

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Monday, June 20th, 2022, at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

John Morgan

Matt McCoy

Absent:

Dino Scarton

Christopher McCall

Also present were: Joe Beyer, The EADS Group, Jennifer Flowers, 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.

II. **CORRESPONDENCE**

Request from Mrs. Heidi Stombaugh for replacement of her furnace that she feels was damaged on April 1, 2022 by the Portage Water Authority. This information was at one point given to the Interim Superintendent, Mr. Bilchak but when this issue came about again, he told Mrs. Flowers that he did not do anything about this. Peoples Natural Gas Co is saying it is the Water Authority's issue and this customer would like an answer. Mr. Morgan asked if any pictures were taken of the gas line on top of the water line, Mr. Gouse said he did not know that Mr. Feathers would know the answer to that. Mr. Gouse was not here when this incident happened. Mr. Morgan stated that this information should have been brought up at April's meeting, Mrs. Flowers said that is why she put it on today's agenda, that Mrs. Stombaugh came back to the office to inquire why she has not had any response, Mr. McCoy said we need to table this till we consult Attorney Carbonara. Mr. Gouse said he will reach out to her to explain our side of the story.

Request from Isabella McCabe to take a week for vacation in August, being that she has only been employed for a short time and has no vacation time to use. Mr. McCoy asked Mrs. Flowers if this will interfere with any plan in the office, Mrs. Flowers replied that she is okay with approving the time off requested. Time was approved.

III. **RECOGNITION OF VISITORS** - None

IV. **APPROVAL OF MINUTES**

No motion to approve May 2022 Minutes due to lack of quorum.

V. **AGENTS EXPENDITURES**

No motion to approve Agent's Expenditures due to lack of quorum.

VI. **INVOICES**

PAID BILLS

Aflac	\$ 33.50
Christopher McCall	45.00
Comcast	313.00
Dino Scarton	45.00
Fairway Laboratories Inc. -Benscreek	182.75
Hach - Plants	403.58
Hite Company	359.22
JC Ehrlich Co Inc.	207.76
Jennifer Flowers- Minutes	100.00
John C. Morgan, Jr.	45.00
Kaza Fire Equipment LLC	143.00
L/B Water Service, Inc.	25.30
Lee's Inc.	14.50
Mainline Newspaper	96.00
Mary L. Elchin - April 2022	200.00
Matt McCoy	45.00
Mid Atlantic Storage Systems-Tank Inspections	4,500.00
Mosholder Insurance Agency	1,919.00
National Road Utility Supply Inc	525.44
Penelec	1,170.33
Peoples Natural Gas Company	277.39
Portage Service Center	675.50
Pro Disposal	191.40
Quadiant	987.44
Ray Oil & Gas	1,772.58
Sourceree Business Solutions - Phone System	232.96
Stager's Store	115.06
SwiftReach Networks, Inc.	101.50
Tri-State Instruments	1,134.40
Tribune-Democrat	169.70
Verizon - Plants	430.57
Visa - 1st Summit	<u>234.55</u>
TOTAL:	\$ 16,696.43

PAID BILLS

1st Summit Bank - LOC	\$1,108.00
Cambria Mailing Services, Inc.	81.60
ChemStream, Inc.	8,110.40
Cintas	119.83
EAD'S Group	1,335.80
Fairway Laboratories Inc.	294.25
Groff Tractor & Equipment	119.40
Hawk MTN Labs Inc	1,360.00
Hines Equipment	204.86
Mainline Newspaper	35.37
Mosholder Insurance Agency	1,309.00
PA Rural Water Association	641.00
Portage Township	151.00
Raptosh Lehmier & Carbonara	1,507.00
RDM-Johnstown, LLC	614.00
REA Energy Cooperative Inc	1,188.42
Sheetz Fleet Service	373.50
Staples	218.55
Univar USA, Inc.	4,130.41
UPMC Health Plan - Dental/Vision	197.59
UPMC Health Plan - Healthcare	6,733.71
Verizon Wireless	32.27
Water Systems Solutions, Inc. - Training Courses - Feathers	<u>214.00</u>
TOTAL:	\$30,079.96

No motion to approve Invoices for May 2022 due to lack of quorum.

VII. TREASURER'S REPORT

No motion to approve Treasurer's Reports for March, April and May 2022 due to lack of quorum.

VIII. INTERIM SUPERINTENDENT'S REPORT

Mr. Morgan asked Mr. Gouse the status on our trucks. Mr. Gouse said the dump truck is at Moonlighter's getting fixed, there are no updates on when it will be done. Unit #1 is waiting on a part. Unit #6 utility truck had the mirrors put on but now has another issue, we need to wait to get that checked out due to lack of vehicles.

Mr. Morgan asked about Central Mainline Sewer, Mr. Gouse sent the letter from Central Mainline to Attorney Carbonara to review.

Mid Atlantic quote - Mr. Morgan asked Mr. Beyer if he looked at it. He replied he did and Mr. Morgan asked what our best option is. Discussion was held on the tanks.

Shaffer's Tree Service - Mr. Morgan asked if the tree has been cut, Mr. Gouse replied that it has not been cut yet.

Off-site response plans - Mr. Gouse said it is just emergency action plans that have been completed.

Hydrant at Park Avenue and Grant Street - needs replaced. Mr. Gouse said the valve is broke and the stem and hydrant is cracked. Mr. McCoy asked about the old Dollar General Hydrant being a bigger priority or not. Mr. McCoy said Mountain Avenue is a priority hydrant covering a large part of Portage Borough, he asked Mr. Gouse if that is in the plans to get done, Mr. Gouse replied that it could be. Mr. McCoy said this needs to be done. Mr. Gouse stated that we try to keep a hydrant in stock at all times, Mr. McCoy and Mr. Morgan said there should be two in stock. Two a year are to be changed out. And have at least one extra at all times.

.IX. PLANT MANAGER'S REPORT

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.

James Excavating are working on the Benscreek Impoundment starting last week.

Notice of Violations - He has alot of the permit completed. He sent DJ & Tony the modules to complete for the chemicals and corrosion, etc. He would like to get that submitted, he will need to meet with Mr. Gouse and go over the information.

Letter to Mr. Thomas was not submitted from the last meeting. He talked with DJ about this today to make sure the letter was ok before submitting. The letter will be sent tomorrow.

Long range plan - Mr. Beyer sent information for the board to review, this should be done on a yearly basis. Reviews and changes made as needed. This is something that has not been done for many years.

XI. SOLICITOR'S REPORT

Nothing to report

XII. FORESTER'S REPORT

Nothing to report

XIII. UNFINISHED BUSINESS

Tom McCabe

Mr. Morgan asked if anyone was able to show Mr. McCabe around the properties so he is aware of the involvement of upkeep with cutting grass, etc. Mr. Gouse spoke with Mr. McCabe's daughter, Isabella and she said he was aware of what all needs to be done, including weedeating. Mr. McCoy stated that Mr. McCabe will need to show proof of being properly insured.

Update on Benscreek Well

Will be discussed after the Impoundment.

Tally Meters - Johnson Avenue

No update from Mr. Gouse.

McCall Motors

No update at this time.

XIV. NEW BUSINESS

Insurance Renewal

FWF & Grundy Insurance. We currently have Mosholder Insurance and Mrs. Flowers suggested staying with what we have. We will get quotes from FWF & Grundy to compare costs.

Copy machine

Mrs. Flowers stated that the copy machine is in dire need of being replaced. This is being tabled until the next meeting due to lack of quorum. We need to approach the sewer and borough before any decision is made.

Mr. McCoy asked where we are with helping with the sewer project. Mr. Gouse said that is completed and Mr. McCoy responded then we are no longer down two employees? Which Mr. Gouse responded correct.

Mr. McCoy asked if Mr. Bilchak or another employee is being sent to help cut grass at the plants, Mr. Gouse stated that he can, Mr. McCoy suggested to send Mr. Bilchak until we get things straightened out.

Mr. McCoy asked Mr. Gouse if there is another employee who could be trained to run the backhoe if he is not around. Mr. McCoy asked if DJ knows how to run it, and Mr. Gouse replied that he could. Mr. McCoy asked if Todd or Mark could be trained. Mr. Gouse stated that its all

about digging around utilities. Mr. McCoy stated that if Mr. Gouse is doing Interim duties, it would be good to have a backup. There should be more than one employee who can run it.

Mr. McCoy asked about interviews for Superintendent, Mr. Morgan would like to do them soon, but it is being pushed back.

XV. ADJUSTMENTS FOR THE MONTH

No Adjustments

XVI. GOOD OF THE ORDER

No matters to discuss.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL

XVIII. SHUT OFF LIST/DELINQUENT REGISTER

XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT

XX. VACATION/SICK/COMP REPORT

NO REPORT

XXI. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 7.47 pm:;

XXII. NEXT MEETING

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

Respectfully submitted,

Jennifer Flowers