

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, September 5, 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; Steve Sewalk, The EADS Group; Attorney William Barbin, Solicitor; Ron Portash, Mainline Newspapers, Eric Murphy, Mosholder Insurance; Kevin Giles, 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 then recognized Mr. Murphy from Mosholder Insurance. Mr. Murphy commented that he was present at this evening's meeting to introduce himself and his company. He questioned the Board as to whether they had any questions relative to the new policy that was recently issued; and the Board had no questions. Mr. Murphy explained that Selective writes this insurance program for municipalities and authorities. Mr. Mark Castel stated that the Board reviewed the quote provided by Mosholder prior to making a decision. Mr. Murphy stated that if the Authority had any questions in the future, he can certainly come to a future meeting to answer those questions as he is located in Somerset.

Mr. Murphy departed from the meeting at this time.

Mr. Mark Castel recognized Mr. Giles. Mr. Giles stated that he bought a house in Martindale and now receives water from the Authority. He noted that he was present at the meeting with some questions regarding the pump in Martindale. Mr. Giles questioned whether the Authority keeps the line pressurized throughout the night for cost savings. Mr. Cadwallader explained that it is more than cost savings. He noted that, being that the pump is running 14-15 hours steady, this would be the break period from when it shuts off to early in the morning, which keeps the line pressurized only until someone draws off the line. The pressure kicks on when the line is low (42 pounds) and then kicks off at 80 pounds. Mr. Giles noted that he is at the top end of the line; and it seems to him that it takes a long time for it to kick on and it does not stay on (it pulses on and off). Mr. Giles pointed out that he has four children; and there was one occasion when he could not give his one child a bath. Also, Mr. Giles' wife works weekends and has to take a shower at 4:00 a.m.; however, there is no water pressure.

Mr. Giles questioned if this is basically the way the Authority gives the pump a break, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader noted that the Authority has an in-house electrician; and he will check with the electrician to see if it would be possible to run the pump for a full 24 hours for a week and then switch to the other pump the following week. Mr.

Cadwallader stated that, when the pumps are running constantly, that is when the residents are getting the best of the water; and Mr. Giles is at the highest point on the system. Mr. Giles questioned if there would be a way to shorten the time, to which Mr. Cadwallader replied that he would check as to whether we could adjust the pressure switch.

Mr. Giles thanked the Board and departed from the meeting at this time.

Attorney Barbin questioned if the residents in that area signed a pressure release when this project was done, to which Mr. Cadwallader replied that some did and some did not. Mr. Cadwallader explained that we can feed Mr. Giles pressure. He explained that we give a rest period on the pumps so that they are not running 24 hours. If we are going to have to run the pumps a full 24 hours, we may have to look at running another pump so that we can alternate them. Attorney Barbin commented that, if you have a part of the system that has costs that are not shared by the rest of the system, you have a right to set up a rate district and make the fee higher. Mr. Cadwallader stated that on Gigtown Road, a pump station was installed; however, the residents paid for the electrical charges. Mr. Kinley questioned if the off-time is the maximum or if it can be shortened, to which Mr. Cadwallader replied that the start and stop is really more of a hindrance on the pump than having it run constantly. Mr. Sewalk questioned if Mr. Giles has water to his house or if it goes dry, to which Mr. Cadwallader replied that Mr. Giles does have water to his house. Mr. Sewalk stated that Mr. Giles would also have the option of placing a well pump inside his house. Mr. Cadwallader noted that there are a number of houses being built in this area. Attorney Barbin pointed out that, if we have a limited size tank in that area, you really need to limit the number of taps going into the system until it is improved. Mr. Cadwallader stated that we did talk about a storage tank in Martindale in the long-range plan because of the small storage tank at the plant. Mr. Mark Castel asked that Mr. Cadwallader look into this matter further relative to what we could do with the pump to address Mr. Giles' concerns.

**III. CORRESPONDENCE**

Mr. Mark Castel noted that there was no correspondence to be presented.

**IV. APPROVAL OF MINUTES**

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

Borough of Portage	\$ 404.74
Brent Kinley	45.00
Cambria Mailing Services, Inc.	78.85
Cintas	92.63

Clearfield Wholesale Paper	75.26
CMPA	1,000.00
Craig Castel	45.00
EADs Group	3,640.05
Fairway Laboratories, Inc.	5,622.00
Haley Nagle	100.00
Heritage Environmental	3,155.00
Hite Company	146.76
John Gartland	45.00
L/B Water Service, Inc.	3,483.32
Laurel Highlands Construction Supplies	169.00
Link Computer Corporation	79.00
Mark Castel	45.00
Mary L Elchin	195.00
Northern Safety & Industrial	34.23
PA Rural Water Association	95.00
Peoples Natural Gas Company	17.28
Portage Auto Parts	254.15
Portage Post Office	165.00
Portage Power Wash Inc.	86.40
Portage Service Center	417.70
Pristow's Sales & Service Inc.	402.78
Quaker Sales Corporation	326.80
Ray's Lawnmower	495.98
Ray Oil & Gas Co	1,272.81
RDM – Johnstown LLC	890.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Stager's Store	201.40
Visa – 1 <sup>st</sup> Summit	254.18
WB Mason Co Inc.	153.93
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	\$23,559.25

Paid Bills

Cambria County Recorder	\$ 91.75
Diversified Technology	62.50
Visa – 1 <sup>st</sup> Summit	401.44
Cambria County Recorder	20.00
Blue Earth Labs, LLC	764.98
Cody Flora	100.00
Comcast	315.67
Fisher Scientific	56.48
Highmark Blue Shield	6,113.08
Michael Zock	100.00
PA One Call Systems, Inc.	7.24
Penelec	1,213.31
David Anderson	100.00
Pro Disposal, Inc.	161.00
REA Energy Cooperative, Inc.	950.84
Sheetz Fleet Service	458.50
Verizon	481.18

Aflac  
Verizon Wireless

158.48  
95.22  

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\$11,651.67

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$61,774.83 (REGULAR BILLS, \$23,559.25; PAID BILLS, \$11,651.67; 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. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE AUGUST 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,761,264.53; CASH IN, \$343,794.54; CASH OUT, (\$354,920.82); ADJUSTMENT, \$0; ENDING CASH, \$1,750,138.25. 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, as it relates to the water supply inspection report, during the inspection, the DEP sanitarian and the inspectors wanted to go up to the dam. At that time, it was raining heavily; and the group was able to see firsthand the infiltration we are experiencing in Benscreek with all of the silt and everything washing down off the hillside. In the inspection report, the sanitarian did make a comment relative to stopping the ATVs and UTVs utilizing this area so that we can try to get the growth back on the watershed in order to stop the infiltration. There are also comments in the report relative to the Authority's source water protection plan.

Mr. Cadwallader noted that he would request a motion by the Board to agree to stop all of the ATV and UTV (all motor vehicles) usage on the Authority's watershed property, but still allow the area to be used for hunting and fishing. Attorney Barbin commented that the Authority should also authorize Mr. Cadwallader to obtain a cooperative agreement with the Game Commission for enforcement. Mr. Cadwallader indicated that, if action is not taken now, there may be concerns with DEP in the future. Mr. Mark Castel pointed out that the road parallels the creek all of the way through this area; and this is where the issue is coming from. Mr. Cadwallader stated that, once the ATV and UTV traffic is out of the area, we will be able to hydroseed everything and get it stabilized. Attorney Barbin questioned if Mr. Cadwallader will develop a plan to restore the area once this action is implemented, to which Mr. Cadwallader replied affirmatively. He noted that the action to be taken by the Board would cover all watershed property as he would not want the Authority having to come back to the customers because of this concern. Mr. Kinley emphasized that it is the Authority's responsibility to do everything it can to provide the best water possible to our customers so we have to address this

concern. Attorney Barbin agreed that the quality of the water has to be the Authority's first priority. Discussion ensued relative to posting of the property after Mr. Cadwallader's discussion with the Game Commission.

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO BAN ALL ATV AND UTV USAGE ON ALL OF THE AUTHORITY'S WATERSHED PROPERTY AND TO AUTHORIZE MR. CADWALLADER TO OBTAIN A COOPERATIVE AGREEMENT WITH THE GAME COMMISSION FOR ENFORCEMENT OF THIS ACTION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader informed the Board that DEP had sent the Authority a consent order stating that the Authority requested a time extension for the plant shutdown requirements; and they requested a Resolution from the Board in this regard. Attorney Barbin noted that he did develop the Resolution for Board approval, a copy of which was provided to the Board prior to the meeting. The Resolution basically states that DEP developed the rules relative to the plant shutdown and that the Authority would not be able to obtain the needed equipment for the short deadline set in the requirements; that DEP agreed to extend the completion date to March 31, 2020; and that the Board authorizes the Chairman and Secretary to sign the consent order. Attorney Barbin did apprise the Board that we must meet the March 31, 2020 deadline or there would be automatic fines imposed. Mr. Kinley questioned Mr. Cadwallader if the March 31, 2020 deadline is a concern, to which Mr. Cadwallader replied that it is not. Mr. Cadwallader explained that we did not budget for the necessary equipment needed for this project; therefore, he had requested an extension so that this could be discussed during the budget process and funds included in the budget for this.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE RESOLUTION AS PRESENTED AND AUTHORIZED THE BOARD CHAIRMAN AND SECRETARY TO SIGN SAID CONSENT ORDER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader reminded the Board that there were revised SOPs that were presented and discussed at previous Board meetings that did not receive official action by the Board; and there are also some newly revised SOPs that require Board approval. Those included:

- Procedure to Complete Weekly Distribution Check for Pulling Bacteria and Chlorine Samples
- Procedure to Complete First Contaminated Bacteria Sample
- Procedure to Complete Second Contaminated Bacteria Sample
- Procedure to Perform Weekly Calibration of DR 890 or Pocket Colorimeter (*Mr. Cadwallader noted that there will be a revision made to this policy as we now use the DR 300.*)
- Procedure for Use of Company Vehicles and Equipment
- Procedure for Making PA One Call
- Procedure for Receiving PA One Call Notification
- Procedure for Replacing or Installing a New Meter
- Procedure for Preparing a Meter
- Procedure for Reporting Work Related Injuries

- Procedure for When Employee is On Call
- Procedure for Turning on Water for Home Inspections (*Mr. Cadwallader noted that this procedure does include the form that has been developed to include customer name, address, account number, turn on date, etc.; customer can use up to 100 gallons in 48 hours. Attorney Barbin noted that the individual signing the form needs to be the owner of the property and not the real estate agent or the contractor.*)

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

Mr. Kinley questioned what the next Standard will be for revision, to which Mr. Cadwallader replied that there are a few that he is already revising to be presented to the Board. Mr. Craig Castel mentioned that, in light of the action taken earlier in the meeting, perhaps there should be a procedure developed relative to ATV and UTV use on watershed property. Mr. Mark Castel commented that we must take into consideration the use of the area by the disabled, to which Attorney Barbin interjected that the Authority would have the ability to grant permission on a case-by-case basis. Mr. Cadwallader indicated that what the windmill owners did was, if you wanted access to their property, the individual had to meet with them and then they received a card; however, the individual had to produce some type of handicap proof prior to receiving the card. Attorney Barbin pointed out that, if there are concerns that arise in the future, you can always re-visit the policy in light of certain facts.

Mr. Cadwallader informed the Board that there is a scale at the Benscreek plant that is in the chlorine room that is at the end of its useful life. The current scale has been rebuilt in the past. Mr. Cadwallader received a quote from Heritage to replace the current scale with a 2350 digital scale (dual cylinder). He noted that we have a dual digital scale currently at the Martindale plant; and there have been no problems with it.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE QUOTE RECEIVED FROM HERITAGE (OPTION #3) FOR THE SCALE FOR THE BENS CREEK PLANT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader noted that, as it relates to the pipes going into the well at Benscreek, the contractor got them partially back when they pulled the pump out and cleaned it up. Mr. Cadwallader explained that the 4" pipe has a lot of iron in it. To address this, Mr. Cadwallader stated that he is requesting that we purchase 189 feet of 4" galvanized pipe to have on hand so that when the pump is pulled and cleaned we have a clean set of pipes that could be used and have the pump put right back into service. Mr. Cadwallader received quotes from both Interstate Pipe (\$3696.50) and Somerset Well Drilling (\$5,292). Discussion took place relative to the use of galvanized versus plastic pipe.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE QUOTE RECEIVED FROM INTERSTATE PIPE AS NOTED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader commented that he had mentioned at the last meeting that Heritage was bringing in a turbidity meter for us to test (SC100 turbidity meter). The new meter was placed on the meter that went down and has been working well. Mr. Cadwallader investigated and found that the Hawk SC100 turbidity meter would cost \$3,524; and Heritage is quoting \$2,625 for the meter.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE QUOTE RECEIVED FROM HERITAGE FOR THE TURBIDITY METER AT A COST OF \$2,625. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader presented the following requests for adjustments:

- 612 Prospect Street (valve on back of furnace would not shut down; has been repaired): billed, \$238.05; average bill, \$57.52; subtotal, \$180.53; less 50%, \$90.27; amount due, \$147.79; consumption, 23,700 gallons; average consumption, 8,400 gallons.
- 1409 Gillespie Avenue (water purifier in basement blew apart): billed, \$319.05; average bill, \$24.56; subtotal, \$294.49; less 50%, \$147.25; amount due, \$171.81; consumption, 33,000 gallons; average consumption, 0 gallons.
- 631 Main Street (toilet leaked; has been corrected): billed, \$211.92; average bill, \$34.45; subtotal, \$177.47; less 50%, \$88.74; amount due, \$123.19; consumption, 20,700 gallons; average consumption, 2,600 gallons.
- 136 Govet Street (hose left on by mistake): billed, \$105.77; average bill, \$24.56; subtotal, \$81.21; less 50%, \$40.61; amount due, \$65.17; consumption, 8,900 gallons; average consumption, 1,400 gallons.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUESTS FOR ADJUSTMENTS AS PRESENTED. 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.

Mr. Sewalk requested approval of a payment request to CFA in the amount of \$558.83 (85% would be \$475.01).

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 \$558.83. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Sewalk stated that the NPDES renewal will be sent to DEP this week (the results were received from the lab).

Mr. Sewalk noted that the annual dam inspection report will be generated once the valves have been exercised.

Mr. Sewalk reported that the general permit on the stream crossing has been issued.

Mr. Sewalk informed the Board that there are various grant opportunities that will be coming out in the fall (Small Water and Sewer, H2O, etc.). EADS will be meeting with Mr. Cadwallader to discuss various projects that could be considered for these grants.

**X. FORESTER'S REPORT**

No report as Mr. Barton was not present.

**XI. SOLICITOR'S REPORT**

Attorney Barbin indicated that he submitted his report prior to the meeting. He reported that the deed has been received from Mrs. Anslinger.

As it relates to the action taken by the Board earlier in the meeting, Attorney Barbin questioned if Mr. Cadwallader will contact Blue Knob and the Rod & Gun and inform them of the ban of ATVs on the Authority's property, to which Mr. Cadwallader replied affirmatively.

**XII. UNFINISHED BUSINESS**

- Previous SOPs

Discussed earlier in the meeting.

**XIII. NEW BUSINESS**

- Dam Safety Inspection

Discussed earlier in the meeting.

- New Revised SOPs

Discussed earlier in the meeting.

- Home Inspection Policy

Discussed earlier in the meeting.

- Scale Quotes

Discussed earlier in the meeting.

- Benscreek Well Quotes

Discussed earlier in the meeting.

- Failed Turbidimeter

Discussed earlier in the meeting.



- MMO Worksheet

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

**XIV. GOOD OF THE ORDER**

- Adjustment Requests

Discussed earlier in the meeting.

**XV. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD ADJOURNED THE MEETING AT 7:57 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, October 3, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary