

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 20, 2022, 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
Dino (Chris) Scarton

Also present were: Joe Beyer, The EADS Group; Attorney Michael Emerick, Solicitor; Michael Barton, Forester; Jennifer Flowers; Sherry Cadwallader; Mr. and Mrs. (Kelly) Smith; Mrs. Yingling.

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. REORGANIZATION

Mr. Alexander asked for nominations for Chairman. Mr. Morgan nominated Mr. Alexander, to which Mr. Alexander accepted.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. ALEXANDER AS CHAIRMAN FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

Mr. Alexander asked for nominations for Vice Chairman. Mr. McCoy nominated Mr. Morgan, to which Mr. Morgan accepted.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. MORGAN AS VICE CHAIRMAN FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

Mr. Alexander asked for nominations for Secretary. Mr. Morgan nominated Mr. McCall, to which Mr. McCall accepted.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. McCALL AS SECRETARY FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

Mr. Alexander asked for nominations for Assistant Secretary. Mr. McCoy nominated Mr. Scarton, to which Mr. Scarton accepted.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. SCARTON AS ASSISTANT SECRETARY FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

Mr. Alexander asked for nominations for Treasurer. Mr. McCall nominated Mr. McCoy, to which Mr. McCoy accepted.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. McCOY AS TREASURER FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

III. RETENTION OF POSITIONS

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF 1ST SUMMIT BANK AS DEPOSITOR FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF STEPHANIE STOHAN (GALLO)/WESSEL & COMPANY AS AUDITOR FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO THE RETENTION OF THE EADS GROUP AS ENGINEER FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO TABLE THE MATTER OF APPOINTMENT OF THE SOLICITOR FOR 2022 AS OTHER LETTERS OF INTEREST ARE TO BE RECEIVED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON

ON MOTION OF MR. CASTEL, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO TABLE THE MATTER OF APPOINTMENT OF FORESTER FOR 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO TABLE THE MATTER OF APPOINTMENT OF RECORDING SECRETARY FOR 2022 AS MRS. SQUILLARIO REQUESTED NOT TO BE REAPPOINTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

IV. ADJOURNMENT OF ANNUAL MEETING

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY ADJOURNED THE ANNUAL REORGANIZATION MEETING AND CONVENED INTO REGULAR SESSION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

V. CORRESPONDENCE

Mr. Alexander noted that there was one piece of correspondence that was received that will need to be discussed in Executive Session.

VI. RECOGNITION OF VISITORS

Mr. Alexander recognized Mrs. Cadwallader. Mrs. Cadwallader commented that she believes what happened with her husband, Mr. Ron Cadwallader, was uncalled for and what is going on is uncalled for. She pointed out that there should have been more discussion and more understanding between all parties; and she believes that there are big misunderstandings of the proceedings of what is going on. Mrs. Cadwallader questioned if the Board has the right to not accept Mr. Cadwallader's resignation, to which Mr. Alexander replied affirmatively, stating that the Board is not at that point yet. Mrs. Cadwallader explained that Mr. Cadwallader has 25 years of his life invested in this organization and that it was his life. She noted that Mr. Cadwallader did enjoy it at one point until back several years ago when Board members changed and things went south. Mrs. Cadwallader explained that Mr. Cadwallader's reason for checking with the Board all the time is that he was being micromanaged. He did not want to do anything without anyone knowing what he was doing all of the time. Mrs. Cadwallader again pointed out that she believes there was a lot of miscommunication. She stated that when Mr. Cadwallader would come home, as Supervisor, and tell her different things, she would tell him to handle it, but he did not want to do that because he did not want to be under the microscope of the Board and did not want to get written up or told about it.

Mrs. Cadwallader noted that Mr. Cadwallader has been accused of being a friend and not a boss. Mr. Cadwallader had thought the employees were his friends, but when you get into a management position, it is hard to get past that when you have been friends with someone for so long and then you are treated like a piece of garbage because you are the boss. Mrs. Cadwallader indicated that she believes there is not enough understanding between both parties. She does not know how the Board meetings went because she was not present, but she does not think things got out in the meetings as they should have. She believes there should have been things that Mr. Cadwallader should have stood up and said at the meetings; and she also believes there should have been things said by the Board members that were perhaps being held back. Mrs. Cadwallader does not know if this would have made a difference with Mr. Cadwallader; however, she believes there needs to be a little bit more communication.

Mrs. Cadwallader noted that Mr. Cadwallader was told from the beginning that he was being terminated, to which Mr. Alexander replied that he did not say this. Mrs. Cadwallader stated that, if this is the case, she appreciates this. Mr. Morgan stated that none of the Board members had said that Mr. Cadwallader was being terminated. Mrs. Cadwallader commented that she is not aware where this came from. Mr. Alexander stated that had that word been in discussion somehow, it perhaps may have come up but not in that manner. Mrs. Cadwallader explained that Mr. Cadwallader's impression was that he was being put out at tonight's Board meeting and that is why he submitted his resignation because he was worried that his name would be drug through the mud if the Board terminated him. Mrs. Cadwallader emphasized that Mr. Cadwallader has done a lot for everyone.

Mr. Alexander pointed out that none of this is personal with himself. Mrs. Cadwallader stated that she does know all of the Board members. She does know Mr. McCoy from the Fire Company and what Mr. Cadwallader did with the Fire Company; and she does not believe that would be personal with hm, but with other Board members she does believe it is personal because of past experiences and seeing things and knowing things. Mrs. Cadwallader believes this really should be looked into. Mr. Alexander thanked Mrs. Cadwallader for addressing the Board.

Mr. Alexander recognized the remainder of the visitors and asked that one representative address the Board. Mrs. Smith introduced herself, noting that she lives on Gillespie Avenue. She stated that she wanted to address the Board in regard to her water bills within the last two years and paying for water that she did not use. Mrs. Smith commented that she did contact the advisor in Philadelphia who advised her to come to the meeting to address this.

Mrs. Smith informed the Board that she pulled out all of her water bills from 2018 to the present; and the bills have been increasing over the years by hundreds of gallons each month. Part of the problem she believes that it is her neglect because when she receives the bill she just pays it. She really never thought about it until she really started recently to look at everything. Mrs. Smith pointed out that she has a lot of missing money throughout her water bills. For example, she has a water bill that was for \$104 and when her husband came in to pay it, it was scratched out and changed to \$140, which is \$36 extra dollars. Mr. Morgan questioned if her husband did not question this, to which Mrs. Smith replied that he did not because he was told the amount and just paid it. Mr. Alexander questioned if this was recent, to which Mrs. Smith stated that this was November 1, 2019.

Mrs. Smith pointed out that her other concern was that during the entire time through COVID, her husband placed a money order in the payment box; and he always estimated the bill to the next highest dollar. She noted that not one time did the next bill have any credit for the over money paid. Mr. McCall questioned if Mrs. Smith has copies of cancelled checks, to which Mrs. Smith replied that she has copies of the money orders. Mrs. Smith pointed out that every single month her bill ends in exactly ".00" and she does not understand how she could have used down to the exact gallon of an even gallon. Mr. Morgan explained that the meter reads by 100, meaning that it would be double zeros at the end of every month, which is the same for every customer. Mrs. Smith questioned if she uses no water she would be charged for 100 gallons, to which Mr. Morgan replied negatively, stating that the meter will not pick up until a customer goes through 100 gallons, and it will not read 150 unless you go inside and read the meter. Mrs. Smith explained that her last two months of water bills were \$200; and she was charged for 5,800 gallons of water. She checked with businesses on Main Street and they have never used that amount of water in a month; and she does not understand how she and her husband and a small child that is not allowed to bath every other day because of skin conditions use that amount of water in one month.

Mr. Alexander questioned Mrs. Smith if there was a check done for leaks, to which Mrs. Smith replied affirmatively. Mrs. Smith stated that the last time she made a complaint, her bill ended on 1/1 and it is always rounded to the next 100. Mr. Morgan stated that they must have read the meter inside, to which Mrs. Smith replied that she does not have an inside meter. Mr. Morgan questioned what year this was, to which Mrs. Smith replied that this was her December bill. Mr. Alexander reminded Mrs. Smith that her bill is not just for water and would include sewage and garbage as well, to which Mrs. Smith commented that she is aware of that. Mrs. Smith shared copies of her past bills, money orders, etc.

Mr. Morgan questioned if anyone changed the meter. Mrs. Smith informed the Board that her bill was increasing month after month. She contacted the Authority office to question this; and she was told that perhaps she was washing her car too many times or perhaps there was a toilet running or leaking, which was not the case when they came to check the meter. Mrs. Smith then contacted her brother-in-law who checked and there were no leaks. Mrs. Smith then called back to the Authority office and told them this. Since she did not hear back, she contacted the advisor in Philadelphia; and then she received a call from the Authority office who said they would be down to look at the meter. Mrs. Smith told them she wanted the meter changed and questioned at whose expense; and she was told this would be at the Authority's expense. The meter was changed; and two days later Mrs. Smith received a bill which went from \$200 to \$70. Two days later, Mr. Feathers arrived and said that he had to adjust the meter. After this, Mrs. Smith noted, the bill then went to over \$100 the following month. Mrs. Smith emphasized that she does not know what is going on. She did post information on Facebook and questioned individuals around town about this; and she also questioned everyone in her neighborhood who are being scammed as well. Mrs. Smith stated that there is an older gentleman and his mother who are being charged for 800 gallons; and there is another neighbor who lives by themselves who is being charged \$150.

Mr. Alexander emphasized that it is not the intent of the Authority to scam someone. Mrs. Smith commented that every single month she paid an additional amount on her bill and she never received a credit; and she questions where that money is going. Mr. Alexander stated that the Authority can run a report for Mrs. Smith; and he questioned if this was done before, to which Mrs. Smith replied negatively. Mr. Alexander stated that a report can be run by years. Mr. McCoy questioned when Mrs. Smith's usage total went up to 5,800 gallons, to which Mrs. Smith replied that the usage went up slowly as the years went by. She pulled out all of her bills and did an estimated average and that is when she noticed the concern. Mr. Morgan commented that Mrs. Smith had stated that Mr. Feathers came down and adjusted the meter and he does not understand what that means, to which Mrs. Smith responded that she does not understand that either. Mrs. Smith indicated that the bill then went up to \$100 and when she complained, Mr. Cadwallader then brought her a new bill for \$73 because he said he found the problem of a gasket behind the meter being bad. Mr. Cadwallader stated at the time that Mr. Feathers noticed this when he changed the meter a month before; and Mrs. Smith questions why this would not have been corrected at that time. Mr. McCoy questioned, if this has been changed, what is the newest bill, to which Mrs. Smith replied that she has not received a new bill as yet.

Mrs. Yingling informed the Board that she accompanied Mrs. Smith to the meeting because she had concerns with the Water Authority in the past. Previously, she was getting charged for 5,800 – 6,000 gallons of water when her children were at home and they no longer live with her. At that time, they took her meter out of the house, which had 1,100 gallons on it; and two days later, she received a bill for 5,600 gallons. Mrs. Yingling came to the Board at the time questioning why she was being charged this amount. At the current time, Mrs. Yingling commented, she is only being charged for 1,300 gallons, when she used to be charged for

5,900 – 6,400 gallons. Mrs. Yingling commented that she watches her bill every month. When she came to the Board in the past, she provided information on how much water is used to flush her toilet, etc. At the time, she was only using 3,400 gallons, but she was being billed for 5,800 gallons. Mrs. Yingling noted that she questioned at the time about someone pocketing money; and she was told that this was absolutely not the fact. However, it was not too long after that Mr. Stankovich was fired, to which Mr. Alexander interjected that this was many years before the present Board. Mrs. Yingling commented that she realizes this; however, she does know of someone that watches their meter and calls their meter reading in, but the meter reading is never the same as what she calls in. She noted that when she was doing her meter reading, she did set outside and asked for the reading and it was never the same when she received her bill. When she questioned it, she was told they must have written it down wrong. Mrs. Yingling commented that, when Mrs. Smith asked her to come to the meeting, she agreed because she truly believes that there should be an audit to see what is going on. She commented that when Mrs. Smith complained about her water bill and then received a new meter, she was told in the past that this could not be done until it went through a Board meeting. Mrs. Yingling pointed out that, in the past, when she had a high water bill, she would bring in a certain amount of money and indicate that that was the only amount she was paying for the month and no questions were ever asked. She believes that things should be checked into because she does not understand how Mrs. Smith received a lower bill because she complained; and older residents who do not watch meter, she does feel sorry for them.

Mr. Alexander noted that it is difficult to attest or respond to the above because he is new to the Board; and it is really an all new Board. However, he noted that we are able to run reports or check usage with the software that is available now. Mr. Alexander requested that Mrs. Smith provide copies of all of the information she shared with the Board; and Mrs. Flowers will be pivotal in pulling the reports that will be needed to follow up on the concerns. Mrs. Smith noted that when she did call because she was being charged more sewer than water charges, she questioned how that would be possible, to which Mr. Alexander replied that this would have to be brought up to the Sewer Authority. Mr. Beyer explained that it does cost more to treat sewer in any municipality. Mr. Smith stated that, when his wife called the office questioning this, she should have been referred to the Sewer Authority, to which Mr. Morgan interjected that the secretary for the Sewer Authority is new and would not be aware.

Mr. Smith commented that his meter pit is locked; and he questioned if there is a way that he could physically check this. Mr. Alexander noted that the Board will check into this and will run reports to check into the concerns that were brought before the Board. Mrs. Smith indicated that, if there is going to be full honesty, perhaps the Board should consider a full audit for the sake of the town. She noted that she has spoken to many individuals in town who agree to sign this request. Mr. Alexander commented that we have already started an internal audit. Mr. McCall agreed that the new Board has already started an audit of bills because, as a new Board, this was a concern. Mr. Alexander emphasized that a lot of the concerns were red flagged prior to the current Board; and the Board is going to continue to look into the concerns. Mrs. Smith noted that she would like to see a fresh new audit for everyone's sake. Mr. Smith commented that another item that he does not know if it would affect everyone in that area is that they put a new drainage system on Gillespie Avenue, to which Mr. Morgan replied that this should have no effect because the water has to go through the meter for it to read. Mr. Scarton commented that it was stated earlier that a lot of the increase in water usage occurred during COVID; and he questioned if anyone had been working from home at that time which would have caused the increase, to which Mr. Smith replied negatively.

Mr. Alexander thanked the residents for providing the information to the Board and will start running reports to address the concerns.

All guests departed from the meeting at this time.

VII. EXECUTIVE SESSION

ON MOTION OF MR. McCALL, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AT 6:35 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

VIII. ADJOURNMENT OF EXECUTIVE SESSION

ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE EXECUTIVE SESSION AT 7:29 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

IX. RECOVENE INTO REGULAR SESSION

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 7:29 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

X. APPROVAL OF MINUTES

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 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. MR. SCARTON ABSTAINED FROM VOTING.

XI. AGENT'S EXPENDITURES

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD MARCH 2021 THROUGH DECEMBER 2021 IN THE AMOUNT OF \$81.98. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XII. INVOICES

PAID BILLS

Aflac	\$ 65.26
Comcast	312.57
EAD'S Group	413.00
Fairway Laboratories Inc.	1,293.00
Hach	1,260.16
Hilltop Office Supply Inc.	192.14
J.M. DeLullo Stone Sales Inc.	696.04
L/B Water Service, Inc.	640.00
Mainline Newspaper	80.00
Mosholder Insurance Agency	3,226.00
New Enterprise Stone & Lime Co Inc.	301.63
Penelec	1,079.67
PMAA	1,388.18
Portage Sewer Authority – Main Street Job OT	3,346.88
Portage Service Center	591.50
Portage Township – Main Street Job OT	641.25
Quaker Sales Corporation	12,195.60
Sheetz Fleet Service	361.00
Tire Shop	652.00
UPMC – Health, Dental & Vision	8,600.72
Verizon – Plants	<u>436.31</u>
TOTAL:	\$37,772.91

Mr. Alexander questioned the AFLAC line item, to which Mr. Morgan replied that this is additional supplemental insurance that the employee's pay themselves and the amount is deducted from their paychecks.

Mr. Alexander questioned if the lab charges are consistent with other months, to which Mrs. Flowers replied affirmatively. Mr. Alexander questioned if the UPMC Health Plan is the current insurance premium, to which Mrs. Flowers replied affirmatively, stating that the charge would be for the health insurance, dental and vision. Mr. Alexander commented that the charge is significantly lower that it was.

As it relates to the purchase of the annuity as discussed at previous Board meetings, Attorney Emerick informed the Board that he spoke with the gentleman from 1st Summit Bank. Apparently, Mr. Cadwallader was told that the annuities are insured by the FDIC; however, they are insured by the Commonwealth in conjunction with a conglomerate of insurance companies that back them up. Attorney Emerick advised that, according to the Municipal Authorities Act, it is not something the Authority is permitted to invest in because they are not backed by the FDIC. Mr. Alexander questioned if they have their own insurance, to which Attorney Emerick replied affirmatively. Mr. Alexander questioned what Attorney Emerick's thoughts were, to which Attorney Emerick replied that, realistically, the annuities are insured; however, technically they are not permitted under the Municipal Authorities Act so he could not advise the Authority to permit it. Mr. McCall questioned what it is not permitted by, to which Attorney Emerick replied that it is not permitted by the Municipal Authorities Act. Mr. McCoy questioned why 1st Summit contacted the Borough and not the Authority, to which Attorney Emerick explained that Borough Council had asked him about the annuity; and Attorney Emerick mentioned that the Authority

was also looking into something similar. Council had asked Attorney Emerick to contact 1st Summit on behalf of the Borough, which he did. Mr. McCoy questioned if the Water Authority would fall under the Borough as an Authority because the Borough had different things before that they could not do which the Water Authority could, to which Attorney Emerick agreed, stating that, under the Borough Code there are some restrictions that the Borough has that the Authority does not. Attorney Emerick indicated that he thought we could have run it the way it was being described; i.e., deposit and savings accounts and timed deposits, which an annuity basically is, or shared accounts insured by the FDIC or the Federal Savings and Loan Association, or the National Credit Union Shared Insurance Fund. Attorney Emerick pointed out that it is a technicality, but it is not provided for in the Municipal Authorities Act so he cannot advise the Authority that it is permitted. Mr. McCall questioned what the recourse would be for the Authority to do this, to which Mr. McCoy replied that the Authority has already moved forward with the annuity. Attorney Emerick advised that 1st Summit be contacted based on the information he provided. Mr. McCoy asked that Attorney Emerick provide him with a copy of the Act and he can send it to 1st Summit for a response in writing. He asked that Mrs. Flowers contact 1st Summit and have them get in contact with him.

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$64,336.82 (REGULAR BILLS, \$37,772.91; PAID BILLS, \$0.00; 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, MR. MORGAN, AND MR. SCARTON.

XIII. TREASURER'S REPORT

Mrs. Flowers explained to the Board that she is having concerns with the Treasurer's Report; and Wessel will be coming in on Monday to assist her in finding the reason for it being off-balance.

ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO TABLE APPROVAL OF THE TREASURER'S REPORT UNTIL THE NEXT MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XIV. SUPERINTENDENT'S REPORT

Mr. Alexander noted that a copy of the Superintendent's Report was provided to the Board prior to the meeting.

Mr. Alexander commented that the Superintendent's report noted that there was a concern with the chlorine alarm; however, Mr. Gouse was on call that weekend and it was addressed.

Mr. Alexander acknowledged that the office area and garage are looking good. He acknowledged the efforts of the employees to clean up the areas, which was identified by the Board as a concern. Mr. Morgan agreed that the staff did a very nice job.

Mr. Alexander commented that the Superintendent's report also included the vehicle reports as requested by the Board. Also included was an email chain from Merchants Fleet on the lease of equipment and what the truck rental costs would be month-to-month, along with options for month-to-month prices. It was noted that leasing could cost up to \$2,000 per month. Mr.

McCall pointed out that when the Board talked about potential leasing, he did not feel that our fleet size made sense. For the record, Mr. McCall pointed out that, if you order a new Ford or GM product, it would probably be a one year minimum for receipt. As Mr. Scarton was a new Board member, Mr. Alexander commented that we have been looking at our fleet for a number of months; and we have been trying to reduce it. He explained that the Authority has some very old, high mileage vehicles; and we have been putting money into them just to pass inspection. Mr. Alexander stated that we had a quote for purchase of one vehicle and were going to sell two of them at auction; and the cost of the new vehicle would be \$33,000, under CoStars pricing. Mr. Morgan commented that the Authority used to fall under CoStars, which no longer exists for the Authority to use, so the quote for a brand new truck at \$33,000 went up to \$43,000. He pointed out that we definitely have to make a move because of the condition of the vehicles currently. Mr. McCall noted that, in the meantime, he can look at obtaining additional quotes. Mr. Alexander emphasized that we really need to stay on top of this because there are so many things that need replaced on the current vehicles. Mr. Morgan stated that Unit #2 did not have heat until the middle of December. Mr. McCoy questioned if we should check to see if there are other kinds of programs similar to CoStars that we could take advantage of.

Mr. Scarton questioned how many units we currently have, to which Mr. McCoy replied that we have four vehicles. Mr. Morgan stated that Unit #4 (Ranger) has not run since January because it does not pass inspection. Mr. McCall indicated that he would obtain three quotes for the next meeting along with lead times for receipt. Mr. Alexander commented that we have put \$1,800 into two vehicles since the last meeting. He questioned if we obtained quote from Niper's or if we always use them, to which Mr. Morgan replied that the Board had approved putting \$1,000 into that vehicle. Mr. Morgan commented that we currently have Units 1, 2, 3 and 6 on the road. Mr. Scarton questioned if we have to go with a new vehicle, to which Mr. Alexander replied that we need to reduce our fleet; and if we went with a new vehicle, we would get a number of years out of it. He noted that, as was stated earlier, leasing really is not an option. Mr. McCall pointed out that his recommendation would be to go with a new vehicle. He indicated that we were ordering one new vehicle to our specifications; and we may need to look at dealer trade to get something in.

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

XV. PLANT MANAGER'S REPORT

Mr. Alexander commented that the Plant Manager's report was received; however, it was very minimal. He commented that he would like to see information contained in the report relative to water quality and other related matters.

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

XVI. 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 reported that this project was advertised in the Dispatch on January 13; and we have five people that purchased plans to bid. He noted that there will be a pre-bid meeting held on Thursday, January 27 at 11:00 a.m. at the Authority office; and he invited any interested Board members to attend. Mr. Morgan commented that he would be in attendance. Mr. Beyer explained that the pre-bid meeting is held to answer any questions or for the interested parties to visit the site. Mr. Beyer questioned the Board who he should be contacting at the Authority now for assistance, to which Mr. Alexander replied that he would advise Mr. Beyer within the next couple of days. Mr. Beyer indicated that the plan is to open bids on February 17; and he will have a bid report for the Board shortly after that so that the Board can consider awarding the contract at the March meeting. Mr. Beyer emphasized that we really have time because the contractors cannot start until June 8. In addition, Mr. Beyer pointed out that there was \$4,000 included in the engineering agreement for inspection work. In the past, he explained, Mr. Cadwallader would do the inspections, thus saving the Authority this cost.

As it relates to the GIS system, Mr. Alexander indicated that a presentation of the system should be done with the Board as soon as possible. He asked Mr. Beyer to schedule a date for the presentation any time after 5:00 p.m., but not on a Tuesday.

Concerning the water treatment plant feasibility study, Mr. Beyer stated that he provided a copy of the report to each of the Board members, which can be discussed at next month's Board meeting. He noted that a meeting has been scheduled for tomorrow at the Nanty Glo plant to review that new plant; and Mr. Cadwallader was to alert the Board members. Mr. Beyer noted that the Nanty Glo plant is a similar plant to what the Authority would be looking at; and he would be talking with the operators on any issues they had, things they did not like, etc. Mr. Alexander noted that the Board would also be choosing other plants to visit as well. Mr. McCoy questioned how Mr. Beyer traditionally communicated with Mr. Cadwallader on this type of thing, to which Mr. Beyer replied that Kyle Fritz from EADS set it up and either he and/or Chase told Mr. Cadwallader about it. Mr. McCall requested that Mr. Beyer copy the Board members on any emails until they get through this process. Mr. Scarton questioned if we should perhaps reschedule tomorrow's visit, to which Mr. Beyer replied that he is going to attend. He noted that the meeting is scheduled for 10:00 a.m. Mr. Alexander commented that we can talk to the plant staff in the morning and see if anyone is able to attend as well. Mr. Beyer noted that if someone is able to attend, they can meet Mr. Beyer there.

Mr. Beyer provided the letter for Section 313 of the U.S. Army Corps money for the Martindale reservoir project for signature by Mr. Alexander. He requested that a signed copy be sent to him for his files.

As it relates to the solar panels, it was recommended that this matter be removed from the agenda.

Mr. Beyer commented that he provided to Mr. Alexander a copy of the EADS Retainer Agreement for signature.

As it relates to the BAMR treatment plant project as discussed at previous meetings, Mr. Beyer noted that BAMR wants to build an acid mine treatment plant on Route 53 where the swamp was. They plan on lowering the mine pools 150 feet, which would mean that everyone along Route 53 into Wilmore, Hufford Hill Road, Level Road, Rebel Road, and up Munster Road into Munster Township will lose their water. Mr. Beyer noted that in a telephone conversation he had with BAMR, they claim that they would pay to put the water line in, the inspection and materials, etc.; and the Authority would only pay for the engineering. Last month, Mr. Beyer stated that he would develop for the Board a rough estimate for the cost of engineering fees; however, it is a very preliminary number since he does not have anything in writing from BAMR so he does not know have all of the information, such as who would be paying for the easements, etc. In the meantime, Mr. Beyer pointed out, he met with Highland; and they have no issues with the Authority bringing lines back into Summerhill Township, which technically is their area. He will be asking both Highland and Summerhill Township for letters stating this; and he will also be attending the Munster Township meeting in February to discuss this also. Mr. Beyer explained that we must start somewhere; and until he hears back from DEP, the engineering fees he provided are very preliminary.

Mr. Alexander commented that he realizes everything is preliminary; but he questioned if he was correct that all the Authority would pay is for the engineering, to which Mr. Beyer replied affirmatively. Mr. Beyer stated that the Authority would also add an additional 83 customers; and also included would be a one-half million-gallon tank. He commented that there are so many other things that would need to be considered, such as talking to property owners in the project area, and he is not sure who would be covering this cost. Mr. Beyer indicated that he knows the preliminary costs for engineering he provided are very high; however, this was done because he is not sure if there is anything else the Authority would be paying for. He commented that EADS just opened up a similar project with 50,000 feet of line and a tank; and this came in for \$5M. Without doing the design, Mr. Beyer noted, he likes to estimate high. He stated that the Authority could be looking at a \$10M project and all they technically have to pay for would be about \$600,000 in engineering fees. Mr. McCoy questioned if the project would include the new tank, to which Mr. Beyer replied affirmatively.

Mr. Beyer informed the Board that he prepared an easement for CPV; and everything was coordinated and signed. Mr. Cadwallader had informed Mr. Beyer that everything was taken care of with PennDOT on this as well.

Mr. McCoy questioned if the emergency action plan would stay on the Board agenda forever, to which Mr. Beyer replied that DEP had instructed us not to do anything with the emergency action plan until they make contact with the Authority because the Authority is not on an alert. Mr. Beyer commented that the former Board had already earmarked money for this project; and if DEP does contact the Authority, something will have to be done immediately.

Mr. Beyer provided to Mrs. Flowers an addendum to the bid package for the Benscreek impoundment project. He asked that it be included with the plans and specifications that he provided to Mr. Cadwallader.

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

XVII. SOLICITOR'S REPORT

The Solicitor's report was provided to the Board prior to the meeting.

Attorney Emerick commented that there were two items on his follow-up list from the last meeting. The first item related to customer adjustments; and he shared how the language reads currently. Attorney Emerick indicated that the Board would need to decide if they wanted to leave the language as is or make changes to allow for owners with multiple properties to make adjustments on each of their properties.

Attorney Emerick stated that the second question that came up at the last meeting related to water service customers, landlords and tenants. He pointed out that the current language in Section 4.1 indicates that the Authority is allowing, through the application process, tenants to be billed and duplicates sent to the owner. There are several other sections that go into the processes if there are payments that are late or are still owed, and if that person moves, the applicant cannot get service until the back money is paid, as well as providing for separate services for any construction.

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

XVIII. FORESTER'S REPORT

Mr. Barton apprised the Board that he started marking for the timber sale on the property. Hopefully, that will be completed in mid-summer with a sale to take place in the fall. He noted that prices of timber have been terrible and have just now been on the upswing, so that is why he started marking the timber, but if prices being to drop again, he will stop the marking.

Mr. Barton reported that he received a call from CPV; and Ed left the company on Tuesday. Jake Brumback is the individual that has taken over, but he does not know what Jake knows about the discussions with the Authority. Mr. McCall asked that Mr. Barton provide him Jake's contact information.

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

XIX. UNFINISHED BUSINESS

- Contract for Garbage with Portage Borough

Ms. Flowers provided to the Board a copy of the current contract for garbage with Portage Borough. She noted that she received a call from the Borough questioning if the Authority wanted to continue the contract. Attorney Emerick noted that we should have, if there are no terms changes, at least a one-page extension letter.

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO TABLE THIS MATTER UNTIL MORE INFORMATION IS RECEIVED IN WRITING. BOARD MEMBERS VOTING

AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

- Security System

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO TABLE THIS MATTER UNTIL MR. McCALL CAN SPEAK WITH THE EMPLOYEES REGARDING AN IN-HOUSE INSTALL. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XX. NEW BUSINESS

- Resignation Letter – Ron Cadwallader

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY ACCEPTED THE RESIGNATION OF MR. RON CADWALLADER, SUPERINTENDENT, EFFECTIVE IMMEDIATELY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

- Advertisement of Superintendent Position

ON MOTION OF MR. McCALL, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO ADVERTISE AND POST FOR THE VACANCY OF WATER AUTHORITY SUPERINTENDENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

- Revised Agenda

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO ADD THE ABOVE TWO ITEMS TO THE AGENDA FOR TONIGHT'S MEETING UNDER NEW BUSINESS AND THAT MRS FLOWERS WOULD REVISE THE AGENDA AND REPOST IT. THE REASON FOR THIS IS THAT THE ABOVE RESIGNATION WAS NOT RECEIVED UNTIL YESTERDAY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

Mr. Alexander noted that he and other Board members will work with Mrs. Flowers on the description for the posting of the above position.

- Advertisement of Part-Time Office Position

Mr. Alexander reminded the Board that the Board had discussed hiring for a part-time office employee (no benefits; up to 30 hours per week). He questioned the Board if we should move forward on this.

ON MOTION OF MR. SCARTON, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ADVERTISE FOR A PART-TIME OFFICE

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

- Recording Secretary

Mr. Alexander informed the Board that this will be Mrs. Squillario's last meeting as future meeting dates conflict with her work responsibilities. On behalf of the Board, Mr. Alexander thanked Mrs. Squillario for her service with the Board. Mrs. Squillario noted that she is available to assist until the position is filled. Discussion took place at this time relative to minutes for the meeting until the position is filled; i.e., use of Teams, use of other recorder, etc. Following further discussion, Mr. Alexander commented that we would need to determine whether to advertise for this position as well. He stated that if we have the ability to use Teams or something else, we may be able to cover this internally.

- Tablets for GIS System

Mr. Alexander asked that Mr. Thompson be reminded to order the tablets, etc. for the GIS system so that we can get that project finalized.

- GPS Units for Vehicles

Mr. McCoy informed the Board that he will be looking into information on GPS units for the vehicles. Mr. McCall commented that the units are expensive, but they are very beneficial. Mr. McCoy indicated that he was thinking of something like a basic dash cam for recording. Mr. McCall stated that the units they use at his employer have forward and driving face, as well as GPS.

XXI. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY APPROVED THE REQUESTS FOR ADJUSTMENT RECEIVED: PATRICIA ROBERTS (TOILET LEAK; REPAIRED), CHERYL SHERBINE (TOILET LEAK; REPAIRED); AND LACEY BENTON (TOILET LEAK; REPAIRED). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XXII. GOOD OF THE ORDER

No matters to be presented.

XXIII. PROFIT & LOSS BUDGET VS. ACTUAL

ON MOTION OF MR. McCALL, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY APPROVED THE PROFIT & LOSS BUDGET VS. ACTUAL AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XXIV. SHUT OFF LIST/DELIQUENT REGISTER

ON MOTION OF MR. McCALL, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY APPROVED THE SHUT OFF LIST/DELIQUENT REGISTER AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XXV. CAPITAL IMPROVEMENTS ACCOUNT REPORT

ON MOTION OF MR. MORGAN, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY APPROVED CAPITAL IMPROVEMENTS ACCOUNT REPORT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XXVI. VACATION/SICK/COMP REPORT

Presented for Board information was the vacation and comp time report. Mrs. Flowers noted that the sick time report was not included but will be available at the next meeting.

XXVII. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. SCARTON, SECONDED BY MR. McCOY, THE MEETING WAS ADJOURNED AT 8:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

XXVIII. NEXT MEETING

The next meeting will be held on Thursday, February 17, 2022, at 6:00 p.m.

Respectfully submitted,

Sharon Squillario
Recording Secretary