

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, August 5, 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; Ron Portash, Mainline Newspapers; Glenna Grecek; Natalie Walkovich; Karen Huff; 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 Mrs. Huff. Mrs. Huff informed the Board that she was mortified when she took her dark clothes out of her washer this morning as they were cleaner when she put them in. She stated that she takes great pride in her wash; she presoaks, etc. When she pulled the clothes out of the washer, they were pure rust and mud. Mrs. Huff explained that, in the past, the Water Authority instructed her to get Iron Out, which is not cheap to purchase. She used the Iron Out and went down to her uncle's to wash a load of clothes. The majority of the clothes came out fine; however, she shared with the Board the Izod pants, two of her husband's t-shirts, a pair of her shorts and another pair of pants that were ruined. Mrs. Huff commented that she realizes it was an accident that happened today; and she did call down to the Authority Office and talked with Kelly (she later came down and apologized to Kelly for how she spoke to her). She stated that, when she pulled her clothes out of the washer, her hands were even covered with rust.

Mrs. Huff questioned the Board how they plan on compensating her, along with others such as the pool at the Park, her other neighbors, etc. that sustained damage today. She stated that she pays her water bill every month as soon as it comes in the mail; and she knows there is a list of people who do not pay their water bill. As a good standing customer, she questioned what she was to do with her ruined clothes and whether she could be compensated in any way or have money taken off of her water bill. Mr. Alexander pointed out that this would be discussed as a Board as to compensation. He noted that accidents do happen and this is not something that was planned. Mrs. Huff pointed out that she has had dirty water in the past and was told to keep the clothes wet and use the Iron Out, but she could not keep the clothes wet because of the dirty water. That is why she went down to her uncle's house to rewash the clothes; and she has been running back and forth all day between the two houses. Mrs. Huff commented that this was a horrible experience and has her extremely upset.

Mr. Morgan questioned when Mrs. Huff received a call of potential dirty water, to which Mrs. Huff replied that she did not receive a call because the accident happened before they could get

the message out to anyone. This is why she now has the notifications going to her cell phone so she does not miss the call. Mrs. Huff indicated that, when she notified the Water Authority, Todd did come to her house and told her to run the water in the basement, he ran the hose, and her lines were flushed between the houses. She commented that her hot water heater is two years old and she does not know if it was damaged. Mrs. Huff stated that she was present at the meeting to see what the Board was planning to do about this situation. Mr. Alexander noted that the Board has a lot to discuss and they appreciate Mrs. Huff coming to the meeting.

Mrs. Walkovich stated that she received a call the night before last regarding the flushing of lines yesterday. She got up yesterday morning and told her son not to turn on the hot water or use the water because they will be flushing lines. Mrs. Walkovich stated that she and her husband went away yesterday; and when they came back, her son informed them that the lines were never flushed. When her husband got up this morning, he flushed the toilet; and the water was like black, thick coffee, which broke the gasket on the toilet and water went everywhere. Mrs. Walkovich pointed out that she has had her lines flushed before and she knows what the water looks like when this happens; however, this was something she had never seen before as it was black chunks. She stated that she realizes accidents happen, but something needs to be done. Mr. Cadwallader explained that Mrs. Walkovich's concern had nothing to do with today's accident. Her situation resulted because of dirty water complaints up on Spring Hill and that is why the lines were being flushed. Mrs. Walkovich stated that her water was not dirty yesterday, to which Mr. Cadwallader pointed out that the Authority flushed two different hydrants on Spring Hill.

Mrs. Huff pointed out that she and her husband just ate dinner at the Olde Keg; and their water was black as well. She pointed out that the Authority is paying so much money for the automated notification system; and she understands the accident happened after the fact, but she feels the Authority should still have sent some type of notification out for other people to stop using their water. Mr. Cadwallader explained that he did send out a notification and that is why there is a boil water notice in effect currently, to which Mrs. Huff and Mrs. Walkovich replied that they did not receive any message relative to boiling their water. Mr. Morgan pointed out that the dirty water is going to keep traveling through the system and we are going to receive more complaints; and that is why we should possibly notify the news station and get the information out to the public because a majority of the town is affected. Mr. Cadwallader left the meeting at this time to notify the news station.

Mr. Alexander apologized to Mrs. Huff and Mrs. Walkovich on behalf of the Authority and stated that the Board will discuss their concerns and look into the notification system. He is sure this is not the last time this will happen, but there are ways the Authority can improve. Mrs. Huff pointed out that sewer and water is not cheap in Portage; and she questioned Mr. Alexander if his wife has ever experienced the trauma she experienced today. Mr. Alexander responded that it may not have been the same type of trauma and he has had things happen that are far worse, but he understands Mrs. Huff's concerns and will take her comments into consideration.

Mr. Portash questioned what happened today to cause the concerns, to which Mr. Morgan explained that a ball valve in the regulator broke. The regulator had to be shut down; and when this happens, you shut off all the water coming from in town. It may have been turned back on accidentally, but there was a big rush of water coming from Last Chance into town. Mr. Beyer questioned if this was the PRV valve, to which Mr. Morgan replied that he believes so. Mr. Beyer pointed out that, if it was on the PRV, it should have bypassed the route and the bypass should have been continually flowing. Mr. Morgan commented that he understands that they did not put the bypass on. When Mr. Cadwallader returned to the meeting, he explained to the Board that there was a valve leaking this morning on the regulator at RD's; and the regulator

was shut down to replace the valve, which was a split-end valve and water was spraying everywhere. The valve was replaced and the regulator was turned backed; and as it was turned back on, the dirty water complaints started to be received. Mr. Morgan questioned if Mr. Cadwallader was at the work site when this happened, to which Mr. Cadwallader replied that he was not. Mr. Morgan commented that Mr. Cadwallader would not know then if the regulator was turned back on slowly or not, to which Mr. Cadwallader replied that he was told by the employees that it was turned back on slowly. Mr. Morgan questioned how long the valve has been leaking, to which Mr. Cadwallader replied that he did not know. He commented that he does have the ball valve available for the Board to look at, which clearly shows the split in it. Mr. Morgan questioned if the regulator gets checked every Monday, to which Mr. Cadwallader replied that it is more often than every Monday. Mr. Morgan commented that, for this to happen, something must not have been done correctly, to which Mr. Cadwallader replied that he was told the regulator was turned back on slowly. Mr. Morgan questioned if the town was shut off of water for five minutes since the bypass was not on, to which Mr. Cadwallader replied that it was not that long. Mr. Morgan pointed out that, if the bypass would have been turned on, we could have saved this problem as there would have still been water coming down the line. Mr. Castel noted that we do need to find out if the staff tried to use the bypass, ignored it, or what exactly was done.

Mr. Alexander asked that Mrs. Huff and Mrs. Walkovich provide any receipts they have so that the Board can discuss the matter and make a decision on reimbursement for any damages.

III. CORRESPONDENCE

Mr. Alexander noted that information was received relative to the PA Rural Water annual conference to be held August 24-26. Any Board member interested in attending should contact Mr. Cadwallader.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JULY 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

REGULAR BILLS

Aflac	\$	139.84
Billings Lumber Co.		5.00
Borough of Portage		3,907.66
Christopher McCall		45.00
Cole-Parmer		175.28
Commonwealth of PA-Chapter 302		150.00
Craig Castel		45.00

DEP	60.00
EAD's Group	779.75
Edward Alexander	45.00
Fairway Laboratories, Inc.	583.50
Jennifer Flowers	143.02
John C. Morgan, Jr.	45.00
L/B Water Service, Inc	7,983.40
Link Computer	178.76
Mainline Newspaper	32.68
Mary L. Elchin	325.00
Matt McCoy	45.00
Michael S. Emerick, ESQ	940.00
New Enterprise	1,349.47
Peoples Natural Gas Company	22.94
Portage Auto Parts	10.36
Portage Service Center	1,582.05
Pristow's Sales & Service Inc	425.13
Quadiant	116.97
Ray's Lawnmower	43.86
Ray Oil & Gas Co.	313.38
Ronald J. Cadwallader, Jr.	20.00
Sharon Squillario	50.00
Sheetz Fleet Service	268.61
Stager's Store	242.71
Univar USA, Inc	3,261.27
Verizon Wireless	93.65
Visa- 1 st Summit	531.15
Wicklow, Inc.	<u>171.45</u>
TOTAL	\$24,134.89

PAID BILLS

Aflac-July	\$	139.84
Lowe's		31.38
PA One Call System, Inc		34.22
Penelec		2,025.15
Peoples Natural Gas Company		32.38
Pro Disposal		168.00
RDM- Johnstown, LLC		304.00
Visa- 1 st Summit July		521.78
WB Mason Co., Inc.		185.14
Cambria Mailing Services, Inc.		72.07
Cintas		123.40

Comcast	245.46
JC Ehrlich Co., Inc.	196.00
PA Rural Water Association	105.00
PA WARN	38.00
Quadient-July	54.41
REA Energy Cooperative Inc.	646.73
Staples	179.99
UPMC Health Plan	11,393.07
Verizon	<u>491.01</u>
TOTAL	\$ 16,987.03

As it relates to the invoices, Mr. Morgan questioned J's Johns, to which Mr. Cadwallader replied that this was rental of a porta-john for the Main Street project. Mr. Morgan stated that he does not remember this being discussed. Mr. Morgan commented that he thought this was the State's, to which Mr. Cadwallader replied that the porta-john that the Authority rented was located where we had the pipe yard; and the State had one on their site.

Mr. Alexander questioned if no payment to Cambria Mailing is due to the fact that we have the postage machine now, to which Mr. Cadwallader replied affirmatively. Mr. McCoy pointed out that Ms. Flowers was to check to see if the Authority is eligible for the mailing rates that Cambria Mailing was using; and Mr. Cadwallader will follow-up with Mrs. Flowers.

Mr. Morgan questioned who Wicklow, Inc. was, to which Mr. Cadwallader replied that this is the concrete company. Mr. Morgan questioned if we have employees going to flagging classes, to which Mr. Cadwallader replied that the employees have already taken the online class through PRWA, which was a cost of \$105 for four employees. Mr. Alexander questioned if all gas for the vehicles is purchased at Portage Service Center, to which Mr. Cadwallader replied that gas is purchased at Sheetz and Portage Service Center. Mr. McCoy questioned if REA is the electric for Martindale, to which Mr. Cadwallader replied affirmatively. Mr. McCoy questioned if the \$1,700 for Benscreek was from Penelec, to which Mr. Cadwallader replied affirmatively, stating that the cost depends on whether we are running the well or not. Mr. Morgan questioned if we receive services from Erlich every month, to which Mr. Cadwallader replied affirmatively. Mr. Morgan further questioned if the purchase from L.B. Water was for the hydrants, to which Mr. Cadwallader replied affirmatively. Mr. Morgan questioned the Lowe's past due amount of \$29, to which Mr. Cadwallader replied that this was from last month as the payment was sent in late. Mr. Morgan questioned what was purchased at Pristow's, to which Mr. Cadwallader replied that that this was parts for the Cub Cadet. Mr. Morgan noted that there were two payments to Pristow's for the same amount and he thought perhaps we were charged double for something, to which Mr. Cadwallader replied that there were charges for both the Cub Cadet and the Kubota. Mr. Morgan noted that his last question would be the charge from Ray's Lawnmower for repair of the weed eater, to which Mr. Cadwallader replied that this was for a broken shaft. Mr. Castel questioned if the purchase of the microwave and coffeemaker could have been placed on the VISA rather than Mrs. Flowers purchasing them herself and being reimbursed, to which Mr. Morgan replied that permission was given to Mrs. Flowers during a workshop to purchase these items and to be reimbursed. He commented that he asked that this be included in the minutes so that the Board was aware due to another former employee coming in and taking the coffee pot and microwave that they had purchased.

ON MOTION OF MR. McCALL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$67,685.83 (REGULAR BILLS, \$24,134.89; PAID BILLS, \$16,987.03;

PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1ST 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. CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JULY 2021 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,495,483.84; CASH IN, \$295,240.59; ADJUSTED ADDITIONAL CASH (ACH), \$26,971.40; VOIDED CHECK (FOSTER WINELAND), \$90000; CASH OUT, (\$223,798.86); INTEREST CHECKING ACCOUNT, 411.67; INTEREST MONEY MARKET ACCOUNT, \$61.45; ENDING CASH, \$1,594,870.09. 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 the hydrant at Pro Disposal has been installed; and the hydrant at Hessel's trailer court is installed. As it relates to the hydrant at Letzo's, Mr. Cadwallader noted that we are still digging around the area to try to find the valve being that it cannot be located. Mr. McCoy questioned if it is an 8" down through the area, to which Mr. Cadwallader replied affirmatively. Mr. McCoy questioned if we should perhaps contract with L. B. Water to do a hot tap into the 8", to which Mr. Cadwallader replied that it would depend on what the Board wanted to do in this area. Mr. Cadwallader questioned if we would be looking at renewing anything coming down through this area as far as mains are concerned. Mr. McCoy questioned if this is in the plans, to which Mr. Beyer replied that he had given the Board costs of this during the USDA discussions. Mr. Cadwallader noted that if we are looking at renewing anything, we should hold off on replacing the hydrant. Mr. McCoy questioned the fee for a hot tap, to which Mr. Cadwallader replied that he would have to find out. Mr. McCoy questioned, if we pay L. B. Water to bring it down, the valve would be located near the hydrant, to which Mr. Cadwallader replied affirmatively. Mr. McCoy commented that renewing anything in that area will not be happening soon, to which Mr. Morgan agreed stating that the Board was talking about a new treatment plant as well. Mr. Morgan stated that we have to realize what happened today as it is not plastic from the regulator down; it is still cast iron. He noted that, when the valve was shut off and then turned back on, the water blew through the lines. Mr. McCoy commented that, either way, we would be purchasing a hydrant to place at Letzo's anyway. Mr. Cadwallader noted that we already have the hydrant. Mr. McCoy noted that if we purchase the valve, it could be used if we do decide to run new 8" down through the area. He commented that the only thing we would be paying for now would be the hot tap. Mr. Morgan suggested obtaining a price from L. B. Water for the hot tap. Mr. McCoy questioned if we would prep the site and then L. B. Water would then core it, to which Mr. Cadwallader replied affirmatively. Mr. Morgan noted that the hydrant at Pro Disposal got reduced down to a 4", to which Mr. Cadwallader stated that it actually went from a 4" to a 6". Mr. Morgan questioned if an extension was placed, to which Mr. Cadwallader replied negatively.

Mr. McCoy commented that, if we do the hot tap, we have the option of moving the location of the hydrant. He questioned if we should perhaps move it down in the direction of Pro Disposal. Mr. Cadwallader replied that normally the spacing for the hydrants is 1,000 feet or less; and the next hydrant is down near the traffic light. Mr. McCoy commented that, if the hydrant is moved,

he would like to have input prior to it being moved. As it relates to the hydrant at Pro Disposal, Mr. Morgan commented that he had thought the Board was told that an extension would be placed. He questioned why the extension was not placed, to which Mr. Cadwallader replied that it was thought that it would be high enough without the extension. Mr. Morgan commented that the extension was to be placed today before all of the concerns happened with the water. He questioned Mr. Cadwallader why he changed his mind, to which Mr. Cadwallader replied that he did not think it needed to be higher. Mr. McCoy stated that originally we had wanted a landing, to which Mr. Cadwallader stated that there is a landing there now. Mr. McCoy noted that we just do not want the hydrant to be buried in the snow when winter comes. Mr. Cadwallader commented that we did put more dirt in the area and brought it up higher. Mr. McCoy stated that it would be easier to be on the plain rather than down over the hill. Mr. Cadwallader indicated that we did not want the dirt crushing the fence on the property if it washes out. Mr. Morgan noted that the Board had agreed to put the extension on and the extension was purchased; and now it is just going to sit and not be used, to which Mr. Cadwallader pointed out that the extension is actually partially on but the crew had to walk away from the job when all of the water concerns came up today.

Mr. Cadwallader informed the Board that on Upper Road, we have seven houses that are experiencing low volume. The pressure is present, but the volume is not because of the galvanized lines. If agreeable by the Board, Mr. Cadwallader noted, what we would be looking at doing is boring under the road and placing new service lines going across the road, come up and catch the bottom four houses and the three houses on the top with another line. He stated that he has everything in stock to take care of this project. Mr. McCoy questioned if this would be a 2" line, to which Mr. Cadwallader replied affirmatively. Mr. McCoy questioned if this would be enough to feed the area, to which Mr. Cadwallader replied affirmatively, noting that a 2" is feeding everything else in this area. Mr. McCoy questioned when the project would start, to which Mr. Cadwallader replied that the project could be started within the next two weeks and everything would be done in-house. The Board agreed that, if this is the solution to the concerns brought up, then Mr. Cadwallader should move forward.

As it relates to the Main Street project, Mr. Cadwallader informed the Board that the State was in contact with him relative to the ditch running down where we put the new lines in. The State will be doing the blacktopping; and the black top is \$70 per ton. Mr. Cadwallader explained that there is a space between the new curb line and the ditch; and the State is requesting that we dig this out to place stone in. There are spots that are 4" wide, and some spots that are 6" wide. The area we would be talking about would be from the area of the apartment building that was just torn down, down to the Koban building, and then from Bob's TV down to Dominic's. We would dig it out, place the shale, and pound the shale; and then the State would take care of the paving. Mr. Cadwallader noted that the only thing the Authority would have to pay for is the paving of the ditch line, which will make for a better overall job. Mr. Alexander questioned how much the paving would be, to which Mr. Cadwallader replied that it would require 170 tons at \$70 per ton (\$11,900). Mr. Alexander questioned if we would need flaggers, to which Mr. Cadwallader replied negatively. Mr. McCoy questioned if this is the best proposal we have received for paving, to which Mr. Cadwallader replied affirmatively, stating that the last proposal was for \$36,000 and it did not include any blacktop. Mr. Beyer questioned what the previous cost for paving was from a previous project from Dominic's to Stager's, to which Mr. Cadwallader replied that it was \$60 per ton of blacktop. Mr. Beyer stated that it may be cheaper for the Authority to do the paving themselves, but for a difference of \$800, would it be better to just work with State. Mr. Alexander stated his feeling that we just work with the State, to which Mr. Beyer agreed. Attorney Emerick questioned if the State would just be blacktopping the ditch area, to which Mr. Cadwallader replied that we have to base in what we dug in the ditch area, and then the State will then be paving the entire road. He explained that the State would like to

base in the ditch area as they do not want three separate seams coming across. Attorney Emerick questioned if the reason they are asking the Authority to pay for the blacktop is because we dug it out, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader stated that he has not received a written proposal from the State as yet.

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO THE PAVING OF THE DITCH AREA FOR THE MAIN STREET PROJECT AS PROPOSED BY PENNDOT, AT A CAP OF \$11,900, CONTINGENT UPON ATTORNEY EMERICK'S REVIEW OF THE PROPOSAL FROM THE STATE WHEN IT IS RECEIVED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

Mr. Cadwallader apprised the Board that he received information today regarding a CD that is going to mature on August 9. Mr. McCoy questioned the previous renewal, to which Mr. Cadwallader replied that it was for 12 months. Mr. McCoy questioned why it was only 12 months, to which Mr. Cadwallader replied that it was a better interest rate at the time. Mr. Cadwallader shared with the Board the following options/interest rates:

<u>Summit Bank</u>	<u>S&T Bank</u>
182 days: 0.11%	6 months: 0.05%
12 months: 0.16%	12 months: 0.15%
24 months: 0.21%	24 months: 0.10%
30 months: 0.21%	36 months: 0.15%
36 months: 0.21%	4 years: 0.30%
42 months: 0.36%	5 years: 0.30%
48 months: 0.31%	
60 months: 0.36%	

Mr. Cadwallader noted that the current interest rate is 0.56%. The original CD was for \$110,000; and the current balance is \$110,303.58. Mr. McCoy commented that you need \$250,000 to be classified as a jumbo and get different rates. He questioned if we are able to invest the money, to which Attorney Emerick replied that it has to be FDIC insured and there are only certain things you can invest it in. Mr. Alexander commented that the best rate would lock us in for four years. Mr. Cadwallader explained that for the 12 months rate from S&T (0.15%), there is no penalty if you pull it out; and with the 30 months with Summit (0.21%), there would be no penalty if you pull it out if the rates go up. Mr. McCoy questioned if an answer is needed to roll it over, to which Mr. Cadwallader replied that it will automatically roll over if we do not make any changes. Mr. McCoy questioned if he could have a day or so to talk with a financial advisor to see what advice he would have.

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY PROVIDED AGREEMENT TO ALLOW THE TREASURER TO ROLL OVER THE CD BASED ON INFORMATION RECEIVED FROM THE FINANCIAL ADVISOR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

Mr. Cadwallader noted that he did obtain quotes for the audit as well as the insurance. As it relates to the audit quote, Mr. Alexander pointed out that we do not have a CPA firm at the current time since we dropped Kotzan. Mr. Morgan stated that we definitely need a CPA and he

thought that is what we were obtaining quotes for. Mr. Cadwallader noted that the quotes are from CPA firms for an audit. Mr. Alexander pointed out that he would think we bring in Stephanie Stohon. Attorney Emerick indicated that the Board did want a CPA from Cambria County originally; however, perhaps the Board could consider obtaining more quotes from CPAs in Blair County. Mr. Alexander emphasized that it is not just a quote for an audit, but we need to look at hiring a CPA. He requested that Mr. Cadwallader contact Stephanie to see if she would be willing to talk with the Board. Mr. Alexander pointed out that we do need to hire a CPA as soon as possible. Mr. Morgan questioned if Mr. Cadwallader told the firms that were contacted that we needed someone for a yearly position, to which Mr. Cadwallader replied that he had indicated a yearly audit. Mr. Cadwallader noted that quotes were received from Barnes & Saly and the Catanese Group. Attorney Emerick questioned if the Board wanted to bring Stephanie in to talk with the Board or obtain additional quotes. Mr. Morgan replied that he feels we need additional quotes. Mr. Alexander agreed, indicating that additional quotes should be obtained within the next week. Attorney Emerick questioned if that should include firms from Blair County, to which Mr. Alexander replied affirmatively, pointing out that we need a CPA on board as soon as possible.

Mr. Cadwallader stated that he included in the Board's information the insurance quotes as well. Mr. Alexander questioned if this is done annually, to which Mr. Cadwallader replied affirmatively, stating the insurance is renewed every September. Attorney Emerick questioned if the Board could review this information and make a decision at the next meeting, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader commented that there is a breakdown for both the worker's compensation insurance as well as the primary insurance. Mr. Alexander requested that the Board members review this information and that this matter be placed on the agenda for the September meeting.

Mr. Alexander informed the Board that a request was received from Mary Louise Elchin asking that the Board consider replacing the carpets in the main office. Mr. Cadwallader stated that there was discussion by the Board in the past relative to replacing the flooring in the office. He noted that Mrs. Elchin is questioning about replacing the carpets or the throw carpets. Mr. Cadwallader commented that Stanley Steamer did come in at one point and cleaned the carpets. Mr. Morgan questioned if Mrs. Elchin feels the carpets are hard to clean, to which Mr. Cadwallader replied that he did not know. Mr. Cadwallader commented that he just received Mrs. Elchin's request this afternoon; and he will further investigate the matter. Mr. Alexander requested that this matter be tabled at this time as there really is not a lot of traffic through the area. He commented that, if it is a safety issue, Mr. Cadwallader can let the Board know.

Mr. Alexander indicated that information was received from the resident at 1899 Spring Hill Road. The residents were going away for the week; and they dropped a check for payment of their bill in the deposit box on June 13. The payment was not posted to their account until June 21, which resulted in a \$5.64 penalty being added to their account for it being considered late. Apparently, Mr. Alexander stated, there was an issue with the night deposit box the night before payments were due and a bunch of them got stuck together. This was not realized until a customer called after receiving a delinquent notice. Mr. Cadwallader had checked the box at that time and they had fallen through. The resident paid the bill with the penalty on it but is asking for an adjustment of \$5.64. Mr. Cadwallader noted that the resident is a consistent customer and has not missed any payments. Mr. Castel commented that he thought we had concerns with the drop box before. Mr. McCoy stated that, if we have anyone else posing a similar concern, he should be notified so that he can review the cameras to verify it. Mr. Morgan stated that the cameras need to go back at least 30 days rather than the current seven days.

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO GRANT THE \$5.64 ADJUSTMENT FOR THE RESIDENT AT 1899 SPRING HILL ROAD AS OUTLINED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, MR. McCALL AND MR. MORGAN.

At this time, Mrs. Huff thanked the Board for listening to her concerns. She noted that she does have pictures that she will share with Mr. Cadwallader. Mr. Alexander apologized to the residents; and he noted that the Board will discuss this matter and will be in touch with the residents. Mrs. Huff, Mrs. Grecek and Mrs. Walkovich departed from the meeting at this time.

Mr. Morgan informed the Board that, when he came in to sign checks, Mrs. Flowers shared with him that she received a note in the drop box from a customer requesting that we hold their check for three weeks. Apparently, this has been done in the past; and Mr. Morgan feels that we cannot do this any longer. He pointed out that we have individuals in town that have a credit balance on their water bills of \$800. Mr. Morgan stated that he asked Mrs. Flowers to print out this information; and it showed that the Authority owes residents \$7,800 from credits on their bills. He did share this information with the Board via a group text. Mr. Morgan commented that there are five major large credits and others are smaller. Mr. Cadwallader explained that a lot of these are residents that go away for the winter and they come in and put money down to cover their bills over the winter. When they return, they are paying again. Attorney Emerick indicated that we do not want to discourage payment of bills; and he questioned Mr. Morgan what his concern was. Mr. Morgan explained that he does not feel that the Authority should be in charge of people's money. He stated that it could turn into a concern if a resident feels they have more of a credit than we have on the books. Mr. Morgan questioned who authorized this practice, to which Mr. Cadwallader replied that residents have been paying like this for quite a long time. Mr. Alexander indicated that he would not be in favor of holding a check for three weeks, to which Mr. McCoy agreed, indicating this is more of a concern to him than the credit on the bill. Mr. Alexander commented that Mrs. Flowers should be instructed not to hold checks in this manner in the future. This should be discouraged and should be stopped completely. As it relates to the credits on bills, Mr. Alexander noted that this needs to be discussed in further detail by the Board. Mr. Morgan commented that he understands people wanting to do this when going away for the winter, but not all of the residents on the list go away for the winter.

Mr. Morgan questioned the safe and the social security numbers, to which Mr. McCoy replied that this should be stopped completely as well.

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. McCOY, MR. McCALL 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 is no change with the Emergency Action Plan. As it relates to the Benscreek impoundment, Mr. Beyer stated that he received comments back from DEP and resubmitted the documents. There has been no report received from the Conservation District.

As it relates to the GIS, Mr. Beyer noted that it is about 75% complete. He questioned how the Board would like the final product presented; i.e., to the employees directly or to the Board and

employees at a workshop. Mr. McCoy stated that, if he is available, he would like to review the final product. Attorney Emerick indicated that perhaps a workshop would be beneficial. Mr. McCoy commented that the presentation should be done with the employees present. Mr. Beyer questioned if the computer has been ordered, to which Mr. Cadwallader replied that we have the specifications but have to order the computer. Mr. McCoy stated that perhaps a presentation could be done late in an afternoon when the employees are present. Mr. Alexander suggested a presentation during the day for the employees and then a presentation to the Board at 5:00 p.m.

Mr. Beyer stated that, as it relates to the plant, he will provide an update at the next meeting. He indicated that the Martindale dam inspection has not taken place as yet.

Mr. McCoy questioned the delay on the Emergency Action Plan, to which Mr. Beyer replied that they told us to do nothing with it because the reservoir is not at the high end of the priority list. There was monies in the budget already for this; however, DEP told us not to submit it until they requested it. Mr. Beyer noted that we would have to survey from the dam down into town to determine what houses would be affected if the dam broke. He commented that at the time, DEP was in the process of coming out with new guidelines in the state of Washington that Pennsylvania was going to follow, so if we would had done the plan already, it would have to be updated. Mr. Beyer is suggesting that nothing be prepared until it is requested.

ON MOTION OF MR. McCALL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY ACCEPTED THE ENGINEER'S REPORT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, MR. McCALL 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 timber restitution agreement, Attorney Emerick apprised the Board that the agreement was received back with a few changes. The agreement originally stated 10 years to harvest the \$1,100 worth of timber; and the other party reduced this to three years. The original agreement gave the Authority the option to go on the property several times over the 10 years to harvest the timber; and the other party changed that to say the Authority has to do it all at once. Attorney Emerick commented that he placed in the agreement that the Authority shall not be liable for any damages to the property; and the other party changed it to say the Authority would be liable, which may be an issue. The other party is also refusing to pay the Forester fees of \$300. Attorney Emerick questioned if this will be done in-house, to which Mr. Cadwallader replied that it would not be. Attorney Emerick commented that this is why he included in the agreement that in the event we brought someone in to remove the timber, the other party would be responsible for payment of the fees for this action.

Attorney Emerick indicated that he would think the change from 10 years to three years would be acceptable. However, he does not know how the Board feels on the other requested changes to the agreement. Mr. McCoy expressed his feeling that we would actually be paying more money in attorney fees than the timber is actually worth. Mr. Alexander questioned if we have to insure the area, to which Attorney Emerick replied that it is not Authority property. The agreement actually relates to the Authority going on the other party's property to reimburse the Authority for timber taken from their property. Mr. McCall commented that he would feel the Authority should cut its losses as the \$1,100 is really not worth it. Mr. Alexander questioned if we could ask Mr. Barton his thoughts, to which Attorney Emerick pointed out that Mr. Barton has

been the go between throughout this process. Attorney Emerick indicated that, as it relates to the attorney fees, he did charge a fee to prepare the original agreement, but he has not been charging the Authority for all of the renditions of the agreement. Mr. Morgan stated that he agreed with Mr. McCall to cut our losses and end the process.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO DISCONTINUE THE PROCESS RELATING TO THE TIMBER RESTITUTION AGREEMENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. McCALL AND MR. MORGAN. MR. CASTEL ABSTAINED FROM VOTING BUT DID STATE THAT HE AGREED WITH THE ACTION.

Attorney Emerick questioned if there was any action on the mutual roadway agreement, to which Mr. Cadwallader replied that he did not know but that he would check with Mr. Barton.

Attorney Emerick informed the Board that he did send the termination letter to Kotzan on July 2. He has not received a response to date.

As it relates to the CPV Maple Hill easement for the water line, Attorney Emerick noted that the proposal was returned with the following changes:

- Change made to indicate that the temporary easement area shall be for a period of 12 months from the effective date of the agreement. Mr. Cadwallader noted that the project will be completed in one day.
- Clause added that indicated that if any mechanic's lien goes against the easement for any work done, they will sue the Authority and the Authority has 30 days to discharge it. Attorney Emerick noted that, if the work is being done in-house, this is not a concern.
- Reasonable access to the Grantor's facility and property shall be maintained during construction or maintenance of the pipeline. Attorney Emerick noted that this is not a concern.
- The other party put in an indemnity clause that basically states that anything that happens that is the Authority's fault, we will indemnify them. This is not an unreasonable request.

Attorney Emerick questioned, in the area where this is, does it interfere with anything on the property, to which Mr. Cadwallader responded that there is a roadway, but it is not the way they get in and out of the windmill farm.

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY APPROVED THE AMENDED EASEMENT AGREEMENT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, MR. McCALL AND MR. MORGAN.

Concerning the Last Chance real estate agreement, Attorney Emerick stated that he has not had a response. Mr. Cadwallader indicated that he has tried every means to get in touch with them but has been unsuccessful. Mr. McCoy indicated that he will get in touch with the owner so that we can get a copy of the agreement to him for review.

Attorney Emerick informed the Board that the General Assembly amended the Sunshine Act as it relates to agendas. He explained that any items that will require action by the Board has to appear on the agenda, especially as it relates to expenditure of funds or approving contracts. Mr. Cadwallader questioned, for example as it relates to the Benscreek impoundment project,

would that matter have to be placed on the agenda, included on the website along with the contract. Attorney Emerick explained that the matter would have to be included on the agenda and the agenda published on the website. Anyone wishing to review the contract would have to go through the right to know process. Attorney Emerick pointed out that there are exceptions to the new legislation, however, for emergency matters. Mr. Beyer questioned if there was something that came up at the last minute which would require a vote, would that have to wait until the next Board meeting, to which Attorney Emerick replied negatively. He pointed out an example with the water incident which occurred today. If we needed to purchase a new valve immediately to address the problem, this would constitute an emergency. Attorney Emerick indicated that this matter would then need added to the agenda; and the amended agenda would then need to be posted within 24 hours of the meeting. He commented that the new requirement will take effect at the end of August.

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

XI. FORESTER'S REPORT

No report.

XII. UNFINISHED BUSINESS

Mr. Alexander informed Mr. Cadwallader that he should have the quote for the computers tomorrow. He noted that the quote will include the purchase of four computers rather than six. The quote will be brought to the Board at the next meeting.

XIII. NEW BUSINESS

- Quote for Auditor

Discussed earlier in the meeting. To be placed on the September Board meeting agenda.

- Quote for Insurance

Discussed earlier in the meeting. To be placed on the September Board meeting agenda.

- Status of Hydrants: Purchase and Install

Discussed earlier in the meeting. Mr. Cadwallader noted that he will obtain the quote for the hot tap as discussed.

XIV. GOOD OF THE ORDER

Nothing to be presented.

XV. PROFIT & LOSS BUDGET VS. ACTUAL

Presented for Board information.

XVI. DELIQUENT REGISTER

Presented for Board information. Mr. Alexander questioned if we have turned any water off recently. Mr. Morgan commented that there are some residents that have been on the register since May. He questioned if we still do agreements with the customers, to which Mr. Cadwallader replied affirmatively. Mr. Morgan stated that he noted on the report that the agreement states that the customer has to pay 50%; however, what some residents paid was not 50%. He emphasized that we need to follow our own rules. If a customer owes \$500, they should be paying \$250. Mr. Cadwallader indicated that what we do is that if the outstanding balance is over \$100, the water is usually shut off; however, if it is under \$100, we usually wait another month. Mr. McCoy questioned if notices are sent, to which Mr. Cadwallader replied affirmatively. Mr. Morgan emphasized that we need to start following our own rules and follow the policy.

XVII. CAPITAL IMPROVEMENTS ACCOUNT REPORT

Presented for Board information.

XVIII. VACATION/SICK/COMP REPORT

Presented for Board information.

XIX. ADJUSTMENTS FOR THE MONTH

Mr. Cadwallader presented an adjustment requested by McDonald's. Mr. McCoy questioned why they had waited three months before requesting the adjustment, to which Mr. Cadwallader replied that he did not know. Mr. Morgan commented that when the meter was read, it should have shown that there was a concern. Mr. McCoy questioned if there is a way to do the reading manually if there is perhaps a 15% increase in water usage. Mr. Cadwallader stated that there are some that come up as a potential leak. When the report is printed, we go out and tell the resident. McDonald's did come up as a potential leak. Mr. Morgan commented that this should have been picked up earlier. Mr. McCoy questioned what is done, to which Mr. Cadwallader replied that once the problem is fixed, the customer can request an adjustment. Mr. McCoy stated that we may want to change our policy that the request for an adjustment has to be within two months of the concern. Attorney Emerick questioned if the policy states that we have to provide an adjustment, discount or both. Mr. Morgan commented that in this instance, the adjusted bill is \$565; however, their regular bill is usually \$2,291.22.

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

ON MOTION OF MR. McCOY, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO AMEND THE CURRENT POLICY/REGULATION THAT THE REQUEST FOR ADJUSTMENT MUST BE MADE WITHIN TWO MONTHS OF THE CONCERN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, MR. McCALL AND MR. MORGAN.

XX. EXECUTIVE SESSION

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 7:35 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCALL, MR. McCOY AND MR. MORGAN.

XXI. ADJOURNMENT

Adjournment took place following the above Executive Session.

XXII. NEXT MEETING

The next meeting will be held on Thursday, September 2, 2021, at 6:00 p.m.

Respectfully submitted,

Sharon Squillario
Recording Secretary