discussion ensued relative to the residence now being vacant as the residents did leave. Mr. Cadwallader commented that the resident, prior to leaving, did not request to sign a delinquency agreement. It was questioned whether the residents own the property, to which Mr. Cadwallader replied that he did not know. Attorney Barbin suggested that this matter be tabled until we have some solid facts as to the owner of the property, which he will investigate.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO TABLE ACTON OF THE ABOVE REQUEST FOR ADJUSTMENT UNTIL FURTHER INFORMATION IS RECEIVED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

**IV. APPROVAL OF MINUTES**

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

**V. AGENT'S EXPENDITURES**

No agent's expenditures to be presented.

**VI. INVOICES**

Altoona Soft Water	\$ 182.50
Brent Kinley	45.00
Cambria Mailing Services, Inc.	76.97
Cintas	88.47

Craig Castel	45.00
Cummins Bridgeway, LLC	1,191.04
FWF Insurance Agency, Inc.	1,266.00
Groff Tractor & Equipment	75.67
Hite Company	63.00
John Gartland	45.00
Link Computer Corporation	533.76
Long's Outpost, Inc.	190.51
Ludwig Electric LLC	693.00
Mark Castel	45.00
Mary L Elchin	260.00
Mountain Research, LLC	156.00
PA Dept of Labor & Industry	163.52
Peoples Natural Gas Company	164.31
Portage Auto Parts	39.41
Portage Post Office	165.00
Portage Service Center	543.50
Ray Oil & Gas Co.	2,436.86
RDM – Johnstown LLC	190.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Stager's Store	168.23
Verizon Wireless	149.94
Visa – 1 <sup>st</sup> Summit	300.00
	<u>9,347.69</u>
	\$ 9,347.69

Paid Bills

Aflac	\$ 158.48
Comcast	314.27
Highmark Blue Shield	7,425.96
Lowes	150.04
PA One Call System, Inc.	22.61
Penelec	1,164.41
Verizon	466.74
JC Ehrlich Co Inc.	179.00
Pro Disposal Inc.	161.00
REA Energy Cooperative Inc.	983.42
Sheetz Fleet Service	350.50
Staples	59.99
	<u>11,436.42</u>
	\$11,436.42

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$47,348.02 (REGULAR BILLS, \$9,347.69; PAID BILLS, \$11,436.42; 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. YESTKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE APRIL 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN

WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,669,538.99; CASH IN, \$232,452.15; CASH OUT, (\$203,335.82); ADJUSTMENT, \$0; ENDING CASH, \$1,698,655.32. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY 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.

As it relates to the Mountain Avenue project, Mr. Cadwallader informed the Board that the project is up to the school; however, nothing has been tied in yet. Pressure testing was done and the line was filled. The line is being flushed to get it down to a decent chlorine residual and will pull two samples. Mr. Cadwallader noted that he checked with the school; and there were no concerns from the school or the buses relative to the project.

Mr. Cadwallader reported that the recent flushing of the lines went fine. The only concerns received were from some residents who called indicating that they did not receive the message relative to flushing of lines. When investigated, it was found that these residents eliminated their land line and the Authority did not have their cell numbers (four residents).

Mr. Cadwallader noted that the Board was provided the personnel rules and regulations for review prior to the meeting. There were no updates; and Mr. Cadwallader indicated that if there is anything that the Board would like changed, they should contact him. The copy distributed included all of the changes that were previously approved by the Board.

As it relates to the purchase of a truck via the auction as discussed at previous meetings, Mr. Cadwallader commented that the auction is to conclude on May 28. He stated that as of now, there is nothing available via the website and he will keep the Board updated.

Mr. Cadwallader informed the Board that tomorrow morning at 9:30 a.m., there will be a meeting held at the Authority offices with three DEP representatives, Jim Castleberry and Somerset Well Drilling relative to the cleaning of the well. As of right now, the cleaning could take place next week, but he will have further information following the meeting tomorrow. Mr. Yetzko questioned what the cost of this would be, to which Mr. Cadwallader replied that it would be \$16,000, which would include utilizing a camera in the well following the cleaning to ensure everything was satisfactory.

Mr. Cadwallader replied that we received an email from DEP stating that they will be doing a filter plant evaluation at the Benscreek plant on August 27 and 28, which will include a SANS survey of the entire system.

Mr. Cadwallader pointed out that he had brought to the Board's attention at a previous meeting relative to the new automatic plant shut-down regulations. This was not budgeted for this year; and he has filed for an extension. He placed in the letter when requesting an extension that, due to budgeting purposes, this will not happen until the next budget year. Mr. Cadwallader noted that he will put together a plan of action and submit it. He pointed out to the Board that there will probably be a cost of \$12,000 involved to meet the regulations. Mr. Cadwallader stated that most of the wiring that will be needed will be able to be done in-house, but there are a few things that we will need to change out. Mr. Castel questioned if this is through DEP, to which Mr. Cadwallader replied affirmatively. He noted that you had to have this done before a certain time, and this is why he requested the extension. Mr. Cadwallader explained that, if a plant is not manned 24/7, you have to have the capability, if the chlorine drops to a certain level, to shut the plant down. Mr. Beyer noted

that you have to have the ability to shut it down instantaneously. Mr. Cadwallader reviewed with the Board some changes that will need to be made; i.e., replacement of some of the relays that are outdated, etc. Mr. Cadwallader explained that once all of the changes have been made, the installation will shut down the plant, shut down the power, stop the influent valve, etc. The system will then send out a signal to get staff to the plant if there is a problem. Mr. Yetsko questioned if we currently have a system to contact the staff if there is a concern at the plant, to which Mr. Cadwallader replied affirmatively; however, the current system does not shut down the plant.

As it relates to summer help, Mr. Cadwallader apprised the Board that we did receive two applicants; i.e., Brandon St. Clair (college student) and Trenton Burger (high school senior who will graduate this year). Mr. Craig Castel questioned if we still need two summer employees, to which Mr. Cadwallader replied affirmatively explaining that we would still have one summer employee available to be cutting grass and other jobs if the other is off. Mr. Cadwallader noted that we did budget for two summer employees. Mr. Yetsko questioned the total number of hours, to which Mr. Cadwallader replied that we did budget for 30 hours per week for each employee until August.

ON MOTION OF MR. YESTKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE HIRING OF BRANDON ST. CLAIR AND TRENTON BURGER AS SUMMER EMPLOYEES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader informed the Board that Mark and Chuck will be taking a distribution class soon, which will get them the needed education to take their distribution test. Mr. Mark Castel commented that he has noticed in Mr. Cadwallader's reports that these two employees are doing a lot of things together, to which Mr. Cadwallader agreed. Mr. Cadwallader indicated that there was a residence that we shut off for nonpayment; and the t-handle broke and these two employees had to dig it up to address the concern. Mr. Cadwallader, as he was involved with the Mountain Avenue project, showed them what needed to be done, and they did take care of it. They also addressed a concern with a leak on Sonman Avenue and there were no concerns. Mr. Cadwallader pointed out that we are now seeing that the meters are being read in 1-1/2 days now.

## **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 once the testing is done as mentioned by Mr. Cadwallader, the project will be considered substantially complete. We will then have to send in a Certificate of Construction Modification or Completion. DEP has stated that they do not want the services tied over until the Certificate is sent in, the \$50 check is received for the operating permit, and the bacteria results are received. The inspector from DEP has indicated that he will not be able to inspect the project until this is received; and he will not be available until next week or the week after. Discussion ensued relative to this concern and the inability with moving forward with the tie-ins.

Mr. Beyer informed the Board that we have received Pay Application #1 in the amount of \$101,548.55. He commented that he would need Board approval on this Pay Application.

ON MOTION OF MR. YESTKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED PAY APPLICATION #1 IN THE AMOUNT OF \$101,548.55. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

ON MOTION OF MR. YESTKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED CONTRACTOR WORK UNDER ALTERNATE #4 (CHANGE ORDER) IN THE AMOUNT OF \$41,386. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer noted that with the Pay Application, he will need to submit to CFA the Pay Request Form in the amount of \$101,927.80. The Authority would then be responsible for \$15,289.17 of this grant amount once we receive payment from CFA.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PAYMENT OF AUTHORITY'S PORTION OF THE GRANT IN THE AMOUNT OF \$15,289.17 ONCE PAYMENT IS RECEIVED FROM CFA. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer stated that it was questioned whether the cost of Mr. Cadwallader's overtime being experienced as a result of the project would be included. Mr. Beyer noted that it would not be as it was not included in the original cost of the project; however, if we do not use all of the contingency funds, we may be able to consider submitting the overtime expense for Mr. Cadwallader.

As it relates to the Benscreek reservoir, Mr. Beyer replied that he is still attempting to schedule a meeting with the Fish Commission and DEP. The Fish Commission has provided available dates for a meeting; however, Mr. Beyer is still awaiting a response from DEP.

As it relates to the NPDS permit renewal, Mr. Beyer commented that Attorney Barbin reviewed and approved the agreement with EADS. Mr. Beyer pointed out that the Authority would not be billed for the \$9,000. He explained that typically it runs between \$3,000-\$5,000 depending on the plants, so the cost would not exceed \$9,000.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE AGREEMENT WITH THE EADS GROUP FOR THE NPDS PERMIT APPLICATION FOR AN AMOUNT NOT TO EXCEED \$9,000. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer and Mr. Cadwallader noted that they would share with the Board the information received from Mr. Winters relative to the report he has prepared on the plant security. Mr. Cadwallader noted that there were some suggestions for improvement received that the Board will need to consider. Attorney Barbin questioned if there are recommendations in the report to be implemented, to which Mr. Beyer replied that there are some things that will need to be included in the budget for next year. Mr. Cadwallader pointed out that there are recommendations that were received concerning some table exercises that we will need to implement as well. Mr. Kinley suggested that a copy of the report be placed with the Standard of Practice as well.

#### **X. SOLICITOR'S REPORT**

Attorney Barbin indicated that he submitted his report prior to the meeting and had nothing further to report.

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

No report as Mr. Barton was not present at the meeting.

**XII. UNFINISHED BUSINESS**

- Portage Area Sportsmens Association Lease

Discussed earlier in the meeting.

**XIII. NEW BUSINESS**

- Summer Help

Discussed earlier in the meeting.

- Blue Knob Poker Run

Discussed earlier in the meeting.

- Special Poker Runs

Discussed earlier in the meeting.

- Personnel Rules and Regulations

Discussed earlier in the meeting.

**XIV. GOOD OF THE ORDER**

- Request for Adjustment

Discussed earlier in the meeting.

**XV. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD ADJOURNED THE MEETING AT 7:55 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

**XVI. NEXT MEETING**

The next meeting will be held on Thursday, June 6, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary