

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, July 11, 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.

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.

III. CORRESPONDENCE

Mr. Mark Castel presented the following correspondence:

- Blind water tasting contest to take place at the Holy Trinity Greek Orthodox Church festival, August 24, 2019, noon – 7:00 p.m.
- Letter received from the State relative to the recent dam inspection.

IV. APPROVAL OF MINUTES

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

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD APRIL 1, 2019 TO JUNE 30, 2019 IN THE AMOUNT OF \$153.52. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

VI. INVOICES

| | | |
|----------------------------|----|-------|
| American Water Works Assoc | \$ | 50.00 |
| Brent Kinley | | 45.00 |

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|-------------------------------------|-------------|
| Cambria Mailing Services, Inc. | 76.68 |
| Cambria Systems, Inc. | 812.56 |
| Cintas | 78.01 |
| CMPA | 1,000.00 |
| Craig Castel | 45.00 |
| EADs Group | 4,176.38 |
| Hach | 426.80 |
| John Gartland | 45.00 |
| Link Computer Corporation | 1,312.50 |
| Ludwig Electric, LLC | 268.63 |
| Mark Castel | 45.00 |
| Mary L Elchin | 325.00 |
| Mountain Research, LLC | 156.00 |
| New Enterprise Stone & Lime Co Inc. | 607.54 |
| Niper's Auto Repair | 27.55 |
| Portage Auto Parts | 8.04 |
| Portage Post Office | 165.00 |
| Portage Service Center | 442.65 |
| Ray Oil & Gas Co | 42.56 |
| RDM – Johnstown LLC | 830.00 |
| Ronald J Cadwallader, Jr | 20.00 |
| Sharon Squillario | 50.00 |
| Stager's Store | 504.81 |
| Univar USA, Inc. | 1,636.10 |
| WB Mason Co. Inc. | 50.98 |
| Wicklow, Inc. | 157.50 |
| | <hr/> |
| | \$13,405.29 |

Paid Bills

| | |
|-----------------------------------|-------------|
| Comcast | \$ 314.28 |
| Highmark Blue Shield | 7,425.96 |
| Lowes | 115.90 |
| National Road Utility Supply Inc. | 84.39 |
| Penelec | 1,314.74 |
| Pro Disposal, Inc. | 161.00 |
| Verizon | 470.31 |
| DEP | 35.00 |
| DEP | 120.00 |
| PH Environmental Service Inc. | 130.00 |
| REA Energy Cooperative | 986.83 |
| Sheetz Fleet Service | 504.59 |
| Timothy George | 100.00 |
| Aflac | 158.48 |
| Peoples Natural Gas Company | 19.73 |
| Verizon Wireless | 60.20 |
| Visa – 1 st Summit | 522.62 |
| | <hr/> |
| | \$12,524.03 |

ON MOTION OF MR. GARTLAND, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$52,493.23 (REGULAR BILLS, \$13,405.29; PAID BILLS,

\$12,524.03; 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.

VII. TREASURER'S REPORT

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JUNE 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,690,544.74; CASH IN, \$374,667.97; CASH OUT, (\$398,156.89); ADJUSTMENT, \$0; ENDING CASH, \$1,667,055.82. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

VIII. EXECUTIVE SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN 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.

IX. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:48 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Mr. Craig Castel commented that the personnel matters addressed included a progress report on each employee relative to certifications and testing. In addition, it was agreed by the Board that, for any matter that is to be discussed at a Board meeting, each Board member should receive a copy of same either via email or personal delivery. If any Board member has something to be shared or discussed at the meeting, that information should be given to Mr. Cadwallader to be distributed to all members prior to the meeting.

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 apprised that Board that we are in receipt of the right-of-ways for the Route 53 project. One will be filed tomorrow and one will be filed on July 20.

Mr. Cadwallader stated that the letter received from the State relative to the dam inspection was presented by Mr. Mark Castel under Correspondence.

Mr. Cadwallader reported that we did receive the annual windmill check in the amount of \$57,951.52, which will be deposited into Account #104.5. This income was projected as part of this year's budget.

Mr. Cadwallader reported that the operations permit for the Mountain Avenue project has been received from DEP. Mr. Yetsko asked for an update on the status of the project. Mr. Cadwallader stated that the contractor is approximately 92% complete on the blacktop restoration; and as it relates to the pipe in the ground, that part of the project is 100% complete. Mr. Cadwallader explained that the contractor has the curbs in and some blacktop along where the blacktop curbs were. They still have to mill out some of the areas; and there are two intersections that have to be done in base (Orchard and Prospect). Mr. Yetsko questioned, when a load of blacktop is received, is it for the base, to which Mr. Cadwallader replied that, when the contractor returns, he will obtain one more load of base and do down to the bank. He will then come back and do the intersections with base, square off the edges, put the tack down and then the topcoat. The contractor will then seal everything later. Mr. Yetsko emphasized that, as he has mentioned in the past, he would recommend this contractor to anyone to have work done as the contractor was very conscientious and dedicated to the job.

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 the restoration will probably be complete in about one more week. The contractor will be required to have the work completed by the end of July, at which time we will be able to do substantial completion for any restoration that is not satisfactory. Mr. Beyer indicated that there was no job conference held last month because there was nothing to be presented; and this was the day that DEP arrived to inspect the construction.

Mr. Beyer informed the Board that he did prepare a Pay Request Form to be submitted to CFA in the amount of \$12,873.19 (85% would be \$10,942.21). He requested Board approval of the submission to CFA.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE SUBMISSION OF THE PAY REQUEST FORM TO CFA IN THE AMOUNT OF \$12,873.19 (85% WOULD BE \$10,942.21). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Yetsko questioned if it is possible to include Mr. Cadwadaller's overtime that was accumulated during the project under the costs for the project. Mr. Beyer replied that this was not included in the original project cost; however, we would need to see, once all payment requests have been honored, how much the total project cost was. If there are monies remaining, we may be able to do a change order to the project afterwards. Mr. Yetsko questioned, if Mr. Cadwallader was not included as the inspector for the project, would we have had to hire someone for these responsibilities, to which Mr. Beyer replied affirmatively. Mr. Beyer noted that the Board had decided at the beginning of the project that Mr. Cadwallader would be the inspector for the project. Mr. Beyer stated that the total project cost was \$479,438.50, with \$314,784.05 being spent to date with the restoration costs to be paid along with 50% of the retainage money. Attorney Barbin pointed out that there is no possibility that we will go over the total project cost, so perhaps Mr. Beyer should inquire if Mr. Cadwallader's

overtime hours could be included. Attorney Barbin indicated that we must remember that, if we go over the \$500,000, everything would be ineligible. Mr. Cadwallader questioned, if we do not meet the \$500,000, will we need to return the monies not spent, to which Mr. Beyer replied affirmatively. Mr. Beyer pointed out that Attorney Barbin's charges were not included in the original project cost either.

FOLLOWING DISCUSSION, ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED A CHANGE ORDER (TO BE PREPARED BY MR. BEYER) TO THE MOUNTAIN AVENUE PROJECT TO INCLUDE THE COST OF MR. CADWALLADER'S OVERTIME FOR INSPECTION WORK OF THE PROJECT, AS WELL AS ATTORNEY BARBIN'S FEES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Craig Castel questioned, if there are monies left over, could those monies be earmarked for another shovel ready project, to which Mr. Beyer replied negatively, indicating that another project would not meet the original scope of the current Mountain Avenue project so we would need to return the monies that remain. Attorney Barbin agreed that the scope and boundary of a particular project must be adhered to.

Mr. Beyer stated that he did receive the two checks for the NPDS permit and he will mail in the checks with the permit application. Once the required additional testing is completed, that will need to be sent to DEP as well. Mr. Cadwallader commented that we will have to do an influent coming into the lagoon and an affluent the first week, an affluent the second week, and an affluent the third week at both plants (six sets of tests).

Mr. Beyer informed the Board that we will have to do a general permit application for the service line going across Benscreek. This can be submitted electronically once approval is received by the Board.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE FILING OF THE GP5 PERMIT APPLICATION FOR THE STREAM CROSSING FOR THE WATER REPLACEMENT AT 4410 PORTAGE STREET (2" LINE). 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 information contained in his report was discussed throughout the meeting and that he had nothing further to report.

XIII. FORESTER'S REPORT

No report as Mr. Barton was not present.

XIV. UNFINISHED BUSINESS

No Unfinished Business to be presented.

XV. NEW BUSINESS

- Liability Insurance

Mr. Cadwallader stated that correspondence was received from EMC stating that there will be a rate increase; however, they did not state what the rate increase would be. He has not received any quote from Mosteller Insurance. All information relative to the insurance renewal will be submitted to the Board for consideration at the next meeting.

- Policy Review

Mr. Kinley questioned, as it relates to the policies/procedures that were submitted to the Board for information at this meeting, is there anywhere in our policies that states that, if there is an on-the-job injury, a drug screening will be done, to which Mr. Cadwallader replied that we do have this information included in one of the policies.

XVI. GOOD OF THE ORDER

No information to be presented.

XVII. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. GARTLAND, SECONDED BY MR. KINLEY, THE BOARD ADJOURNED THE MEETING AT 8:23 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, August 1, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary