

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

Those in attendance were:

Edward Alexander  
John Morgan  
Dino Scarton  
Matt McCoy  
Christopher McCall

Also present were: Joe Beyer, The EADS Group, Jennifer Flowers, John Bilchak and Chuck 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 correspondence received in the packets.

\* A check was sent to Portage Water from Athene, for an overpayment on a new Annuity. Mrs. Flowers asked the board to which account she should deposit it, Mr. Alexander said to put it in the Money Market account. Mrs. Flowers said she will do so.

III. **RECOGNITION OF VISITORS**

Mark Stankovich - Portage Sewer Authority

Mr. Stankovich has two issues he would like to address.

\*He has concerns with the sewer authority's portion of the purchase of a new computer for their Administrative Assistant which would include the additional cost for the software and maintenance on the computer. When the computers were purchased they did not have the correct software included and they would like to know what their additional cost will be. Mr. Alexander apologized for this, he was not aware when they were ordered. Mr. Stankovich questioned who will be the one maintaining the computers, seeing that we had Lou from Link in the past but no longer have him. Mr. Alexander responded saying that we have GeekSquad at no cost if we have any issues.

\*Mr. Stankovich's second reason for attending this meeting is to discuss the Cemetery Road Project. It was discussed months ago but this project will be starting soon, around the middle to the end of April. He wanted to see what the Water Authority is willing to do to help as far as manpower and equipment. He thinks he will need from the Water Authority is 2 employees, a dump truck, excavator, backhoe and the jackhammer for the backhoe. Mr. Alexander responded saying we can do that, Mr. Stankovich believes that there may be an issue with rock, which will slow the project down. As far as a timeline, he believes that if everything goes smoothly it should be about a month to a month and a half. Mr. Bilchak asked if he only had to go 5 to 6 feet deep, Mr. Stankovich responded that 5-½ feet average, there is 600 feet of pipe and 4 manholes, if all goes well he plans on doing another 600 feet. He is not sure if that will happen this year or the following year. Mr. Morgan mentioned if an emergency comes up that we will need the backhoe, Mr. Stankovich has a backup plan with Portage Township. He also mentioned that there is no one connected to this line as it is being put in, so if something comes up, they shut the hole down and do what they need to do. Mr. Morgan stated that with the help from the Sewer Authority on the Main Street Project, they can expect full cooperation from the Water Authority on this project. Mr. Stankovich thanked everyone.

Mr. Alexander addressed the issue regarding the software for the new computer, the board will discuss and make a decision, Mr. Bilchak or Mr. Gouse will then get in contact with the Sewer Authority.

ON MOTION JOHN MORGAN, SECONDED BY CHRIS MCCALL, THE BOARD AGREED TO GO INTO EXECUTIVE SESSION

ON MOTION JOHN MORGAN, SECONDED BY DINO SCARTON, THE BOARD AGREED TO RECONVENE MEETING AT 6:45 UNANIMOUSLY ACCEPTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY MR. MORGAN, MR. SCARTON AND MR. McCALL.

#### **IV. APPROVAL OF MINUTES**

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

#### **V. AGENTS EXPENDITURES**

Nothing to report.

VI. INVOICES

PAID BILLS

Aflac	\$ 33.50
C'S Flower & Gift Shop	49.40
Christopher McCall	45.00
CMPA - February Bills	1,000.00
Comcast	313.20
Commonwealth of PA	10,000.00
Dino Scarton	45.00
Edward Alexander	45.00
John C. Morgan	45.00
L/B Water Service, Inc.	116.30
Mary L. Elchin	200.00
Matt McCoy	45.00
Mosholder Insurance Agency	1,919.00
National Road Utility Supply Inc	197.70
PA One Call System, Inc.	15.54
Penelec	776.22
Portage Auto Parts	171.16
Portage Service Center	503.00
Pro Disposal, Inc.	174.00
Ray Oil & Gas Co	2,732.41
RDM-Johnstown, LLC	152.00
Stager's Store	63.09
Verizon	436.81
Visa - 1st Summit	<u>4,687.73</u>
TOTAL:	\$ 23,987.73

PAID BILLS

Aflac	\$ 49.38
Allegheny Supply	35.68
Cambria Mailings Services, Inc.	79.38
Cintas	83.60
EAD'S Group	3,458.80
Fairway Laboratories, Inc.	238.50
Fisher Scientific	203.63

Hach	445.42
Heritage Environmental	1,423.00
J.M. DeLullo Stone Sales Inc	356.90
Mainline Newspaper	194.53
Michael S. Emerik, ESQ	1,002.50
Mosholder Insurance Agency	500.00
Penelec	148.27
Peoples Natural Gas Company	575.35
Quadient	116.97
Stager's Store	28.00
Verizon Wireless	<u>96.18</u>
TOTAL:	\$ 9,036.09

ON MOTION OF DINO SCARTON , SECONDED BY CHIRS McCALL , THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$59,586.98 (REGULAR BILLS, \$23,987.73, \$9,036.09); PennVest, \$3,896.36 and \$5,508.55; USDA, \$16,051.00; 1st SUMMIT, \$1,108.00; BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. MCCOY, MR. MORGAN AND MR. SCARTON, MR. McCALL.

**VII. TREASURER'S REPORT**

Nothing to report. Mrs. Flowers is having some issues and is in contact with Wessell. She hopes to have it finished by the end of next week. She will email each board member when completed.

**VIII. INTERIM SUPERINTENDENT'S REPORT**

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

Mr. Bilchak suggested that if anyone has questions concerning his report or the Plant Managers report just to address them instead of going through the whole report.

Mr. Bilchak said the CCR report is done.

*There were two leaks in Cassandra, shut off at the curb box.*

Chuck, Todd and Mark were looking for leaks throughout the town

Leak in front of Steve Koval's and another on Caldwell Avenue.

Mr. Scarton had a few questions, one being inventory from the week of the 21st., He would like to know why Mr. Bilchak says it is “messed up”. Chuck gave the explanation to Mr. Scarton that as we receive new material that it should be placed into inventory. In the past this has not been done. This issue has been cleared up and is being corrected moving forward.

Mr. Scarton’s second question to Mr. Bilchak is concerning the DEP meeting the week of the 14th. Mr. Bilchak says that they are basically saying that we can try to take care of things in house, deeper details will be under the Engineers report. The biggest decision, Mr. Bilchak mentioned, is the automatic valve and tank. An action plan needs to be submitted in 30 days , we need to have a plan in place. Mr. Gouse mentioned that there were two violations that needed to be covered, one of which he was not aware of. A certified letter was sent in December and no one ever saw it. A letter was sent to DEP to make them aware that we are moving on this.

ON MOTION OF JOHN MORGAN, SECONDED BY DINO SCARTON, THE BOARD UNANIMOUSLY APPROVED THE INTERIM SUPERINTENDENT’S REPORT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER AND MR. McCOY, MR. MORGAN AND MR. SCARTON, AND MR. McCALL.

#### **IX. PLANT MANAGER’S REPORT**

Mr. Alexander suggested reading through the Water Plant report and if there are questions they can be addressed. Mr. McCoy pointed out that the report showed a meter was off 25 gallon per minute at Martindale. Mr. Bilchak said that Bob Beck is coming to calibrate it the following Tuesday.

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

#### **X. ENGINEER’S REPORT**

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

Mr. Beyer helped Mr. Bilchak with the Emergency Action Plan so it could be submitted electronically.

As it relates to the Benscreek Impoundment, everyone got a bid tab in their packets, and the question is, does the Authority agree to award the contract to James Excavating in the amount of 143,750.00? This includes the base bid, material alternate and alternate one.

Mr. Beyer spoke to Tom Chernisky, he suggested that the Water Authority and operate in multiple municipalities that we reach out to them and ask them for funds as well, that they should at least be asked to contribute funds. The grant money will not be awarded for two years.

As it relates to the GIS System. Sara is asking for an additional 10 hours to complete the additional information we requested from her. Mr. Gouse gave an explanation of what was asked of her to add. An attachment option to be able to attach a photo id card, to be able to see if a valve is closed or is open, basic things to help us on our end.

Water Plant Feasibility Study - Mr. Beyer contacted Larry about touring some plants. He does not work evenings or weekends, 7am-3:30pm, he can work something out. Mr. Beyer is still waiting on a response from Gallitzin.

Filter plant evaluation, Mr. Beyer with DEP, he said we have 30 days from the day they were there to get a written response to them. Mr. Bilchak and Mr. Gouse submitted a letter for the turbidity meter.

Conversation was held regarding DEP regulations. Mr. Morgan went on record saying that they don't want our plants anymore, that they are kicking us out. Slowly milking the Water Authority. Mr. Morgan stated that in the past we have addressed some of the issues on their current list.

Mr. Beyer discussed the cost of new plants - he will forward all information to board members.

Mr. Bilchak sent to Mr. Beyer, the water inspection report from Martindale with violations that needed to be addressed. This letter was from November. Mr. Gouse explained that per Zane, what the exact concerns are that need to be resolved by August.

Mr. Alexander suggested a workshop to get DEP paperwork/letters in place.

Mr. Beyer prepared a grant for the census meters. The grant was for 904,878.33.

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. ALEXANDER AND MR. MCCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

**XI. SOLICITOR'S REPORT**

Nothing to report.

## **XII. FORESTER'S REPORT**

Mr. Barton addressed the board with a call he received from Mr. Piper, who is doing a small timber sale across from the railroad and river in Oil Circle, and wants to know about a Right of Way. He advised Mr. Piper that there would be a \$250.00 fee to access the property.

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

## **XIII. UNFINISHED BUSINESS**

- **Contract for Garbage with Portage Borough**

Mr. Alexander spoke with Mr. Koban regarding this agreement. Some issues are still being discussed. Mr. Alexander asked if it should just be renewed. Discussion was held about revising the garbage bag issue.

ON MOTION OF MR. MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO TABLE THIS MATTER UNTIL MORE INFORMATION IS RECEIVED IN WRITING AND ADVICE IS GIVEN FROM SOLICITOR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN AND MR. SCARTON, MR. McCALL.

ON MOTION OF JOHN MORGAN, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE UNFINISHED BUSINESS AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, MR. ALEXANDER, MR. MORGAN, MR. SCARTON, AND MR. McCALL.

## **XIV. NEW BUSINESS**

Benscreek Impoundment contract awarded to James Excavating in the amount of \$143,750.00

ON MOTION OF MR. McCOY, SECONDED BY DINO SCARTON, THE BOARD UNANIMOUSLY AGREED TO AWARD THE CONTRACT FOR BENSCREEK IMPOUNDMENT TO JAMES EXCAVATING. BOARD MEMBERS UNANIMOUSLY VOTING AFFIRMATIVELY INCLUDED, MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

Deposit of \$25,000.00 check from Althene to money market act.

ON MOTION OF JOHN MORGAN, SECONDED BY CHRIS MCcALL, THE BOARD UNANIMOUSLY AGREED TO THE DEPOSIT OF THE \$25,000.00 CHECK FROM ALTHENE TO BE DEPOSITED INTO THE MONEY MARKET ACCOUNT AT 1ST SUMMIT BANK. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

Interim Superintendent Meeting Attendance Allowance of back amount of \$60.00.

ON MOTION OF DINO SCARTON, SECONDED BY JOHN MORGAN, THE BOARD UNANIMOUSLY AGREED TO BACK PAY OF \$60.00 FOR ATTENDANCE OF MEETINGS TO THE INTERIM SUPERINTENDENT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

Applications for part time office assistant position. Board will discuss and make a final decision.

ON MOTION OF JOHN MORGAN, SECONDED BY DINO SCARTON, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE NEW BUSINESS AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

#### **XV. ADJUSTMENTS FOR THE MONTH**

ON MOTION OF JOHN MORGAN , SECONDED BY DINO SCARTON , THE BOARD UNANIMOUSLY APPROVED THE REQUEST FOR ADJUSTMENTS FOR, JONES, LEHMAN MACHINE, WARNER, AND TO TABLE PALESCH, AND BARNAS PENDING FURTHER INFORMATION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, 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 JOHN MORGAN , THE BOARD UNANIMOUSLY APPROVED THE PROFIT & LOSS BUDGET VS. ACTUAL AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.



**XVIII. SHUT OFF LIST/DELINQUENT REGISTER**

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

**XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT**

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

**XX. VACATION/SICK/COMP REPORT**

NO REPORT.

**XXI. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. SCARTON, SECONDED BY MR. McCOY, THE MEETING WAS ADJOURNED AT 8:25, BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. ALEXANDER, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. McCALL.

**XXII. NEXT MEETING**

The next meeting will be held on Thursday, April 21, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers