

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, July 1, 2021, at 6:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Edward Alexander  
Craig Castel  
Christopher McCall  
Matthew McCoy  
John Morgan

Also present were: Attorney Michael Emerick, Solicitor; Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; Tony Thompson; Ron Portash, Mainline Newspapers; Doug Wagner, Allegheny Region Recreation Association; Mark Kennedy, Employee; Scott Maul, Portage Borough; 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. Maul. Mr. Maul informed the Board that he has spoken to Mr. Cadwallader as well as the Sewer Authority relative to the purchase of a new road saw to be used for cutting when patching the roads. Mr. Maul noted that the current saw that the Authority has is small and is not cutting through all of the surface. He stated that he obtained a quote from Laurel Equipment in Johnstown for the purchase of a Core Cut saw by Diamond, which is a 25 hp with a 26" blade and a 10.5 cutting depth. The cost of the saw would be \$11,723. The Borough has committed to their portion of the purchase, as well as the Sewer Authority; and Mr. Maul noted that he was present at the meeting to ask if the Water Authority would agree to commit to the purchase as well. If so, he pointed out, the cost would be split between the three entities at a cost of \$3,907.67 each. Mr. Maul pointed out that the purchase of the saw would benefit everyone when doing water lines, storm sewers, sewer lines, etc.

Mr. McCoy questioned if Portage Township would want involved in this purchase, to which Mr. Cadwallader replied that the Township currently uses the Water Authority's saw. Mr. Castel questioned if the Authority would retain its current saw, to which Mr. Maul replied affirmatively. Attorney Emerick questioned if the Authority rents the saw to the Township, to which Mr. Cadwallader replied that the Township uses the saw through the shared services agreement. Mr. Morgan questioned if we would be willing to ask the Township to participate, to which Mr. Maul responded that he does not think the Township would participate. Attorney Emerick questioned if there is equipment that the Township loans to the Authority, to which Mr. Cadwallader replied that we do use the Township's trucks for blacktop. Mr. Alexander commented that, as two of the three entities have agreed, he would think that the Water Authority would share in the purchase as well since the three entities share a lot of services.

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO SHARE IN THE PURCHASE OF THE CORE CUT SAW AS NOTED ABOVE AT A SHARED COST OF \$3,907.67 EACH.

BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

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

Mr. Alexander then recognized Mr. Wagner. Mr. Wagner commented that he was present at the meeting to determine the status of the boundary issues and moving them down to open up the high wall trails and the top on Garbage Hollow. Mr. Alexander noted that this is the area that was toured, to which Mr. Wager agreed noting that it did not include the bottom area. Mr. Maul noted that he is seeing more ATV volume with local people riding; and if we can expedite opening up the area, it will relieve some of the congestion of the two-way traffic on the one-way trail. Mr. Morgan pointed out that the Board has been discussing this; and he does recall asking if we could wait until the fall to take a look at the area. Mr. Morgan noted that he had originally asked for three to four years in order to let everything grow in and up; and then he went as far as stating to wait until the fall. However, Mr. Morgan pointed out, after touring the area, he believes we can move the signs so that we can bring the trail up Hollow Road. It is Mr. Morgan's opinion that we do this on a temporary basis for three months; and then the Authority can go out to see how the area looks. Mr. Morgan noted that Mr. Cadwallader can cut the trails off that go down over the hill to the Authority's property; and we can pull the signs down off of the Hollow Road. Mr. Wagner questioned if we would move down to the lower trail (bottom ones that cut toward the ballfield and come across the Garbage Hollow bottom road), to which Mr. Morgan replied affirmatively. Mr. Morgan pointed out that the rain that we had recently made the creek muddy without any runoff.

Mr. Morgan commented that he had stated to Mr. Wagner in January 2020, when Mr. Morgan started on the Board, that the Board wants to work with everyone and the Authority needed some time to see if things would grow back in the area. Mr. Alexander noted that the Board had also talked about putting the signs up and marking on the signs that it was for local ATV traffic only. Mr. McCoy pointed out that the Board is concerned about people from out of the area causing concerns, to which Mr. Wagner replied that any type of formal ride that would be bringing in a number of riders will not occur. He pointed out that, on behalf of the Allegheny Ridge Association, they do not do those types of things because they understand the relationship they have with the Neighbauer Trust; and to put together an event and bring people in is not something they are interested in because they do not want to assume the liability. Mr. Wagner commented that he does not want to say that the group wants to keep people away because the ultimate plan is to bring in the national trail system. He pointed out that, whenever you have the poker runs, it creates a spinoff of checking on the area; however, what he is speaking towards would only be for local residents.

Attorney Emerick questioned if there are any improvements in this area or is it just vacant land, to which Mr. Alexander replied that the area is above the threshold of where the water goes down into Garbage Hollow. He noted that the ATVs can come up the bottom end, which is not the Authority's property. Mr. Alexander pointed out that the runoff from the trail we are referring to comes down into the Authority's water supply. Attorney Emerick questioned if there are any Authority structures in the area, to which Mr. Wagner replied that it is basically really abandoned mine land in the area.

Attorney Emerick questioned if DEP has been contacted, to which Mr. Alexander replied that he did talk with DEP who stated that there should not be any concerns as long as the Authority can prove it is treating the water. Mr. Alexander noted that he explained to DEP that we would not be going down over the hill, and DEP basically stated that it would be the Authority's call and he did inform the Board of this discussion with DEP. Mr. Morgan noted that we merely have to

block the area so that they do not go down over to the water shed, to which Mr. Alexander replied that this is where the signs will be placed and we will be able to block the three areas. Attorney Emerick commented that we should obtain clarification in writing from DEP before moving forward as shutting off the area was one of the corrective actions by DEP, to which Mr. Alexander replied that he could do that. Mr. McCoy questioned if the matter should be tabled by the Board until we obtain this clarification in writing, to which Attorney Emerick replied affirmatively. Attorney Emerick questioned the results of the conversation with the insurance carrier, to which Mr. Alexander replied that the Authority's insurance carrier has indicated that having the insurance policy itself is the safe haven for the Authority. Mr. Alexander requested that Mr. Cadwallader request the input from DEP and the insurance carrier in writing. Mr. Wagner pointed out that he likes the three months' evaluation; however, he is disappointed that it will take more time to obtain the written comments from DEP, to which Mr. Morgan explained that the Board needs to do this because of the original corrective action noted by DEP to ensure we are compliant. Mr. Morgan stated that all of the written follow-up will be received by the next meeting.

Mr. Alexander recognized Mr. Kennedy. Mr. Kennedy noted that he was present at the meeting to see if his worth is worth as much as the new secretary or anyone else. He stated that he feels him working out in the elements, whether it be 100° or 0°, would deserve at least as much as someone that has only been with the Authority for a couple of months. Mr. Kennedy commented that he has been told that he should take more classes; however, he is the distribution employee and has been doing a good job at it and is doing just as good of a job as a former employee. Mr. Alexander commented that he would defer to Mr. Cadwallader, to which Mr. Cadwallader noted that Mr. Kennedy is correct. Mr. Alexander questioned Mr. Cadwallader if he has approached the Board with a request for a raise for the employees, to which Mr. Cadwallader replied negatively. Mr. Kennedy commented that after three years, when you are out in the weather with the water shooting up 30 feet in the air, he knows everyone has seen this. He pointed out that it seems like a "spit in the face" when someone just starts and is making what he makes and then two months later that person receives a \$2.00 raise. Mr. Morgan explained that a secretary worked for the Authority for 38 years; and the Board at the time brought in another secretary in 2014 and paid that person \$.75 more than the secretary that had 38 years' experience. He remembers questioning Mr. Cadwallader at the time about this because he thought it was disgusting how the former employee was treated. Mr. Morgan stated that in 2019, the Board gave Mr. Kennedy and Mr. Gouse a \$3.00 an hour raise; and there were employees with 25 years and 37 years of service that have never gotten that type of raise. Mr. Kennedy commented that no one should start out at \$10.00 an hour when the person has years of experience in their job. He questioned if the Board feels they could find someone right now with a distribution license to come in and run equipment and everything else for \$14.00 per hour.

Mr. Morgan stated that he understands what Mr. Kennedy is saying. He noted that, when he questioned in the past why Mr. Kennedy and Mr. Gouse received a \$3.00 raise, he was not told at the time that Mr. Kennedy runs the hoe, does the chlorines, etc. Mr. Kennedy stated that he and Mr. Brian Cadwallader in the past had found two leaks that did not surface; and so far this year, he and Mr. Gouse have found nine. Mr. Morgan questioned if Mr. Kennedy talked to Mr. Cadwallader so that Mr. Cadwallader could bring it to the Board, to which Mr. Kennedy replied that he believes everyone knows that he had stated that he needed a raise. Mr. Alexander pointed out that he personally certainly does not doubt Mr. Kennedy's capabilities. He commented that the process should be, if Mr. Kennedy feels he is owed a raise, he needs to work it out with Mr. Cadwallader and Mr. Cadwallader needs to be Mr. Kennedy's advocate and bring the matter to the Board. Mr. Alexander noted that there is not Board member that would be able to do Mr. Kennedy's job, so they would not be able to evaluate what he is doing. If Mr.

Kennedy talks with Mr. Cadwallader, Mr. Alexander stated, Mr. Cadwallader can come before the Board and the Board can set some targets and goals. He emphasized to Mr. Kennedy that Mr. Cadwallader has to be his biggest advocate because he is Mr. Kennedy's supervisor. Mr. Morgan pointed out that the Board does understand the elements outside that Mr. Kennedy is up against at times. Mr. Alexander agreed, pointing out to Mr. Kennedy that he does not want Mr. Kennedy to feel that he is undervalued by any member of the Board. Mr. Kennedy thanked the Board for their time.

Mr. Wagner and Mr. Kennedy departed from the meeting at this time.

### **III. CORRESPONDENCE**

No Correspondence to be presented.

### **IV. APPROVAL OF MINUTES**

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JUNE 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, MR. McCALL, MR. McCOY AND MR. MORGAN.

### **V. AGENT'S EXPENDITURES**

No Agent's expenditures to be presented.

### **VI. INVOICES**

As it relates to the invoices submitted for approval, Mr. McCoy questioned the rental of the backhoe from Foster Wineland, to which Mr. Cadwallader replied that there was a backhoe rented while the Authority's backhoe was being serviced. Mr. McCoy questioned if we then paid Davis as well to take it back to Martinsburg, to which Mr. Cadwallader replied affirmatively. Mr. Morgan questioned what happened to the shared services rather than renting. He questioned how long the backhoe was being serviced, to which Mr. Cadwallader replied that it was four days. Mr. Morgan questioned if we could have asked the Township to use their backhoe rather than renting. Mr. McCoy questioned if it might have been cheaper to have the Foster Wineland service truck come to the Authority rather than going to their location because we are seeing \$900 for the rental and \$700 for the service work. He questioned if there were fluid changes, etc. done, to which Mr. Cadwallader replied affirmatively, stating that they also adjusted the brakes, fixed the front bucket lift lever, etc. Mr. McCoy questioned if there is a reason why it had to be done by Foster Wineland and whether it was under warranty, to which Mr. Cadwallader replied that it is still under warranty (warranty was for three years). Mr. Cadwallader commented that they also fixed a radiator problem that came up through the computer on the backhoe. Mr. McCall commented that he does not know how many years are left on the warranty; however, after that, if you are planning to use a warranty involving John Deere or Caterpillar, they should work on the vehicle. Mr. Cadwallader pointed out that the shop in Ebensburg could not fix it, so it had to be taken to Martinsburg. Mr. Morgan questioned why Foster Wineland could not have transported it from Ebensburg to their shop in Martinsburg, to which Mr. Cadwallader replied that it was taken to Ebensburg because of the hydraulic problem of it bleeding off. Mr. Morgan noted that one of the company's employees should have taken it from Ebensburg to Martinsburg because it is the same company. Mr. McCoy

questioned if it is costing \$2,000 per year for service, to which Mr. Cadwallader replied that this is the first time the backhoe has been serviced. The Authority has done all of the oil changes itself.

Mr. McCoy questioned the invoice of \$500 for the landline for the plants, to which Mr. Cadwallader replied that it is four lines, two at each plant. Mr. Morgan noted that the emergency call out system is hooked up to one of the lines. Mr. Castel questioned if we have any other options. Mr. McCoy questioned if we could go down to one line and hook the Scada into that line. He also questioned if there are many calls made from the plants, to which Mr. Cadwallader replied that this is the only way to communicate due to the lack of internet service. Mr. McCoy questioned who is called, to which Mr. Morgan replied that he knows there are calls made to the office, to DEP, etc. Mr. Morgan pointed out that, if we keep one line, it will have to be for the emergency call line. Mr. Thompson stated that, if something happened at the plant, you would need the ability to call out. Mr. McCoy stated that we could keep the line, but the fax line is the same as a telephone line where you can unplug the fax and plug in the phone. Mr. Morgan questioned why the cost is \$500 per month, to which Mr. Cadwallader replied that he has a call into Verizon on this. He noted the lines include call waiting and caller ID, which could be removed (\$30 off); and we also pay \$18 per month on the maintenance agreement where if anything happens inside the plant they will come in and fix it.

Mr. Morgan questioned if a new drill was purchased, to which Mr. Cadwallader replied that we had looked at purchasing a new drill at \$150; however, Mr. Cadwallader found one that was brand new and had never been used for \$125. Mr. Morgan commented that this is one of the types of purchases where the Board should be notified first, to which Mr. Cadwallader agreed to do so in the future.

REGULAR BILLS

A.V. Luttamus Communications Inc.	\$ 93.75
Billings Lumber Co.	21.00
Christopher McCall	45.00
Cintas	102.41
Craig Castel	45.00
Davis Excavating, LLC	450.00
EAD'S Group	746.75
Edward Alexander	45.00
Fairway Laboratories, Inc.	544.50
Fastenal	14.19
Foster F. Wineland, Inc.	900.00
Grainger	331.32
Hach	726.72
Hilltop Office Supply Inc	85.81
J's Johns LLC	80.00
John C. Morgan, Jr.	45.00
Kaza Fire Equipment LLC	274.39
L/B Water Service, Inc.	4,180.95
Laurel Highlands Construction Supplies	189.00
Link Computer Corporation	1,572.50
Lowe's	125.97
Mainline Newspaper	31.12
Mary L. Elchin	260.00

Matt McCoy	45.00
Michael S. Emerick ESQ	250.00
Mosholder Insurance Agency	3,398.00
Northern Safety & Industrial	28.23
PA One Call System, Inc.	46.02
PA Rural Water Association	280.00
Penelec	1,092.58
Portage Auto Parts	89.75
Quadient	1,003.00
Rays Lawnmower	54.99
Ray Oil & Gas Co.	106.74
Ronald J. Cadwallader, Jr.	20.00
Safeguard	347.47
Sharon Squillario	50.00
Sheetz Fleet Service	70.00
Spory's Locksmith, Inc.	261.00
Stagers Store	519.27
The Long Barn, Inc.	123.25
Tyler Butterbaugh	125.00
Univar USA, Inc.	1,552.53
Verizon	492.90
Verizon Wireless	93.78
Wicklow, Inc.	<u>214.75</u>
Total	\$21,174.64

PAID BILLS

Aflac	\$ 139.84
Comcast	318.32
Foster F. Wineland, Inc.	752.48
Hite Company	146.28
Penelec	36.31
Pro Disposal, Inc.	168.00
Valley Flagging Services, LLC	945.00
Visa-1 <sup>st</sup> Summit Bank	1,368.54
REA Energy	646.73
SwiftReach Networks, Inc.	94.60
UPMC Health Plan – Vision/Dental	251.92
UPMC Health Plan – Healthcare	<u>11,141.15</u>
Total	\$16,009.17

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$63,747.72 (REGULAR BILLS, \$21,174.64; PAID BILLS, \$16,009.17; 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, MR. McCALL, MR. McCOY AND MR. MORGAN.

## **VII. TREASURER'S REPORT**

ON MOTION OF MR. MCCALL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JUNE 2021 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,478,011.79; CASH IN, \$220,300.40; CASH IN 5/31/21, \$25,183.23; CASH OUT (\$227,934.52); ADJUSTMENT TO ACTUAL, (\$160.00); SERVICE CHARGE, (\$1.25); INTEREST CHECKING ACCOUNT, \$14.04; INTEREST MONEY MARKET ACCOUNT, \$70.15; ENDING CASH, \$1,495,483.84. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. MCCALL, MR. McCOY AND MR. MORGAN.

## **VIII. SUPERINTENDENT'S REPORT**

Mr. Cadwallader informed the Board that he has two more hydrants coming tomorrow. The one that has to have the probe installed will be done next Wednesday, which is when the one call is up on it. There are also two located at the yard.

Mr. Cadwallader stated that concrete was poured for two sidewalk slabs; and they have to form up the driveway slab, which will be poured next week. This will take care of some of the restoration work that was a result of some leaks. He noted that he then plans to do the blacktopping from the leaks.

Mr. Cadwallader informed the Board that he had an offer on the generator that is in the garage in Benscreek. He has had this generator on Craig's List for two months. When the model number was researched, it was found that the generator is a 1970 series; and the interested party felt it was too old. However, they did offer \$300 for it.

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE LIQUIDATION/SALE OF THE GENERATOR AS NOTED ABOVE AT A COST OF \$300. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. MCCALL, MR. McCOY AND MR. MORGAN.

Mr. Cadwallader apprised the Board that next week he has representatives coming in from FWF and Provident Insurance to obtain quotes for the liability and building insurance. The current insurance is not up until September; however, he wanted to obtain quotes to present to the Board. Mr. McCall stated that he does know of another party that would want to provide a quote; and he will have the individual get in contact with Mr. Cadwallader.

Mr. Morgan commented that he had someone inform him that they had seen the Blazer in Johnstown on one day at 8:30 a.m. and then again at 10:30 a.m. Mr. Cadwallader stated that this is true because the samples were not taken up at the plant until later and when they were received they were delivered to Johnstown. He explained that the bacteria samples were taken down first thing in the morning; and the second trip was for the nitrates samples. Mr. Morgan questioned when the nitrates samples were received as he knows Messrs. Moore and Bilchak were on vacation, to which Mr. Cadwallader replied that it was about 9:30 – 10:00. Mr. Morgan noted that this was a second trip because we did not wait for the nitrates samples. He

questioned if a call was made to Mr. Moore before the first sample was taken, to which Mr. Cadwallader replied negatively.

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

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

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

Mr. Beyer noted that there has been no change on the Emergency Action Plan.

As it relates to the Benscreek impoundment project, Mr. Beyer stated that he contacted DEP relative to the permit; and he was informed that, since there is no one in the DEP office, they did not know if it was received and Mr. Beyer was requested to email it. DEP reviewed it when it was received via email and had several comments relative to the way the concrete will be formed in front of the spillway and a couple of things in the specifications, which Mr. Beyer can address. Once the changes are received, DEP will review it to grant approval. Mr. Beyer questioned how the Board wanted to proceed relative to this project. He explained to the Board that the Fish Commission will not allow the Authority to have the draw down permit or have the water drawn down for a specific time. The Authority can ask for a 30-day extension, which would be to October; however, Mr. Beyer questions whether that would be enough time to prepare the bid documents and advertise because it is already July. If we do advertise, Mr. Beyer pointed out, by the time the contractors would submit the paperwork back with the bonds, etc., it may not be until September until they got started, which is very close to the October deadline. Mr. Beyer pointed out to the Board that the grant monies are good until 2024, so he does not think the project should be rushed.

Mr. Morgan questioned what we would be waiting for, to which Mr. Beyer explained that the Fish Commission would only allow you to have the draw down period between July – September because of the effect on the aquatic life. Mr. Beyer stated that he does not think the Authority would want to rush this because of the mere fact that, if contractors know they would only have 30 days to complete the work, we may see the bids coming in a lot higher. However, if the Board waits until next year for the project, we may see prices going up and the bids be higher as well. Attorney Emerick questioned if these are grant monies, to which Mr. Beyer replied affirmatively. Mr. Beyer stated to the Board that his recommendation would be to wait until next year but the Board has the final decision. Attorney Emerick commented that the Board would just need to remember to bid this project in May so that the project could be done in July – September. Mr. McCoy questioned if we should set a date on when we wanted it to start such as March 1, to which Mr. Beyer replied that it would all depend on what the Fish Commission stipulations are next year, but it would probably be July until you could start. Attorney Emerick indicated that this could also be included on the bid specifications.

