

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 2, 2020, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Mark Castel, Chairman
Craig Castel
Brent Kinley
John Morgan

Also present were: Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Mike Barton, Forester; and Doug Wagner, 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, Mainline Newspapers. He also recognized Mr. Wagner.

III. **EXECUTIVE SESSION**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:04 P.M. TO DISCUSS PERSONNEL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

IV. **RECONVENE OF REGULAR SESSION**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:32 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

V. **CORRESPONDENCE**

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

VI. **APPROVAL OF MINUTES**

ON MOTION OF MR. KINLEY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 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. KINLEY, AND MR. MORGAN.

VII. **AGENT'S EXPENDITURES**

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD OCTOBER 1, 2019 TO DECEMBER 31, 2019 IN THE AMOUNT OF

\$198.21. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

VIII. INVOICES

Blue Earth Labs LLC	\$ 1,409.49
Bor-It Mfg Co Inc.	1,560.00
Brent Kinley	50.00
Cambria Mailing Services, Inc.	75.86
Cambria Systems, Inc.	1,339.56
Cintas	69.18
CMPA	1,000.00
Craig Castel	50.00
Dale Oxygen, Inc.	123.21
Fairway Laboratories, Inc.	117.00
Fisher Scientific	372.53
Galeton	47.71
Hach	1,029.46
Hite Company	69.20
John C Morgan, Jr	50.00
L/B Water Service, Inc.	2,159.20
Link Computer Corporation	6,275.00
Mark Castel	50.00
Mary L Elchin	260.00
Mosholder Insurance Agency	3,584.00
New Enterprise Stone & Lime Co Inc.	890.64
Niper's Auto Repair	42.55
Peoples Natural Gas Company	372.75
PMAA	1,359.62
Portage Auto Parts	43.76
Portage Service Center	338.50
Ray Oil & Gas Co	3,232.69
RDM-Johnstown LLC	190.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	187.87
SwiftReach Networks, Inc.	1,225.00
Verizon Wireless	95.32
Visa – 1 st Summit	216.54
Water System Solutions, Inc.	460.00
WB Mason Co. Inc.	267.77
William G Barbin, esq.	5,166.58
	<u>\$33,850.99</u>

Paid Bills

1 st Summit Bank	\$ 32.75
PA One Call System, Inc.	21.42
Visa – 1 st Summit	854.97
Aflac	139.84
Anthony Thompson	100.00
Comcast	373.49
Ian Tarachko	100.00
Penelec	1,340.66

Pro Disposal, Inc.	161.00
Sheetz Fleet Service	336.27
Verizon	494.35
Ver4meer Sales & Services	1,474.35
Monica Lutz	100.00
Penelec	5.24
REA Energy Cooperative Inc.	1,424.10
UPMC Health Plan	9,294.55
	<u>\$16,252.99</u>

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$76,667.89 (REGULAR BILLS, \$33,850.99; PAID BILLS, \$16,252.99; 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. KINLEY, AND MR. MORGAN.

IX. TREASURER'S REPORT

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,729,206.51; CASH IN, \$230,603.01; CASH OUT, (\$230,604.33); ADJUSTMENT, \$0; ENDING CASH, \$1,729,205.19. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

X. SUPERINTENDENT'S REPORT

Mr. 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 informed the Board that the NPDS permit has been received for the Benscreek plant.

Mr. Cadwallader commented that he would have other items to be presented to the Board following the reorganization.

XI. 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 he has not received any information relative to the Emergency Action Plan as he has not received the study results. Mr. Cadwallader commented that he will be meeting with the EMA Director on Monday to review the Emergency Action Plan in order to have it recertified; and also to be discussed is the study results. Mr. Beyer noted that the study results were to be sent back to the Authority.

Mr. Mark Castel questioned if the Main Street project has been extended another year, to which Mr. Beyer replied that in July they will most likely start considering the grants that have been submitted, one of which was for the Main Street project. Mr. Morgan commented that the overall Main Street project is now slated to begin in the fall of 2021. Mr. Beyer indicated that the grants that we had submitted were to be awarded in March/April 2020; however, the award period has been extended.

Mr. Cadwallader stated that once we find out in July, if we are not awarded the grant, we will have to start looking at doing Mountain Avenue to Caldwell Avenue. This project would still be in the scope of the work for the grant; and we will still receive 50-75% reimbursement. Mr. Beyer stated that he did provide copies of the three grants that were submitted to the Authority.

Mr. Beyer informed the Board that the \$100 application fee for the Martindale reservoir was reimbursed back to The EADS Group. When this project was set up, a fee was charged because it was a high hazard dam; however, these fees were waived and the monies were returned.

Mr. Beyer reported that the retainer agreement for 2020 between The EADS Group and the Authority was sent for review by the Authority and Attorney Barbin. Mr. Beyer has not received any comments back from Attorney Barbin; therefore, since Attorney Barbin is not present, if The EADS Group is retained, it should be contingent upon review of the retainer agreement by Attorney Barbin, unless the Board feels differently.

XII. SOLICITOR'S REPORT

Mr. Mark Castel commented that Attorney Barbin submitted his report prior to the meeting; and he questioned if any Board member had any questions on the report. There were no questions on the report. Attorney Barbin did submit his request for reappointment.

XIII. FORESTER'S REPORT

Mr. Barton apprised the Board that he continues to work on the marking of the property lines; and this project should be completed by the end of the month. He noted that there was a discrepancy on one of the corners; and he will keep the Board informed of what he finds out.

Mr. Craig Castel questioned the status of the trails, to which Mr. Barton replied that he has not seen anyone using the trails. Mr. Kinley questioned if the recent rains had an effect, to which Mr. Barton replied that everything looks fine. Mr. Cadwallader noted that previously, it would be a week or two following a rain event until you could utilize the trails; however, now that we do not have activity on the trails, it is only a day or two. He commented that, once we get the work done in Benscreek, it will make a huge difference.

XIV. UNFINISHED BUSINESS

No Unfinished Business for 2019 to be presented.

XV. REORGANIZATION

Mr. Beyer agreed to Chair the meeting for the reorganization meeting.

- Election of Officers

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. KINLEY AS CHAIRMAN FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. MORGAN, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MARK CASTEL AS VICE-CHAIRMAN FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. CRAIG CASTEL AS SECRETARY FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. KINLEY, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. YETSKO AS ASSISTANT SECRETARY FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MORGAN AS TREASURER FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Retention of Positions

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF 1ST SUMMIT BANK AS DEPOSITOR FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF KLINE, KIMLIN AS AUDITOR FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. KINLEY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF THE EADS GROUP AS ENGINEER FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO RE-ADVERTISE FOR THE POSITION OF SOLICITOR FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF MICHEAL BARTON FORESTRY CONSULTING AS FORESTER FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF SHARON SQUILLARIO AS RECORDING SECRETARY FOR 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

XVI. ADJOURNMENT OF ANNUAL MEETING

ON MOTION OF MR. KINLEY, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE ANNUAL MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

XVII. RECONVENE OF REGULAR MEETING

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

At this time, Mr. Kinley assumed the Chair role for the meeting.

XVIII. NEW BUSINESS

- Hourly Wage Increases

Mr. Morgan requested action be taken as a result of the Executive Session held earlier in the meeting.

ON MOTION OF MR. MORGAN, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED THAT MR. BRIAN CADWALLADER BE GIVEN A \$2.01 PER HOUR WAGE INCREASE, AND THAT MR. RON CADWALLADER BE PROVIDED HIS REGULAR WAGE INCREASE THAT HE IS ENTITLED TO. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Newsletter

Mr. Cadwallader provided the Board with the most recent copy of the Authority newsletter for the Board's approval. He noted that included in the newsletter are the proposed projects for 2020. The newsletter will also be posted on the website.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY APPROVED THE SHARING OF THE MOST RECENT NEWSLETTER WITH THE CUSTOMERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Standard of Practice

Mr. Kinley commented that the SOP, Procedure for Cleaning and Calibration of the CL17 at the Plants, was sent to the Board members prior to the meeting for review.

Mr. Morgan questioned why the procedures were being presented to the Board as this was not requested by the Borough Council, to which Mr. Kinley replied that the Authority Board decided as a whole to update the procedures because they were not updated for several years. Mr. Kinley noted that the Board wanted to ensure that all of the policies being updated are presented to the Board for review. Mr. Cadwallader indicated that there are separate policies for the plant; and we also have procedures to be followed for certain pieces of equipment. Mr. Morgan stated that, when a new piece of equipment or other item is purchased, they do come with operating instructions that should

be followed. Mr. Mark Castel agreed, indicating that if something does not go right, we would have both the operating instructions as well as the Standard Operating Procedure for reference. Mr. Cadwallader stated that he would provide copies of the most recent Standard Operating Procedures that have been approved by the Board to Mr. Morgan for review. He also noted that copies of all of the approved Standard Operating Procedures have also been provided to the Borough.

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

- Vacation Carry-Over

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE REQUEST RECEIVED FROM MR. TODD FEATHERS FOR THE CARRY-OVER OF 12.5 HOURS OF VACATION TIME TO 2020. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Write Offs

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE 2019 WRITE OFFS IN THE AMOUNT OF \$4,106.42 AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Martindale Dam Inspection Report

Mr. Cadwallader noted that the inspection report for the Martindale dam has been received from DEP, Bureau of Dam & Safety. Mr. Cadwallader explained to Mr. Morgan that we did meet with DEP in the past relative to the dam and had prepared a plan of action; and we also had a meeting with DEP in regard to the needed repairs at the dam. He also pointed out that this is why we also applied for grants to address the needed repairs.

XIX. GOOD OF THE ORDER

- Request for Adjustment

Mr. Kinley presented the following request for adjustment:

- Residence in Elwood Development (Skelly): leak under trailer; amount billed, \$380 (total consumption, 40,000 gallons; average consumption, 2,700 gallons).

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

- Refund Check - FWF

Mr. Kinley noted that a refund check in the amount of \$886 was received from FWF for worker's compensation. Mr. Cadwallader indicated that the check can be deposited into Account 104.5 General Fund if the Board agrees.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED THAT THE REFUND CHECK RECEIVED FROM FWF IN THE AMOUNT OF \$886 SHOULD BE DEPOSITED INTO ACCOUNT 104.5 GENERAL FUND. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

- Retainer Agreement – The EADS Group

Mr. Beyer questioned the Board's desire relative to the retainer agreement with The EADS Group as it has not been reviewed by Attorney Barbin. He noted that there were no changes made to the agreement from last year. The Board agreed to accept the retainer agreement as received.

- Board Member Payments

Discussion ensued relative to the Board member stipends received from this meeting. It was noted that the amount of the checks should have been \$45, with \$5 to be deposited into the employee education fund. Following discussion, it was agreed that the stipend for the Board members for the February meeting would be in the amount of \$40, with the remaining \$10 from each Board member to be placed in the Education Fund.

XX. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MORGAN, THE BOARD ADJOURNED THE MEETING AT 8:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. MORGAN.

XXI. NEXT MEETING

The next meeting will be held on Thursday, February 6, 2020 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary