

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, October 1, 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
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney Michael Emerick, Solicitor; Joe Beyer, The EADS Group; Mike Barton, Forester; Ron Portash, Mainline Newspapers; Tony Thompson; Chris Ringler.

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 recognized Mr. Portash and Mr. Thompson.

Mr. Kinley then recognized Mrs. Ringler. Mrs. Ringler stated that she was present at the meeting to address her recent suspension, the reason for the suspension and the outcome. Mr. Mark Castel questioned if Mrs. Ringler wanted to discuss this matter in an Executive Session, to which Mrs. Ringler replied negatively.

Mrs. Ringler pointed out to the Board that she has been with the Authority for eight years and has been following the same procedures that she was taught when she was hired. She has only changed the procedures if requested by the Board. Mrs. Ringler stated that items were not tracked in the past; and she started tracking those items so, if there was a question, she had an explanation. She noted that the policies do not state how much time for doctors' appointments can be used in a week, month or year; it only states that you have three hours to go to an appointment. Mrs. Ringler stated that the Authority is very generous to its employees and pays 100% per year for family health care, dental and eye coverage, the cost of which is over \$100,000 per year. Not everyone uses the health insurance, Mrs. Ringler indicated; and she personally does not use it and takes the opt-out.

Mrs. Ringler informed the Board that after being with the Authority for eight years, if there was an issue with the excused time, it should have been brought to her attention sooner. Both the employees and the Superintendent signs off. If the employees knew about the three hours per month, then why would they be using more than they should have; and if the Superintendent knew about it, Mrs. Ringler pointed out, he would not have signed off on it either. Mrs. Ringler noted that, if she knew about it, she would not have left it go through. She also commented that vacation time has always been given at the beginning of the year; and they are to request in December if they want any time rolled over. This process was done this way prior to Mrs. Ringler starting with the Authority. When Mrs. Ringler started, she questioned the Board what she was to do; and she was instructed to do what was done in the past. She treated all employees the same and did not discriminate. If employees were with the Authority for 10 years or two years, they still received their vacation time at the beginning of the year. Mrs. Ringler indicated that, when she was hired, she was told that it was up to the Superintendent to grant

someone sick time or vacation time if they did not have it. The year Mrs. Ringler started, she was on probation; and she was granted three sick days that she did not have.

Mrs. Ringler emphasized that she has followed everything that was done in the past unless something was changed by the Board. Her books have been audited each year; and there has never been a question about her numbers not matching to any documentation. Mrs. Ringler stated that the auditors are very pleased with all of the work she has done. She pointed out that she has been suspended for things that have been done the same way in the past. Mrs. Ringler commented that, if the Board feels she has broken any rules, should not something be done with the Treasurer not being bonded, which is stated in the Bylaws, when she is being penalized for rules that she does not know she is breaking. Mrs. Ringler commented that she feels she has a right to know what she did wrong. She emphasized that she was not given a verbal or written warning prior to her suspension and it went straight to suspension without pay; and she did not know that something was being done wrong when it has been done the way she was doing it for years.

II. EXECUTIVE SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

III. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:24 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE TERMINATION OF MRS. RINGLER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

Mrs. Ringler stated that she would like written documentation from the Board as to the reason for her suspension and her dismissal. Mr. Kinley noted that Mrs. Ringler would be provided this information.

IV. CORRESPONDENCE

- Letter from Joy Powers

Mr. Kinley noted that a letter was received from Joy Powers relative to the minutes from the last meeting. Ms. Powers commented that she read a copy of the minutes from the last meeting and had a correction concerning discussion under the Solicitor's Report. The minutes read that Mr. Morgan made a comment that Mrs. Ringler and Ms. Powers did not want to become bonded; and Ms. Powers wanted the Board to know that Mr. Morgan never approached her to ask her anything about being bonded. Ms. Powers requested that the minutes be corrected; and, personally, if she has to be bonded, she has no problem with this and would sign any papers and provide any information that is requested.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED THAT MS. POWERS' LETTER BE INCLUDED AS AN ADDENDUM TO THE MINUTES FROM THE SEPTEMBER 3, 2020 MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

- Diversified Quote – Billing Software Upgrade

Mr. Cadwallader informed the Board that the current Diversified software that the Authority uses for client billing is old and requires upgrading as there have been several upgrades since the initial version that the Authority uses. The total cost for the upgrade is \$5,400 (\$3,000 for the system, \$1,500 for implementation and \$900 for the programmer/developer). Mr. Cadwallader pointed out that the cost of the upgrade would be split between the Water Authority, the Borough and the Sewer Authority (one-third each). Mr. Cadwallader questioned if the upgrade should be considered now or at budget time. Mr. Craig Castel commented that we would not want the system to crash; and if the current system is obsolete, this could happen at any time. Mr. Craig Castel questioned if there is money in the budget to cover the cost at this time, to which Mr. Cadwallader replied affirmatively.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE UPGRADE TO THE DIVERSIFIED BILLING SOFTWARE, CONTINGENT UPON APPROVAL OF THE BOROUGH AND THE SEWER AUTHORITY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

- Diversified Change to Credit Card Fees

Mr. Kinley noted that a letter was received from the company that Diversified works with relative to the credit card fees. Last year, they worked out an agreement with the bank who takes care of the online credit card payments to be able to charge a flat fee of 3%. The company feels that a lower fixed fee would save the customers money. However, the company has been informed that, as a result of recent audit, VISA will be paying higher commercial fees. The company does not understand why the bank is reversing its decision. The decision is being contested; and if they cannot be convinced, there will be two options available; i.e., the provider (the Authority) will have to pay the utility fee out of pocket, or move to the more convenient fee of 3%. The company understands that the Authority will most likely not select the first option, but they will keep the Authority informed as things progress. Mr. Craig Castel noted that this would basically be for the Board's information at this time.

- Fall Virtual Training Schedule

Information was received relative to virtual training seminars for Authority Board members. If interested, Mr. Cadwallader has the schedule.

- Portage Area Joint Recreation Commission (PAJRC)

Mr. Kinley informed the Board that a letter was received from the Portage Area Joint Recreation Commission (PAJRC) relative to water usage for 2021. The PAJRC thanked the Authority for the consideration given in 2020 for water usage at the Crichton McCormick Park, at an annual cap of 500,000 gallons, and included a copy of the results of operations at the Park through

September, along with its proposed budget for 2021. PAJRC is respectfully requesting that the same consideration be given to PAJRC for 2021; and it is understood that, should PAJRC exceed the cap of 500,000 gallons, usage would be paid at the normal rate charged to other residents. The PAJRC Board also extended its continued thanks and appreciation to the staff of the Water Authority for their cooperation and assistance at the Park when requested.

Mr. Kinley commented that, when this matter was being reviewed previously, there was a question whether this could be continued. Mr. Kinley questioned if the Authority is able to continue to do this. Attorney Emerick questioned what the rate is, to which Mr. Kinley replied that there is a cap of 500,000 gallons; and if this exceeded, PAJRC would pay the normal rate charged to other customers. Attorney Emerick questioned what PAJRC pays up to 500,000 gallons, to which Mr. Cadwallader replied that there is no charge. Attorney Emerick explained that the Authority, under its current standing Resolution, can provide a discounted rate for water usage but cannot give water away. Attorney Emerick pointed out that the discussion on water usage by non-profits was tabled from the last meeting so that Mr. Morgan had time to review the information he was provided. He suggested to the Board that this matter be tabled again until this matter can be considered further so that the Authority is treating all non-profits the same.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO TABLE THE REQUEST RECEIVED FROM THE PORTAGE AREA JOINT RECREATION COMMISSION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

Mr. Mark Castel questioned how often the lines are flushed, to which Mr. Cadwallader replied that the lines are flushed twice a year; i.e., once in the spring and once in the fall. The lines were to be flushed this month; however, due to the Governor's mandate of 5% reduction of water usage due to the drought, this will not take place. Mr. Mark Castel commented that we are currently looking at the Fire Company's request to fill swimming pools; and he questioned if the Fire Company could possibly hook up to the line when flushing is being done and keep that water rather than allowing the water to run down the street. Mr. Cadwallader pointed out that the only concern would be that whatever the Fire Company would open up could dirty the system and there could be major complaints. Mr. Cadwallader stated that, when flushing the lines, the Authority may dirty the system; however, the Authority moves through the system and pushes it out. Mr. Mark Castel commented that, if the water is just running down the road, perhaps the Fire Company could use it. Attorney Emerick questioned if this would affect what the Authority is doing, to which Mr. Cadwallader replied that, if the Fire Company tags a certain hydrant, such as the hydrant on Farren Street and Mountain Avenue, it will start pulling everything from the top of the hill down; and if the Fire Company gets nothing but dirty water, they will dump it and come back. Mr. Cadwallader pointed out that the way the Board approved the Fire Company to do it now is they are using the line inside the Fire Hall, which means it is coming from the new line and what is coming into the Fire Hall, which we have never had a problem with it dirtying any water. Mr. Kinley questioned if we could fill up the tanker at the Fire Hall and take it to the resident's pool. Mr. Mark Castel commented that he was referencing the Fire Company's tanker they use to fill up the pools and use the water that is coming out of the hydrants when flushing the lines, to which Mr. Cadwallader explained that, either way, if the Fire Company would receive a lot of dirty water, they would dump it and have to reload the tanker. There are times, when the lines are being flushed, that the water is dirty and sometimes it is not, which all depends on the weather, whether the reservoir has rolled over, etc.

V. APPROVAL OF MINUTES

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE SEPTEMBER 2020 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED, WITH THE ADDENDUM OF THE LETTER RECEIVED FROM MS. POWERS AS DISCUSSED PREVIOUSLY IN THE MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

VI. AGENT'S EXPENDITURES

There were no Agent's Expenditures to be presented.

VII. INVOICES

Air-Vac Inc	\$1,890.00
Brent Kinley	45.00
Cambria Systems, Inc.	1,648.34
Cintas	103.12
CMPA	1,000.00
Craig Castel	45.00
Fairway Laboratories, Inc.	389.00
Grannas Bros. Stone & Asphalt	4,065.56
Groff Tractor & Equipment	9,696.32
Hite Company	659.86
J.M. DeLullo Stone Sales Inc.	6,212.56
John C. Morgan, Jr	45.00
L/B Water Service, Inc.	5,024.85
Link Computer Corporation	567.00
Ludwig Electric LLC	2,241.80
Mark Castel	45.00
Mary L. Elchin	260.00
Michael S. Emerick, ESQ	1,170.00
New Enterprise Stone & Lime	12,734.73
Peoples Natural Gas Company	22.31
Portage Service Center	533.34
Pro Disposal, Inc	161.00
Ray Oil & Gas Co	1,389.52
RDM-Johnstown, LLC	190.00
Ronald J. Cadwallader, Jr	20.00
Sharon Squillario	50.00
Sheetz Fleet Service	103.00
Stager's Store	133.91
Valley Flagging Services, LLC	3,969.00
Verizon Wireless	92.97
WB Mason Co. Inc.	316.55
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	\$54,824.74

	<u>Paid Bills</u>	
Christopher Michaels		\$100.00
Comcast		309.07
DEP		35.00
Kaza Fire Equipment LLC		90.84
Lowe's		25.00
PA One Call System, Inc.		49.39
Penelec		1,127.68
Verizon		485.00
Aflac		139.84
REA Energy Cooperative Inc.		1,047.31
UPMC Health Plan		8,794.92
Valley Flagging Services, LLC		10,017.00
		<u>\$22,221.05</u>

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$103,609.70 (REGULAR BILLS, \$54,824.74; PAID BILLS, \$22,221.05; 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. YETSKO.

VIII. TREASURER'S REPORT

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE SEPTEMBER 2020 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,629,554.99; CASH IN, \$241,679.00; CASH OUT, (\$210,322.33); ADJUSTMENT, \$0; ENDING CASH, \$1,660,911.66. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

IX. SUPERINTENDENT'S REPORT

As it relates to the Main Street project, Mr. Cadwallader reported that there are three taps to do on the left side of Main Street heading up Main Street. There is one tie-in to do on Johnson, and then the large tie-in can be done on the corner of Caldwell Avenue and Main Street, which will require that the area be shut down clear down to the former Sheetz where the old valve is. If everything goes well, Mr. Cadwallader pointed out, by Wednesday he is hoping to have everything completed on what needs to go into the ground. Mr. Kinley questioned the final completion date, to which Mr. Cadwallader replied that everything should be completed by October 28. Mr. Cadwallader explained that everything from Dollar General down is blacktopped. There is still some sealing to be done on Caldwell Avenue; and the only sealing that is not done is where the tie-in is, which will be the last piece of blacktop. Mr. Cadwallader pointed out that he does feel that we will meet the deadline for the project. Everyone has been working well together; and once everything is done relative to what is in the ground, everything is available for what is needed for the sidewalks on the right hand side that will not be taken care of by the Borough, which will be concreted. Everything that will have the sidewalks

replaced will be blacktopped. Mr. Cadwallader informed the Board that all of the hydrants have been placed for this part of the project. The status of the project all depends on what is found when digging takes place tomorrow; however, if the storm drain is still running down through the area, they will push a piece of pipe underneath it and dig close to it and hope it does not shatter because it is terracotta. Mr. Cadwallader noted that we did have to purchase a piece of 18" SDR35 to replace a piece of pipe that was hit.

Mr. Cadwallader informed the Board that he received a lead and copper update recently, which is the first major lead and copper update in 30 years. The new rulings are to improve sampling results, strengthen corrosion control requirements, expand customer awareness and improve risk. The rulings require:

1. 20% of all schools and day care centers will be required to collect water samples and test for lead each year. Notification of elevated lead levels will be required within 24 hours instead of 30 days.
2. Required inventory of lead service lines and publicly report the location.
3. Length of time to replace the lead service lines has been increased to as much as 33 years as compared to the previous 14 years.

Mr. Cadwallader noted that the revisions will take effect in October 2020. The only concern he has is that he does not know where the lead lines exist until a dig takes place. When they come across a line, it is replaced (15 have been eliminated on Main Street to date with the project).

Mr. Cadwallader informed the Board that the last day of the summer help will be on October 2.

Mr. Cadwallader noted that an agreement has been received from Link (Site Care Maintenance Agreement), which would be split between the Water Authority, the Borough and the Sewer Authority (one-third each). The cost is the same as last year.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE LINK SITE CARE MAINTENANCE AGREEMENT, CONTINGENT UPON APPROVAL OF THE BOROUGH AND THE SEWER AUTHORITY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

Mr. Cadwallader noted that plans need to be made relative to budget planning for next year. Mr. Kinley requested that Mr. Cadwallader contact the accountants relative to their availability. Mr. Cadwallader explained that Kline Kimlin has broken away from covering municipal things to a merger; and the person doing the Authority's audits will be visiting to explain everything.

Mr. Cadwallader informed the Board that his wife will be having surgery on October 21; and he will be taking two vacation days at that time.

Mr. Cadwallader reported that he talked with the Game Commission; and they will be providing the Authority with safety zone posters (to be placed 150 feet out from the building in a circle). Posters will be placed at the reservoir and the well site. The final Game Commission Hunter Access Program Cooperative Agreement has been received for signature by the Authority.

X. 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, as it relates to the grant for the Benscreek impoundment project, he talked with DEP; and, since this is mostly performing maintenance work, we would need a letter of authorization, construction plan and specifications sent to DEP. We would also need a draw down permit. Mr. Beyer commented that, once the Authority receives the agreement from DCED, he will provide an Agreement from EADS to the Authority to begin the work required above.

Mr. Beyer stated that there is no report on the tube settlers as well as the Munster tank. He pointed out that he will get the annual dam inspection report prepared for review and signature by the Authority to then be sent to DEP.

XI. SOLICITOR'S REPORT

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

Attorney Emerick apprised the Board that he spoke with the insurance carrier; and he was informed that the Authority would have no insurance coverage if something would happen and the Board Treasurer was not bonded. The insurance carrier did provide Attorney Emerick with a copy of their application, which he forwarded to Mr. Morgan. Attorney Emerick pointed out to the Board that this matter will have to be looked at very seriously at the next meeting because, if Mr. Morgan does not want to be bonded, a decision will need to be made by the Board on who will be bonded to meet the requirement.

As it relates to the discounted water discussion, Attorney Emerick stated that this matter was tabled earlier in the meeting.

Attorney Emerick noted that the personnel policy relative to vacation time was tabled from the last meeting; and he questioned the Board as to tabling the matter until next month when all Board members are present.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO TABLE THE MATTER RELATIVE TO THE PERSONNEL POLICY ON VACATION TIME UNTIL THE NEXT MEETING WHEN ALL BOARD MEMBERS ARE PRESENT AT THE MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

Attorney Emerick informed the Board that he provided the Chairman a Resolution relative to an Amendment to the personnel policy concerning sick leave, a copy of which was also provided to the Board members prior to the meeting. Attorney Emerick commented that he eliminated the portion of the policy that the Board requested to be eliminated. He indicated that if the Board would desire to look at both policies together next month, he can certainly change the date on the signature page. Mr. Mark Castel commented that everything was included in the change as requested. It was noted that the policy was amended to include either sick time or vacation time and eliminated the "excused" time.

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

Attorney Emerick commented that, as it relates to the timber removed from the Authority's property, he has drafted a Restitution Agreement; however, he would need to meet with Mr. Barton to obtain the addresses of the specific property owners involved. He stated that he would obtain the information from Mr. Barton and present the Agreement for approval at the next meeting.

Attorney Emerick informed the Board that he is still working with Mr. Barton relative to the Multiple Roadway Use Agreement; and he will have a draft of the Agreement available for the next meeting.

As it relates to the Game Commission Hunter Access Program Cooperative Agreement, as Mr. Cadwallader has the safe zones identified and signage will be placed, the Board can now take action on approving the Agreement.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE GAME COMMISSION HUNTER ACCESS PROGRAM COOPERATIVE AGREEMENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

XII. FORESTER'S REPORT

Mr. Barton informed the Board that he did spend time since the last meeting tracking down a contact for the Buckeye pipeline. Mr. Beyer had provided Mr. Barton with some contact information; and Mr. Barton had attempted five different numbers with no response. He then walked the entire length of the property looking for signage with some telephone number on it. Mr. Barton did find a telephone number and contacted it but did not receive a response. Mr. Barton received a call from the Cambria/Somerset Authority on a different matter and asked them if there was any contact information on Buckeye; and he then received a call from Jeff Bowers, representing Buckeye, who would like to walk the line tomorrow.

Mr. Barton provided to the Board a map on the area he was referencing and discussed the seriousness of the concerns. He stated that a great deal of sediment, in excess of 100 tons, has washed into the northeastern fork of the Benscreek above the reservoir. Mr. Barton pointed out that it is continuing to wash out pretty severely; and since the Authority does not allow four-wheelers on the property, he would like, with the Board's permission, to request that Buckeye restore the line back to stability and place the burden on them since it is their line. Attorney Emerick questioned whose easement it is, to which Mr. Barton replied that it was Sunoco and Buckeye took over the easement. Attorney Emerick commented that, if Buckeye has the easement, there had to be some type of maintenance agreement approved by the former Authority Board, to which Mr. Barton replied that he would request a copy of it. Mr. Barton pointed out that there are some areas that are washed out that are four feet deep; and if maintenance is going to be done, it would require some heavy equipment to be brought in. Attorney Emerick requested a copy of the maintenance agreement if Mr. Barton is able to obtain a copy of it. Mr. Barton noted that we need to require that the area be restored.

XIII. ADVERTISING FOR POSITION

Mr. Yetsko commented that, based on action taken earlier in the meeting, he would request that the Board approve that the Superintendent advertise for a replacement for the secretary position as soon as possible.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED THAT THE SUPERINTENDENT IMMEDIATELY ADVERTISE FOR A REPLACEMENT OF THE SECRETARY POSITION BASED ON ACTION TAKEN BY THE BOARD EARLIER IN THE MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

XIV. UNFINISHED BUSINESS

- Treasurer's Bond

Tabled earlier in the meeting.

- Food Pantry/Historical Society Letters – Non-Profits

Tabled earlier in the meeting.

XV. NEW BUSINESS

- Grant for Benscreek Impoundment Project

Discussed under Engineer's Report. Mr. Cadwallader noted that, due to COVID, the contact person is now addressing other matters; and as soon as this is completed, Mr. Mark Castel and Mr. Craig Castel will be contacted relative to the online information that needs to be completed relative to this project. Everything relative to the grant has basically been placed on hold until the COVID matters are addressed.

- Game Commission Hunter Access Program Cooperative Agreement

Approved earlier in the meeting.

- Link Computer Corporation Site Care Maintenance Service Renewal

Approved earlier in the meeting.

XVI. GOOD OF THE ORDER

- Request for Adjustment

Mr. Kinley stated that a request for an adjustment was received from the resident at 909 Hopher Avenue. The water tank was leaking; and a plumber was contacted to have it repaired. The average consumption was 2,100 gallons; and the total consumption was 29,000 gallons. The adjusted bill would be \$158.38.

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

XVII. EXECUTIVE SESSION

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 8:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

XVIII. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 8:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

XIX. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL THE BOARD ADJOURNED THE MEETING AT 8:31 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY AND MR. YETSKO.

XX. NEXT MEETING

The next meeting will be held on Thursday, November 5, 2020 at 7:00 p.m.

Respectfully submitted,

Sharon Squillario
Recording Secretary