Mr. Beyer informed the Board that the GIS project is 50% complete.

Concerning the water treatment plant feasibility study, Mr. Beyer stated that Attorney Emerick reviewed the Standard Terms and Conditions and provided a few changes. The final document was provided to the Authority for signature. Mr. Beyer requested that a copy of the final signed document be provided to him.



As it relates to the annual dam inspection, Mr. Beyer stated that this will need completed by the end of the year. He stated that someone from EADS will contact Mr. Cadwallader to have the inspection completed. Mr. Morgan questioned if anyone has to be present for the inspection, to which Mr. Beyer replied that they usually like someone from the Authority present to answer any questions.

Mr. Beyer noted that he prepared two easements for the water line near Last Chance.

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

#### **X. 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 first two agreements included on his report, Attorney Emerick questioned if Mr. Cadwallader had any input on the restitution agreement, to which Mr. Cadwallader replied that he has the one agreement converted over and has sent it to CPV and has not heard anything from Cummings. As it relates to the road maintenance agreement, Mr. Cadwallader noted that Mr. Barton was to be at the meeting this evening.

As it relates to the SwiftReach network agreement, Attorney Emerick commented that he provided to the Chairman a copy of the Agreement. He included in his report the three page new agreement; however, he did not attach the 15 page original agreement that the Authority has with SwiftReach, which was incorporated into the new agreement with the Borough. Attorney Emerick stated that he would recommend a final motion by the Authority Board approving the agreement and having it presented to Borough Council.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY APPROVED THE SWIFTRREACH AGREEMENT AS PRESENTED AND AGREED TO HAVE THE AGREEMENT PRESENTED TO BOROUGH COUNCIL FOR APPROVAL. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

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

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

No report.

#### **XII. UNFINISHED BUSINESS**

- Day Tank Quotes

Determined to re-evaluate during budget discussions.

- Pavilion for Shelter of Equipment (Excavator)

Determined to re-evaluate during budget discussions.

- New Vehicle Quotes/Vehicle Appraisals

Mr. McCoy informed the Board that there were appraisals of the current vehicles provided to all Board members. He noted that the Board had originally discussed the purchase of two new pick-up trucks for \$31,000 if we could liquidate three used vehicles. Appraisals were received on the used vehicles. Mr. McCoy feels that, if we do the purchase of the two new vehicles, we should list the used vehicles for sale and not use them as trade-ins. He believes if we do advertise the vehicles for sale, we should put a threshold on what we would want for the vehicles. Mr. McCoy pointed out that the goal is to cover the purchase of one new vehicle with the sale of three used vehicles; and if we get retail value, we could net \$3,000. Mr. Morgan noted that we would want to get as much as we can on the sale of the used vehicles, so he would agree to setting a threshold.

Attorney Emerick pointed out that the Board would have to set a minimum bid and would have the right to accept or reject all bids. Mr. Castel questioned if this is what the Board would have to do to set this in motion, to which Mr. McCoy replied that we would have to purchase the two new vehicles first before you advertise the sale of the used vehicles. Mr. McCall pointed out that, if we order a new vehicle, it probably would not be received until September. Mr. McCoy noted that, if the Board agrees to purchase two new vehicles, it would have to keep the used vehicles for at least three months. Mr. Castel commented that the appraisals on the three used vehicles may change in three months. Mr. Alexander noted that perhaps we could sell one vehicle now and wait for the others. Mr. McCoy noted that the vehicle that should hold its value would be the 2015 vehicle, so perhaps a motion to purchase one new vehicle and advertise the 2015 vehicle would be appropriate and advertise the other two used vehicles once the new vehicle is received.

