

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, April 21st, 2022, at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

John Morgan
Dino Scarton - Joined meeting at 6:13p.m.
Matt McCoy
Christopher McCall

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

I. **CALL TO ORDER**

Mr. Morgan called the meeting to order at 6:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

Attorney Carbonara commented that there was an Executive Session held on Friday, April 15th for the purposes of legal and personnel matters.

Mr. Morgan commented that Mr. Dino Scarton will be joining the meeting a few minutes late.

II. **CORRESPONDENCE**

Mr. Morgan noted that there was correspondence received in the packets.

1. Letter from a customer expressing her concern about the timing of the water authority flushing lines. Mr. Bilchak stated that he was not aware of the timing when the schedule was made. Mr. Morgan asked if an “All Call” went out to the customers, Mr. Bilchak responded that it was not done until the day of flushing due to the misunderstanding of who was to put out the “All Call”. The information of the flushing was also on the water bills notifying customers. Mr. Gouse said it was in the paper, the web site and on the bills. This is something to keep a closer eye on next time flushing occurs.
2. Annual payment for lease on dams from Sportsmans Club. Mr. Morgan asked if this is something we do, Mrs. Flowers said that a gentleman brought the check in and said this is an annual payment. Mr. Gouse said Mr. Jubina was the gentleman, and the check was deposited under the non operating revenues. Mrs. Flowers looked back on the previous year to see where it belonged.

III. **RECOGNITION OF VISITORS:** - None

IV. APPROVAL OF MINUTES

ON MOTION BY MATT McCOY , SECONDED BY CHRIS McCALL, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE MARCH 2022 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FOR AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, AND MR McCALL.

V. AGENTS EXPENDITURES

Nothing to report.

VI. INVOICES

PAID BILLS

Aflac	\$ 33.50
AWWA	50.00
Christopher McCall	45.00
CMPA - March Bills	1,000.00
Comcast	313.20
Commonwealth of PA-Clean Water Program	250.00
Dennis Plummer - Customer Deposit Refund	100.00
Dino Scarton	45.00
Edward Alexander	45.00
John C. Morgan	45.00
Fairway Laboratories Inc. - Martindale	55.75
Hach - Plants	1,868.81
Hilltop Office Supply Inc.	105.13
Hite Company	353.46
Kaith's Heating & Air Service LLC	295.00
Leroy Westrick - Customer Deposit Refund	100.00
Mainline Newspaper	292.99
Mary L. Elchin - March 2022	200.00
Matt McCoy	45.00
Mid Atlantic Storage Systems	1,458.45
Mosholder Insurance Agency	1,919.00
Pa Rural Water Association - Seminar 5-5, Tony, DJ, Chuck	315.00
Penelec	1,341.28
Pro Disposal	174.00
Ray Oil & Gas	1,215.89
Robert Koenisberg - Customer Deposit Refund	100.00

Sheetz Fleet Service	79.00
Staples	30.78
SwiftReach Networks, Inc.	49.10
Teno's Truck & Auto Repair - Unit #4	64.58
Verizon - Plants	429.56
Jennifer Flowers - Typing Minutes - March	<u>100.00</u>
TOTAL:	\$ 12,519.48

PAID BILLS

Cambria Mailing Services, Inc.	\$ 80.16
Cintas - Cambria St, Benscreek & Martindale	1,204.97
Cummings Bridgeway, LLC	1,709.48
EAD'S Group	9,851.35
Fairway Laboratories Inc.	477.00
Hach	636.64
Hite Company	61.74
L/B Water Service, Inc.	1,421.85
Mosholder Insurance Agency	1,307.00
Peoples Natural Gas Company	528.06
Portage Service Center	1,025.35
Ray Oil & Gas Co.	3,024.79
RDM-Johnstown, LLC	152.00
REA Energy	1,338.99
Russ Kiel - Customer refund for overpayment	153.30
Sheetz Fleet Service	154.00
Stager's Store	213.98
Univar USA, Inc.	1,052.16
UPMC Health Plan - Dental/Vision only	179.26
Verizon Wireless	96.18
Visa - 1st Summit	305.40
Cummings Bridgeway - Voided & reprinted Ck	<u>675.24</u>
TOTAL:	\$ 25,648.90

PAID BILLS

Fairway Laboratories	\$ 238.50
Groff Tractor & Equipment	469.40

Hach	242.27
Helsel Excavating	310.00
People's Natural Gas Company	306.94
Portage Auto Parts	188.38
REA Energy	1,404.63
Tribune-Democrat	132.50
UPMC Health Plan - Dental/Vision	197.59
UPMC Health Plan - Healthcare	<u>12,718.31</u>
TOTAL:	\$ 16,208.52

ON MOTION OF CHRIS McCALL , SECONDED BY MATT McCOY , THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$80,940.81 (REGULAR BILLS, \$12,519.48, \$25,648.90, \$16,208.52) ; PennVest, \$3,896.36 and \$5,508.55; USDA, \$16,051.00; 1st SUMMIT, \$1,108.00; BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MCCOY, MR. MORGAN AND MR. McCALL.

VII. TREASURER'S REPORT

Nothing to report. This was tabled until the next meeting.

VIII. INTERIM SUPERINTENDENT'S REPORT

HYDRANTS

Mr. Bilchak mentioned that Mr. Gouse was doing some research and found out that Portage Township has 87 hydrants and each month they pay a rental fee of \$11.20 a piece, roughly \$974.00 a month, and Cassandra has 11 hydrants which is \$123.00 a month and Portage Borough pays nothing. Mr. Bilchak and Mr. Gouse figured that if the water authority would charge them for the 57 hydrants that are in the borough, that would give the water authority an extra \$640.00 a month income. Mr. Bilchak does not know the reasoning behind the borough not paying for these hydrants. He suggested maybe there is a contract stating they don't need to pay. Mr. Morgan asked if anyone reached out to Michelle or Bob to ask them. Mr. Gouse said that they were going to leave it up to our solicitor to find out. Mr. Gouse said there is a 50 year agreement between the borough and the water authority. He feels the solicitor can look into the legality of this agreement. Mr. Bilchak suggested that since the water authority is borough owned that they may just overlook it. Mr. Morgan stated that we are not borough owned, the only thing they do for us is appoint our members. Mr. McCoy asked if Mr. Bilchak or Mr. Gouse has this agreement. They replied negative.

Attorney Carbonara said he will look into it, and that most boroughs do pay something for hydrants. If he needs to, he will make a Right to Know request to the borough.

Mr. Morgan asked where the information from the agreement was found, Mr. Gouse said he talked with Mr. Donnie Squillario.

DEP

Mr. Bilchak stated that Dep sent the water authority a letter wanting us to get an action on the shutting of the plant down and how we will address the combined filter since we have always done it as an average. With DEP this is now not acceptable. They want it metered, and he discussed with Trenton from DEP about putting a Flow Meter on. Mr. Bilchak has prices for that. Mr. Beyer sent a letter to DEP for an extension for what we will be doing for the automatic valve for the air release. Mr. Morgan asked Mr. Beyer if this was taken care of, he replied yes. Mr. Bilchak needs the approval from the board to order the valves. An estimate for the 12" valves was given to the board to review.

Mr. Morgan asked Mr. Beyer if we need to purchase new turbidity meters. Mr. Beyer wanted to wait till Attorney Carbonara made contact with them. Mr. Gouse stated that when he spoke to Zane the turbidity meters we have are fine, they just need the flow of the amount of water going to each filter. Mr. Beyer will stay on top of this matter. Mr. Beyer asked that the board give permission to himself or Attorney Carbonara so they can go up and continue working on getting the information, etc.

ON MOTION OF CHIRS McCALL, SECONDED BY MATT McCOY, THE BOARD UNANIMOUSLY APPROVED THE PERMISSION ON CHEMSTREAM ESTIMATE CONTINGENT OF ENGINEER APPROVAL & OTHER BIDS WITH A \$60,000 CAP. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, MR. SCARTON AND MR. McCALL.

Mr. Gouse has a concern about meters, we are completely out of $\frac{5}{8}$ meters. We do not have diaphragms. He suggested we order some, and how many should he order. Mr. Bilchak said that they are putting meters together with what is available. Using used ones that are being cleaned up. Mr. Morgan asked when exactly did we run out? Mr. Bilchak replied that they just found out. Mr. Morgan suggested trying Badger for meters or calling East Freedom and see if we could borrow.

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

IX. PLANT MANAGER'S REPORT

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

X. ENGINEER'S REPORT

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

Mr. Beyer stated there is no change with the Emergency Action Plan.

As it relates to the Benscreek Impoundment Mr. Morgan signed a Notice of Award and was mailed out to James Excavating.

As it relates to the GIS System. Sara added the information that was approved at last month's meeting.

Notice of violations we got the 60 day notice for both the automatic shutdown and the turbidity meters. Mr. Beyer asked if anyone talked to Mark Stankovich about helping to do the automatic shutdown. Can we proceed assuming that will be done as an inhouse project and can start getting cost together for the material. Mr. Beyer suggested that someone verify the size of pipe that will be needed before ordering.

Mr. Gouse gave Mr. Beyer some information for a grant from EPA, he will look and see if we qualify. The grant is for distressed communities and small public utilities under 10,000 people. Not available until May, 2022.

Mr. Beyer asked Mrs. Flowers to look for the grant information from the Benscreek Impoundment.

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

Mr. Morgan gave a warm welcome to our new appointed solicitor, Attorney Carbonara.

XI. SOLICITOR'S REPORT

Attorney Carbonara questioned if the borough has yet newly appointed a board member. He suggested that the agenda should have added the approval of Mr. Alexander's resignation. Mr. Morgan said that the borough accepted it because they appoint the water authority board.

Attorney Carbonara requested to see the Articles of Incorporation and some of the old documents, to be brought up to date. Rules and Regulations, job titles, etc.

Attorney Carbonara reviewed our agenda and suggested that the shut off list/delinquent register does not need to be on it for approval. Mr. Gouse stated that the shut off list was something that never really got approved, it was just a heads up for the board to know who is in jeopardy of being shut off. Mr. Morgan asked Mrs. Flowers to remove this moving forward.

Mr. Gouse asked Attorney Carbonara about the Rules, Regulations Policy, the current copy we have from 2014 states that updated resolutions have not been added. Attorney Carbonara suggested that these need to be updated. He suggested possibly putting it on a web page.

XII. FORESTER'S REPORT

Nothing to report

XIII. UNFINISHED BUSINESS

SHADY SPRINGS

Mr. Gouse got an updated quote and if it's ok, he wants to get the issues with DEP resolved first. Mr. McCoy stated that the pipe sitting needs to be used. Mr. Morgan stated that until we are ready to start the project, we will hold off acquiring quotes. Being that the quotes are normally only good for 30 days.

McCALL MOTORS

Mr. Morgan asked if anyone reached out to get more quotes. Mr. McCall stated that potentially CoStar will be coming back for Municipal purchasing. He recommends waiting to see if it is coming. Mr. McCall recommends leaving this under unfinished business so it is not forgotten.

CLOUD

Cloud does not work on the tablet.

Discussion was held on purchasing the cloud from Diversified for our database backup. \$900.00 per year that could possibly be slip between the Sewer Auth and Borough.

TIMOTHY PALESCH ADJUSTMENT

This was tabled from last month pending further information. Mr. Bilchak was to contact Mr. Palesch to see which month he was requesting the adjustment. Mr. Bilchak will reach out to him to see which month he wants.

ON MOTION OF MATT McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO DISMISS TIMOTHY PALESCH AS SUBMITTED CONTINGENT ON CUSTOMER RESUBMISSION FOR THE ONE SPECIFIC MONTH AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON, AND MR. McCALL.

XIV. NEW BUSINESS

SUMMER EMPLOYEES

Mr. Bilchak questioned the hiring of summer employees for upkeep of the properties. Mr. McCoy suggested contracting this work out to local companies. There is 9.5 acres of grass that needs to be cut and weed eating that needs done. Mr. Gouse stated that the problem is delaying the work being done, Mr. McCoy asked who was doing this work previously until summer help was hired. Mr. Beyer asked that if it's contracted out, would they have to have a key to the gates because some places cut at night. Mr. Morgan agrees to look into someone being contracted to do the work. Attorney Carbonara suggested getting three quotes from local landscapers. Mr. Gouse asked if there would have to be an advertisement for bid. Attorney Carbonara stated to start with three phone quotes first. Mr. Gouse stated that the only other problem with not hiring summer help is that they are helpful in other ways such as flagging, etc.

ON MOTION OF MATT McCOY, SECONDED BY CHRIS McCALL, THE BOARD UNANIMOUSLY AGREED TO OBTAIN BIDS FROM LOCAL LANDSCAPERS AND OBTAIN THE LOWEST BIDDER. WITH THE BID IS BELOW \$11,800. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

ON MOTION OF DINO SCARTON, SECONDED BY CHRIS McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE RESIGNATION OF MR. ALEXANDER, CHAIRMAN OF THE WATER AUTHORITY BOARD. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

SUPERINTENDENT AD

Mr. Morgan stated to Mr. Bilchak that there will be an advertisement for Full Time Superintendent Position. It will be advertised in Altoona, Tribune-Democrat, Dispatch, Monster and Indeed.

Mr. Morgan suggested that employees start using available vacation time. He would like a vacation schedule to be presented at May's board meeting.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF DINO SCARTON , SECONDED BY CHRIS McCALL , THE BOARD UNANIMOUSLY APPROVED THE REQUEST FOR ADJUSTMENTS FOR SHIRLY JOHNSON, ROBERT KOBAN, AND JAMES DRUG STORE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

XVI. GOOD OF THE ORDER

No matters to discuss.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL

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

XVIII. SHUT OFF LIST/DELINQUENT REGISTER

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

XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT

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

XX. VACATION/SICK/COMP REPORT

NO REPORT.

MOTION TO EXECUTIVE SESSION BY CHRIS McCALL, SECONDED BY DINO SCARTON, THE MEETING EXECUTIVE SESSION AT 7:12 FOR PERSONNEL REASONS.

ON MOTION OF CHRIS McCALL, SECONDED BY DINO SCARTON, THE BOARD UNANIMOUSLY APPROVED THE APPOINTMENT OF MATT McCOY AND JOHN MORGAN AS PERSONNEL COMMITTEE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

ON MOTION OF CHRIS McCALL, SECONDED BY DINO SCARTON, THE BOARD UNANIMOUSLY APPROVED TO REIMBURSE “PUBLIC SWIMMING POOL” FOR LOSS OF CHEMICALS RELATED TO AUGUST 2021 EVENT. UP TO \$500.00. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

ON MOTION OF DINO SCARTON THE EXECUTIVE SESSION WAS ADJOURNED.

XXI. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. SCARTON, SECONDED BY MR. McCOY, THE MEETING WAS ADJOURNED AT 7:25, BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

XXII. NEXT MEETING

The next meeting will be held on Thursday, May 19th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers