

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, November 7, 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; Todd Feathers, Water Authority employee; Mike Jubina, Resident; Scott Maul, Portage Borough; Scott Randall and John McCloskey, Scagburners; and Dave Hayes, ATV Club.

**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 and Mr. Jubina.

Mr. Mark Castel recognized Mr. Feathers and Mr. Maul. Mr. Feathers informed the Board that he was present at the meeting to address some concerns relative to the leak on Main Street in front of Kiel's in September. At that time, Mr. Brian Cadwallader, Mr. Gouse and Mr. Feathers were present to address the leak; and Mr. Maul was in the area at the time. Mr. Maul asked Mr. Feathers if he wanted him to stay to assist and run truck, which really helped in this situation. Mr. Feathers indicated that he did not ask Mr. Maul to stay; he had volunteered his assistance. Mr. Maul pointed out that he did definitely volunteer to stay and help as he was in the area at the time. He went to the Borough garage to retrieve the GMC and then returned to the site to help out. Mr. Maul pointed out to the Board that he was being questioned why he was at the site and why overtime was not being paid to Water Authority employees to be at the site. He noted that there is a municipal agreement between the Borough and Water Authority where they help each other out; and this was what he was doing. Mr. Maul stated that he was present to clear up any misunderstandings. Mr. Gouse made the telephone call to get other Authority employees to the site; and Mr. Maul volunteered his time to help out. Attorney Barbin stated that he would think that the Board would be appreciative of Mr. Maul's assistance, and the Board agreed.

Mr. Hayes congratulated the two new members who were voted to serve on Borough Council.

Mr. Hayes stated that he had a question relative to the Authority budget. He questioned why the Authority is spending \$700 per month on internet and telephone services (\$281 for the internet charge and \$416 for landline telephones); and then he has heard that the water rates are going to increase next year. Mr. Mark Castel commented that there is no internet service in some of the areas, to which Mr. Cadwallader pointed out that the Martindale plant does have internet service but the Benscreek plant does not. Mr. Hayes commented that he just thought this was an outrageous price to be paying for these services. Mr. Cadwallader stated that all internet and telephone services are through Comcast (Xfinity).

Mr. Hayes questioned why the Authority is one of the highest in the area relative to water rates; and this really should not be with the money the Authority has coming in from the wind turbines. Mr. Craig Castel noted that he thought the Authority had one of the lowest water rates in the area. Mr. Mark Castel replied that the Authority is pretty even in rates with other authorities in the area. Mr. Hayes commented that this really should not be because the Authority saw \$67,000 in revenue last year from the wind turbines. Mr. Mark Castel noted that the Authority saw a lot of projects being completed as well last year. Mr. Hayes stated that other authorities that have wind turbines have rates not even near the Authority's. Attorney Barbin questioned Mr. Hayes as to what other authority has wind turbines, to which Mr. Hayes replied that it would be Highland, to which Mr. Mark Castel interjected that Highland is much larger than the Portage Authority. Mr. Cadwallader stated that Highland's rates are cheaper; however, they also have over 10,000 customers. Mr. Hayes questioned why there was a decrease in the revenue from the wind turbines from \$91,000 to \$67,000. Attorney Barbin pointed out that Adams Township received a notice two months ago saying that the contracts were up for electricity and that the market for electricity is down. Attorney Barbin explained that the Authority's contract calls for a minimum payment and a percentage for everything above that. The current revenue to the Authority is lower because they are getting less for the electricity. Mr. Cadwallader noted that the Authority received a similar letter. Mr. Hayes questioned what these monies go to, to which Mr. Mark Castel noted that the monies are included in the budget and used for projects that are being completed.

Mr. Randall commented to the Board that he and Mr. McCloskey were present at the meeting to question what the decision of the Board was relative to snowmobiles on the watershed property as a result of the decision of the Board to ban all ATV activity on the property. Mr. Mark Castel replied that, at this time, there is no avenue for snowmobiles on the property either as the decision was to ban all motorized vehicles on the property. Mr. McCloskey pointed out that the Scagburners group does have a five-year agreement with the Authority to maintain the property, which has a 30 day notification for termination. The current agreement does not expire until 2021; and Mr. McCloskey questioned if the Authority could forward something in writing relative to termination of the agreement. Mr. McCloskey questioned what the future plans are, to which Mr. Mark Castel replied that the property was getting torn up, which resulted in too much silt getting into the water and plant; and it was costing more money to clean the water. Attorney Barbin pointed out that a DEP inspector included in his report that the Authority was not properly caring for the watershed property.

Mr. Hayes questioned if the deterioration of the wall at the reservoir was causing the silt problem, to which Attorney Barbin replied that it was in Benscreek that the problem occurred. Mr. Hayes pointed out that the select cutting that was done in the area changed all of the water routes. Mr. Jubina pointed out that the cutting was not done on the Authority's property. Mr. Mark Castel stated that Cooney did this cutting before the Authority owned the property. Mr. Hayes emphasized that it does not matter who did the cutting; the cutting has changed the way the water flows. Mr. Mark Castel indicated that, according to the Forester and others, the concern with the silt in the water was being caused by the ATVs. Mr. Hayes stated that he would be glad to take any Board member through the area on his ATV to show them what he is referring to. Further discussion ensued; and it was emphasized by the Board that the current decision would stand to ban all motorized vehicles from the watershed property at this time.

Mr. Randall, Mr. McCloskey and Mr. Hayes departed from the meeting at this time.

**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 OCTOBER 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**

Allegheny Supply	\$ 106.67
American Water Works Assoc.	366.00
Brent Kinley	45.00
Cambria Mailing Services, Inc.	76.18
Cambria Systems, Inc.	661.12
Cintas	91.02
Craig Castel	45.00
Damin Printing	93.00
Diversified Technology	1,480.00
Fairway Laboratories Inc.	156.00
Fisher Scientific	367.30
Foster F Wineland, Inc.	540.00
Hach	1,267.17
Helsel Excavating	270.00
Hite Company	192.59
John Gartland	45.00
L/B Water Service, Inc.	9,215.11
Long's Equipment	88.00
Mark Castel	45.00
Mary L Elchin	260.00
Meyers' Supply Co Inc.	323.80
Michael Barton	840.00
Mosholder Insurance Agency	1,451.00
New Enterprise Stone & Lime Co Inc.	3,445.34
Peoples Natural Gas Company	53.04
Portage Auto Parts	323.83
Portage Post Office	165.00
Portage Service Center	511.45
Railroad Management Company	1,543.61
Ray's Lawnmower	132.75
Ray Oil & Gas Co	1,189.21
RDM – Johnstown LLC	190.00

Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Smithmyer's Electronics Inc.	145.00
Stager's Store	326.17
Wicklow, Inc.	142.70
	<u>\$26,263.06</u>

	<u>Paid Bills</u>	
PA One Call System, Inc.		\$ 45.39
PennDot		10.00
Highmark Blue Shield		7,097.74
Penelec		1,241.52
Comcast		315.59
Craig Bowser		100.00
Pro Disposal, Inc.		161.00
Verizon		491.59
WB Mason Co Inc.		71.97
Aflac		139.84
JC Ehrlich Co Inc.		179.00
REA Energy Cooperative Inc.		956.42
Sheetz Fleet Service		425.76
Christopher Webb		100.00
Verizon Wireless		95.32
DEP		135.00
DEP		35.00
DEP		35.00
		<u>\$11,636.14</u>

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$64,463.11 (REGULAR BILLS, \$26,263.06; PAID BILLS, \$11,636.14; 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. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE OCTOBER 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,750,832.06; CASH IN, \$250,001.86; CASH OUT, (\$239,279.55); ADJUSTMENT, \$0; ENDING CASH, \$1,761,554.37. 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 reported that, as it relates to the pump station project, the project has been completed down to Gigtown Road, has been charged, and the first samples pulled. There is a valve that has to be removed and then the second sample will be taken.

Mr. Cadwallader informed the Board that the NPDS permit has been approved for Martindale; however, the Benscreek permit has not been approved yet as it is still in the review process.

Mr. Cadwallader commented that he, along with Mr. Moore, Mr. Gouse and Mr. Kennedy, have passed their tests. Mr. Kennedy and Mr. Gouse now have E and General and can start getting the subclasses for the plant. They will have to wait to have their time in before it is placed on their licenses. Mr. Cadwallader noted that Mr. Moore has everything he needs except two subclasses; and Mr. Cadwallader himself has everything he needs for the plant.

Mr. Cadwallader noted that included in the Board information for this evening's meeting was the revised Standard of Practice, Meter Quick Reads, for the Board's review and acceptance.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE REVISED STANDARD OF PRACTICE, METER QUICK READS, AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Craig Castel commented that he read in Mr. Cadwallader's report that there were two more leaks fixed, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader reported that there was another leak fixed today on Miller Shaft Road (service line). A leak on Munster Road was also addressed two weeks ago. Mr. Cadwallader stated that the hydrant on Munster Road has been replaced; and the next hydrant to be replaced is the one on Farren Street. The hydrant on Prospect Street will be addressed once the weather improves so that we do not have to tear up the road during the winter months. Mr. Cadwallader noted that, at each end of Prospect Street, one of the hydrants is a new hydrant coming off the 8" line coming down Mountain Avenue; and the other is coming down Prospect Street near St. Joseph's School. Mr. Cadwallader stated that the hydrant at Pro Disposal needs replaced as well; and one of the hydrants that has been pulled from other projects will be used in this location (not until the spring) so that we receive better flow from the newer hydrant.

Mr. Cadwallader informed the Board that we received letters of response for the grants from Representative Thompson and Portage Township. Letters were also been sent to the Borough, Township, School District, County Commissioners, Representative Burns, the Fire Company and the Planning Commission. Mr. Beyer noted that the grant application will need to be submitted by December 13. Mr. Yetsko stated that this was discussed at the last Borough Council meeting.

## IX. ENGINEER'S REPORT

A copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer informed the Board that Mr. Cadwallader already addressed the NPDS permits. He noted that the annual dam inspection report was submitted on October 11; and it is currently under review.

As it relates to the three grants, Mr. Beyer apprised the Board that he sent Letters of Commitment and Letters to Maintain for signature, which will need included with the grant application to be submitted on December 13. Mr. Beyer then presented the Resolutions relative to the three grants.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED GRANT APPLICATION/RESOLUTION 2019-11-01 (MAIN STREET WATER LINE PROJECT) IN THE AMOUNT OF \$2,222,807. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED GRANT APPLICATION/RESOLUTION 2019-11-02 (MARTINDALE RESERVOIR) IN THE AMOUNT OF \$2,072,066.25. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED GRANT APPLICATION/RESOLUTION 2019-11-03 (BENS CREEK EMPOUNDMENT REPAIRS) IN THE AMOUNT OF \$89,936.20. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

Mr. Beyer informed the Board that, for budgeting purposes, there will be no change to The EADS Group's retainage fee for 2020. He also noted that he did provide to Mr. Cadwallader some as-builts that were needed.

**X. SOLICITOR'S REPORT**

Attorney Barbin indicated that he submitted his report prior to the meeting.

Attorney Barbin noted that a copy of the Scagburners agreement (dated 2016), which allows the group to maintain the trails in the off-season, was included with the Board packets for this evening's meeting. He pointed out that, even though snowmobiles are less troublesome on the watershed property, if the Board makes an exception, it may cause some concern. Attorney Barbin explained to the Board that the agreement is a five-year agreement, which contains a clause that either party (Scagburners or the Authority) has the right to terminate the contract with a 30-day notice. If the Board wishes to terminate the contract, a letter would need to be sent to Scagburners indicating that the contract would terminate in 30 days from the date of this meeting.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO PROVIDE A 30-DAY NOTICE TO THE SCAGBURNERS SNOWMOBILE GROUP OF THE TERMINATION/CANCELLATION OF THE AGREEMENT BETWEEN THE SCAGBURNERS

SNOWMOBILE GROUP AND THE AUTHORITY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

**XI. FORESTER'S REPORT**

It was noted that Mr. Barton provided his report to the Board prior to the meeting. As Mr. Barton was not present, there was nothing further to report.

**XII. UNFINISHED BUSINESS**

- Scagburners Agreement

Discussed earlier in the meeting.

**XIII. NEW BUSINESS**

- Link SiteCare Maintenance Agreement

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE LINK SITECARE MAINTENANCE SERVICE AGREEMENT AS PRESENTED (TO BE SPLIT ONE-THIRD BETWEEN THE WATER AUTHORITY, THE SEWER AUTHORITY, AND PORTAGE BOROUGH. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Turbidity Monitors

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF TWO TURBIDITY MONITORS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Dual Cylinder Digital Scale for Martindale Plant

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF A DUAL CYLINDER DIGITAL SCALE FOR THE MARTINDALE PLANT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Server

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF A SERVER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Tires for Unit 6

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF TIRES FOR UNIT 6. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Meeting Dates – 2020

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE MEETING DATES FOR 2020; I.E., JANUARY 2, FEBRUARY 6, MARCH 5, APRIL 2, MAY 7, JUNE 4, JULY 2, AUGUST 6, SEPTEMBER 3, OCTOBER 1, NOVEMBER 5 AND DECEMBER 3. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- 2020 Budget

Mr. Craig Castel stated that, as it relates to Mr. Hayes' commented earlier in the meeting, residents have rights as to their service providers depending on where they are located; i.e., Comcast, Atlantic Broadband, etc. He noted that whatever service is available in this area is what the Authority would have to go with. Mr. Cadwallader indicated that when the Authority had the Verizon service, the computers were very slow.

ON MOTION OF MR. GARTLAND, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE 2020 BUDGET AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Water Rate Increase

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE WATER RATE INCREASE OF 2% FOR 2020, WHICH WILL BE PLACED TOWARD CAPITAL IMPROVEMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- Payroll Increases

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



- Christmas Bonus

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE EMPLOYEE 2019 CHRISTMAS BONUSES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

- New Flooring for Authority Offices

Mr. Cadwallader apprised the Board that he obtained quotes for the replacement of the flooring in the Authority office, the cost of which would be split between the Water Authority and the Sewer Authority. The replacement would include the conference room, the office area, the secretarial area and the front hallway. Discussion ensued relative to the present condition of the flooring and the need for replacement at this time. A review of all bids was conducted, including the warranty included in each quote, with the following action being taken:

ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO POSTPONE REPLACEMENT OF THE FLOORING UNTIL A FURTHER DATE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY AND MR. YETSKO.

#### **XIV. GOOD OF THE ORDER**

No items to be presented under Good of the Order.

#### **XV. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. GARTLAND, THE BOARD ADJOURNED THE MEETING AT 7:45 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, December 5, 2019 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary