

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, June 6, 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; Mike Barton, Forester; Ron Portash, Mainline Newspapers; Mike Jubina; Resident; Chelsea Rice, 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, Mr. Jubina and Ms. Rice.

Mr. Jubina commented that he was present at the meeting to thank the Board for their agreement to renew the land lease that the Sportsman's Club has with the Authority. He stated that the Sportsman's Club will continue to watch over the property for the Authority.

Ms. Rice informed the Board that she lives at 823 Farren Street. As of November 2018, she was staying in Johnstown at her in-laws. During that time, she did owe on her water bill; and during that same time, a pipe burst in the home while it was unoccupied that she was unaware of. Ms. Rice did receive a bill from the Authority that was approximately \$4,000. There was a payment plan offered to Ms. Rice in the amount of \$1,348, which she is willing to pay. Ms. Rice stated that she really would like to have the water turned back on as she does have children; and she was present at the meeting to ask the consideration of the Board.

Mr. Cadwallader noted that, at the time of the break of the pipe, total water consumption due to the break was 167,000 gallons. Ms. Rice stated that she was not home so she did not see the break. Mr. Cadwallader questioned Ms. Rice if she owns the property, to which Ms. Rice replied affirmatively. Attorney Barbin questioned if the pipe was repaired, to which Mr. Cadwallader replied affirmatively. Attorney Barbin questioned Ms. Rice if she has requested an adjustment in the past, to which Ms. Rice replied that she has not. Mr. Yetsko questioned Ms. Rice how long she was not living in the home, to which Ms. Rice replied that it was approximately 3-1/2 months.

It was noted that the total bill that Ms. Rice received did include delinquent amounts for water, sewer and garbage. Discussion ensued relative to the total amount owed by Ms. Rice should an adjustment be granted. Following discussion, the following motion was made:

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE ADJUSTMENT REQUESTED BY MS. CHELSEA RICE FOR THE RESIDENCE AT 823 FARREN STREET, WITH A DOWN PAYMENT OF \$1,350, WHICH SHE IS IMMEDIATELY WILLING TO PAY, WITH THE DIFFERENCE BETWEEN THE TOTAL AMOUNT DUE OF \$2,028.13 AND THE \$1,350 DOWN PAYMENT (\$678.13) TO BE PAID ON A PAYMENT PLAN. THE

WATER TO THE RESIDENCE WILL BE TURNED BACK ON; HOWEVER, SHOULD MS. RICE DEFAULT ON THE PAYMENT PLAN, THE WATER TO THE RESIDENCE WOULD BE SHUT OFF. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

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

III. CORRESPONDENCE

Mr. Mark Castel presented the following correspondence:

- Thank you card received from Regina and Dave Swinger relative to the poker run that was held on June 1 to benefit the two-year-old child who has cancer. The run raised \$11,000 for the family.
- PMAA Trade Show – September 8-11, 2019, Pocono Manor, PA. Any interested Board member should contact Mr. Cadwallader.

IV. EXECUTIVE SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:10 P.M. TO DISCUSS PERSONNEL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

V. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

VI. APPROVAL OF MINUTES

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

VII. AGENT'S EXPENDITURES

No agent's expenditures to be presented.

VIII. INVOICES

| | |
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| Aflac | \$ 158.48 |
| Brent Kinley | 45.00 |
| Cambria County Conservation District | 375.96 |
| Cambria Mailing Services, Inc. | 77.95 |
| Cintas | 59.20 |

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| CMPA | 1,000.00 |
| Craig Castel | 45.00 |
| Diversified Technology | 150.00 |
| FWF Insurance Agency, Inc. | 2,695.00 |
| HWZ Coal Yard | 170.70 |
| Hach | 1,083.56 |
| John Gartland | 45.00 |
| Kaza Fire Equipment LLC | 126.79 |
| L/B Water Service, Inc. | 1,569.50 |
| Leman Machine Company | 398.00 |
| Ludwig Electric LLC | 418.00 |
| Mark Castel | 45.00 |
| Mary L Elchin | 260.00 |
| Mountain Research, LLC | 156.00 |
| Northern Safety & Industrial | 48.04 |
| PA Rural Water Association | 623.00 |
| Peoples Natural Gas Company | 47.17 |
| Portage Auto Parts | 88.85 |
| Portage Post Office | 165.00 |
| Portage Service Center | 213.50 |
| Ray's Lawnmower | 592.03 |
| Ray Oil & Gas Co. | 1,204.99 |
| RDM – Johnstown LLC | 152.00 |
| Ronald J Cadwallader, Jr | 20.00 |
| Safeguard | 321.77 |
| Sharon Squillario | 50.00 |
| Stager's Store | 107.49 |
| United Graphics | 1,370.86 |
| Univar USA, Inc. | 5,138.94 |
| Visa – 1 st Summit | 74.95 |
| WB Mason Co Inc. | 59.09 |
| | <hr/> |
| | \$19,156.82 |

Paid Bills

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|-----------------------------|-------------|
| Aflac | \$ 158.48 |
| Comcast | 314.28 |
| Highmark Blue Shield | 7,425.96 |
| Katie Hanlon | 100.00 |
| Penelec | 1,310.53 |
| SwiftReach Networks, Inc. | 162.95 |
| Mainline Newspaper | 85.00 |
| Pro Disposal, Inc. | 161.00 |
| REA Energy Cooperative Inc. | 969.96 |
| Robert Krisko | 100.00 |
| Sheetz Fleet Service | 551.45 |
| Staples | 207.99 |
| Verizon | 466.20 |
| WB Mason Co Inc | 198.35 |
| Verizon Wireless | 164.94 |
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| | \$12,377.09 |

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$58,097.82 (REGULAR BILLS, \$19,156.82; PAID BILLS, \$12,377.09; 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, MR. KINLEY AND MR. YETSKO.

IX. TREASURER'S REPORT

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MAY 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,698,655.32; CASH IN, \$323,295.88; CASH OUT, (\$331,406.46); ADJUSTMENT, \$0; ENDING CASH, \$1,690,544.74. 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.

Mr. Cadwallader presented to the Board a request for adjustment that was received for the residence at 900 Johnson Avenue. A hot water valve in the basement broke and has since been repaired. The total adjusted bill would be \$126.34.

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

As it relates to the Mountain Avenue project, Mr. Cadwallader informed the Board that the project is complete with the exception of restoration. The contractor will begin blacktopping toward the end of the month. There were many compliments mentioned by the Board relative to the work on this project by the contractor. Mr. Gartland commented that the buses were able to move around the project area and everything went well. Mr. Yetsko pointed out that it was very evident that, when the contractor came on site, they came to work and they worked and kept the project area clean.

Concerning the cleaning of the wells, Mr. Cadwallader reported that a meeting was held recently with Somerset Well Drilling, John Castleberry, and DEP relative to what will have to be done with the well in order to get the cleaning accomplished. DEP suggesting placing a liner when the two pits are dug in order to capture all of the water. It will be pumped to the drying bed and then into the lagoon. Mr. Cadwallader ensured the Board that we do have a couple of back-up plans in case something would fail. Mr. Beyer has also provided an E&S plan being that we are next to a pristine trout stream and pristine waters. Attorney Barbin questioned if the lagoon is currently cleaned out, to which Mr. Cadwallader replied that the lagoon is pretty cleaned out but he will address this before we move forward so that we have more room for it to settle out. In this way, we will not have any problems with the MCLs on the backwash waters.

Mr. Cadwallader noted that there was information included in the information for Mr. Mark Castel to share with the Board at the meeting relative to the report provided by Mr. Bob Winters, Homeland

Security. When the survey was conducted, there were two sanitariums present, Mr. Winters, a representative from EPA, and the Cambria County EMA Director. Overall, the survey done by Mr. Winters went pretty well being that we are a small system as the Authority currently has a lot of things in place. There were some recommendations made by Mr. Winters as it relates to the hinges on the gates, suggested changes on the fences around the well sites to protect them, change in the location of the dumpster at one of the plants as it is near where they fill the heating oil, updating of the alarms, relocation of where the videotapes are stored, etc.

Attorney Barbin questioned if we will be able to implement some of the recommendations that were made, to which Mr. Cadwallader replied that we will be able to easily implement some of the recommendations, most of which could be done in-house. Mr. Cadwallader commented that the report is very detailed and is available for the Board to review at their leisure at the Authority office. He stated that, for budget consideration, he will prepare a list of items that can be addressed. Mr. Kinley commented that perhaps there are some smaller matters that we can address now, to which Mr. Cadwallader agreed. Mr. Cadwallader pointed out that one of the major things pointed out in the report was the lack of cell service or internet at the plant; and Mr. Winters was aware that the Authority was not the only authority experiencing this concern.

Mr. Cadwallader informed the Board that a check was received for the fuel tax in the amount of \$2,086.50. He noted that in the past, when received, this check was deposited into the Capital Improvement Account #106.5 unless the Board agrees otherwise. The Board agreed to deposit the fuels tax check into the Capital Improvement Account #106.5.

Mr. Cadwallader stated that, at the last meeting, the Board agreed to the hiring of Brandon St. Clair; however, Mr. Sinclair was not hired following the meeting. He requested that the Board retract its agreement to the hiring of Brandon St. Clair and presented the hiring of Madison Ringler to fill the summer help position.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO RETRACT ITS AGREEMENT TO THE HIRING OF BRANDON ST. CLAIR FOR A SUMMER HELP POSITION AND UNANIMOUSLY AGREED TO THE HIRING OF MADISON RINGLER TO FILL THE SUMMER HELP POSITION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader discussed with the Board a quote received from Groff (unsolicited) relative to a trade/purchase of a new backhoe. Mr. Cadwallader commented that the price quoted is the same as the Authority paid for the last purchase. Mr. Craig Castel stated that this is one example where the Authority realized that you really have to price check when you are going to purchase anything. He questioned how the backhoe is running, to which Mr. Cadwallader replied that there are no concerns other than a slight glitch in the computer that has to be adjusted.

Mr. Cadwallader apprised the Board that he included in the Board information a quote for the purchase of two new hydrants. He explained that he currently has one hydrant sitting in the pipe yard and another hydrant that was pulled near the school; and there are two hydrants that are currently broken. Mr. Cadwallader stated that basically he is looking to replace the hydrant near Pro Disposal; installing one hydrant in Jamestown (already for set up for installation); replacing one hydrant on Farren Street/Park Avenue that broke during the Mountain Avenue project; and replacing a hydrant on Prospect Street/Park Avenue that broke during flushing. Mr. Mark Castel questioned if we have two currently and would need two additional, to which Mr. Cadwallader replied affirmatively. Mr. Craig Castel questioned if we should have a hydrant on hand if it is needed in an emergency, to which Mr. Cadwallader replied that we normally do not keep any hydrants on hand being that if one breaks, we shut it down until we can obtain a new one to replace it, which we can do quickly. Mr.

Cadwallader commented that there are monies included in the budget for purchase of the hydrants (Capital Improvement Fund/Hydrants). Mr. Yetsko questioned when we will dispose of the hydrants that are broken, to which Mr. Cadwallader replied that we can do that at any time and the monies would be placed back into the Capital Improvement Fund. He noted that they would most likely be taken to a company in Altoona to dispose of at the appropriate time.

Mr. Cadwallader reminded the Board that the insurance renewal will be due in September for property, vehicle and workers compensation. He questioned the Board if we want to look at other quotes or stay with FWF and PRMA. Attorney Barbin noted that the Authority does receive a dividend with PRMA; and if you leave the pool, the Authority would lose the credits. Mr. Cadwallader noted that Mosteller Insurance has requested to submit a quote, to which the Board stated that the quote could be submitted for consideration and comparison. The Board requested that Mr. Cadwallader obtain information relative to the current dividend being received via PRMA and what the potential loss would be if the Authority would move out of the pool.

