

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, April 15, 2021, at 6:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Edward Alexander  
Craig Castel  
Matthew McCoy  
John Morgan

Also present were: Attorney Michael Emerick, Solicitor; Joe Beyer, The EADS Group; Tony Thompson; Ron Portash, Mainline Newspapers; Doug Wagner, Allegheny Region Recreation Association; and Sharon Squillario, Recording Secretary.

### **I. CALL TO ORDER**

Mr. Alexander called the meeting to order at 6:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

### **II. RECOGNITION OF VISITORS**

Mr. Alexander recognized Mr. Portash.

Mr. Alexander recognized Mr. Wagner. Mr. Wagner stated that he was present at the meeting representing the Allegheny Ridge Recreation Association and in follow-up of the discussion that took place at the last meeting. Mr. Wagner commented that he wanted to check regarding scheduling a time to review the areas that were mapped out before as it relates to the connector trail coming through from Cichota's Curve to Garbage Hollow and also the road that goes along the power line off of the Hollow to the high wall. He questioned the Board as to whether a date/time had been set to review the area so as to give consideration to reopening the area for ATV usage and containing it to the corridor areas. The Recreation Association would ensure that the area would stay clean and orderly. Mr. Wagner commented that, in the past, there was a good plan in place. He also spoke with Mr. Barton; and the plans that the Association had put in place in the past pretty much addressed any concerns on inundating any extra turbidity into the water supply and would also protect the feeder spring that goes down into Benscreek.

Mr. Wagner noted that he would like to take any Board members interested up to the area to see what changes, if any, might need to be addressed. Mr. Alexander pointed out that he would be interested in doing this as soon as possible. Mr. McCoy suggested that Mr. Alexander send an email out to the Board members with potential dates/times and any Board members interested could attend as well. Mr. Alexander informed Mr. Wagner that he would correspond with the Board members and then contact Mr. Wagner as early as next week.

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

### **III. CORRESPONDENCE**

Mr. Alexander noted that the following correspondence was received:

- Letter received from Kotzan CPA & Associates, PC relative to the final audit report.

ON MOTION OF MR. McCOY, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY ACCEPTED THE FINAL AUDIT REPORT AS PRESENTED BY

KOTZAN CPA & ASSOCIATES, PC. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

- Letter received from Jennifer Flowers informing the Board of her opt out of the Authority's insurance plan offered to full-time employees.
- Information received regarding upcoming PMAA Board member training. Any Board members interested should contact Mr. Cadwallader. Mr. Alexander noted that he would be joining via recording. Mr. Alexander encouraged other Board members to participate as well.

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2021 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

**V. AGENT'S EXPENDITURES**

No Agent's Expenditures to be presented.

**VI. INVOICES**

REGULAR BILLS

Cambria Mailing Services, Inc.	\$ 79.23
Cambria Systems	12,500.00
Christopher McCall	45.00
Cintas	105.45
Comcast	318.31
Craig Castel	45.00
Cummins Bridgeway, LLC	1,238.02
Edward Alexander	45.00
Fairway Laboratories Inc.	350.00
Foster Wineland, Inc	16.16
Groff Tractor & Equipment	20.14
Hach	1,060.08
J's Johns LLC	80.00
J.M. DeLullo Stone Sales Inc.	5,587.00
John C. Morgan, Jr.	45.00
L/B Water Service, Inc	864.15
Link Computer Corp	27.50
Long's Equipment	34.00
Mainline Newspaper	267.38
Mary L. Elchin	260.00
Matt McCoy	45.00
Mosholder Insurance Agency	3,405.00
New Enterprise Stone & Lime Co. Inc	3,100.77
Penelec	1,168.94

Portage Service Center	494.50
Pro Disposal	168.00
Rays Lawnmower	144.49
Ray Oil & Gas Co.	1,089.88
Ronald J. Cadwallader, Jr.	20.00
Sharon Squillario	50.00
Stagers Store	29.45
Valley Flagging	4,110.75
Verizon	497.73
Visa – 1 <sup>st</sup> Summit	496.77
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	\$37,808.70

PAID BILLS

Aflac	\$ 139.84
BCI Rentals	1,400.00
Comcast	317.84
EAD's Group	803.96
Fairway Laboratories Inc.	194.50
Galeton	33.35
Hilltop Office Supply Inc.	41.27
J.M. DeLullo Stone Sales, Inc.	2,130.42
Jennifer Flowers	200.00
Kotzan CPA & Associates, P.C.	8,500.00
L/B Water Service, Inc	3,066.41
Link Computer Corporation	2,111.50
Lowe's	221.04
Ludwig Electric LLC	184.00
Michael S. Emerick, ESQ	307.50
Mosholder Insurance Agency (7 of 9)	3,405.00
New Enterprise Stone & Lime	6,809.74
Northern Safety & Industrial	36.63
Penelec	697.79
Portage Auto Parts	218.68
Pro Disposal	168.00
Ray Oil & Gas Co.	2,352.15
Sheetz Fleet Service	250.00
Stager's Store	137.43
Tri-State Instruments	1,254.40
UPMC Health Plan	11,393.07
Valley Flagging	6,804.00
Verizon	494.04
J.M. DeLullo Stone Sales Inc.	1,045.84
L/B Water Service, Inc	2,071.10
New Enterprise Stone & Lime	845.12
Peoples Natural Gas Company	265.90
RDM- Johnstown, LLC	764.00
REA Energy Cooperative Inc	1,160.65
Verizon Wireless	93.61
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	\$59,918.78

LATE BILLS

BCI Rentals	\$ 1,400.00
CMPA	1,000.00
Cole-Parmer	1,243.93
Fairway Laboratories, Inc.	39.00
Fisher Scientific	1,436.56
Hawk MTN Labs Inc	1,395.00
J.M. DeLullo Stone Sales, Inc.	350.00
Portage Post Office	<u>165.00</u>
	\$17,029.78

ON MOTION OF MR. McCOY, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$141,321.17 (REGULAR BILLS, \$37,808.70; PAID BILLS, \$59,918.78; LATE BILLS, \$17,029.78; 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. ALEXANDER, MR. CASTEL, AND MR. McCOY.

**VII. TREASURER'S REPORT**

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MARCH 2021 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,565,747.55; CASH IN, \$234,996.98; CASH OUT, (\$120,071.38); INTEREST EARNED CHECKING ACCOUNT, \$24.37; INTEREST EARNED MONEY MARKET, \$107.90; ENDING CASH, \$1,680,804.67. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

**VIII. SUPERINTENDENT'S REPORT**

As it relates to the Main Street project, Mr. Cadwallader informed the Board that the first samples were pulled this morning on the lower part of the project, and the second sample will be pulled tomorrow. The upper part of the project is already done as far as sampling is concerned. Mr. Cadwallader stated that, on Monday morning, they will finish the milling and will start digging; will start the tie-ins to the new main; will do the tie-ins on South Railroad Street; will do the tie-ins on North Railroad Street on both sides; will tie in on the bottom; and will tie in all of the services. By the end of the month, Mr. Cadwallader pointed out, it is hoped that everything should be completed. He hopes by the first or second week of May to finish up the blacktop. Mr. McCoy questioned if we are required to do the blacktop, to which Mr. Cadwallader replied affirmatively, stating that we have to do at least the base as required by the State. Mr. Cadwallader pointed out that, within the two week period, he would like to get the top portion of the project done first due to the buildings being taken down by G&R once they finish with the Sacred Heart building. Mr. Beyer questioned if the Authority has received reimbursement from PennDOT, to which Mr. Cadwallader replied that he is completing the paperwork now.

Mr. Cadwallader informed the Board that Mr. Bilchak will be having surgery on May 11 and will be off four to six weeks. Mr. McCoy questioned if there will be any concerns with plant operations while Mr. Bilchak is off, to which Mr. Cadwallader replied negatively, stating

everything will be covered. Mr. Cadwallader pointed out that Mr. Bilchak's need for surgery was not caused by anything work related. Mr. Cadwallader reported that Mr. Feathers has returned back to work from surgery. He was out one week; and he used vacation and sick time. This surgery was also not work related.

As it relates to summer help, Mr. Cadwallader stated that applications have been received from Logan Cadwallader and Bryce Lucas. Logan Cadwallader did work for the Authority last summer and did a very good job. Mr. Alexander questioned what the wage rate was for the summer help in the past, to which Mr. Cadwallader replied that it was \$8.25 per hour. Mr. McCoy questioned the number of hours per week, to which Mr. Cadwallader replied that the summer employees usually work 36-38 hours per week from May until sometime in August (7:00 a.m. – 3:00 p.m.). Mr. McCoy suggested hiring the summer help as seasonal employees and then discussing in a workshop what the hourly wage would be.

ON MOTION OF MR. McCOY, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO HIRE LOGAN CADWALLADER AND BRYCE LUCAS AS PART-TIME SUMMER EMPLOYEES, AT AN HOURLY WAGE TO BE DETERMINED PRIOR TO THEIR START DATE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

Mr. Cadwallader noted that he included in the Board's information for the meeting a copy of the Consumer Confidence Report (CCR) from DEP for their review and information.

Mr. Cadwallader reported that he had a customer contact him back in January relative to dirty water. He reminded the Board about the number of leaks we had back in January. Mr. Cadwallader visited the residence; and at that time the water was clean. Within the past month, the customer did approach Mr. Cadwallader regarding an adjustment due to the dirty water; and Mr. Cadwallader told the customer that he would bring this matter to the Board for discussion. He explained to the Board that the customer is currently four months behind in payment of his bill; and Mr. Cadwallader informed the customer that, to show good faith in requesting an adjustment, he would have to pay the past due amount of \$561. The customer did come in and pay \$56; however, his water was shut off because the full bill was not paid. Mr. Alexander questioned if the customer came in and only paid the current charges, to which Mr. Cadwallader replied affirmatively. Attorney Emerick questioned if the customer is still claiming that the water is dirty, to which Mr. Cadwallader explained that, when we had the leaks, we had to bring more water into town, which stirred up what was in the old line, which has happened before. When this happened in the past, if there were calls received from customers, we would look at it; and if the water was dirty, we would take a reading off the meter, let them run the water to attempt to clear it, and go back and check it. If the water was clean, another reading would be taken from the meter, which would be adjusted off of their bill and then billed normally. Attorney Emerick questioned if the customer in question went through this process, to which Mr. Cadwallader replied negatively. Mr. McCoy commented that usually we send out notifications, to which Mr. Cadwallader explained that this was occurring for this customer because of the leaks and is something we experience every winter. Mr. Cadwallader explained to the Board that he did what he felt was right for this customer and treated him like every other customer and shut the water off because the bill was not up-to-date.

The Board questioned how we are doing with the shutoffs currently, to which Mr. Cadwallader replied that he did provide a list with the Board information for the meeting. Mr. Cadwallader reviewed the list with the Board, noting that there were customers that did come in and address

their bills; and some did come in and paid half and set up an agreement to make payments every two weeks.

Mr. Cadwallader informed the Board that flushing was to take place this past week; however, due to the project, this is being pushed to the third week of May. The Board agreed that the project would take priority at this time as we are under time constraints.

Mr. Cadwallader reported that he did have another customer call noting that she was to have a backflow preventer installed and she could not get anyone to come in to shut the water off; however, they still installed the blackflow preventer in and she needed a new shutoff in her basement. Mr. Cadwallader explained that he has approached every employee of the Authority; and no one is aware of the customer requesting the water to be shut off. Mr. Cadwallader noted that the customer is claiming that she could never get anyone to shut the water off, but somehow the water was shut off to put the backflow preventer in. He emphasized that we would have never told a customer that we could not shut the water off.

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY ACCEPTED THE SUPERINTENDENT'S REPORT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

#### **IX. ENGINEER'S REPORT**

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

As it relates to the Benscreek impoundment project, Mr. Beyer noted that he did deliver a set of drawings to Mr. Cadwallader. He also submitted for E&S approval to the Cambria County Conservation District; and he also sent a Letter of Authorization to DEP. As Mr. Beyer has not had a response as yet, if he has to make revisions, he will present them at the next meeting. Mr. Beyer pointed out that he does not want to advertise for bids as yet in the event that any changes have to be made through the above agencies.

Concerning the Munster tank, he did provide information to the Board via email. Mr. Castel indicated that he believes discussion regarding the tank should take place when all Board members are present. Attorney Emerick questioned if this matter is time sensitive, to which Mr. Beyer replied negatively. Mr. McCoy stated that perhaps the Board should have a workshop to discuss the tank along with other capital projects. Mr. Cadwallader noted that we could include a discussion of the long-range plan at the workshop as well. Mr. McCoy agreed, noting that discussion regarding the dam could also be included. Mr. Alexander noted that he would reach out to all Board members to set a convenient date and time for a workshop to discuss all of these items. Mr. Beyer requested that an agenda be provided to him prior to the workshop.

ON MOTION OF MR. McCOY, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY ACCEPTED THE ENGINEER'S REPORT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, AND MR. McCOY.

#### **X. SOLICITOR'S REPORT**

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

Attorney Emerick commented that under old business in his report are the two agreements as discussed at previous meetings. Mr. Cadwallader commented that he talked to Mr. Barton today; and everyone that is in town have signed the agreement; however, the agreement was sent to Blairsville for an additional needed signature. It was sent to the wrong address and was returned and has since been sent to the correct address. Attorney Emerick commented that he has to meet with Mr. Barton regarding the deeds for the second agreement.

Concerning the discussion at the last meeting on the ATV usage of the Authority property and insurance concerns, Attorney Emerick noted that the insurance broker is reaching out to the underwriter for a written opinion on this.

Mr. Morgan joined the meeting at this time.

Attorney Emerick informed the Board that, in review of the Authority's Rules and Regulations as it relates to the discussion at the last meeting concerning consumer checks, the checks should be returned to the customer upon 12 consecutive months of payments or upon termination of service voluntarily from the customer with no further bills due and owing. Attorney Emerick explained that we should not wait until we have a request from a past customer; and this should happen automatically. He pointed out that he understands that this has been done annually as you may not be able to contact some of the customers; however, once a customer meets one of the two criteria as mentioned above, the deposit should be returned to the customer. Mr. Castel questioned if the customers who are local should have had the deposits returned, to which Attorney Emerick replied affirmatively, stating that the customers must meet the criteria. Mr. Alexander indicated that we need to ensure that the office personnel is aware of this. Mr. Morgan questioned those that were on the list from 2010 or 2003, to which Attorney Emerick noted that, if we are unable to locate the former customer, the monies would be returned to the State.

Attorney Emerick commented that the Borough is interested in doing the SwiftReach notification network with the Authority. He indicated that we would need to establish an agreement relative to splitting the cost if the Board is interested in doing this with the Borough. Mr. Cadwallader reminded the Board that there was actually a motion made by the Authority Board at a previous meeting approving this. Mr. Alexander questioned what type of cost would be associated with this, to which Mr. Cadwallader replied that the cost would be split between the Authority and the Borough. Mr. Cadwallader explained that there is an annual fee of \$1,200 - \$1,400; and then the Borough would pay for anything they utilize such as \$.10 per minute if a call is placed to all residents in the Borough. Mr. Alexander questioned if the cost of the system is currently being split between the Water Authority and the Sewer Authority, to which Mr. Morgan explained that the current cost of the system is being paid by the Authority; and if the Board agrees to include the Borough, the cost would be split between the Water Authority and the Borough. Attorney Emerick explained that the Authority would hold the contract with SwiftReach and the Authority would have a cost reimbursement agreement with the Borough. He noted that the Borough would actually be an end user of the system. Mr. Cadwallader pointed out that the Authority uses the system for boil water notices, flushing, etc.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY APPROVED PORTAGE BOROUGH TO BE AN END USER OF THE AUTHORITY'S SWIFTRREACH SYSTEM AND THE ESTABLISHMENT OF AN AGREEMENT BETWEEN THE AUTHORITY AND THE BOROUGH FOR SUCH USAGE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

Mr. Alexander noted that the Board had asked about job descriptions at a previous meeting, to which Attorney Emerick replied that this can be looked into but it will be a process.

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY ACCEPTED THE SOLICITOR'S REPORT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

## **XI. FORESTER'S REPORT**

No report as Mr. Barton was not present. Mr. Cadwallader informed the Board that Mr. Barton has been ill and has been hospitalized. Mr. McCoy questioned if the Authority pays Mr. Barton monthly, to which Mr. Cadwallader replied that payment is made to Mr. Barton upon services rendered.

## **XII. UNFINISHED BUSINESS**

- Consumer Deposit Checks

Discussed earlier in the meeting. Mr. Cadwallader questioned if a motion would be needed by the Board, to which Attorney Emerick replied negatively, indicating that we need to follow what is included in the Rules & Regulations.

- GIS Mapping

Discussion ensued relative to the presentation and discussion at the last meeting relative to the GIS mapping system. Mr. Thompson noted that he had sent the Board more information on the services that EADS would be able to provide. Mr. Beyer commented that the Authority would need to determine what they want included in the mapping. Mr. McCoy questioned if we would need to include the purchase of tablets, to which Mr. Thompson replied that he did include a quote for the purchase of one tablet. Mr. McCoy questioned if all of the information would be loaded on the tablet and then EADS would back it up, to which Mr. Thompson replied affirmatively. Mr. Thompson noted that if we decide to no longer use the system, EADS would provide a hard copy of all of the information.

Mr. Castel pointed out that the initial cost would be \$5,500 and then \$500 per year plus the mobile data of \$40. Attorney Emerick questioned if the Sewer Authority would be splitting the cost, to which Mr. Thompson replied that the Sewer Authority has their own system they are already using. Mr. McCoy questioned if we could possibly split the cost of the operating system with the Sewer Authority. Mr. Alexander questioned if the Sewer Authority has the same system, to which Mr. Beyer replied affirmatively. Mr. Beyer explained to the Board that the \$5,500 cost gets the system set up, and then it would be \$500 per year for maintenance through the company managing the program. Mr. Thompson explained that we probably would not be able to split the cost for the maintenance because it is \$500 per year per user.

The Board discussed the advantages of having such a system. Mr. McCoy questioned, if we install curb boxes, when we use this system we can put coordinates to them, to which Mr. Thompson replied affirmatively. Mr. Cadwallader stated that we can place a drop down box to include the coordinates, any products used, etc. Mr. Morgan noted that we definitely need to move forward on this to bring everything up-to-date.



ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD WITH THE GIS SYSTEM AT AN INITIAL COST OF \$5,500. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

**XIII. NEW BUSINESS**

- Summer Employees

Discussed earlier in meeting.

**XIV. GOOD OF THE ORDER**

Nothing to be presented.

**XV. EXECUTIVE SESSION**

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 6:38 P.M. FOR PERSONNEL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

**XVI. RECONVENE INTO REGULAR SESSION AND ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, THE BOARD RECONVENED INTO REGULAR SESSION AND ADJOURNED THE MEETING IMMEDIATELY FOLLOWING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

**XVII. NEXT MEETING**

The next meeting will be held on Thursday, May 6, 2021, at 6:00 p.m.

Respectfully submitted,

Sharon Squillario  
Recording Secretary