

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, October 7, 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; Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; John Bilchak; Jennifer Flowers.

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.

III. CORRESPONDENCE

Mr. Alexander presented the following correspondence that was received:

- Thank you note to the Portage Water Office was received from a resident. Ms. Flowers explained that this resident was on the delinquent list; and when she came into the office, she was provided a list of charities that could assist her in paying her outstanding bill. Mr. Alexander noted that it is always nice to receive thank you notes such as this for the “sweet angels behind the glass,” as stated by the resident in the thank you note.
- Letter was received from the Portage Area Joint Recreation Commission (PAJRC) relative to water usage for 2022. The PAJRC thanked the Authority for the consideration given in 2021 for water usage at the Crichton McCormick Park, at an annual cap of 500,000 gallons, and included a copy of the results of operations at the Park through September, along with its proposed budget for 2022. PAJRC is respectfully requesting that the same consideration be given to PAJRC for 2022; and it is understood that, should PAJRC exceed the cap of 500,000 gallons, usage would be paid at the normal rate charged to other residents. The PAJRC Board also extended its continued thanks and appreciation to the staff of the Water Authority for their cooperation and assistance at the Park when requested.
- Letter received from Russ Kiel. Mr. Cadwallader explained that Mr. Kiel had contacted the office stating that he had a leak with water lying by the curb box (Caldwell Avenue). Mr. Cadwallader reviewed the area and found that we have a box with the curb stop in it right at the end of the sidewalk. In other areas, there are two additional curb boxes as well as one up above. Mr. Cadwallader shared photos of what he was referencing with the Board. Mr. Morgan questioned why the one curb box is so far in and whether it should be near the telephone pool, to which Mr. Cadwallader replied that it is located right on the property line. Mr. Cadwallader pointed out that two of the curb boxes are for Mr. Kiel’s property. The leak was between the two curb boxes and the other curb box.

When Mr. Cadwallader looked at it, it is not the Water Authority's. After it was repaired, the leak continued; and Mr. Kiel states that the leak was on the Authority's side. Mr. Alexander noted that Mr. Kiel's letter is asking for any consideration to accept financial responsibility for the repair; however, it was not the Authority's. Mr. Morgan questioned if the first curb box on the other side of the sidewalk shuts all of the water off, to which Mr. Cadwallader replied affirmatively. Mr. Morgan questioned if the other curb box just shuts one section off, to which Mr. Cadwallader explained that there is a curb box for each side and one further back that was put in for future use. Mr. Morgan pointed out that, if one curb box is the main one, even if we would bring it out to just inside the sidewalk and telephone pool, it would still be Mr. Kiel's service leak. He questioned who placed some of the curb boxes near the houses, to which Mr. Cadwallader replied that it was not the Authority. He noted that, if the Authority would have placed them, both of the curb boxes would have been at the property line and not in as far as they are currently. Mr. Morgan questioned if it was Davis that installed the two curb boxes in the one area, to which Mr. Cadwallader replied that he did not know. Mr. Cadwallader noted that, if it was the Authority that was to install them, he would have placed the two curb boxes near the large curb box and that would have been Mr. Kiel's two lines. Mr. Alexander stated that obviously this is not the Authority's responsibility, to which Mr. Cadwallader interjected that, if was the Authority's responsibility, he would have fixed the leak.

Attorney Emerick questioned what leads Mr. Kiel to believe the leak is the Authority's responsibility, to which Mr. Cadwallader replied that it is because where the curb boxes are located. In the letter to the Authority, Mr. Kiel feels that between the one curb box and the bigger curb box, it is the Authority's responsibility. However, Mr. Cadwallader explained, the Authority comes from the main to the curb stop; and the other side of the curb stop is the homeowner's responsibility. Mr. Morgan commented that we need to know who placed the other curb boxes. Mr. Cadwallader noted that the curb boxes are separate for each of the houses in the event they have to be shut off. Mr. Morgan questioned if the Authority just made one tap, to which Mr. Cadwallader replied that we were not aware how many houses were to be built in the area. Originally, Mr. Kiel was to place four or five units in the area. Attorney Emerick questioned if this is servicing two units currently, to which Mr. Cadwallader replied affirmatively; however, they are separated. Attorney Emerick questioned if they are separate meters, to which Mr. Cadwallader replied affirmatively (there is a separate line going to each one). Mr. Cadwallader shared with the Board a photo showing the separate service lines.

Mr. Alexander asked that Mr. Cadwallader follow-up with Mr. Kiel tomorrow. Mr. Morgan also requested that Mr. Cadwallader question Mr. Kiel as to who installed the other curb boxes.

Mr. Alexander thanked Ms. Flowers for setting a good tone in the office.

IV. APPROVAL OF MINUTES

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

V. AGENT'S EXPENDITURES

No Agent's expenditures to be presented.

VI. INVOICES

PAID BILLS

DEP	\$	35.00
REA Energy Cooperative, Inc.		1,018.28
Sheetz Fleet Service		417.30
Staples		64.99
UPMC Health Plan – Healthcare		11,141.15
UPMC Health Plan – Vision/Dental		251.92
Verizon Wireless		<u>97.35</u>
Total:	\$	13,025.99

REGULAR BILLS

Aflac	\$	139.84
Allegheny Supply		30.95
Andrew Hutsky – Customer Dep. Refund		100.00
Cambria Mailing Services, Inc.		75.43
Cambria Systems		895.17
Christopher McCall		45.00
Cintas		104.45
CMPA		1,000.00
Cole-Parmer		153.51
Craig Castel		45.00
Diversified Technology		1,480.00
EAD'S Group		3,305.47
Edward Alexander		45.00
Fairway Laboratories, Inc.		389.00
Hines Equipment		12.31
John C. Morgan, Jr		45.00
L/B Water Service, Inc.		555.90
Mainline Newspaper		80.54
Mary L Elchin		260.00
Matt McCoy		45.00
Michael S. Emerick, ESQ		537.50
Mosholder Insurance Agency		1,307.00
New Enterprise		2,342.08
Penelec		129.55
PennDot		10.00
Peoples Natural Gas Company		21.53
Portage Auto Parts		38.48
Portage Service Center		836.80
Pro Disposal		168.00
Railroad Management Company		1,637.62
Ray Oil & Gas Co.		790.66
Recorder of Deeds – Lee Property		91.75
Ronald J. Cadwallader, Jr.		20.00

Sharon Squillario	50.00
Smithmyers Electronics Inc	150.00
Stagers Store	54.64
United Graphics	2,699.00
Visa-1 st Summit	<u>70.07</u>
Total:	\$19,762.25

As it relates to the invoices, Mr. Morgan indicated that he had contacted Mrs. Flowers regarding the Allegheny Supply \$30 expenditure; and he was told that this was a freight charge for rolls of paper towels. Mr. Morgan commented that he realizes that this bill is split; however, since we do take samples to Johnstown every Monday, he would question if there is somewhere else that we could purchase the paper towels. Mr. Alexander noted that they could possibly be shipped to the Authority. Mr. Morgan pointed out that W. B. Mason and other vendors have a freight charge; and these charges really add up. Mr. Cadwallader stated that he could check other places for the purchase of the paper towels, to which Mr. McCoy interjected that they could probably be purchased locally, such as Stager's or Sam's Club.

Mr. Alexander questioned the \$2,699 invoice from United Graphics, to which Mrs. Flowers replied that this charge was for the delinquent notice forms. Mr. Morgan questioned if this cost is split, to which Mrs. Flowers replied affirmatively. Mr. Cadwallader pointed out that anything related to the billing would be split between the Water Authority, Sewer Authority and the Borough.

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$58,244.15 (REGULAR BILLS, \$19,762.25; PAID BILLS, \$13,025.99; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1ST SUMMIT, \$0.00. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, 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 SEPTEMBER 2021 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,628,165.33; CASH IN, \$230,614.37; CASH OUT, (\$114,745.08); ENDING CASH, \$1,744,034.62. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY AND MR. MORGAN.

VIII. SUPERINTENDENT'S REPORT

Mr. Cadwallader reported that easement is completed for Ray and Patty Lee. The only thing that he has to do is obtain a check for filing of the easement at the Recorder of Deeds office.

As it relates to the Main Street project, Mr. Cadwallader informed the Board that the Authority's end of the project is complete. He stated that he received a telephone call today stating that the quote from the State and Quaker indicated 180 tons of blacktop; however, it came in at 189 tons. Mr. McCoy commented that this would be \$450 on top of the original \$15,000 cost. He questioned if the Authority will be billed for this, to which Mr. Cadwallader replied affirmatively.

Mr. Morgan questioned if we have received anything from the State yet for the last section we completed, to which Mr. Cadwallader replied that there were a few things that Mr. Beck had requested; and he and Mrs. Flowers addressed those items. The information has been sent to Harrisburg. Mr. McCoy questioned if the Authority will receive a lump sum less reimbursement back, to which Mr. Cadwallader replied affirmatively.

Mr. Cadwallader pointed out that the hydrant at Kalinoski's will be completed on October 19. He explained that we had to wait for a saddle to be received, which was not in stock and had to be received from another location. Mr. Cadwallader pointed out to the Board that items are becoming very scarce at L. B. Water and other vendors. He stated that he found out that there are no risers available for roadway boxes; and fittings are also being difficult to find. Mr. McCoy questioned if there is anything we can overstock on for emergencies, to which Mr. Cadwallader replied that he has overstock available as he has planned ahead. Mr. Cadwallader pointed out that he has four and five of everything in the way of clamps, etc. Mr. Morgan questioned the lack of risers with the milling that is going on, to which Mr. Cadwallader replied that we should not need a riser as what was milled was down one and one-half inches and where they are they should be fine. Mr. Morgan stated that we should have a few in case they are needed, to which Mr. Cadwallader replied that he does have some. Mr. Morgan commented that he would rather have it flat, to which Mr. Cadwallader interjected that the only concern with it being flat is that when the frost hits them when they are new, it raises up a little bit; and when hit with a plow, they are pulled up out of the ground. Mr. Cadwallader explained that what we have been doing with the Borough is coming down ¼ inch where there is a belly in the road; and if it heaves, it comes up flush.

Mr. Cadwallader reported that flushing will take place on October 11; and a call-out will go out on Sunday evening at 8:00 p.m. to notify customers.

Mr. Cadwallader noted that included in the Board information for the meeting were quotes for the security system for the plant and office. Quotes were received from Smithmyer's, ADT and Gettings Security. Mr. McCoy questioned if Mr. Cadwallader reviewed the quotes, to which Mr. Cadwallader replied affirmatively. He explained that there are a number of different options; i.e., some even have leasing available where it would be cheaper to lease. Mr. Morgan questioned if we currently have Smithmyer's at the plant, to which Mr. Cadwallader replied affirmatively. Mr. McCoy questioned what Mr. Cadwallader would recommend, to which Mr. Cadwallader replied that the quotes are very different. Mr. Cadwallader explained that ADT has heat and smoke detection for the office area, which was not included in their quote. Other options as well would be motion detectors and alerts on the doors. Mr. McCoy questioned how much more it would cost for the heat and smoke detectors, to which Mr. Alexander replied that he believes it was an additional \$50 per month. Mr. McCoy pointed out that perhaps we should check with the insurance carrier to determine if we will receive any type of discount if we have this, to which Mr. Cadwallader replied that Gettings also included a discount for monitoring, etc. Mr. Morgan commented that Smithmyer's would do the same as we have at the plant currently, to which Mr. Cadwallader replied that it would be an updated system that would not call out from the box but would be a cellular alert via the internet. Mr. Alexander suggested that this matter be tabled until the November meeting until we check with the insurance carrier and consider all of the options closer. Mr. McCoy indicated that we need to check with the insurance carrier on all of the options including fire and theft to see if the premium would be affected in any way. Mr. McCoy commented that perhaps Mr. Cadwallader could have Mr. Thompson or another employee review the quotes as well. Mr. Morgan questioned if the security system concern that was discussed at the last meeting has been addressed at the plant, to which Mr. Cadwallader replied that it is not able to be repaired because it is antiquated.

Mr. Cadwallader informed the Board that Mr. Bilchak became ill and tested positive for COVID. In the meantime, he was around Mr. Moore and Mr. Thompson. Mr. Thompson was tested and was negative; however, Mr. Moore tested positive and is still off work (still having difficulty in breathing). Mr. Alexander questioned if Mr. Moore's date of return is unknown, to which Mr. Cadwallader replied affirmatively. Mr. McCoy questioned if Mr. Cadwallader is the only person at the plant, to which Mr. Cadwallader replied that he has been going to the plant to check everything. Mr. Castel questioned when Mr. Moore tested positive, to which it was stated it was September 24. Mr. Alexander that Mr. Feathers has been trained and would be able to assist at the plants if needed, to which Mr. Cadwallader agreed. Mr. Morgan agreed that Mr. Feathers could assist. Mr. Cadwallader noted that he talked with Mr. Thompson today and he should be back on Wednesday, October 13.

Mr. Cadwallader commented that he sent the Board members today the information he received on the UPMC health insurance coverage. Mr. Alexander commented that the Board will require time to review the information. Mr. Cadwallader agreed, stating that more information will be forthcoming on the health insurance from Highmark and other insurance carriers. Mr. Alexander questioned if the insurance coverage expires in December, to which Mr. Cadwallader replied affirmatively. Mr. Morgan noted that perhaps a workshop should be held to discuss all of the quotes once received, to which Mr. Alexander replied affirmatively. Mr. Morgan questioned if Mr. Cadwallader will be sharing the various quotes with the employees, to which Mr. Cadwallader replied that he can do that. Mr. Morgan indicated that he does not want the employees to be surprised with a decision. He explained that he does not want the Board to decide as he would want the employees to decide which coverage they would prefer; and if the Authority can afford it, they will agree to it. Mr. Cadwallader noted that the only employee he has not spoken to was Mr. Moore as he has been off. Mr. Alexander requested that, once all of the quotes are received from the other carriers, Mrs. Flowers can coordinate everything and place it in a chart for the Board's review. Mr. McCoy commented that, when he reviewed what has been received from UPMC, our current plan is no longer available, so the Authority will have to change no matter what.

Mr. Cadwallader informed the Board that he contacted Fairway regarding the samples needed for the water treatment plant feasibility study; and the samples will be taken next week. He will contact Fairway the day before and the samples will be picked up the next day.

Mr. Cadwallader noted that it is time to schedule the first budget meeting. Mr. Alexander questioned when the budget is usually passed, to which Mr. Cadwallader replied that it would be approved by the Board in December. Mr. Alexander pointed out that this is the first time some of the Board members have been involved in the budgeting process. Mr. Castel stated that there should be an Excel spreadsheet saved from last year that can be used. Mr. Morgan stated that he reviewed some budget information; and we are currently over-budget on a lot of things, even up to 130% in one area. He pointed out that, in addition to the spreadsheet, he believes we need to do a true budget in that the spreadsheet actually is only adding 2% to everything every year. Mr. Morgan commented that he believes it is good to ask the employees what they feel is needed, which was done in the past. He also believes that we really need to look at the budget more closely because we are currently spending a lot of money and he does not know if the monies were budgeted or not. Mr. Alexander indicated that, in his nine months on the Board, every month it seems we are ending up with a payment that is above; and he does not know if it is budgeted or not as a purchase. Mr. Cadwallader stated that the Board will see that we are currently over-budget under Account #477, Maintenance and Service, due to the Main Street project. Mr. Castel commented that being over-budget at the current time seems to make sense because all of the budgeted income has not been received yet, so you

will be over-budget until December and then get close to the budgeted numbers. Mr. McCoy agreed stating that, as monies come in, the income will go up.

Mr. Cadwallader informed the Board that the Borough received the information on the new computers, as did the Sewer Authority. He questioned the Board if they wanted him to share the information regarding the security system with the Sewer Authority, to which Mr. Alexander replied that Mr. Cadwallader should wait until the Board agrees to the final vendor and product. Mr. Beyer commented that, if the Board has a rough idea of what is being considered, perhaps it could be shared with the Sewer Authority for budgeting purposes, to which Mr. Alexander replied that the Board will do that.

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

IX. FIELD MANAGER'S REPORT

No current position.

X. PLANT MANAGER'S REPORT

Mr. Alexander thanked Mr. Bilchak for attending the meeting. He informed Mr. Bilchak that the Board's current direction and goal is to have one plant and close one of the current plants, which is going to be a huge undertaking. Mr. Alexander commented that we currently do not have a Field Manager and Mr. Cadwallader is the Superintendent; and Mr. Cadwallader deserves some vacation time. We need someone to be on call and in charge in his absence; and as Mr. Bilchak is a Manager, the leadership would fall under him during these times. In addition, Mr. Alexander stated, the Board would like Mr. Bilchak to be involved in some of the preparation and planning for the new plant. The Board members will be visiting various plants to gather information and details in designing the new plant.

Mr. Bilchak commented that the Board needs to understand the he will be retiring in a year and one-half. He pointed out that his recommendation would be someone like Mr. Thompson who would be manning the plants. Mr. Alexander stated that Mr. Thompson could be part of it somehow; however, as Mr. Bilchak currently has the title of Manager and is being paid as a Manager, the Board does want him involved in the planning for the new plant. Mr. Bilchak indicated that there was a conversation recently regarding this and what would be involved; and Mr. Bilchak had stated that it would be what everyone else would want because he is going to be retired by the time the new plant is built. Mr. McCoy pointed out that Mr. Bilchak has the experience at the plant; and he does not want Mr. Bilchak to miss out on the planning. Mr. Bilchak informed the Board that we are basically running a waste water plant currently, so it would be difficult for him to provide information on a true water treatment plant. Mr. Morgan agreed indicating that he assisted in running the plant for 30 years and just found out six months ago that it was a waste water plant. Mr. McCoy pointed out that the Board is looking for Mr. Bilchak's input on where you would position the plant, operative information, etc. Mr. Bilchak commented that he will do the best he can but he does not really know what the Board wants from him.

Mr. McCoy questioned Mr. Bilchak on his thoughts on a new plant, to which Mr. Bilchak replied that, if it is feasible, he would agree because it would be so much easier to just have one plant. Mr. McCoy indicated that we are not giving up the licenses at all. Mr. Bilchak expressed his

thoughts that he believes a new plant is a good call if we can do it. Mr. Morgan stated that everyone currently has a Class A license, so, if we go to one plant, we may have to run 700 gallons per minute in the new plant. Mr. Alexander explained that having one plant would be much better from a staffing standpoint. If you have one plant, you could run shifts, there would be less running from plant to plant, etc. Mr. Bilchak questioned if the Board was looking at a potential pump station at Sedloff's; i.e., have the filtration plant in Martindale and have everything to go the pump station at Sedloff's, pump to the clear well in Benscreek, and then feed off of that. Mr. McCoy stated that it should push back to Benscreek without a pump station. Mr. Morgan stated that Mr. Brian Cadwallader did this at one time when the plants were down and pushed water to Benscreek. He pointed out to Mr. Bilchak that everything has to be studied more fully. Mr. Alexander informed Mr. Bilchak that we plan to have this all completed within a five year span.

Mr. Alexander stated that, looking at the structure of the organization currently, we do not have a good plan in place if Mr. Cadwallader is not here and who is second in command. Mr. Bilchak is the only other employee with a title and has been with the Authority for quite a while. This would allow us not having to contact Mr. Cadwallader while he is on vacation. Mr. Bilchak questioned if he would have to come into town when Mr. Cadwallader is on vacation, to which Mr. Alexander replied that potentially he would. Mr. Alexander explained that no one wants to be a Field Manager; and we have to look at efficiency and accountability with the employees. Mr. Bilchak indicated that if Mr. Cadwallader is not in town and there is a leak, the employees already know what needs done and what they should do. Mr. Morgan explained that what Mr. Alexander is saying is who is going to make the calls Mr. Cadwallader would make to DEP if there are concerns, etc. These are the types of things we need to prepare someone for and there should be an emergency action plan prepared for use in Mr. Cadwallader's absence.

Mr. Bilchak reported that for the period of August 30 through September 3, the employees at the plant opened up the large valve at the fish trap for inspection; cleaned the main gutter at Benscreek because it was filled with dirt; gutted the daily's at both plants; and ran a new 3/8" rated line for the raw lab in Martindale. Mr. Morgan asked Mr. Bilchak to explain what is done when gutting the daily's, to which Mr. Bilchak explained that they take the daily's, place them into a folder; and then put the new daily's in for the daily operations (chemical feeds, flows, etc.). He commented that, when you get ready to submit the information to DEP, you highlight it, put in into a folder; and there are certain temps you use to submit the information. When you are gutting the daily's, you are really wiping everything out and starting a new folder for the new daily's. Mr. Bilchak reported that the plant received chlorine from Univar. They also had to take two of the Honda pumps up to Benscreek. He explained that, when we received a lot of rain, the rain ran down behind the plant and got under the liner and literally lifted the liner up. They took both pumps, jammed them underneath the liner, and pumped for two days, at which time the liner went back to normal. Mr. McCoy questioned if this happens when we get a lot of rain, to which Mr. Bilchak replied that it has only happened one other time. Mr. Morgan explained that we have a drain and eventually the water will go down as the water drains out into the ditch. Mr. Bilchak pointed out that they kept running the pumps and it went down.

For the week of September 6, the reports were submitted to DEP; retapped the water line at the Martindale plant for the raw; worked on the Cub Cadet mower; and cleaned the pole barn. For the week of September 13-17, Filter A was prepared for draining and inspection and raised the flow at Benscreek and had to blow it off because of the fines coming into the plant. Mr. Alexander questioned what was meant by fines, to which Mr. Bilchak replied that the iron was like little specks in the water and did not want to clear up because he believes the well needs cleaned. With the well currently, Mr. Bilchak stated, the most you can bring in is 160-170 gallons per minute, so if we need more water, Mr. Cadwallader has to make an adjustment

because we can only bring in so much water. Mr. Morgan indicated that before he left the Authority the well was supposed to be looked at and some of the rock smashed, to which Mr. Cadwallader replied that we wanted to try a different pipe in the stem first. Mr. Cadwallader explained that the problem with the cleaning of the well is that we do not have anything big enough to take all of the water coming out of the well and have it stored, to which Mr. Bilchak agreed.

Mr. Morgan asked Mr. Bilchak to inform the Board what he does from 4:30 – 8:30 a.m. each day, to which Mr. Bilchak replied that he goes to Martindale first to roll the mix in, do the testing, do the computer work for the daily's, checks everything out to make sure the plant is running and if there is anything needed, etc. He then goes to Benscreek to make sure everything is fine at that plant. Mr. Bilchak pointed out that this is when you determine what you will be doing for the day because if there is a concern at the Benscreek plant, whatever you had planned for the Martindale plant for the day is postponed. Mr. McCoy questioned if the newer plants help with the mixing and whether they are automated, to which Mr. Bilchak replied that he did not know. Mr. Morgan stated that when the current plants were built, they were set up to be flow based but that never materialized; however, with a new plant, you should be able to flow base the differential.

Mr. Alexander questioned if Mr. Bilchak worked for the Authority when the plants were put in, to which Mr. Bilchak replied affirmatively. Mr. Bilchak stated that Mr. Moore was talking to someone about the Tonka's; and the gentleman said they had five of them in the United States and said it was a waste water plant. He pointed out that he believes it should have been a totally different plant than what we currently have. Mr. Cadwallader explained that when it was done originally, Bermudic and Tonka were close in price; and Bermudic took it to court and asked that it be proven that Tonka was as good or better with the plant, and Tonka did. Mr. Cadwallader stated that what should have been a trigger for them being a sewer plant was that the influents were a scatter 6, which are sewage treatment. As it relates to the filters, Mr. Morgan stated that you should be able to watch your backwash fluff your media settle, and we have a closed filter so you really have to be alert. Mr. Bilchak commented that at the last filter inspection at Benscreek, the inspector came from New Stanton; and she wanted to see the filter fluff and you cannot see it. Mr. Bilchak would have need to drain the filter and open the hatch and you still would not have been able to see anything.

Mr. Alexander commented that, when he was at the plant, he noticed that the clear well does not move or mix at the bottom. Mr. Bilchak stated that the paddle drivers were cut out. Mr. Cadwallader explained that every time you would fire them up, they would shear the frock and send it over to the filter. Mr. Cadwallader noted that, as you come into the plant, there is a clarifier so there is no mixing time. Mr. Alexander pointed out that we are satisfying DEP, we have clean water, and we are on the right track in building a new plant, to which Mr. Bilchak agreed. Mr. Morgan commented that what he was trying to point out was that Mr. Bilchak's first four hours at work is really quantity and quality. Mr. Bilchak stated that you cannot just go in and rush because you do not know what is going on at the plants when you arrive. He has no idea what is going on at the plants at the current time, so when he arrives in the morning he does not know what he will find. If something happens at one plant, he explained, you can leave one person at that plant and go over to the other plant and do what is needed; however, if you have one plant, you would not have that worry.

Messrs. McCoy and Alexander noted that, being new Board members, they really were not receiving information from the plant aspect and that is why Mr. Bilchak was asked to do a report. Mr. Bilchak stated that he now understands why the Board wanted his feedback.

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

XI. ENGINEER'S REPORT

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

Mr. Beyer related that there were no updates as it relates to the Emergency Action Plan or the Benscreek Impoundment Improvement Project.

As it relates to the GIS system, Mr. Beyer noted that he sent the Board members a username and password to access the system. Everything is preliminary; however, the Board members were asked to review the information to ensure we are heading in the right direction on what the Board would like the system to be. Mr. Alexander questioned if Mr. Cadwallader and other employees have reviewed it, to which Mr. Cadwallader replied that he is not sure if the employees reviewed it but he did and everything is included on the layout of the system. Mr. Beyer stated that everything is based on the old system mapping, which may be outdated. He suggested that each area be reviewed separately to ensure everything is correct. Mr. Beyer explained that the system will need to be updated constantly each time there is a change in the system of any kind. Mr. Cadwallader noted that the tablets have not been received yet as they are on back order. Mr. Beyer noted that Paint Township also purchases software to locate their curb boxes; and this may be something the Authority could consider as well to manage the system better. Mr. McCoy pointed out that Messrs. Feathers, Gouse and Kennedy are the ones that really need to be comfortable with the system, to which Mr. Alexander agreed stating that this is going to be vital. Mr. Cadwallader mentioned that when Martindale was redone, we had to locate the curb box; however, the location of the curb box was taken off of a house that had since been torn down. The curb box was found using a new shot off of the telephone pole in the area.

Mr. Beyer stated that he is still working on the treatment plant feasibility study. He noted that Mr. Cadwallader already noted in his report regarding collection of the samples. Mr. Beyer is still in the process of compiling the dam inspection report.

Mr. Beyer informed the Board that he has found that, through the Army Corps of Engineers, there is potential money available. He has tried to reach out to the State Representatives to schedule a meeting. What he has been told is that the Federal share is 35%; and the Authority would be responsible for 25% (the 25% can be a PennVEST loan, a grant or something else and would not necessary be 25% of the Authority's money). Mr. Beyer stated that the Board, if interested, would need to decide what project to consider. Mr. Alexander questioned who would make the contact, to which Mr. Beyer replied that he would make contact with the Congressman. Mr. Beyer stated that you do not want to approach with a list of items, but if the Board has something specific they would like to consider, that should be noted. Mr. McCoy stated that we would not want to approach with the thought of the treatment plant; however, we do already have quotes available for the water tank project. Mr. Morgan questioned how long it would take to build the Munster tank, to which Mr. Beyer replied that it could be completed by 2022 if we start working on it now. Mr. Cadwallader stated that the Authority does have a PennVEST loan that will be paid off in 2022. Mr. Morgan commented that he believes we are going to probably be talking about the tank and the feasibility study at the same time. Mr. Beyer

indicated that the quote for the tank was approximately \$300,000. He asked that the Board email him any ideas they might have for a project to be considered.

Regarding the solar panels/Hydro Electric, Mr. Beyer reported that he has not done anything further as he was awaiting the agreement that Mr. Barton was to locate. Mr. Cadwallader will contact Mr. Barton.

Mr. Beyer informed the Board that he received a call from DEP regarding providing water for the proposed acid mine drainage project near the sewer plant. Mr. Beyer was asked if the Water Authority would be willing to supply the water; and Mr. Beyer contacted Mr. Cadwallader who indicated that the Authority would be able to provide the water. Mr. Beyer commented that DEP is merely gathering preliminary information that is needed. If the Authority would just get the customers in Portage Township as a result of this project, you would probably get about seven additional customers if it is run on Route 53. The project would provide the Authority with customers, but the Authority would have to maintain the line afterwards. Attorney Emerick questioned if they would build the line and then turn it over to the Authority, to which Mr. Beyer replied affirmatively. Mr. Beyer commented that it would be built to the Authority's specifications as well. He noted that the project was to be run along Route 53 because then you would have more development instead of coming off of Woodland Avenue. He explained that, since everything is preliminary, DEP just wants to know if the Board supports the project before they proceed. Attorney Emerick questioned if this is a plan that has already been developed, to which Mr. Beyer replied that DEP has been in the process of developing a treatment plant for the acid mine drainage in the area; and they need water to run the plant. Attorney Emerick questioned if it is a commercial setting, to which Mr. Beyer replied affirmatively. Mr. Beyer stated that he does not even know how much water would be needed, but they were just asking ahead of time. Mr. Morgan pointed out that discussion of this project has been ongoing for approximately six years. Mr. McCoy questioned if there is anything needed by the Board at this time, to which Mr. Beyer replied negatively.

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

XII. SOLICITOR'S REPORT

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

Attorney Emerick noted that Mr. Cadwallader did address the easements that have been taken care of. He questioned if there is any movement on any of the other agreements. Mr. Cadwallader stated that he spoke with Mark Ridner, who has been in contact with CPV to purchase the back area; and he is also in the process of purchasing the bar as well. If this all takes place, it would be all of Mr. Ridner's property and then he could provide the easement if he wants the tap put in.

Attorney Emerick commented that he would check with Mr. Barton prior to the next meeting relative to the roadway use agreement.

Attorney Emerick questioned if there is an update on the wind turbine agreements, to which Mr. Cadwallader replied negatively, stating that he would contact Mr. Barton tomorrow.

ON MOTION OF MR. MORGAN, 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.

XIII. FORESTER'S REPORT

No report.

XIV. UNFINISHED BUSINESS

- Accounting Firm/Auditor

Mr. Alexander commented that there were two quotes received for the accounting firm/auditor; i.e., Wessel & Company (\$9,500) and Young, Oakes, Brown & Company (\$12,500). Mr. Morgan questioned if this would be through the end of the year, to which Attorney Emerick replied that usually if you retain them it would be the same price for one year or three years. Mr. Castel noted that we should perhaps keep the agreement in place for three years since the cost is so much lower for the low bid. Mr. McCoy questioned what we were paying formerly, to which Mr. Alexander replied that it was between \$6,500 - \$7,500. Mr. Morgan noted that we need a CPA as soon as possible. Mr. McCoy indicated that Wessel & Company did have strong references.

ON MOTION OF MR. MORGAN, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY ACCEPTED, VIA A ROLL CALL VOTE, TO RETAIN WESSEL & COMPANY AS THE ACCOUNTING FIRM/AUDITOR FOR A THREE-YEAR PERIOD AT A COST OF \$9,500. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, AND MR. MORGAN.

- Quote for Security System for Office/Plant

Discussed earlier in the meeting and was tabled until the next meeting.

- Status of Hydrants: Purchase and Install

Discussed earlier in the meeting. Mr. Cadwallader noted that the hot tap will be installed on October 19. Mr. McCoy questioned if we have to have the site prepped and ready, to which Mr. Cadwallader replied affirmatively.

- Fixed Annuities in Place of CD (Maturing in December)

Mr. Cadwallader noted that, in follow-up of the discussion at the last meeting, the representative from First Summit explained that there are three CDs that will mature in December. There is a small CD; and it was recommended by First Summit that the Authority put this back into a one-year CD and then place the other two in fixed annuities. Mr. McCoy questioned if we decided on a five-year fixed annuity for the maturing CD that was discussed at the last meeting, to which Mr. Morgan replied affirmatively because it was at a higher interest rate. Attorney Emerick questioned when the CDs mature in December, to which Mr. Cadwallader replied that First Summit did not give him a date. Mr. Alexander recommended that the Board wait to make a decision until Mr. Cadwallader obtains further information. Mr. Cadwallader commented that the

representative from First Summit suggested not to stay with the same annuity as the last matured CD because there are many options out there (flexible, etc.).

- Newsletter for the Community

Mr. McCoy questioned if the newsletter has been finalized, to which Mrs. Flowers replied that a draft was included in the Board's information prior to the meeting. Mrs. Flowers noted that we will have to remove the information regarding flushing because flushing will take place prior to the newsletter being sent. Once this is deleted, the Board agreed that the newsletter should be sent. Discussion took place relative to how the newsletter will be sent. Mr. Cadwallader stated that what was done in the past with another report is that the Authority made the copies and Cambria Mailing did the mailing. Mr. Alexander noted that we could use the Authority's postage machine and Cambria Mailing could mail them out. Mr. Cadwallader commented that we would receive a better bulk mailing rate through Cambria Mailing rather than using the postage machine. Discussion took place on making the copies and the quality of the copies because of the large amount needed; and it was noted that perhaps Staples could be considered. Mr. Alexander noted that the newsletter should also be included on the Authority's website. Mr. Morgan questioned if we could post the newsletter on the website and then include a link on the bill to the website asking that everyone view it, to which Mr. McCoy interjected that if we do that some of the older residents will probably not be able to view it and they were the ones we were targeting to get the information to. Mr. Alexander noted that we could make copies available in the office to residents to pick up when they come in. He further questioned who manages the Authority's website, to which Mr. Cadwallader replied that it is he and Mrs. Flowers currently. Mr. McCoy expressed his opinion that the copies should be made at the Authority office; and Mrs. Flowers commented that she would make copies available as well to customers as they come into the office. It was questioned whether the Authority has a Facebook page, to which Mrs. Flowers replied negatively. The Board advised Mr. Cadwallader to decide the most expeditious way to get the newsletter in the mail to customers.

XV. NEW BUSINESS

- Park Reimbursement Request

Mr. Cadwallader stated that a letter was received from PAJRC requesting possible reimbursement of extra costs incurred at the pool due to the water accident. Mr. Morgan commented that there is no rush in making a decision on this request as the pool has closed for the season. This matter was tabled for discussion at the next meeting.

XVI. GOOD OF THE ORDER

- Russ Kiel Letter

Discussed earlier in the meeting.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL

Presented for Board information.

XVIII. SHUT OFF LIST/DELIQUENT REGISTER

Presented for Board information. Mr. Cadwallader noted that there are still four customers that still have their water shut off; everyone else has rectified their bill. Of the four that are

outstanding, two of them have no one living in the residence at this time; and the other two are apartments with the same landlord. Mr. Morgan pointed out that Mrs. Flowers is doing an outstanding job in preparing this report for the Board.

XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT

Mr. Castel noted that he has a report that was provided to the Board previously for this account that showed that, for the period 2017-2020, capital improvements amounted to \$120,850.80; and the report that was provided to the Board for this meeting now includes a total account balance of \$436,169.93. He pointed out that that is large difference in the account balance. Mrs. Flowers commented that the report she is providing she is just printing the information off directly from the account itself.

Mr. Morgan stated that in reviewing the report, there were funds transferred on 8/31/17 and 10/31/17 that had an explanation; however, on 1/4/18 there was a transfer of \$183,039.30 that did not have an explanation with it. He questioned what this transfer was for, to which Mr. Cadwallader replied that he would need to check this; however, it might have been for the purchase of the property near the high wall at that time. Mr. Castel noted that the total balance of the account does not make sense and is nowhere near what the Board is seeing currently. Mr. Morgan indicated that the report Mrs. Flowers prints out makes sense because the balance stays around the same amount. He indicated that this has been discussed before relative to the 2% of the \$200,000 going into the account regularly; and he does not understand the difference between now and the information the Board formerly received on the account. Mr. Castel stated that something was obviously wrong on the former reports that the Board received.

XX. VACATION/SICK/COMP REPORT

Presented for Board information.

Mr. Alexander questioned if there is any plan for unused vacation time carry-over, to which Mr. Cadwallader replied that employees are able to carry over two weeks of vacation time; and this will need approved by the Board when the employees request the carry-over. Mr. Cadwallader was asked to remind the employees; and Mrs. Flowers commented that she would include a reminder in with the paychecks this week.

XXI. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCALL, SECONDED BY MR. CASTEL, THE BOARD UNANIMOUSLY APPROVED THE REQUEST FOR ADJUSTMENT RECEIVED FROM CORY MAUL AS PRESENTED (PIPE LEAKING UNDER TRAILER WHICH HAS BEEN REPAIRED). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. CASTEL, MR. McCOY, AND MR. MORGAN.

XXII. MILEAGE REPORT

Mr. Cadwallader shared with the Board the mileage report for the vehicles (September Board meeting through present). Mr. Morgan noted that, in the past, an index card was used to document the travel miles, to which Mr. Cadwallader noted that he can certainly do this.

XXIII. MMO WORKSHEET

Mr. Morgan questioned if we have figured out why there were 12 employees included on the MMO worksheet reviewed by the Board at the last meeting, to which Mr. Cadwallader replied that he has been in contact with them and they are looking into this. A response has not been received to date. Mr. McCoy requested that this matter remain under Old Business until it is resolved.

XXIV. UPPER ROAD PROJECT

Mr. McCoy questioned the completion of the Upper Road Project, to which Mr. Cadwallader replied that the fire hydrant will be completed on October 19 and then we will start on Upper Road.

XXV. EXECUTIVE SESSION

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

XXVI. ADJOURNMENT

Adjournment took place following the above Executive Session.

XXVII. NEXT MEETING

The next meeting will be held on Thursday, November 4, 2021, at 6:00 p.m.
Meeting has been rescheduled to Wednesday, November 3, 2021, at 6:00 p.m.

Respectfully submitted,

Sharon Squillario
Recording Secretary