

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

Those in attendance were:

John Morgan, Jr., Dino Scarton, Matt McCoy and New Member Scott Yestko.

Absent: Christopher McCall and Chuck Gouse

Also Present: Joe Beyer- The EADS Group, Jennifer Flowers.

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. Mr. Morgan welcomed Mr. Scott Yestko as our newly appointed board member.

II. **RECOGNITION OF VISITORS** - Mr. Anthony Thompson attended and requested an executive session with the board. Attorney Carbonara asked what type of issue and Mr. Thompson responded that it was personal.

ON MOTION BY MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD AGREED TO MOVE TO EXECUTIVE SESSION AT 6:01 P.M. TO DISCUSS PERSONAL MATTERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, MR. SCARTON AND MR. YETSKO.

ON MOTION BY MR. SCARTON, SECONDED BY MR. YETSKO, THE BOARD AGREED TO RESUME WITH THE REGULAR BOARD MEETING AT 6:07 P.M. WITH MR. THOMPSON EXITING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, MR. SCARTON AND MR. YETSKO.

III. **CORRESPONDENCE** - Nothing

IV. **APPROVAL OF MINUTES**

Mr. Morgan stated that before proceeding the minutes from May,2022 meeting need to be approved.

ON MOTION BY MR. SCARTON, SECONDED BY MR. McCOY, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE MAY 2022 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORMAT AND UNANIMOUSLY ACCEPTED THE

MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, MR. SCARTON.

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

V. **AGENTS EXPENDITURES**

ON MOTION BY MR. SCARTON, SECONDED BY MR. McCOY THE BOARD AGREED TO APPROVE THE EXPENDITURES FOR JANUARY 2022 - THROUGH JUNE 2022 IN THE AMOUNT OF \$136.40 AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCOY, MR. SCARTON AND MR. YETSKO.

VI. **INVOICES - FOR MAY 2022**

	<u>PAID BILLS</u>	
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

INVOICES - FOR JUNE 2022

Aflac	\$ 33.50
Christopher McCall	45.00
CMPA	1,000.00
Dino Scarton	45.00
Fairway Laboratories Inc.	182.75
Hach	334.61
Jennifer Flowers	100.00
John C. Morgan, Jr.	45.00
Mainline Newspaper	248.87
Mary L. Elchin	200.00
Matt McCoy	45.00
Peoples Natural Gas Company	87.67
Portage Auto Parts	12.59
Smithmyers Electronics Inc.	1,436.00
Sourcere Business Solutions	204.00
Stager's Store	<u>98.54</u>
TOTAL	\$4,118.53

1st Summit Bank	\$ 1,108.00
Bill Skelly - Deposit Refund	100.00
Cintas	117.50
Comcast	272.30
Elizabeth Drummer - Deposit Refund	100.00
Fairway Laboratories Inc.	55.75
Hach	643.92
Hilltop Office Supply Inc.	121.63
L/B Water Service, Inc.	1,440.10
Mosholder Insurance Agency	1,913.00
New Enterprise Stone & Lime Co. Inc.	454.04
Northern Safety & Industrial	45.30
PA One Call System, Inc.	12.53
Penelec	1,128.86
Petty Cash	136.40
Portage Auto Parts	99.89
Portage Service Center	1,245.96
Portage Township - Cold Patch-Quaker Sales	662.40
Pro Disposal, Inc.	191.40
Raptosh Lehmier & Carbonara	1,701.98
Ray Oil & Gas Co.	735.18

Tribune-Democrat	58.80
Verizon	430.43
Visa-1st Summit Bank	<u>1,145.45</u>
TOTAL	\$13,920.82

PAID BILLS

REA Energy Cooperative Inc	\$ <u>973.14</u>
TOTAL	\$973.14

PAID BILLS

UPMC Health Plan	\$ 6,931.30
Verizon	<u>32.27</u>
TOTAL	\$6,963.57

ON MOTION OF MR. McCOY, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF MAY 2022 IN THE AMOUNT OF \$72,232.30 AND FOR THE MONTH OF JUNE 2022 IN THE AMOUNT OF \$51,431.97. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, AND MR. MORGAN.

VII. TREASURER’S REPORT

ON MOTION OF MR. SCARTON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF MARCH, APRIL AND MAY 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

TREASURER’S REPORT FOR JULY - Not completed, Mrs. Flowers is working with Wessel. Will have this at the August meeting for approval.

VIII. INTERIM SUPERINTENDENT’S REPORT

Mr. Gouse is not in attendance. Mr. Morgan asked if anyone had a question on this report, Mr. McCoy questioned leaks, and some vehicles. Mr. McCoy asked if this report can be tabled for next month, Mr. Carbonara suggested just making a record of what is questionable and meet with Mr. Gouse when he gets back in the office.

Mr. Morgan asked Mrs. Flowers to try to have the packets out by the Friday before the meeting date. She will work with Mr. Gouse to make this possible.

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.

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

James Excavating - Benscreek Impoundment - Final inspection was done. Payment will be sent to the Commonwealth Finance Agency, payable to the contractor. Attorney Carbonara stated that once Mr. Beyer sends Mrs. Flowers the invoice to pay, that will be ok to pay.

ON MOTION OF MATT McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO ACCEPT TO PAY THE IMPOUNDMENT AT BENSCREEK CONTINGENT UPON MR. BEYER RECEIVING THEIR CONSTRUCTION PHOTOS TO RELEASE ALONG WITH THE APPROVAL TO SEEK REIMBURSEMENT FOR THE PORTAGE WATER AUTHORITY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

Mr. Beyer reminded Mrs. Flowers that they need to work on letters to the commissioners. With Mr. Morgan's approval, signature.

GIS - No change

Notice of Violations - A consent order for the agreement has been sent to PWA. A meeting is scheduled to discuss this. Attorney Carbonara stated that a consent was sent out July 5th, 2022, he had a teleconference with Mr. Gouse & Mr. Beyer. An option was to have a conference call with DEP to go through things they thought were either wrong or needed to be corrected. A few things were questioned. This was done by a July 14th email. A meeting was set up for Tuesday, August 9th. Mr. Gouse and the employees at the plants will be asked to attend.

Mr. Beyer was asked when the consent order would be constructed, originally he thought the work would be done in house, after speaking with Mr. DJ Moore, he didn't understand why it is not getting bid out. Discussion was held with Attorney Carbonara and Mr. Beyer on the options of bidding this out. Timewise, it needs to be done.

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD ON THE NOTICE OF VIOLATIONS TO PUT WORK OUT TO BID FOR VALVES WE NEED AT THE PLANTS AND TURBIDITY METERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

Tank Inspections - Repairs don't need to be done immediately other than the Mount Avenue Tank fixing the roof. Ryan Lynch from Mid Atlantic is willing to attend a meeting to give presentation or phone conference. Mr. Morgan would like for the employees to attend the meeting and report back to the Water Authority Board.

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD TO GET THE NECESSARY REPAIRS DONE TO THE SPRINGHILL TANK. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

Long Range Plan - Mr. Beyer sent information to the Water Authority Board, the Interim Superintendent and the Water Treatment Plant Employees to review for comments, ideas or thoughts.

Fire Hydrant Cost Analysis - Discussion was held between Mr. Beyer and Attorney Carbonara, Attorney Carbonara broke down what he asked Mr. Beyer to do. To make sure to justify the cost for billing the borough a monthly charge. Mr. Morgan spoke with Mr. Koban, Portage Borough Manager. Mr. Morgan invited him to our next meeting to discuss this. This will be tabled until the meeting in August. Mr. Morgan mentioned the letter Mr. Gouse was sent to the borough, signing the PWA Board. Attorney Carbonara will reach out to Mr. Koban before the meeting and communicate as to why they feel they should not pay.

SR 0164 -Becks Lane - Mr. Gouse asked Mr. Beyer to go to Becks Lane. PennDot is doing some work up there. Some mine subsidence from an old timber mine underneath the road. Bammer fixed it previously. PWA has a waterline on 164 that cuts across down towards Becks Lane, Mr. Beyer gave some suggestions on how to protect it. There will be a meeting on July 28th, 2022 at 10:00 A.M. Mr. Beyer feels that Mr. Gouse will be fine without him.

Webinar on FEMA & Funding Opportunities - He presented information to the board if they would be interested.

Annual Dam Inspection - Mr. Beyer will get with Mr. Gouse and the Plant Employees about getting this done August/September.

XI. SOLICITOR'S REPORT

Attorney Carbonara added that he assisted Mr. Gouse with a Landlord delinquency issue. His advice to Mr. Gouse was if there is money owed that it is the landlords responsibility to pay.

The next issue is a question about a DCED Water Usage Audit, he was looking for information on this report and with Mr. Gouse being on vacation, it may be in his email. An issue was raised

about water going out for free. Attorney Carbonara wants to see what the numbers are and would like DEP to come in and go over some of the audit with some of the best practices. The cost of the water and what we aren't billing for are not making sense. Mr. Beyer said it was \$230.00 per million gallons.

XII. FORESTER'S REPORT

Nothing to report

XIII. UNFINISHED BUSINESS

Insurance Renewal

FWF & Grundy Insurance. We currently have Mosholder Insurance and Mrs. Flowers suggested staying with what we have. Mrs. Flowers said she will work with Mr. Gouse to come up with costs to compare, however it is probably too late since the insurance is renewed in September. Mr. McCoy asked about looking into other companies. Attorney Carbonara stated that if we send a Declaration Sheet of the coverage we have now, it should be easy for companies to send quotes. Mr. McCoy suggested that Mr. Gouse look into getting this information as Interim Superintendent.

Mrs. Stombaugh – Mrs. Stombaugh is requesting a letter from PWA to her insurance company stating that we are not responsible for the damage to her furnace from an incident on April 1, 2022. A vote is in place to deny replacing her furnace. Mr. Bilchak drafted a letter for the insurance company explaining the situation; however it needs to be re-written. Mr. Morgan spoke with Mrs. Stombaugh's daughter and explained what had happened. Peoples Natural Gas Co. hit our line. Attorney Carbonara stated that we do not have to respond to the insurance company with a letter. They asked us to pay for something, and it was voted "no". Attorney Carbonara will compose a letter stating we deny any responsibility, he will work on this for the next meeting.

E&E Logging & Sons – The check for \$250.00 has been returned to E&E Logging & Sons per request of the Interim Superintendent due to the Township not approving the road bonding.

XIV. NEW BUSINESS

Allegheny Ridge Wind Farm, LLC - Mrs. Flowers made the board aware that she received the annual check from Allegheny Ridge Wind Farm, LLC in the amount of \$65,863.04 and that she has made the deposit into the Money Market account at 1st Summit Bank.

Customer Issue - Mr. Morgan has concern for a customer deposit that was in error. This customer goes to her daughter's home from time to time and she was away longer than usual. When she returned back home, she was told she had to pay the deposits again because the water

had been turned off. After reviewing this account of this long time customer, it was decided to refund her the deposit money. As the Sewer Authority has already done.

Mr. Scarton questioned why we don't charge "snowbirds" the \$70.00 Turn on fee when they have interruption in service when leaving for the winter. This is something that should be done moving forward. Attorney Carbonara suggested sending out letters to customers notifying them of this charge on our policy that we will be following. Mr. Beyer suggested putting on our bill and website as well.

ON MOTION OF MR. YETSKO, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO REFUND THE AMOUNT OF \$100.00 TO PWA CUSTOMER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. SCARTON AND MR. YETSKO.

Superintendent Interviews - Mr. Morgan would like to begin interviewing and re-run the Superintendent Ad. Mr. Beyer suggested putting the ad on the PRWA website, the PWA website and the Altoona Mirror, Mr. McCoy feels the social media outlets will reach candidates.

ON MOTION OF MR. SCARTON, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO RE ADVERTISE IN THE ALTOONA MIRROR AND THE PRWA WEBSITE FOR THE OPENING OF THE SUPERINTENDENT POSITION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON, AND MR. YETSKO.

Letter from Mrs. Flowers- Mrs. Flowers is requesting Monday, July 25th, off. She is aware that it will be without pay.

ON MOTION OF MR. YETSKO, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO MRS. FLOWERS REQUEST OF A DAY OFF JULY 25TH 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

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

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD AGREED TO MOVE TO EXECUTIVE SESSION AT 7:24 p.m. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. MORGAN, MR. SCARTON AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. SCARTON, THE BOARD RESUMED THE MEETING.

XXI. ADJOURNMENT

ON MOTION OF MR. SCARTON, SECONDED BY MR. YETSKO, THE MEETING WAS ADJOURNED AT 7.47 pm:.

XXII. NEXT MEETING

The next meeting will be held on Thursday, August 18th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers