

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Wednesday, November 3, 2021, at 6:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Edward Alexander
Christopher McCall
Matthew McCoy
John Morgan

Also present were: Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; John Bilchak; Jennifer Flowers; Ron Portash; Dave Hayes.

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 noted that there was no correspondence to be presented.

IV. APPROVAL OF MINUTES

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

V. AGENT'S EXPENDITURES

No Agent's expenditures to be presented.

VI. INVOICES

REGULAR BILLS

Aflac	\$ 139.84
Alexandra Hale –Cust deposit refund	100.00
AWWA	389.00
Cambria Mailing Services, Inc.	76.71
ChemStream Inc.	5,176.38
Christopher McCall	45.00
Cintas	135.94
CMPA	1,000.00
Cole-Parmer	134.25
Craig Castel	45.00

Denise Sanders-Cust deposit refund	\$ 100.00
EAD'S Group	1,552.63
Edward Alexander	45.00
Fairway Laboratories, Inc.	233.50
Hach	1,095.34
JC Ehrlich Co, Inc.	196.00
John C. Morgan, Jr.	45.00
L/B Water Service Inc.	5,122.70
Lawrence Boreck-Cust deposit refund	100.00
Mainline Newspaper	31.12
Mary L Elchin	325.00
Matt McCoy	45.00
Michael S. Emerick, ESQ	250.00
Mosholder Insurance Agency	1,846.00
New Enterprise Stone & Lime Co. Inc.	194.58
Peoples Natural Gas Company	32.70
Portage Auto Parts	17.26
Portage Service Center	759.50
Quadient	116.97
Ray Oil & Gas Co.	644.50
RDM- Johnstown, LLC	152.00
Ronald J. Cadwallader, Jr.	20.00
Rosemarie Wasko-Cust overpayment refund	56.36
Sharon Squillario	50.00
Sheetz Fleet Service	59.00
Stager's Store	95.91
Steven Burkett –Cust deposit refund	100.00
Verizon Wireless	<u>96.55</u>
Total:	\$20,624.74

PAID BILLS

Comcast	\$ 262.31
Cummins Bridgeway, LLC	675.24
New Enterprise Stone & Lime Co. Inc.	735.45
PA One Call System, Inc.	51.46
Penelec	2,139.04
REA Energy Cooperative Inc.	1,049.53
UPMC Health Plan	11,141.15
UPMC Dental/Vision	251.92
Verizon-Plants	<u>434.75</u>
Total:	\$15,656.75

As it relates to the invoices, Mr. McCoy questioned if the purchase of heating fuel was for Martindale, to which Mr. Cadwallader replied that it was for both Martindale and Benscreek. Mr. Alexander questioned if the Chemstream invoice is a monthly invoice, to which Mr. Bilchak replied that it is usually monthly and depends on what is needed to be ordered; however, we are trying to hold off and then place an order every so many months. Mr. McCoy questioned if there was any mention about inflation, to which Mr. Bilchak replied negatively. Mr. Morgan

questioned if we have noticed prices going up since last month, to which Mrs. Flowers replied negatively. Mr. McCoy noted that most distributors would give us a complimentary notice if the prices were going up by any percentage. Mr. Bilchak commented that Chemstream would notify us of any price increase. Mr. Cadwallader stated that we usually do not see price increases until after the first of the year. Mr. McCoy pointed out that, if we do hear of any price increases to go into effect after the first of the year, consideration should be given to placing an order before that. Mr. McCoy questioned the shelf life of the products, to which Mr. Cadwallader replied that most of the items from Chemstream have a huge shelf life. Mr. Bilchak commented that we would want to use the items before a certain amount of time and not let them on the shelf for a long time. Mr. McCoy questioned if anything has been mentioned on a shortage of any of the items, to which Mr. Bilchak replied negatively.

Mr. McCoy requested that Mr. Bilchak check into this because he has heard rumors that hospitals are getting short on oxygen. Mr. Cadwallader noted that, since there was a mention of shortages, there is one hydrant at L. B. Water currently, which is the only hydrant they have throughout their entire system. Mr. McCoy questioned how many hydrants we have in stock, to which Mr. Cadwallader replied that we have none in stock. Mr. McCoy noted that we should purchase one in order to have one in stock in case something happens to one of our current hydrants. Mr. McCoy mentioned that he talked with a representative from L. B. Water and they are really struggling with getting products. Mr. Bilchak stated that we are even having difficulty with obtaining fittings. Mr. Cadwallader stated that he has one used hydrant at the pipe yard that has a crack in the base.

Mr. Alexander questioned the invoice from Ehrlich and whether we are spraying for anything, to which Mr. Cadwallader replied that this was for the office because at one time there was a problem with ants so they come every couple of months to spray. Mr. Alexander questioned if we are spraying in any of the plants, to which Mr. Cadwallader replied negatively.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$62,845.40 (REGULAR BILLS, \$20,624.74; PAID BILLS, \$15,656.75; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1ST SUMMIT, \$1,108. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY AND MR. MORGAN.

VII. TREASURER'S REPORT

Mr. Alexander questioned if the QuickBooks payroll service is normally that much, to which Mrs. Flowers replied that the \$6,600 is the annual renewal. Mr. McCoy questioned if the Cummings Bridgeway is the generator services, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader noted that he is awaiting parts currently for the generator at Martindale. He explained that the generator will kick on and switch over to the generator power; however, the transfer switch has a co-passer and switch out of it. As soon as the parts are received, they will be installed. Mr. McCoy questioned if we have to manually fire it, to which Mr. Cadwallader replied negatively stating that it will fire on its own, but we have to flip the transfer switch back over when it shuts down. Mr. Cadwallader noted that currently it is not set up for Monday and he had the staff take it off the cycle for Monday so that it does not kick on when no one is there.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE OCTOBER 2021 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE

REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,744,034.62; CASH IN, \$244,328.71; CASH OUT, (\$96,897.04); ADJUSTMENTS, \$387.59; INTEREST, \$20.37, \$56.58; CHECKS WRITTEN AFTER, \$113,268.41, \$17,207.09 (SEWER/BOUOUGH); ENDING CASH, \$1,761,455.33. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY AND MR. MORGAN.

VIII. SUPERINTENDENT'S REPORT

A copy of the Superintendent's Report was provided to the Board prior to the meeting.

Mr. Cadwallader reported that, in follow-up of the last meeting, he did talk with Russ Kiel and everything has been settled. Mr. Cadwallader did ask Mr. Kiel who did the work in the past, and Mr. Kiel could not remember. Mr. Cadwallader noted that he did some investigation and found that it was a local private contractor who did the work and not the Authority.

Mr. Cadwallader stated that he took the Blazer to be inspected; and it will require \$1,000 in order for the Blazer to pass inspection (tires, front end repairs, etc.). He noted that he made inquiry on the new vehicle; and it will be about two weeks until the new vehicle is received (waiting for the government to provide a code). Mr. Alexander questioned if the tires could last another two weeks, to which Mr. Cadwallader replied that the inspection is out on the Blazer and it will not pass inspection without the new tires. Mr. Cadwallader informed the Board that he talked with a gentleman at McCall's who indicated that he would be willing to take the Blazer to the auction to see what we could get for it. Mr. Alexander questioned if we could do without the Blazer for another two weeks, to which Mr. Cadwallader replied affirmatively. Mr. Morgan noted that he thought we had until the end of December, to which Mr. Cadwallader replied that it was December for Unit #4. Mr. Alexander commented that the vehicle should not be driven without inspection, to which Mr. Cadwallader replied that it is not being driven. Mr. Alexander indicated that he thought that we were going to trade this vehicle in, to which Mr. Cadwallader noted that we were going to sell it outright. Mr. McCoy stated that, if we sell it outright, we will need to make it known that there are issues with the vehicle. Mr. McCall noted that we will have to advertise the sale of the vehicle and accept bids; and Attorney Emerick would need to prepare the bid materials for us, to which Mr. Alexander noted that he would speak with Attorney Emerick on this.

Mr. Cadwallader informed the Board that the Authority received a check from the State in the amount of \$320,983.70 for the Main Street project. Mr. Morgan questioned how much has to be paid to the Sewer Authority and the Township, to which Mr. Cadwallader replied that the amount to be paid for the overtime is \$2,881.88. Mr. Morgan stated that the remainder is really money the Authority has already spent; and he questioned where the monies were taken from to pay expenses from the project, to which Mr. Cadwallader replied that it was from the General Fund. Mr. Alexander suggested that the remainder of the funds, after the payment is made to the Sewer Authority and the Township, should be placed in the General Fund until the budget is completed next month.

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED THAT THE REMAINING FUNDS FROM THE CHECK FROM THE STATE FOR THE MAIN STREET PROJECT, AFTER PAYMENT TO THE SEWER AUTHORITY AND TOWNSHIP, BE PLACED IN THE GENERAL FUND (\$318,101.82). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, AND MR. MORGAN.

Mr. Cadwallader apprised the Board that Mark Ridener, who purchased the former Marty's Gas Station, is purchasing a piece of property off of CPV, so the piece of property that was in between his building and the bar is good. Mr. Cadwallader pointed out that, after numerous attempts, he has been unable to get anything back from Mr. Cummings who owns the Last Chance; and Mr. Ridener is unable to obtain anything either. Mr. Cadwallader noted that Mr. Ridener would like to have the tap installed; therefore, Mr. Cadwallader stated that he will talk with Attorney Emerick about eminent domain in order to obtain the right of way to place Mr. Ridener's tap. Attorney Emerick will need Board approval on this before he can move forward. Mr. Cadwallader commented that there will be money involved in this on the Authority's end. He explained that the main water line runs at the edge of the parking lot; and we have to get from the one side of the parking lot over to Mr. Ridener's building. Mr. McCoy questioned if there is a cheaper way rather than tying the project up with the eminent domain proceedings, to which Mr. Cadwallader replied that if he goes along the edge of the road, it will change the placement of where Mr. Ridener has things in his building. Mr. McCoy questioned if we could torpedo through rather than an open ditch, to which Mr. Cadwallader replied that he would talk to the new representative from the State to discuss the options and to see if there are any fees involved or if there is any difference in charges because we are a municipality. He noted that he would also find out what the eminent domain charges would be. Mr. McCall questioned if Mr. Cummings just has to sign a standard easement, to which Mr. Cadwallader replied affirmatively stating that, if Mr. Cummings signs the easement, all it would be is 20 feet during construction and then goes down to 10 feet permanent, and we are running a piece of casing (open ditch) and putting a piece of pipe through and we will never have to dig again. Mr. Beyer suggested sending the information to Mr. Cummings via certified mail, to which Mr. Cadwallader replied that he would attempt this route.

Mr. Cadwallader replied that the hydrant is installed and is functional on Puritan Road and has two light poles in front of it. He noted that the team is starting to winterize and pump out the hydrants and have a few more to do.

Mr. Cadwallader stated that he wanted to discuss with the Board the new LIHWAP program through the State (Low Income Household Water Assistance Program). He commented that this program provides grants to low-income families for assistance for paying their water bill in order to eliminate any past due balance; and the program runs until December 31, 2023. Mr. Cadwallader explained that there are a couple of things that the Authority would need to do in order to become a vendor; and he reviewed those items with the Board that would need completed by December 1, 2021. Mr. McCoy questioned if we have participated in a similar program in the past, to which Mr. Cadwallader replied that this is a new State program. Mr. McCoy questioned if we would need to keep track of everything and then receive reimbursement, to which Mr. Cadwallader replied that, if any customer meets the criteria, we would turn everything into the State for the customer and the customer would get reimbursed. Mr. McCoy commented that this may assist with some of our delinquent accounts, to which Mr. Cadwallader agreed.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY APPROVED THE AUTHORITY'S PARTICIPATION IN THE LIHWAP PROGRAM AS DISCUSSED ABOVE AND THE COMPLETION OF ALL NECESSARY INFORMATION TO BECOME A VENDOR FOR THE PROGRAM. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, AND MR. MORGAN.

Mr. Cadwallader reported that the Upper Road project is moving along. Tomorrow, we should have everything along Puritan Road completed. Mr. Cadwallader has received the permit to install under Route 164 to get the feed line across. The residents would then be tied in; and then the project will move up to tie in the three houses on top and complete the project.

Mr. McCoy asked if Mr. Cadwallader could potentially propose two or three projects that could be done in-house next year so we can continue to move forward in addressing areas. Mr. Morgan agreed indicating we need to keep looking at areas where the lines are only 1-1/2 feet deep. Mr. McCoy asked that Mr. Cadwallader brainstorm the three projects he would like to do and then share that information with the Board. Mr. Cadwallader noted that one of the biggest projects would be the area between Prospect and Orchard Streets as this is a freeze-up area that needs addressed. Mr. Morgan questioned Wayne Avenue, to which Mr. Cadwallader replied that that area has been completed. Mr. Morgan noted that the projects Mr. Cadwallader proposes can then be included in the budget for next year.

Mr. Cadwallader stated that he wanted to discuss with the Board the proposed BAMR project as it may end up being a lot larger project than anticipated. Mr. Cadwallader informed the Board that he met with Mike Haney from DEP and they toured various areas. Mr. Haney questioned Mr. Cadwallader at the time as to his thoughts on, when they start pumping down the pools of water underneath, what will be the effect. Mr. Cadwallader had responded to Mr. Haney that the Authority already had one a few years ago on Munster Road where the bottom dropped out of one of the wells. Mr. Cadwallader commented to the Board that Mr. Haney is looking to go as far to Wilmore as he can with the project. Mr. Cadwallader is not sure if the beer distributor has water through Wilmore Borough or not, but the project would be to within that area. Mr. McCoy indicated that he does know that Miller's Greenhouse has domestic water, to which Mr. Cadwallader replied that he does not think the domestic goes back that far and he believes it stops at the beer distributor. Mr. Cadwallader commented that the next area that he and Mr. Haney looked at was at St. Bartholomew's; and they are on a well. Mr. Beyer noted that he is able to provide the GIS for Highland. Mr. Cadwallader noted that he took Mr. Haney from St. Bartholomew's to Hufford Hill Road and then to Munster Road and then past Beyer's because they are also going to pump a bore hole, which will affect Mr. Beyer and other residents. Mr. Cadwallader took Mr. Haney up to the point where Johnson's live (point of Gigtown Road and Munster Road). Mr. Cadwallader explained that we do have a spot to take off from at the bottom on Sportman's Road right before the bridge where you could loop everything, but you may end up moving the tank.

Mr. McCoy questioned if this would all be done at the expense of the project requestors, to which Mr. Cadwallader replied affirmatively, stating that what they are looking at is the rock formation, the levels of the rock, etc. in order to see what will be affected when they start pumping the pools of water down. Mr. McCoy stated that the Authority does not have a big enough main to supply all of that, to which Mr. Cadwallader replied that the 6" line stops at the tank. Mr. Beyer noted that 6" would be sufficient. Mr. Cadwallader noted that, no matter what, there will need to be a pump station to get it all out. Mr. Beyer commented that there is an 8" on Route 53. Mr. McCoy stated that the Munster Tank will be able to handle it if it is moved up higher. Mr. Beyer questioned if they are looking to do this no matter what or only if the wells fail, to which Mr. Cadwallader replied that they want to cover everything that might be affected in this project so they do not have to come back and cover afterwards. He stated that it could potentially go out further than Johnson's. Mr. McCoy questioned if there will be a plan presented, to which Mr. Cadwallader replied that they are working on a plan now to include the rock formation, etc. Mr. Beyer stated that they will probably have the Authority lay everything out and they would pay for it; and we would also do the engineering work. Mr. Morgan reminded the Board that we are looking at going to one plant so we will need to have the water

to fill the 6" lines. We want to expand, but we have to be careful. Mr. McCoy commented as well that, if you put two mile of line in, the 200,000 gallon tank discussed might not be enough and we might want to look at a one million gallon tank; and if you move to run to Jamestown, then you open up running to Munster as well. Mr. McCoy stated that, if you are doing one plant, then you have to have the water storage available as well. Mr. Cadwallader stated that there was a pressure study done, but to get it out that far, you have to open the regulators pretty far, which would mean you would open up pressure in town threefold. Mr. McCoy stated that there is really nothing the Authority can do until we see a plan, to which Mr. Cadwallader replied that he wanted to make the Board aware of what is going on. Mr. Alexander commented that, if we were set with the new plant, he would love to see the Authority tap in with Munster. Mr. McCoy questioned if Mr. Haney is aware that the tank needs replaced, to which Mr. Cadwallader replied affirmatively. Mr. McCoy stated that he would love to see the Authority being the supplier to increase growth, but we would definitely have to look at the plan.

Mr. Cadwallader apprised the Board that the windmill agreements were provided to Attorney Emerick. Everything that Mr. Barton had found was copied and scanned to Attorney Emerick, but Mr. Cadwallader has not heard anything further.

Mr. Cadwallader stated that he included information in the Board's packets for the meeting relative to the GIS system. All Board members were provided with a username and password. Mr. Beyer commented that either Sarah and/or Tyler would be available to attend the meeting next month to demonstrate the system; however, Tyler would like to attend the next meeting to demonstrate at least the transmitter. He stated that, as discussed at a previous meeting, a demonstration was to be made to the Board at a Board meeting and then a demonstration to the employees during the day. Mr. Morgan commented that potentially a workshop could be held with the Board members rather than the next meeting as the December Board meeting will be a very busy meeting. Mr. Alexander noted that the Board would discuss a meeting time/workshop and would contact Mr. Beyer.

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

IX. FIELD MANAGER'S REPORT

No current position.

X. PLANT MANAGER'S REPORT

Mr. Bilchak commented that October was pretty crazy at the plant with himself and Mr. Moore having COVID and having time off, and Mr. Thompson's wife had a baby as well. He stated that all of the turbidity meters were calibrated at the Benscreek plant; and all of the end of the month paperwork was completed and submitted to DEP. The chemical feed pumps were calibrated as well. Mr. Bilchak informed the Board that the Scada alarm at Benscreek was not working; and Trenton Layo was contacted to assist. Mr. Bilchak explained that the alarm just stopped running; and Mr. Layo worked with Mr. Moore via the computer on what needed done to basically reboot the system.

Mr. Bilchak noted that the samples were pulled for the pilot study as well; and all of the meters at Martindale were calibrated. Supplies were ordered from Hawk for both plants; and the clarifiers were cleaned at both plants. Mr. Bilchak indicated that he did cut grass at the

Martindale plant; and he discussed concerns with the Board with the mower which required a \$58 expense at Pristow's to bring the mower back into service. Mr. McCoy questioned who does the plowing of snow at the plants, to which Mr. Cadwallader replied that the Authority employees do as we have a plow for the dump truck.

Mr. Bilchak apprised the Board that Nigel came up and pm'd both plants for the chlorine probes, which has to be done once a year. He commented that there was a meeting held at the shop with the employees regarding the hospitalization and overtime for the weekend. The employees had some suggestions, which Mr. Alexander noted that the Board would review this information. Mr. Bilchak stated that completed was the 334 ampule testing for the machines at both plants plus the distribution system, which needs to be completed quarterly. He stated that the crew worked on the 2100 turbidity meter at the Benscreek plant. The meter is reading high; and we were in contact with Hawk. To send the meter back to Hawk to have it tested would cost over \$600. Mr. Bilchak explained to the Board that the crew went into the back of the machine where there is a bulb and lens; and the lens looked yellowish. We brought the Martindale lens to Benscreek and found that it is definitely something in the machine; therefore, we ordered a new bulb and lens, which was the cheaper route to go because once we send it back to Hawk, we would still be paying no matter what; and a new meter would cost \$4,000. Mr. Morgan commented that sometimes when companies change things, they change it where you have to pay for something, to which Mr. Bilchak interjected that Hawk did indicate that our machine is obsolete. Mr. Morgan suggested that this be included in the budget for next year as well because the 2100's are old units and that is what is reading the clarity of the water. Mr. Bilchak stated that we did talk about putting it in the budget for a new one; however, if we place the spend in the budget now and three to five years down the road we build a new plant, we are going to want to have all brand new equipment in the plant. If you spend the \$4,000 now, you will not want to do it again when the new plant is built. Mr. Morgan indicated that the new plant is definitely four to five years out, so we need to make sure we are safe if the bulb and lens do not work. Mr. Bilchak stated that we are carrying the machine back and forth between the two plants. Mr. Alexander questioned if both machines are just as bad, to which Mr. Bilchak replied that both machines are old, but the Martindale machine does read good. Mr. Cadwallader pointed out that both machines are over 10 years old. Mr. Alexander questioned the normal life span, to which Mr. Bilchak replied that it is probably 10-12 years. He explained that the machines are on 24/7 and are never shut off. Mr. McCoy asked that Mr. Bilchak keep the Board informed on whether he is able to fix the machine or not. Mr. Alexander asked that the expenditure for a new machine also be included in the budget.

Mr. Bilchak reported that the team will be finishing up the filters this week (B and C) to ensure we are in compliance with DEP. Mr. McCoy questioned Mr. Bilchak if he sees any problems, other than the water treatment, at the plants, such as roofs, paint, furnaces, etc. Mr. Cadwallader stated that the roof is leaking at the Martindale plant; and the furnaces were just changed at both plants. Mr. Bilchak explained that where the leak is at in Benscreek it is right where the addition was put on, to which Mr. Alexander interjected that perhaps this could be sealed. Mr. McCoy commented that he does not want us putting an expensive new roof and then tearing it down when the new plant is complete.

Mr. Bilchak questioned, if he is going to be required to attend the Board meetings to report, will he be compensated for his attendance because he is attending at the Board's request. He asked that the Board take this into consideration, to which Mr. Alexander stated that the Board will discuss Mr. Bilchak's request.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY ACCEPTED THE PLANT MANAGER'S REPORT AS

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

Mr. Alexander questioned what was scheduled this month with DEP, to which Mr. Bilchak replied that it was the filter plant evaluation, which was cancelled due to DEP's concern with a few of the employees contracting COVID. DEP will be contacting us to reschedule.

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 regarding the Emergency Action Plan. As it relates to the Benscreek impoundment project, Mr. Beyer questioned the Board when they would like to advertise for bids, as the earlier you advertise the better prices you will receive. This year he reminded the Board, we were only able to do work on the project from the beginning of June until September because of the turtles, etc. If the Board wants to bid the project in January, Mr. Beyer noted, he will begin to get everything together. Mr. McCall stated that the earlier we advertise for bids the better. Mr. Beyer questioned if the Board wanted to advertise for bids in January and open bids in February, to which the Board agreed.

Concerning the GIS system, he asked that the Board let him know if they would like Sarah or Tyler to come to the next meeting to demonstrate the system or at a workshop. Mr. Alexander commented that the next Board meeting is scheduled for December 2, which will be a very busy meeting, so it may be after that or in January. Mr. Beyer indicated that, in the meantime, Sarah would like to meet with Mr. Cadwallader or Mr. Thompson to verify pipe sizes, etc. to ensure everything is correct as some of the information she currently has may not necessarily be correct.

Mr. Beyer noted that he continues to work on the water treatment plant feasibility report. In addition, the Martindale reservoir inspection report will be completed by the end of the week. Mr. Beyer has attempted to reach out to the Army Corps regarding grant monies; and they have not responded. There is no change on the solar panel discussions as he has no further information from Mr. Barton.

As it relates to the Engineer's retainer fees for upcoming budget discussions, Mr. Beyer noted that his retainer for meetings will remain at \$65; and the cost for the dam inspection will remain at \$950. If there is any other engineering work that needs completed, it will be billed hourly; and any large projects would require a separate agreement with EADS. Mr. Beyer stated that this is actually no change from the Engineers agreement from last year.

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

XII. SOLICITOR'S REPORT

Attorney Emerick was not present at the meeting.

XIII. FORESTER'S REPORT

Mr. Barton was not present at the meeting.

XIV. UNFINISHED BUSINESS

- Status of Hydrants: Purchase and Install

Discussed earlier in the meeting.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF ONE HYDRANT FROM L. B. WATER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, AND MR. MORGAN.

Mr. Morgan suggested that, in the future, if we do not have a back-up hydrant, Mr. Cadwallader should automatically purchase one and then inform the Board.

- Quote for Security System for Office/Plant

Mr. McCall questioned the status of the new security system, to which Mr. Cadwallader replied that this matter was tabled from the last meeting; and the Board would need to decide what they would like so that he can provide the information to the Sewer Authority. The Board questioned Mr. Cadwallader as to his thoughts. Mr. Cadwallader replied that, for the plants, he would recommend Smithmyer's since they did the work before and would be familiar with the needed upgrades. Smithmyer's would provide one year of monitoring free of charge, then it would be \$228 annually after that. As far as the office is concerned, Mr. Cadwallader pointed out that there are different options to be considered. There is a leasing option from ADT, and other options from Gettings and Smithmyer's. Two of the quotes included options for fire protection and one did not (Gettings). Mr. McCoy questioned if there would be a discount with our insurance if we included the fire protection, to which Mr. Cadwallader replied that he contacted Mosholder's; and there would be a 5% discount on our insurance, which would not take effect until the insurance plan is renewed.

Mr. McCoy questioned if there would be alerts at the office only or would it include the plants, to which Mr. Cadwallader replied that there are two different quotes; i.e., one for the plant and one for the office. Mr. Alexander questioned the total of the quotes received, to which Mr. Cadwallader replied that the quote from Smithmyer's for the Martindale plant to replace the panels would total \$1,336 for total installation. With this, there is also two options; i.e., installation of internet module to control the panels, or provide a total connect feature which would go through the internet at Martindale. The first year would be free for the monitoring and then it would be \$228 per year after that. Mr. Morgan questioned what we currently have at the plant, to which Mr. Cadwallader replied that it is fire, heat and security. Mr. McCoy questioned if there are any subsidies available through Homeland Security for security, to which Mr. Cadwallader replied that he could check into this. Mr. McCoy commented that there was some AFG monies available specifically for high-risk security type infrastructure that the Authority might be able to tap into from the water side. Mr. Hayes commented that the wind turbines do receive Federal money for security. Mr. Cadwallader noted that he would check what is available and report back to the Board.

Mr. Alexander questioned if this matter should be tabled until the next meeting until Mr. Cadwallader has additional time to investigate the Homeland Security infrastructure monies, to which Mr. McCoy replied that this would be beneficial in order to see if there are monies available to provide additional security at the two plants. Mr. Cadwallader commented that there is also a lot of information available currently as well for the plant as it relates to computer

hacking, which may also fall under Homeland Security, so he will check for both the plants and the office. Mr. McCoy noted that he will check the information on the AFG monies as well. Mr. Morgan commented that we should also see if this includes monies available for additional lighting being that we really need additional lighting at the Benscreek plant. Mr. McCoy stated that there are some pretty nice stand-alone lithium battery solar lights that go into a dormant mode when not in use.

XV. NEW BUSINESS

- Park Reimbursement Request

Mr. Alexander commented that the request from the PAJRC Board was tabled at the last meeting. Mr. Morgan stated that the Fire Company did a great favor to the Authority assisting at the Park after the accident, as well as many others. He believes the Board needs a discussion with Attorney Emerick before any decision is made on the PAJRC's request; and he suggested that this matter be tabled until the next meeting.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO TABLE THE PAJRC'S REQUEST FOR ASSISTANCE FOR ADDITIONAL COST DUE TO WATER INCIDENT UNTIL THE MATTER CAN BE DISCUSSED FURTHER WITH ATTORNEY EMERICK. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, AND MR. MORGAN.

- Employee Healthcare

To be discussed in Executive Session.

- Main Street Project Reimbursement Check

Discussed earlier in the meeting.

- Diversified Training for Jennifer Flowers and Lisa Spaid

Mrs. Flowers noted that the Diversified training would be two days of training, all on-line. Mr. Alexander questioned what would be done with interruptions during the training, to which Mrs. Flowers responded that the training would probably have to be done on a Monday when the office is closed, unless she would do the training one day and Mrs. Spaid do the training another day. Mr. McCall noted that we could also temporarily close the office one day so that both Mrs. Flowers and Mrs. Spaid could do the training together. Mrs. Flowers indicated that the cost of the training would be \$600.

Mr. Cadwallader stated that the concern is that the computers that Mrs. Flowers and Mrs. Spaid use do not include cameras; and the last time cameras were needed he borrowed two laptops from the school to be used. Mr. Cadwallader noted that whatever is decided as far as it relates to closing the office so that the training can be completed, we can include this information on the bill, along with posting it on the door as well as the Authority website. Mrs. Flowers commented that Diversified stated that the training could be set up whenever it is convenient with herself and Mrs. Spaid. Mr. Morgan noted that we must also discuss any decisions with the Sewer Authority as well. Mr. McCoy stated that there were also some questions that the Board wanted to ask of Diversified as well, so whenever the education is set up, this could be done at that

time. Mr. Alexander requested that Mrs. Flowers discuss with Diversified the potential dates for training and then present the dates to the Board as well as the Sewer Authority.

- Maturing CD's

Mr. Cadwallader noted that information was presented to the Board relative to one CD that matures in 2025 and there are three that will mature at the end of the year. Mr. McCoy questioned if we wanted to look at a jumbo annuity for the larger CDs and then keep a stand-alone small CD. He questioned if Mr. Cadwallader received any recommendations from 1st Summit Bank, to which Mr. Cadwallader replied that there is a smaller CD that we could potentially roll over to another CD and then roll the other CDs into the annuity plans. Mr. Cadwallader noted that we could also take each of the three CDs and put them into a different annuity. Mr. McCoy noted that the Authority is only secure up to \$250,000 so we will need to keep this in consideration. Further discussion took place on action to be taken as far as the potential of breaking down the larger CDs into an annuity or what other options are available; and the Board requested that Mr. Cadwallader discuss with 1st Summit the options available and report back to the Board.

- MMO Paperwork Update

Mr. Cadwallader informed the Board that paperwork had to be completed for Mr. Thompson because Mr. Thompson was paying into the plan but the plan is unable to show where the monies were going.

XVI. GOOD OF THE ORDER

- November 15 Bill Due Date

Mr. Alexander commented that the water bills in November are due on November 15; and this is a Monday, when the office is scheduled to be closed. He questioned if the office should be open that day, to which the Board agreed. Mr. Alexander asked that this notice be made in the Dispatch as well as the website. Mr. Morgan noted that we should look at the due dates for next year so that we can plan ahead for next year in the event the dates are on a Monday.

- 2022 Budget

Mr. Cadwallader questioned if he is able to contact Wessel regarding assistance with preparation of the budget for 2022, to which the Board agreed. Mr. Cadwallader noted that there are accounts that we no longer use, etc.; and he just wanted to be prepared with the budget.

- Payroll System

Mr. McCoy questioned Mrs. Flowers if she is comfortable with going solely for fingerprints for the payroll clock-in system, to which Mrs. Flowers replied that there are a few things she needs to check into further before finalizing this.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL

Presented for Board information.

XVIII. SHUT OFF LIST/DELIQUENT REGISTER

Presented for Board information.

XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT

Presented for Board information.

XX. VACATION/SICK/COMP REPORT

Presented for Board information. Mr. Alexander questioned if comp time is still allowed, to which Mr. Cadwallader replied that if employees work weekends they can take comp time rather than overtime.

Mr. Bilchak noted that he does not know what will take place at the end of the month when he has a medical appointment. He questioned what the Board allows for carry-over of time, to which Mr. Cadwallader replied that it is two weeks (80 hours). Mr. Bilchak noted that he has vacation and sick time, but he has been careful because he does not know the outcome of his medical appointment this month. Mr. Alexander emphasized to Mr. Bilchak that, if any employee would run into a medical concern, the Board will work with the employee; and the Board does not want any employee to worry about their time if there are medical concerns. Mr. Alexander noted that the Board would go above and beyond in these situations to address requests of employees.

XXI. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY APPROVED THE REQUEST FOR ADJUSTMENT RECEIVED FROM SHIRLEY BRANAS AS PRESENTED (TOILET LEAKING WHICH HAS BEEN REPAIRED). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, AND MR. MORGAN.

XXII. GENERAL

Mr. Alexander apologized for not recognizing Mr. Hayes earlier in the meeting. Mr. Hayes commented that he has been attending various Board meetings throughout the community; and he commended the Authority Board for the collaboration he has noticed between the Board members at this evening's meeting.

XXIII. EXECUTIVE SESSION

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION FOR PERSONNEL REASONS AT 7:16 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY AND MR. MORGAN.

XXIV. ADJOURNMENT

Adjournment took place following the above Executive Session.

XXV. NEXT MEETING

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

Respectfully submitted,

Sharon Squillario
Recording Secretary