Mr. Morgan questioned what threshold we would place on the sale of the used vehicle, to which Mr. McCoy replied that it would be his opinion that we should get close to getting the retail. Mr. McCoy questioned if the Board would have to set the number or reject it at the time, to which Attorney Emerick replied that it could be done either way but the Board would have the right to reject the bids. Discussion took place on the sale price for the used vehicle, and it was suggested at least \$20,000. In addition, it was agreed that we wait until at least August to advertise any vehicles for sale if the Board agrees to the purchase of a new vehicle.

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD APPROVED THE PURCHASE OF A 2022 RAM 1500 FROM McCALL MOTORS AT THE COST OF \$31,155.65 (COSTARS – LOWEST BID RECEIVED). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN. MR. McCALL ABSTAINED FROM VOTING.

- VISA Account

Mr. McCoy requested that the Board receive a report of purchases on the Authority's VISA account for each meeting. Mr. Morgan agreed and requested that the last month's purchases be sent to the Board for review.

### **XIII. NEW BUSINESS**

- Quote from Link/Updated Computers

Quote was received from Link Computers for the purchase of six computers at a cost of \$9,647. Mr. Cadwallader pointed out that the purchase of the computers would be split between the Water Authority, Sewer Authority and the Borough. Discussion took place regarding the location of the current computers, the need for the number of new computers, the cost of the new computers, and the need of the amount of RAM included for the new computers.

FOLLOWING DISCUSSION, ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO TABLE THIS MATTER UNTIL THE NEXT MEETING AND THAT MR. CADWALLADER OBTAIN ADDITIONAL QUOTES FROM DELL AS WELL AS BEST BUY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

Mr. McCoy commented that any quotes received and being considered should be presented to the Sewer Authority and the Borough if the cost is going to be split.

- Extra Cameras for Property

Discussion took place relative to the cameras currently placed in the alley; and it was agreed that the cameras be repositioned. Mr. Morgan noted that he feels that a camera should be placed near the office safe to see who is going in and out. The Board agreed that it is essential that we protect everything internally and externally. This matter will be addressed further in an upcoming workshop.

- Timeclock for Office

Mr. McCall stated that he was requested to review the purchase a new timeclock for the office. He stated that he contacted the company that McCall's uses for outsourcing of payroll; and it would be quite expense for the Authority to outsource the payroll. The company, however, suggested that the Authority purchase a standard fingerprint timeclock system that would integrate into the current Quickbooks system. Mr. McCall noted that he spoke with Ms. Flowers; and she would be comfortable with operating the new system. He pointed out that this system would track employee hours, vacation time, sick time, etc. Mr. McCall stated that the cost of the new timeclock would be \$179 plus taxes.

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO PURCHASE THE NEW TIMECLOCK SYTEM AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

- Status of Hydrants

Discussed earlier in the meeting. Mr. Cadwallader noted that he has one additional hydrant that was hit in a car accident where the drain was damaged; and he is in the process of finding a replacement drain. He noted that, when moving forward, the two hydrants that should be looked at next should the hydrant at Letzo's on Puritan Road and the one at the bottom of

Helsel's trailer court. Mr. McCall questioned if the hydrant on McDonalds Lane is the Authority's, to which Mr. Cadwallader replied affirmatively.

**XIV. GOOD OF THE ORDER**

- Request for Adjustment
  - ✓ PO Box 333, Portage, PA (Twin Lakes): various toilets leaking. Amount billed, \$620.04; average, \$25.55; subtotal, \$594.49; 50%, \$297.25; amount due, \$322.80.

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

**XV. ADDITIONAL REPORTS**

The following additional reports were provided to the Board at the meeting:

- Profit and Loss Budget vs. Actual
- Delinquent Register
- Capital Improvements Account Report
- VA-CA/Sick/Comp Report

**XVI. EXECUTIVE SESSION**

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:20 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

During the Executive Session, it was agreed that the Authority office will be closed to customers every Monday, effective July 12, 2021.

**XVII. ADJOURNMENT**

Adjournment took place following the above Executive Session.

**XVIII. NEXT MEETING**

The next meeting will be held on Thursday, August 5, 2021, at 6:00 p.m.

Respectfully submitted,

Sharon Squillario  
Recording Secretary