

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

Those in attendance were:

Brent Kinley, Chairman
Craig Castel
Mark Castel
John Morgan
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney Michael Emerick, Solicitor; Joe Beyer, The EADS Group; and Chris Ringler, Employee (via teleconference).

I. CALL TO ORDER

Mr. Kinley, Chairman, called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

Mr. Kinley noted that, in order to expedite the meeting, all members have received the reports to be presented prior to the meeting; and only additions to the reports submitted prior to the meeting should be presented.

II. CORRESPONDENCE

Mr. Kinley informed the Board that a letter was received from the Historical Society relative to water usage. The Historical Society is requesting that the Authority evaluate the water usage at the Historical Society building. Attorney Emerick questioned if the Historical Society was requesting a discounted payment, to which Mr. Kinley replied affirmatively. Attorney Emerick noted that Mrs. Ringler had provided to him some information relative to past actions. There is a Resolution from 2017 that specifically states that the Authority cannot give away service for free. There is nothing that prohibits the Authority from discounting service; however, there are no guidelines that state who would be entitled to the discount and how it would be discounted. Attorney Emerick noted that the Board might want to consider some type of guidelines when considering such requests.

Mr. Morgan stated that, when he talked with Mrs. Huschak, she stated that when they shut the water off in the basement, she did not realize that if they shut the water off outside, she would not have been charged. The Historical Society then received billings for January, February and March; and there was no water used. Mr. Morgan pointed out that he realizes we cannot provide a discount for everyone; however, the Authority should attempt to help anyone they can. He commented that he would like to put something forth where agencies such as the Historical Society and the Food Pantry get charged only annually for their water usage. If they use 8,000 gallons, instead of charging them for the minimum of 24,000, charge them for the 8,000 gallons in December of each year. Mr. Mark Castel commented that, if we do this, we may be opening it up to others such as the churches. Mr. Morgan indicated that he really was referring to all of the non-profits, which we would need to look into. He noted that some of the non-profits have residences or parsonages attached to them that use more water. Mr. Morgan explained that Mrs. Huschak puts a lot of time into the Historical Society; and Mr. Kissell could purchase 7,000 pounds of food for the Food Pantry with the bill he is receiving for water usage. Mr. Morgan emphasized that he believes the Authority needs to help out people who are helping others in the community. Mr. Mark Castel noted that, this could be considered; and if the Authority sees that it is getting out of hand, it could always be stopped. Mr. Morgan stated that we need to look at the 501(c)(3) organizations in town, which most of the non-profits are; and Mr. Cadwallader could provide a list of those organizations.

Attorney Emerick questioned if the Board wanted him to look at developing some type of guidelines to be considered by the Board at the next meeting. Mr. Morgan stated that he feels that these types of organizations need to only pay for what they use and receive one bill annually. Mr. Morgan questioned what is done for the Park, to which Mr. Cadwallader replied that the Park has an annual cap of 500,000 gallons. Attorney Emerick pointed out that the Authority cannot give away the water as the Authority has a Resolution that specifically prohibits that. The Authority, however, is able to discount the water usage. Mr. Kinley noted that the first 500,000 gallons is capped for the Park; and if they exceed that, the Park would pay the normal rate. He stated that the Park most likely goes beyond the 500,000 gallons, to which Mr. Cadwallader replied that they do not. Mr. Cadwallader explained that there were some water leaks at the Park in the past; and once we got them under control, this is what the past Board set the cap at. Mr. Kinley noted that we may need to revisit that and decrease the total gallons, to which Attorney Emerick replied that the Authority is going to have to look at some type of discount.

Mr. Morgan stated that his concern is that the Authority helps some and not others; and we have to set a policy that the Authority helps whoever it can. If the Historical Society is paying whatever the minimum is, Mr. Morgan commented, if the Authority can help the History Society as well as the Food Pantry that would be good for the community. The amount of money that the Food Pantry is using to pay their water bill could be used to buy food for the community. Mr. Mark Castel questioned if the Historical Society charges for entry, to which Mr. Morgan replied that they do not. Mr. Mark Castel noted that the Park does charge for entry to the pool where most of the water is utilized. Mr. Morgan noted that the agreement that the Authority has with the Park has been in effect for many years. Mr. Cadwallader stated that he was contacted by someone from the Park who indicated that, even if the pool is not going to open at the Park, they were going to remove the tarp and turn the pumps on. Mr. Cadwallader advised that that should not be done. He feels that the tarp should be left on and not run the pumps unless the pool is going to be open. The Park would not want to pay to have the pumps on and pay for the electricity, as well as using the chemicals, if the pool is not going to be used. Mr. Morgan questioned if the Park just wants to have the pool ready to go in case the area moves into the green phase, to which Mrs. Squillario replied that the Park Society that the Park belongs to suggested taking the tarp off and running the pumps in order to kill any contaminants in the water and then shut it back off. Mr. Mark Castel questioned if there is any way we could help the Park with the cost of the chlorine, to which Mr. Cadwallader replied that we have not done that before but it would be up to Board consideration. Mr. Morgan noted that the 500,000 gallons of water is a decent donation to the Park from the Authority. Mr. Cadwallader noted that the tarp can be removed closer to the time that the Park would know that it can open the pool and the bacteria sample can be run at that time. Mr. Mark Castel questioned if there is anything in the Resolution that says what the cost of the discounted rate would be, to which Attorney Emerick replied negatively. Mr. Mark Castel commented that, if that is the case, we should charge them \$1 per year and he would pay this. Mr. Morgan pointed out that we should keep the Park out of the current conversation and stay with discussing how the Authority can help other agencies, such as the Historical Society and the Food Pantry. Mr. Cadwallader noted that he would have a list of all of the non-profit organizations for the next meeting; and Attorney Emerick agreed to provide guidelines for the Board to review at the next meeting.

III. APPROVAL OF MINUTES

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2020 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, MR. MORGAN AND MR. YETSKO.

IV. AGENT'S EXPENDITURES

Presented were the Agent's expenditures for the period January through April 2020. Discussion ensued relative to the Agent's expenditures; and the Board noted that any expenditures where an employee does a purchase on their own for reimbursement should not be continued so that the Authority does not have to pay the sales tax, as there is a protocol in place relative to this.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD JANUARY THROUGH APRIL IN THE AMOUNT OF \$124.59. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

V. INVOICES

Altoona Soft Water	\$ 78.00
Brent Kinley	45.00
CMPA	1,000.00
Craig Castel	45.00
Cummins Bridgeway, LLC	1,191.04
EADs Group	819.38
Fairway Laboratories, Inc.	332.50
Fisher Scientific	280.50
Hines Equipment	584.46
Hite Company	168.36
Hudson Energy	342.74
John Morgan Jr	45.00
L/B Water Service, Inc.	367.90
Link Computer Corporation	1,312.50
Mainline Newspaper	200.88
Mark Castel	45.00
Mary L Elchin	260.00
Michael Emerick, ESQ	710.00
Mosholder Insurance Agency	3,584.00
New Enterprise Stone & Lime Co, Inc.	753.56
Penstan	228.24
Peoples Natural Gas Company	246.28
Pipelines, Inc.	75.62
Portage Auto Parts	98.62
Portage Post Office	165.00
Portage Service Center	1,124.95
Pristow's Sales & Services Inc.	418.90
Ray's Lawnmower	16.50
Ray Oil & Gas Co.	2,097.68
RDM-Johnstown LLC	472.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	351.04
United Graphics	1,370.86
WB Mason Co Inc.	180.56
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	\$19,082.07

Paid Bills

Aflac	\$ 139.84
PA One Call System, Inc.	11.50
Penelec	1,531.74
PH Environmental Service Inc.	75.00
Comcast	308.38
Lowe's	251.59
Pro Disposal, Inc.	161.00
Sheetz Fleet Service	377.00
UPMC Health Plan	9,294.55
Verizon	475.84
Lynda Babish	100.00
Pawlowski, Long & Gribler	89.44
REA Energy Cooperative Inc.	1,129.39
Verizon Wireless	94.81
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	\$14,010.08

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR MARCH 2020 IN THE AMOUNT OF \$59,656.06 (REGULAR BILLS, \$19,082.07; PAID BILLS, \$14,010.08; 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, MR. MORGAN AND MR. YETSKO.

AV Luttamus Communications Inc.	\$ 141.77
Brent Kinley	45.00
Cambria Mailing Services, Inc.	153.06
Cambria Systems, Inc.	18,600.00
ChemStream, Inc.	4,402.25
Cintas	152.68
CMPA	1,000.00
Cole-Parmer	399.39
Craig Castel	45.00
DEP	60.00
EADs Group	2,124.39
Fairway Laboratories, Inc.	544.50
Groff Tractor & Equipment	16.00
Hach	469.00
Heritage Environmental	128.00
John Morgan Jr	45.00
Kaith's Heating & Air Service LLC	230.00
Kathy Leer	267.00
L/B Water Service, Inc.	507.85
Ludwig Electric LLC	261.00
Mainline Newspaper	26.84
Mark Castel	45.00
Mary L Elchin	260.00
Michael Barton	1,178.80
Michael Emerick, ESQ	825.00
Mosholder Insurance Agency	3,584.00
Peoples Natural Gas Company	160.23

Portage Auto Parts	77.74
Portage Post Office	165.00
Portage Service Center	202.00
Ray Oil & Gas Co.	2,417.06
RDM-Johnstown LLC	383.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	163.45
Univar USA, Inc.	102.00
Verizon Wireless	94.57
Visa – 1 st Summit	196.21
WB Mason Co Inc.	80.12
	<u>\$39,622.91</u>

Paid Bills

Aflac	\$ 139.84
Comcast	308.60
Hilltop Office Supply Inc	648.96
PA One Call System, Inc.	82.80
Penelec	1,326.85
Verizon	471.68
Belinda Henry	100.00
JC Ehrlich Co Inc.	188.00
New Enterprise Stone & Lime	1,673.51
Pro Disposal, Inc.	161.00
REA Energy Cooperative Inc.	813.41
Sheetz Fleet Service	250.92
UPMC Health Plan	9,294.55
WB Mson Co Inc	45.30
Joseph Fox	100.00
Michelle Niper	50.00
	<u>\$15,655.42</u>

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR APRIL 2020 IN THE AMOUNT OF \$81,842.24 (REGULAR BILLS, \$39,622.91; PAID BILLS, \$15,655.42; 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, MR. MORGAN AND MR. YETSKO.

VI. TREASURER'S REPORT

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2020 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,703,076.93; CASH IN, \$246,964.79; CASH OUT, (\$223,350.28); ADJUSTMENT, \$0; ENDING CASH, \$1,726,691.44. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE APRIL 2020 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,726,691.44; CASH IN, \$234,092.09; CASH OUT, (\$241,527.11); ADJUSTMENT, \$0; ENDING CASH, \$1,719,256.42. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

VII. SUPERINTENDENT'S REPORT

Mr. Kinley 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 presented the following three adjustments for consideration by the Board:

- 174 Alliance Avenue: adjusted bill: \$84.52
- 913 Sonman Avenue: adjusted bill: \$230.70
- 717 Prospect Street: adjusted bill: \$117.45

Mr. Cadwallader commented that all of the residents have been made aware of the stipulations on the adjustments; and notations were made on the requests relative to COVID-19 as the residents did not come into the office to sign the agreement.

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

As it relates to the summer help, Mr. Cadwallader noted that only one application was received. He questioned the Board if they would want an advertisement placed in the newspaper. Mr. Kinley questioned if more than one worker is needed, to which Mr. Craig Castel replied that we always had two additional summer employees. Mr. Mark Castel questioned the hourly wage, to which Mr. Cadwallader replied that it is \$10 per hour, 39 hours/week for 22 weeks. Mr. Craig Castel noted that there were concerns last year as well with the number of people applying for the summer work.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE ADVERTISEMENT FOR SUMMER HELP TO BE PLACED IN THE NEWSPAPER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

VIII. ENGINEER'S REPORT

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

As it relates to the Main Street project, Mr. Beyer noted that we do need a Resolution to be presented because of the deadlines that have to be met. The project is to begin at Dominic's where the previous project ended, through the "s" curve to Johnson Avenue. Mr. Beyer noted that we only had one week to forward the justification letter.

Attorney Emerick noted that included in the correspondence for this meeting was a letter to PennDOT making the request that they reimburse 75% of the cost, as well as the deadlines that were referenced (May 1: justification letter; June 15: utility relocation plan, specifications/estimate package; July 15: signed agreement; November 3: physical and actual work completion). Attorney Emerick noted that the Resolution authorizes the execution and forwarding of the cost-sharing request to PennDOT. Mr. Mark Castel questioned if we have any reason why we would not finish the project by the deadline. Mr. Cadwallader replied that he does not know when the staff of the Borough, Sewer Authority, or the Township, who would be assisting in the project, would be planning vacation time. He explained to the Board the plan for the project and how the Water Authority, Sewer Authority, Borough and Township will have to work together to get the project accomplished; and Mr. Beyer provided the plans for the project. Mr. Cadwallader explained that the project will require 10 hour days, which will require two hours of overtime each day. Mr. Kinley noted that, as it relates to the overtime, this is something, unfortunately, that the Authority will have to do because if we do not meet the deadline, it will cost more than what the overtime is as well as the cost of the project.

Mr. Beyer noted that the other option that the Authority has is to have PennDOT complete the project and the Authority would have to reimburse PennDOT's contractor. Attorney Emerick explained that, if PennDOT does the work, they would have to petition the Commission to see what the justifications and cost-sharing expenses would be; however, the costs would be must greater and you would have legal fees involved as well. Mr. Beyer pointed out that the notice to proceed would be July 15, so the Authority would not be able to start until after that date, which only allows 3.5 months to have everything completed. Mr. Kinley questioned if this is feasible, to which Mr. Cadwallader replied that this is going to be a tight schedule. Mr. Beyer informed the Board that PennDOT did not let anyone know the construction schedule until two weeks ago; and Mr. Cadwallader interjected that there have been calls taking place since then two to three times a week. Mr. Cadwallader emphasized that we need to have the work completed by November 3.

Mr. Morgan questioned the amount of staff needed, to which Mr. Cadwallader replied that we will need staff to dig, staff in the ditch, as well as flaggers. Discussion took place relative to the need for flaggers and the need to hire staff to do this. Mr. Beyer noted that we may have to have a conference call with all involved prior to the next meeting so that appropriate signatures can be received. Mr. Morgan questioned when the first date would be that we could break ground, to which Mr. Beyer replied that July 15 would be the earliest and the work has to be completed by November 3. Mr. Cadwallader noted that that the weather will definitely have to be considered as well. Mr. Morgan agreed, noting that we also have to consider other concerns that would come to light such as water main breaks where the staff would have to be pulled away from this project to address.

Mr. Beyer discussed with the Board the areas of the project that would be considered betterment, to which Attorney Emerick noted that the Authority would not get reimbursed for this. Mr. Morgan noted that we should obtain a comparison of what the cost of the project would be if the Authority would complete the project compared to PennDOT completing the project. Mr. Morgan noted that the timing of the project really concerns him, as well as the number of employees who would need to be part of the project to complete it by the deadline. Mr. Kinley questioned if we have a company to call if we need assistance, to which Mr. Cadwallader replied that the only other alternative would be, instead of turning it over to PennDOT, we could consider bringing in another contractor, to which Mr. Beyer replied that we would then have to follow all bidding regulations.

Mr. Morgan noted that what he would like to see for the next Board meeting is a game plan relative to this project, including the staff that would be available to assist. He also questioned if Shawn Helsel, or other local contractors could be brought in to assist. Mr. Cadwallader noted that we also have to consider the paperwork that is required by the State if this is what is being considered. Mr.

Morgan questioned if we could have a current employee, such as Mr. Moore, take care of this, to which Mr. Cadwallader replied affirmatively.

Mr. Morgan noted that his recommendation would be to hire a second contractor to assist in this project. Mr. Beyer noted that by the next meeting, the Board would not have enough time for the Engineer to meet the required deadlines. Attorney Emerick commented that the Board could authorize Mr. Beyer to do the specifications to bid it out. In order to obtain bids, we would have to have the specifications to advertise in the paper, Attorney Emerick stated; and if we are talking about a tight timeline, we would not want to wait until the next meeting. Mr. Cadwallader questioned, if we put it out to bid, will we getting into paying the prevailing wage, to which Attorney Emerick replied affirmatively. Mr. Morgan commented that we do have a tight window and he does not think we have a large enough crew to get it done. He stated that he would like to see if we could get the contractor involved that did the Mountain Avenue project. Mr. Beyer stated that we would still need to prepare the plans and specifications; and we would have to pay that contractor \$2M. Mr. Cadwallader commented that there is \$115,678 currently in the capital improvement fund, so the Board would have to look at a loan or CD.

Mr. Kinley indicated that we are going to have to come up with a plan since we are under such a tight window. Mr. Morgan stated that he realizes it will be cheaper as long as we have the Sewer Authority and Borough commitment, but we need that commitment. He noted that he remembers the Route 53 project when the plant employees came out at 4:30 a.m. and addressed things at the plant; and at 7:00 a.m. they came down to assist with the project. Mr. Cadwallader pointed out that all staff have been informed; and they have all agreed to assist. Mr. Kinley stated that it sounds to him that we are almost being forced to do it, but in order to make everyone feel better, Mr. Cadwallader should come up with some sort of, not just a commitment, but who will be assisting with the project, who will be covering the plant, etc. Mr. Morgan noted that, if we have all of the Authority staff assisting, we would only need one employee from the Sewer Authority, one from the Township and one from the Borough. Mr. Cadwallader commented that he was looking to use two trucks from the Township. He has also talked with Mr. Koban as well as Mr. Stancovich. Mr. Cadwallader stated that, when he comes up with the plan, perhaps members of the Authority Board could attend the Sewer Authority and Township meetings to discuss it with them. Mr. Morgan questioned if we could use two crews, to which Mr. Cadwallader replied affirmatively.

Attorney Emerick questioned if the Board wanted to approve the Resolution or table it, to which Mr. Kinley replied that he would think the Board would want to table the Resolution. Mr. Beyer questioned if we could approve the Resolution and perhaps rescind the action later. Attorney Emerick explained that by approving the Resolution, the Board is making an offer and request; and PennDOT has to back to us with an agreement. Mr. Cadwallader commented that, as it relates to the agreement, it has to go to Harrisburg to be reviewed, which relates to the July 15 deadline. He pointed out that he does not know if anyone is back in the office in Harrisburg. Mr. Kinley questioned, if we approve the Resolution and they are not back in the office in Harrisburg, would be have grounds to say something about an extension, to which Attorney Emerick replied affirmatively, but it may be difficult. Both Mr. Beyer and Mr. Cadwallader stated that they have been told that no extensions would be granted. Attorney Emerick pointed out that it would be his recommendation that we start the process now and approve the Resolution; and if we get an agreement back that the Board is not comfortable with it, we can determine what options there are at that time.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY APPROVED THE RESOLUTION ON THE MAIN STREET PROJECT WITH PENNDOT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

IX. SOLICITOR'S REPORT

Attorney Emerick noted that a copy of his report was provided to the Board prior to the meeting.

As it relates to the treasurer bond, Mr. Kinley commented that the current bond with CBIZ is for \$8,000, the cost of which is \$250 for three years (also available would be \$500,000 coverage would be at \$500 per year; and \$1M of coverage at \$750 per year). Attorney Emerick informed the Board that \$8,000 amount is set in the Authority's Bylaws; therefore, a change to the Bylaws would be required via a Resolution to change the amount of the bond. Mr. Kinley stated that Attorney Emerick had suggested at a previous meeting that we should have at least \$1M in coverage. Attorney Emerick noted that the Board could consider either the \$1M or the \$500,000 in coverage.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD APPROVED THE TREASURER BOND OF \$500,000 AT A COST OF \$500 PER YEAR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO. MR. MORGAN ABSTAINED FROM VOTING.

As it relates to the ATV usage on the Authority's property, Attorney Emerick apprised the Board that he spoke with Eric, the Authority's insurance broker. Eric informed Attorney Emerick that the Authority does not have insurance coverage for ATV riders on the Authority's property. Therefore, the Authority should continue to not allow this. The insurance broker also advised that the property be posted. Mr. Cadwallader interjected that the property is currently posted as no motorized vehicles allowed on public Water Authority property. Attorney Emerick indicated that the property should also be posted as no trespassing. Mr. Morgan stated that we also have individuals hunting and fishing on the property, to which Attorney Emerick replied that this would not be allowed either. Mr. Morgan questioned what this would mean for the Game Commission patrolling the property because, if the property is posted no hunting, the Game Commission will not patrol it, to which Attorney Emerick replied that we could give the Game Commission special permission to patrol the property.

Attorney Emerick informed the Board that everything has been completed relative to the DEP consent order extension.

Attorney Emerick presented for Board approval a Resolution ratifying actions taken by the Board in April via telephone in lieu of a meeting.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY APPROVED THE RESOLUTION RATIFYING ACTIONS TAKEN BY THE BOARD IN LIEU OF A MEETING IN MARCH (PAYMENT OF INVOICES, ACCEPTING THE LOWEST BID FOR THE SHUT DOWN PROJECT, AND APPROVAL OF THE AUTHORITY'S COVID-19 PROTOCOLS). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

Attorney Emerick reported that the President Judge of Cambria County has suspended system water terminations until June 1, which means the Authority would not be able to shut off water to any customer until after that time. Mr. Morgan questioned if the Board could obtain a list of delinquent customers, to which Mr. Cadwallader replied affirmatively. Attorney Emerick noted that what could be provided is a listing to include the account number rather than having any customer names included. Mr. Morgan questioned if the address of the residence could be included, to which Mr. Cadwallader replied affirmatively.

X. FORESTER'S REPORT

No report as Mr. Barton was not present for the meeting.

Mr. Morgan questioned if there is a report relative to the cutting of trees on the Authority's property as reported at a previous meeting, to which Mr. Cadwallader reported that Mr. Barton has been talking with everyone involved. Apparently the individuals who did this went on other properties and cut trees as well. Attorney Emerick stated that, under State statutes, if you can prove via a civil law suit that this was done intentionally, the person would be liable for triple the value of the timber. If it was done negligently, the individual would be liable for double the value of the timber. In addition, if the person had some kind of good cause for doing this, they would be liable for the actual value and cost of the timber. Attorney Emerick commented that he would talk with Mr. Barton and obtain an update.

XI. UNFINISHED BUSINESS

- Treasurer Bond

Discussed earlier in the meeting.

- Portage Township Deed

Attorney Emerick informed the Board that the Township did approve this matter at their last meeting. Attorney Emerick is awaiting an amended deed. This is a quick clear deed where, if the area is no longer used as a road, the property would revert back to the Water Authority.

- Food Pantry Letter

Discussed earlier in the meeting.

XII. NEW BUSINESS

- Advertisement for Employment

Discussed under Executive Session.

- Shut Down Quotes

Approval was included in the Resolution provided by Attorney Emerick earlier in the meeting.

- Advertisement for Summer Help

Discussed earlier in the meeting.

- Employee Issue

Discussed under Executive Session.

XIII. GOOD OF THE ORDER

- Requests for Adjustments

Presented for approval earlier in the meeting.

- Duke Energy Check

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE DUKE ENERGY CHECK IN THE AMOUNT OF \$2,000 INTO ACCOUNT #104.5. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

- Use of Credit Cards

Mr. Craig Castel questioned, with the COVID-19 restrictions, have there been customers calling in to pay their bills with a credit card, to which Mr. Cadwallader replied that there were customers inquiring regarding this. Mr. Morgan stated that this may be easier for customers so that their account does not become delinquent. Mr. Craig Castel noted that he would provide Mr. Cadwallader a gentleman's name to contact relative to this. Mr. Cadwallader stated that there are younger customers that also want to pay via a debit card. Mrs. Ringler indicated that, if this option is approved, we could also include something on the Authority's website where individuals could pay via the internet. Further discussion ensued relative to automatic payments on a person's credit card as well. Mr. Morgan suggested contacting Link as well for information.

XIV. EXECUTIVE SESSION

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 8:13 P.M. TO DISCUSS PERSONNEL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

XV. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 8:43 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

The following action was taken:

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO THE HIRING OF TONY THOMPSON AT THE SAME PAY RATE AS WHEN HE LEFT THE AUTHORITY (\$18.46 PER HOUR); TO GIVE MR. THOMPSON THE OPTION TO PURCHASE HIS TIME BACK IF HE SO CHOOSES; AND TO HAVE MR. THOMPSON WORK ALONGSIDE THE SUPERINTENDENT AS HIS ASSISTANT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

XVI. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD ADJOURNED THE MEETING AT 9:00 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

XVII. NEXT MEETING

The next meeting will be held on Thursday, June 4, 2020 at 7:00 p.m.

Respectfully submitted,

Sharon Squillario
Recording Secretary