

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, February 17th, 2022, at 6:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Edward Alexander  
Matthew McCoy  
John Morgan  
Dino (Chris) Scarton

Also present were: Joe Beyer, The EADS Group; Jennifer Flowers; John Bilchak, Charles Gouse.

**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. CORRESPONDENCE**

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

**III. RECOGNITION OF VISITORS**

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE JANUARY 2022 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.

**V. AGENT'S EXPENDITURES**

Nothing to report.

**VI. INVOICES**

**PAID BILLS**

Cambria Mailing Services, Inc	\$ 77.81
Cintas	100.30
CMPA	1,000.00
Cummings Bridgeway, LLC	1,338.07
Fairway Laboratories Inc.	238.50
Hach	58.16
Lori Rush – Customer Deposit Refund	100.00
Mainline Newspaper	28.00
Peoples Natural Gas Company	456.03

Pollardwater	86.02
Portage Service Center	511.98
Ray Oil & Gas Co	3,636.54
REA Energy Cooperative Inc.	1,145.76
Stager's Store	322.50
SwiftReach Networks, Inc.	1,225.00
Verizon Wireless	96.55
Visa – 1 <sup>st</sup> Summit	<u>58.57</u>
TOTAL:	\$10,479.79

### **PAID BILLS**

Fairway Laboratories Inc.	\$ 238.50
Fisher Scientific	521.26
Mosholder Insurance Agency	1,307.00
Ray Oil & Gas Co	88.11
UPMC Health Plan	8,348.84
UPMC Vision/Dental	<u>251.88</u>
TOTAL:	\$10,755.59

### **PAID BILLS**

1 <sup>st</sup> Summit Bank – LOC	\$ 1,108.00
Anthony Thompson – Clothing Allowance	300.00
Brandon Boland – Customer Deposit Refund	100.00
Charles Gouse – Clothing Allowance	300.00
ChemStream Inc	7,010.40
Christopher McCall	45.00
Comcast	322.97
D.J. Moore – Clothing Allowance	300.00
Dino Scarton	45.00
Edward Alexander	45.00
Henry Wisen – Customer Deposit Refund	100.00
Jennifer Flowers- Clothing Allowance	200.00
John C. Morgan, Jr.	45.00
John M. Bilchak – Clothing Allowance	300.00
K B N Auto Specialists	49.95
Lance Long – Customer Refund on Acct	123.43
Lowe's	66.43
Mark Kennedy – Clothing Allowance	300.00
Mary L. Elchin - December 2021	325.00
Matt McCoy	45.00
Mosholder Insurance Agency	1,919.00
Niper's Auto Repair	1,072.55
PA One Call Systems, Inc.	16.52
Penelec	1,167.49
PMAA	440.98
PMRS	6,469.00
Pro Disposal, Inc.	174.00
Randall Motor Company	678.79
Ray Oil & Gas Co	3,463.98

REA Energy Cooperative Inc.	\$ 1,066.89
Scott Electric	19.19
Sharon Squillario	50.00
Sheetz Fleet Service	221.00
Stager's Store	179.88
Todd Feathers – Clothing Allowance	300.00
Verizon – Plants	430.81
Wessel & Company	<u>3,000.00</u>
TOTAL:	\$ 31,979.90

### **PAID BILLS**

Attorney Michael Emerick – December 2021	\$ <u>615.00</u>
TOTAL:	\$ 615.00

ON MOTION OF MR. McCALL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$79,286.19 (REGULAR BILLS, \$10,479.79, \$10,755.59, \$31,979.90 & \$615.00; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1<sup>ST</sup> SUMMIT, \$1,108. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCALL, MR. McCOY, MR. MORGAN, AND MR. SCARTON.

### **VII. 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.

### **VIII. 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.

#### **IX. 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.

## **X. 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.

**XI. SOLICITOR'S REPORT**

Nothing to report.

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.

**XII. FORESTER'S REPORT**

Nothing to report.

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.

**XIII. 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.

**XIV. NEW BUSINESS**

- 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.



**XV. 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.

**XVI. GOOD OF THE ORDER**

No matters to be presented.

**XVII. 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.

**XVIII. 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.

**XIX. 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.

**XX. 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.

**XXI. 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.

**XXII. NEXT MEETING**

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

Respectfully submitted,

Jennifer Flowers