XI. 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 stated that Mr. Cadwallader noted that the contractor will be back on June 24 to start the paving and restoration. The contractor has submitted a Pay Application in the amount of \$170,210.44; and Mr. Beyer requested Board approval for this Pay Application.

ON MOTION OF MR. YESTKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PAY APPLICATION IN THE AMOUNT OF \$170,210.44. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer commented that he has prepared a Certificate of Substantial Completion on the water line side of the project, which will require signatures by the Authority officers. Once signed, Mr. Beyer will send this to the contractor for signature as well. Another Certificate of Substantial Completion will be submitted after the restoration is completed.

Mr. Beyer noted that, with the Pay Application approved, he will need to submit to CFA the Pay Request Form in the amount of \$182,924.35 (85% would be \$155,485.70). He requested Board approval of the submission to CFA.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE SUBMISSION OF THE PAY REQUEST FORM TO CFA IN THE AMOUNT OF \$182,924.35 (85% WOULD BE \$155,485.70). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer informed the Board that he has not received any response from DEP relative to the Certificate of Construction. He noted that the contractor is requesting a time extension of 30 days on the project (Change Order #2). Mr. Beyer explained that, technically, the contractor would still have the project completed within the allotted timeframe; however, the contractor is requesting the extension in the event of rain that would prevent him from completing the project in the allotted timeframe.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED CHANGE ORDER #2 AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

As it relates to the Benscreek reservoir, Mr. Beyer noted that he has not received a response from DEP. He has, however, received a response from Mr. Chernisky from the Fish Commission.

Mr. Beyer indicated that, as Mr. Cadwallader mentioned earlier, he prepared the E&S Plan for the well drilling.

As it relates to the NPDS permit renewal, Mr. Beyer indicated that he would need approval by the Board for the issuance of two (2) \$500 checks in order to submit the permit renewal request (for the discharge from the waste water that goes into the lagoons). Attorney Barbin commented that any time you have a discharge of waste water, you are required to have a NPDS permit.

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

XII. SOLICITOR'S REPORT

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

Attorney Barbin noted that Mrs. Ringler had a telephone call from the insurance carrier relative to a claim from two years ago; and the carrier wanted to check to see if there was a law suit filed. Attorney Barbin checked the records; and there was no law suit filed. This case is now past the statute of limitations.

XIII. FORESTER'S REPORT

Mr. Barton informed the Board that he is still marking timber and should finish in August. He commented that he will not set up a sale until the price rebounds.

Mr. Barton commented that he did receive a complaint relative to some four-wheelers that were on some roads they were not supposed to be on; and he will check into this.

Mr. Barton stated that, with the recent heavy rains, the windmill roads were washed out; and restoration will be done as soon as can be. Improvements to the roads were made just two weeks before the heavy rains.

XIV. UNFINISHED BUSINESS

No Unfinished Business to be presented.

XV. NEW BUSINESS

- Memorandum of Understanding

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ENTER INTO A MEMORANDUM OF

UNDERSTANDING, ONCE COMPLETED BY ATTORNEY BARBIN, WITH CHRIS RHODES RELATIVE TO THE REMOVAL AND REPLACEMENT OF THE WATER LINE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Summer Help

Discussed earlier in the meeting.

- Homeland Security

Discussed earlier in the meeting.

- Groff Equipment

Discussed earlier in the meeting.

XVI. GOOD OF THE ORDER

- Request for Adjustment

Discussed earlier in the meeting.

- Fuel Tax Check

Discussed earlier in the meeting.

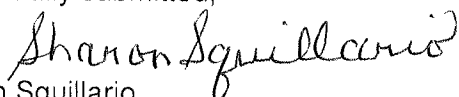
XVII. ADJOURNMENT

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.

XVIII. NEXT MEETING

The next meeting will be held on Thursday, July 11, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary