

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, August 1, 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; John Morgan, 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. Mark Castel also recognized Mr. Morgan. Mr. Morgan informed the Board that in the middle of June, he requested that his water be turned on in his house so that he could bleed the boiler in order to sell his house, utilizing approximately 100 gallons of water. At that time, Mr. Morgan told Mr. Cadwallader that once this was accomplished, the water could be shut off again. However, Mr. Morgan explained, there must have been a misunderstanding that he was moving back into his house; and the Authority signed him back up for water, sewer and garbage. He noted that the sewer charge has been waived. Mr. Morgan commented that he received a final bill a week after that when the new owner signed up for water usage that showed zero usage but included an additional charge, thus bringing his bill close to \$100. He stated that he is not sure why he received the additional bill because, when he worked for the Authority, there were special exceptions made in this regard. Mr. Mark Castel questioned if we have turned the water on for similar occurrences in the past and not charged a resident, to which Mr. Cadwallader replied affirmatively pointing out that for home inspections we did. Mr. Cadwallader pointed out that this was for a home inspection. Mr. Kinley questioned if this was just an oversight, to which Mr. Cadwallader replied affirmatively. Mr. Morgan commented that he wonders what other residents are receiving similar bills for 100 gallons of water used in six weeks with a \$93 charge.

Mr. Morgan stated that he does feel that this is being done personally to him because of past things that came up when he was employed by the Authority. He commented that he was approaching the Board this evening requesting that his water charge be reduced to zero. He noted that he contacted Mr. Cadwallader last evening being that the escrow on the sale of the house included water and sewer; and the new resident wanted to give Mr. Morgan a check to pay him back for the charges. The sewer has been taken care of; and he just needs the water charge to be taken care of. Mr. Morgan requested of Mr. Cadwallader that, when the new homeowner called the Authority, to have Ms. Powers tell the individual that it is a zero balance; and if he would have to pay the water charge before he talked to the Board this evening, he would do so (\$34.76). Mr. Morgan is not sure what was said to the new homeowner; however, the new homeowner received the same bill that Mr. Morgan received. Mr. Cadwallader noted

that he was not aware that the new homeowner had called the office. Mr. Morgan stated that he received an email from the new homeowner with a copy of a bill stamped that it was a final bill.

Mr. Gartland joined the meeting at this time.

Mr. Morgan commented that all he was asking from the Board is that he be told that he owes nothing. Mr. Mark Castel pointed out that, if a precedent was set in the past, we should honor that. Attorney Barbin questioned if we have charged in the past for water usage for a home inspection, to which Mr. Cadwallader replied that we have not. Attorney Barbin pointed out that, if this is the case, this was a mistake and Mr. Morgan should not be charged.

The Board agreed to provide Mr. Morgan with a zero balance bill and Mr. Cadwallader signed the bill as such. Mr. Morgan departed from the meeting at this time.

Mr. Kinley stated that, whatever protocol or procedure Mr. Cadwallader will be working on next, he requested that this be the next item to be addressed so that it is in writing how recordkeeping is done, etc. Mr. Mark Castel noted that approval of this policy should also be recorded in the minutes of the meeting. Mr. Mark Castel questioned if we should establish a minimum gallon limit, to which Mr. Craig Castel replied that we should stipulate no more than a certain amount of water usage.

Mr. Yetsko questioned, when previous policies were discussed previously, was direction given to the office staff, to which Mr. Kinley replied that he is not giving direction to the office staff. This is something that the Board agreed to at a past meeting that we were going to redo the protocols to address items that came up. This was discussed by the Board back in December; and the Board agreed that at each meeting a new policy or protocol would be presented. Mr. Mark Castel commented that the discussion actually began when the Authority met with the Borough Council. Mr. Yetsko pointed out that he believes that we need to start following the procedures as far as the Board is concerned; and review should be done by the Board prior to them receiving it. Mr. Kinley indicated that the new protocols are sent out prior to the meeting and then the members have an opportunity to provide input if they do not agree to something. Mr. Yetsko commented that the Board should be voting on these issues as a Board. Mr. Yetsko questioned if Mr. Kinley requested that Mr. Cadwallader revamp the procedures, to which Mr. Kinley replied negatively, emphasizing that, in December when there were procedures not being followed, we agreed at the Council meeting to redo all procedures so that, if someone does not follow a procedure, they can be held accountable. Mr. Yetsko indicated that the Board is to be doing the procedures and giving them to the Superintendent. Mr. Kinley stated that Mr. Cadwallader is revising the procedures and providing them to the Board each month so that we have a completely new procedures book. The Board is to review them and approve them at the meeting. Each month, Mr. Kinley pointed out, there has been a new procedure provided to the Board for review and approval. Mr. Yetsko questioned who requested that this be done, to which Mr. Kinley replied that the Board decided back in December that this be done.

Mr. Mark Castel indicated that everyone's concern at the meeting with Borough Council was that all of the procedures changed because of new things that came into the process over the years. Several members of Borough Council also agreed that we should rewrite the procedures to address these matters. Mr. Yetsko questioned when the Authority Board decided to do this, to which Mr. Craig Castel replied that this was decided at the meeting with Borough Council and Mr. Cadwallader took it upon himself to rewrite the policies. Mr. Cadwallader stated that he rewrote the policies and they were typed by Mrs. Ringler. Attorney Barbin indicated that there should be a statement included in the policy on what Mr. Cadwallader will be doing as a result of

Mr. Morgan's concern; i.e., if someone is unsatisfied with the resolution, they have the right to bring the matter to the Board.

Mr. Cadwallader questioned if the Board wanted him to continue to bring the policies to the Board for review, to which Mr. Craig Castel replied that he likes the idea of the updated policies being brought to the Board for review because things are changing all of the time and the policies should change as well. Mr. Yetsko questioned if we have the existing procedures in writing, to which Mr. Cadwallader replied that the current policies were written a long time ago and do not get into great detail. Mr. Mark Castel indicated that there have been revised policies included in the Board packets since January for review. Attorney Barbin pointed out that the Board is the final decider on any policy. Mr. Yetsko questioned what the next procedure will be to be updated, to which Mr. Cadwallader replied that he will be revising the home inspection policy as a result of the discussion at the meeting this evening, so that the procedure reads that there will be no billing done for a home inspection. Mr. Kinley stated that it will also include how the billing is being done. Mr. Yetsko commented that any changes to policies should be discussed by the Board and approved by the entire Board; and the other concern is authorization to Mr. Cadwallader to update the policies. Attorney Barbin pointed out that Mr. Cadwallader is the Superintendent; and if he is aware of a concern, he should be bringing the matter to the Board without waiting for the Board to say so. Mr. Kinley emphasized that we were being proactive as a follow-up to the meeting with Borough Council so that, if something happened, we would have a policy to address that occurrence and the members of the Authority Board present at the meeting agreed to this. Mr. Yetsko questioned if a new policy would take the place of an old procedure, to which Mr. Kinley replied affirmatively. Mr. Cadwallader stated that all of the policies will be rewritten. Mr. Kinley pointed out that Mr. Morgan's concern and the policy that addresses that needs to be addressed immediately; and instead of Mr. Cadwallader choosing another policy to rewrite, this is the next policy to be addressed.

Mr. Kinley stated that one of the first policies that was revised related to the gates at the plant and the locking of the gates for the safety of the community. Mr. Yetsko stated that he has found instances that the gate has been unlocked, to which Mr. Cadwallader requested that Mr. Yetsko provide a date and time of the occurrence so that he can investigate. Mr. Craig Castel requested that Mr. Cadwallader bring back to the Board all of the revised policies that have been provided to the Board to date so that a motion for approval can be made by the Board under New Business.

Mr. Yetsko commented regarding the title of Administrative Assistant on one document, pointing out that this title does not exist, to which Mr. Cadwallader replied that he would address this.

III. CORRESPONDENCE

Mr. Mark Castel presented the following correspondence:

- Greater Johnstown Water Authority quarterly meeting with municipalities. Anyone interested in attending should contact Mr. Cadwallader.
- First Summit Bank annual report.
- Mr. Cadwallader presented to the Board photos of dumping that took place behind the Park Avenue water tank. He commented that the area was cleaned up; however, he believes the photo should be published in the paper in order to get information on who dumped the items in the area. No information could be gathered from the cameras in the area.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO PUBLISH THE PHOTO SHARED BY MR. CADWALLADER IN THE NEWSPAPER. 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. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JULY 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

Aflac	\$ 158.48
Brent Kinley	45.00
Cambria Mailing Services, Inc.	76.97
Cintas	112.06
CMPA	1,000.00
Cole-Parmer	272.87
Commonwealth of PA – Chapter 302	150.00
Craig Castel	45.00
DEP	60.00
EAD's Group	2,608.50
Eichelbergers, Inc.	1,823.30
Foster F Wineland, Inc.	158.48
Hach	2,138.03
JC Ehrlich Co Inc	179.00
John Gartland	45.00
Kick's Garage & Towing	31.80
L/B Water Service, Inc.	1,962.40
Long's Equipment	8.00
Mark Castel	45.00
Mary L Elchin	260.00
Mountain Research, LLC	156.00
New Enterprise Stone & Lime Co Inc.	3,329.50
PA WARN	37.50
Peoples Natural Gas Company	17.36
Pipelines, Inc.	28.08
Portage Auto Parts	183.67
Portage Service Center	1,067.45
Ray Oil & Gas Co	346.32
RDM – Johnstown LLC	222.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00

Stager's Store	127.31
The Long Barn, Inc.	19.90
United Graphics	2,214.57
Verizon Wireless	95.22
	<u>\$ 19,094.77</u>

	<u>Paid Bills</u>	
Greg Banzuh		\$ 100.00
Penelec		1,164.65
The Long Barn, Inc.		216.20
Comcast		315.87
Francine Platt		100.00
Highmark Blue Shield		7,425.96
PH Environmental Service Inc.		130.00
Verizon		464.34
Sheetz Fleet Service		236.09
Mainline Pharmacy – Portage		12.09
Pro Disposal Inc.		161.00
REA Energy Cooperative, Inc.		781.52
Ryan Hogue		100.00
		<u>\$ 11,207.72</u>

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$56,866.40 (REGULAR BILLS, \$19,094.77; PAID BILLS, \$11,207.72; 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. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JULY 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,667,055.82; CASH IN, \$341,792.38; CASH OUT, (\$247,583.67); ADJUSTMENT, \$0; ENDING CASH, \$1,761,264.53. 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.

Mr. Cadwallader apprised the Board that he has been having discussions with Mrs. Anslinger, whose grandfather owned Hughes Coal Company, relative to obtaining a right-of-way on a piece of property in Benscreek. Mrs. Anslinger has now decided that she wants to donate an acre of property to the Authority, with the stipulation that the land not be sold to anyone.

Attorney Barbin commented that he did not include that stipulation in the deed he had prepared; however, the Board could agree that they have no intent to sell the property to anyone and would honor the request of Mrs. Anslinger. Mr. Cadwallader stated that, if the Board agrees, he will provide the deed to Mrs. Anslinger for her review and signature.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE DONATION OF THE PIECE OF PROPERTY FROM MRS. ANSLINGER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader informed the Board that there are some concerns with the Case roller that was purchased in conjunction with the Borough. The Borough did take it to Groff Equipment to have it looked at; and he will keep the Board apprised of the status.

Mr. Cadwallader stated that he obtained quotes for tires for the Blazer, which are required in order for it to pass inspection. The bids received were: Niper's, \$113 per tire; Tire Shop, \$88/tire; Portage Service Center, one set available for \$500 or another set for \$165/tire (\$660).

FOLLOWING DISCUSSION, ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PURCHASE OF THE TIRES AND OTHER ITEMS NEEDED FOR THE VEHICLE TO PASS INSPECTION FROM NIPER'S AT A COST AS OUTLINED IN THE QUOTE RECEIVED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader noted that the next item for discussion would be the renewal of the liability insurance. He presented to the Board a synopsis of the quotes received from FWF (EMC with PIRMA) and Mosholder Insurance Agency. The total price with worker's compensation with EMC is \$43,803; total with HRIE (Housing Redevelopment Insurance Exchange) worker's comp is \$42,289; and the total with Mosholder's with worker's comp included is \$36,180. Mr. Cadwallader pointed out that there would be a one-time charge (general liability) with Mosholder's of \$2,683 which would be a charge for any claims through PIRMA that would be handed over to them and would be covered by them. Mr. Cadwallader pointed out that, as he compared all of the quotes, it is all the same coverage. He emphasized, however, that if we leave PIRMA, there is a stipulation that we would lose the \$11,900 that has accumulated in the pool.

Mr. Yetzko questioned Mr. Cadwallader as to his recommendation, to which Mr. Cadwallader replied that the total from Mosholder's is the lower cost; however, what must be considered is the loss of the money in the pool if we move from PIRMA. Discussion took place relative to the monies being placed in the pool and the fact that no claims have been submitted in comparison. Attorney Barbin questioned the amount of dividend received this year from PIRMA, to which Mr. Cadwallader replied that we have received no dividend to date.

FOLLOWING DISCUSSION AND A ROLL CALL VOTE, ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE QUOTE RECEIVED FROM MOSHOLDER'S AS DESCRIBED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader apprised the Board that, as it relates to the Portage Street project, we are down to the creek. He questioned Mr. Beyer as to the status of the general permit from the Conservation District, to which Mr. Beyer replied that, now that we know that the Authority will potentially own the land, he will send it in on Monday. He is still awaiting the certified mail receipts from the County and the Township. Mr. Cadwallader stated that we will go into Oil City where we have to do the tie-in and await the permit from the Conservation District.

As it relates to the Martindale project, Mr. Cadwallader reported that a resident came into the office and stated that she was not satisfied with the clean-up; however, there was not any cleanup done in that area as yet when the resident came into the office because the crew needed to address concerns with low pressure of residents on Portage Street. The resident felt that, since the crew left the area, she felt that we abandoned the clean-up.

Mr. Cadwallader informed the Board that we have a CD that is due to renew on August 9. He included in the Board's information the current rates for Summit Bank and S&T. He noted that S&T was to provide additional information; however, it was not received prior to the meeting. Mr. Cadwallader pointed out that S&T has a special rate on a 13-month CD with 2.15% interest. Discussion ensued relative to splitting the amount of the CD into an additional CD, as well as more additional information that may be received from Summit.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO INVEST THE CD WITH S&T UNLESS SUMMIT BANK MATCHES THE INTEREST RATE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader commented that we will need the signatures of two Board members on the renewal once it is finalized.

Concerning the CFA grant payment, Mr. Cadwallader stated that we have been approved to include Attorney Barton's fees. We will need two Board members to agree to register on the website to approve the payments. Mr. Beyer stated that he was requested by the Board at a previous meeting to inquire relative to the extra monies left over from the project. Mr. Beyer has been advised that we can make an amendment to the original agreement if approved by the Authority Board; however, only the engineering and legal fees are acceptable and not the Authority wages (i.e., overtime costs from Mr. Cadwallader). The remaining monies from the project, Mr. Beyer pointed out, cannot be used for any other project because the new project would be outside the scope of the original project. Mr. Cadwallader pointed out that we cannot move forward until there are two Board members registered on the site. Attorney Barbin pointed out that the registration on the site would allow an electronic signature to be placed. Following discussion, it was agreed that Mr. Mark Castel and Mr. Craig Castel would be registered on the website.

Mr. Cadwallader informed the Board that we have been advised that the Allegheny Ridge Farm has been sold to another company. The contract we have with them will still stay at the same rate; and there will be a minimum that will be paid. The \$51,000 included on the P&L is what has been received to date; and we have not received the adjustment or the \$2,000 annual payment.

Mr. Cadwallader reported that there have been several leaks that have been repaired recently. There was a leak in a home that was unoccupied (filter system where plastic blew apart) that amounted to 34,000 gallons.

As it relates to the overtime report, Mr. Mark Castel questioned if there is a way to curb the overtime, to which Mr. Cadwallader replied that the way this will be handled is that, if there is a concern, the person on call will be called out. If this person cannot handle the situation themselves, then that employee will call someone else out. Mr. Cadwallader stated that he has reviewed this procedure with all employees and everyone has agreed.

Mr. Mark Castel questioned if Mr. Cadwallader has received any additional information from DEP on the automatic shutdown, to which Mr. Cadwallader replied that he has not received any additional information. He commented that he has included this in information for next year's budget for consideration. The majority of the work can be done in-house; however, there are some items that may need to be contracted out. Mr. Cadwallader explained to the Board a call he had with DEP relative to some additional readings they would require (turbidity reading when leaving the plant but before it reaches the clear well). This will not be able to be accomplished with the present system; however, Mr. Cadwallader explained to DEP how this will be done and they agreed. Mr. Cadwallader explained to DEP that this will be included in the budget next year and they agreed with this.

Mr. Beyer questioned, if there is a fire and we are on automatic shutdown, what would happen, to which Mr. Cadwallader replied that we would rely on the water in the tanks in this situation. Mr. Cadwallader explained that with the shutdown, there would be a notice that would go out; and you need to get an operator to the plant and get it up and running. At the present time, there is no time limit to get the plant started back up; however, we have two plants. With the clear well in Martindale, you have eight hours; and with Benscreek, we would have two to two and one-half days.

Mr. Kinley noted that, if an employee enters the plant to do the necessary work, is there a way that employee can call someone to say he is going to the plant and he will call someone in two hours. Mr. Cadwallader noted that we do have a policy that states that two individuals would be called to the plant if there is a chlorine concern. Mr. Kinley commented that we need a procedure to cover some type of notification for when someone is at the plant by themselves. Mr. Cadwallader indicated that he can add this to the policy. Attorney Barbin agreed that we need something included in the policy that there is oversight. Mr. Yetsko questioned what would happen if a notice goes out with a problem at the plant and the individual on call does not answer the phone, to which Mr. Cadwallader replied that there is a policy that addresses this. Attorney Barbin commented that if the employee does not answer the phone, this would be a disciplinary matter. Mr. Cadwallader noted that there is a 30-minute timeframe set to respond to the call; and if no response is received, the calls comes to him. Attorney Barbin pointed out that we really need to spell out the on-call procedures pointing out the notification procedures. Mr. Kinley agreed, indicating that we need to spell out a notification from when the employee is called out, when the employee is leaving for the call and when the employee is returning from the call so that if no notice is received, you can go and check on that employee. Mr. Cadwallader stated that he can always be notified; and, if he is on vacation, he can specify who will be the next in command. Mr. Cadwallader noted that what he presented was a plan to cut overtime; however, he will consolidate this into a policy.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE DRAFT RECOMMENDATION AS PRESENTED BY MR. CADWALLADER TO BE

SUMMARIZED IN A POLICY TO INCLUDE THE RECOMMENDATIONS MADE BY THE BOARD AS IT RELATES TO NOTIFICATION MADE BY THE EMPLOYEE WHEN THE CALL IS RECEIVED, WHEN THEY LEAVE TO ADDRESS THE CALL, AND WHEN THEY RETURN HOME FOLLOWING ADDRESSING THE CONCERN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

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 a meeting was held with Mr. Koban; and he was agreeable to the restoration on the project. Mr. Beyer stated that he did have the contractor come back and do more sealing in certain areas. Mr. Beyer noted that the contractor submitted the final pay application in the amount of \$144,273.26. He requested a motion of the Board to approve this payment.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE FINAL PAY APPLICATION AS NOTED ABOVE IN THE AMOUNT OF \$144,273.26. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer stated that he prepared the Certificate of Substantial Completion for restoration. The contractor did address all of the punch list items so the final contract amount can be paid. Mr. Beyer pointed out that he prepared the payment request to CFA in the amount of \$145,269.20 (85% would be \$123,478.82).

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE SUBMISSION OF THE PAY REQUEST FORM TO CFA IN THE AMOUNT OF \$145,269.20. 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 Notice of Acceptability of Work between the Authority and the Engineer; and he will provide a copy of said notice to the Authority for the files. He has prepared change orders relative to the quantities on the project. The final amount on the project was \$428,905.44, which was a decrease of \$49,533.06.

Mr. Beyer reported that he submitted the NPDS permit renewal on July 22; however, he has not received a response. Mr. Cadwallader noted that all of the testing has been completed, so the results should be received in the next two weeks. This is what is holding up the issuance of the permit. Mr. Beyer commented that we can work off of the prior permit until the new one is received.

Mr. Beyer informed the Board that he has performed the annual dam inspection; and he will be preparing a report for the Authority.

Mr. Beyer noted that he will send in the general permit on the stream crossing once he receives the certified mail receipts from the County and the Township.

Mr. Cadwallader indicated that the Main Street project will be coming up for next year; and there is a question on the movement of the water line. We are looking at moving the line further out on Main Street instead of through the alleys. This project could be completed in-house. Mr. Cadwallader stated that he will be looking at pricing for this project. Attorney Barbin questioned if this project will require overtime, to which Mr. Cadwallader replied that he would adjust the schedule to have someone doing the daylight duties while this project is occurring on the night shift. Attorney Barbin stated that the other option would be for PennDOT to complete this project; however, this would be more costly for the Authority. Mr. Kinley stated that he believes we should investigate potential funding for this project, to which the Board agreed to have Mr. Beyer move forward on investigating potential funding for this project. Mr. Kinley questioned where this project would fit in with other projects, to which Mr. Cadwallader replied that this project would fall within the Authority's long-range plan. Mr. Beyer noted that this project should also be included for consideration in the upcoming budget.

X. 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.

XI. FORESTER'S REPORT

No report as Mr. Barton was not present.

XII. UNFINISHED BUSINESS

No Unfinished Business to be presented.

XIII. NEW BUSINESS

- Liability Insurance

Discussed earlier in the meeting.

- Repairs to the Blazer

Discussed earlier in the meeting.

- Mountain Avenue Project Amendment

Discussed earlier in the meeting.

XIV. GOOD OF THE ORDER

- Allegheny Ridge Farm Letter

Discussed earlier in the meeting.

- Compliance Procedure

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED THAT AN ADDITION BE MADE TO THE COMPLIANCE PROCEDURE TO INCLUDE A STATEMENT THAT, IF A CUSTOMER IS AGGRIEVED BY THE SUPERINTENDENT'S DECISION, THE CUSTOMER MAY REQUEST CONSIDERATION BY THE AUTHORITY BOARD. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

XV. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:43 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, September 5, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary