

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, August 18th, 2022 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Matt McCoy, Scott Yestko, Christopher McCall and Chuck Gouse

Absent:

John Morgan, Jr.,

Also present were:

Joe Beyer, The EADS Group, Jennifer Flowers, Attorney Michael Carbonara

I. **CALL TO ORDER**

With Mr. Morgan absent at tonight's meeting, Attorney Carbonara called the meeting to order at 6:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

II. **RECOGNITION OF VISITORS** -

Eric Murphy with Mosholder Insurance discussed the sections for renewal on the Liability and Workers Compensation policies for the Water Authority. With there being some changes that Mr. Murphy was not aware of, he will email Mrs. Flowers the updated revisions.

ON MOTION BY MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD AGREED TO APPROVE THE CURRENT POLICIES FROM MOSHOLDER INSURANCE CONTINGENT UPON SEEING SOME OTHER FINANCIAL FIGURES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. SCARTON, MR. McCALL AND MR. YETSKO.

Mary Roland with DEP Outreach, which is a free service for municipalities to utilize. Ms. Roland did a powerpoint demonstration showing and explaining the results of the water audit done on July 13th for 2021 water usage. She explained that a water audit is not a financial audit, it tracks how much water is coming in and how much is being lost. She suggested doing an Asset Management Plan.

III. **CORRESPONDENCE** -

Nothing to report.

IV. **APPROVAL OF MINUTES**

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

V. **AGENTS EXPENDITURES**

Nothing to report.

VI. **INVOICES - FOR JULY 2022**

PAID BILLS

Aflac	\$ 33.50
Commonwealth of PA Chapter 302 Dues	150.00
DEP Gouse #352315	60.00
EAD'S Group	3,037.85
Fairway Laboratories, Inc.	238.50
Foster F. Wineland, Inc.	159.76
Kathleen McCutchen - Customer refund	58.50
L/B Water Service, Inc	886.80
Matt Woodley - Customer refund	100.00
Niper's Auto Repair	201.00
Peoples Natural Gas Company	25.47
Portage Service Center	745.00
Ray Oil & Gas Co.	649.90
RDM-Johnstown, LLC	152.00
Shannon Chemical Corporation	2,868.00
Sheetz Fleet Service	106.00
Stager's Store	314.57
Tribune - Democrat	39.90
United Graphics	1,514.67
Visa - 1st Summit	<u>308.35</u>
TOTAL:	\$ 11,649.77

PAID BILLS

Altoona Soft Water	\$ 78.00
Anna Swires - Customer Refund	100.00
Christopher McCall	45.00
Cintas	121.47
CPMA - July Billing	1,000.00

Comcast	272.30
DEP - Kennedy #352254	60.00
Dino Scarton	45.00
Fairway Laboratories Inc.	182.75
Jennifer Flowers - July	100.00
John C. Morgan, Jr.	45.00
L/B Water	7,486.90
Mary L. Elchin	200.00
Matt McCoy	45.00
Moonlighters Mechanic Shop	1,608.55
PA One Call System, Inc.	33.30
Penelec	2,492.37
Pro Disposal	191.40
Samantha Humbert - Customer Refund	100.00
Stager's Store	2.38
Verizon	<u>449.96</u>
TOTAL:	\$14,659.38

PAID BILLS

Aflac	\$ 33.50
Dottie Crane - Customer Refund	100.00
HAB-EIT Berkheimer	50.25
UPMC Health Plan	<u>6,931.30</u>
TOTAL	\$7,115.05

ON MOTION OF MR. McCALL, SECONDED BY MR. YETKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF JULY 2022 IN THE AMOUNT OF \$60,999.89 BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, AND MR. McCALL, MR. YETSKO AND MR. SCARTON.

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PENNVEST AND THE USDA LOANS IN THE AMOUNTS SUBMITTED ON THE AGENDA.. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. YETSKO, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE TREASURER'S REPORT FOR THE MONTH OF JULY 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

VIII. INTERIM SUPERINTENDENT'S REPORT

Mr. Gouse touched base on a few areas of concern. There were two leaks that occurred one at Benscreek Road and one at Plane Road. He did a rough figure to keep track of the water for use in next year's water audit.

Mr. Gouse reported on the proposals received from a few dealerships in the area for the F150 & Ford Rangers. He pointed out issues with current vehicles. Unit #1- Blazer has problems with air/heat blowing. It's costing more than its worth with all the maintenance being done. Unit #1 is mainly used for meter reading. At times it is used as a pickup truck if needed. Unit #2- Dodge 1500 driver's bed is rusting. Attorney Carbonara questioned if we need these two separate units to do a job? Mr. Gouse responded with the idea of trading these two units in to convert to one vehicle. Attorney Carbonara asked what the board thinks of this idea, Mr. McCoy is in favor of consolidating them. Mr. McCoy asked if that was a crew cab vehicle with just two people riding in it, he feels it would be better to have here. It is used for the plant employees currently. Mr. Scarton questioned if the blazer got fixed could this be the vehicle the plant employees use, Mr. Gouse responded absolutely. If that would be the case, he recommends still looking into replacing that next year with a car that has 4 wheel drive. Mr. Scarton requested that Mr. Gouse obtain 3 to 5 more quotes of the same type of vehicles from different dealerships for next month's meeting.

Attorney Carbonara would like some recommendations from Mr. Gouse on how to address some of the information received from DEP. This can be discussed at September's board meeting.

Two hydrants were replaced on the lower end of town, on the corner of Washington Avenue and Blair Street. Also on the corner of Webster and Ash Street. The hydrants on Main Street and Gillespie are a priority fix, when it was hooked up during the Main Street Project, it was reduced down to 4" and should have stayed 6". Mr. Gouse recommends leaving it as is but extend that 6" main down Gillespie to the corner of Cambria Street and put a new hydrant at Cambria Street.

ON MOTION OF MATT McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PROJECT AT GILLESPIE AVENUE, AS LONG AS IT IS UNDER THE \$60,000 THRESHOLD. BOARD MEMBERS VOTING

AFFIRMATIVELY INCLUDED, MR. McCOY, MR. SCARTON AND MR. YETSKO AND MR. McCALL.

Mr. Beyer suggested contacting Portage Borough to make sure there will not be any issues as far as paving.

A water leak survey was done in Cassandra, everything from the master meter from Cassandra and every house and tap was listened to and then the mains and hydrants it was all due to a service line leak.

Scada computers, DEP says we have to backup, offsite daily. This is not currently being done. Attorney Carbonara asked Mr. Gouse for his recommendation. He replied that currently we don't have the possibility of doing this at Benscreek plant due to no internet access. Mr. McCall asked if there are any other options. Mr. Gouse said it could be backed up to a hard drive. We will have to look at our options.

Mr. Gouse has spoken with Cambria Systems in regards to the scada computer at the office that monitors the tanks. Looking into pricing to upgrade the server, which is over 20 years old.

Delinquent/Closed accounts - We have quite a few delinquent unpaid accounts that need attention. The land owners need to be notified that we may take action liening the property if not paid. Attorney Carbonara suggested sending a letter giving them 30 days or we will start taking action. Posting the property with notice and posting it so the tenant is aware as well. Mr. Gouse asked what if it is a vacant property, Attorney Carbonara stated to make sure the water is not turned on, and can lien the property. Attorney Carbonara can take care of filing the liens. Mr. McCoy asked if anything over \$100.00 should be liened. Attorney Carbonara will go through the list to see what is of high importance to be done.

2" Meters at the plants - Mr. Gouse stated that currently we have one that doesn't work, not accurate at all. The accuracy has been tested on the other one and it is way off. His question is should he purchase new ones, just basic meters that they can physically read. The cost is a couple hundred dollars. Three of them would need to be purchased. Mr. McCoy asked Mr. Gouse to get pricing for the next meeting.

Mr. McCoy questioned meters for the Wildcat unmetered sub divisions we have, Mr. Gouse will get price quotes on size of pipe for that. Mr. McCoy says that needs to be monitored, that we have no way of telling when the systems were put in.

1407 Springhill Road Customer Complaint. This homeowner has had problems for some time now with dirty water. She brought us a couple samples with paper towels. The water had been tested and the substance in the paper towels tested. Results came back with mold and water has

come back with zero bacteria each time. We have tried helping her with her concern, putting a blowoff on her service line, and an in house filter on the serviceline coming in. There have not been any neighbors with this issue. She was in last year with the same concerns.

IX. PLANT MANAGER'S REPORT

Mr. Beyer had a conversation with a plant employee concerning some interior piping that is deteriorating and should be taken care of soon. With that being said, Mr. Beyer asked if anyone was aware of this. Mr. Gouse said that this was addressed in their plant evaluation. Mr. McCoy asked if this could be done this winter, maybe send Mr. Bilchak to scrape and paint. This information was addressed to Mr. Gouse who will get it taken care of.

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.

Benscreek Impoundment - Mr. Beyer submitted the Dam Completion Certification to DEP He sent payment in the amount of \$73,735.14 to CFA. Mr. Beyer questioned PWA paying James Excavating or waiting to receive the money.

ON MOTION OF MATT McCOY, SECONDED BY MR. SCARTON, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY JAMES EXCAVATING IN FULL FOR THE IMPOUNDMENT AT BENSCREEK AND WAIT FOR REIMBURSEMENT TO THE PORTAGE WATER AUTHORITY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

Portage Borough Phase IV sidewalks Mr. Beyer wanted to make sure that the Water Authority Board is aware of what is expected. Mr. Gouse stated that it was mentioned at the last meeting, about replacing the Tally's, etc. Currently Mr. Gouse is waiting from Portage Borough Council to give him an answer on what they want replaced in the sidewalks that we have to dig up to move the curb boxes. Mr. McCoy asked if this was the Johnson Avenue Project, which they responded, correct. Mr. McCoy stated that we should be putting the waterline in before it is all finished. Mr. Gouse responded that to do it correctly, yes, this should be done. The project currently is to go out to bid in the spring and be awarded in fall.

At the last meeting there was a motion for the Springhill Tank get service. The issue was for the quote to be current, which Mr. Gouse said that the price will be good even though it expired.

GIS - No change

Notice of Violations

Mr. Beyer stated there was a phone conference with DEP, attending were: the Plant Operators, the Interim Superintendent, Attorney Carbonara. Mr. Beyer had plans prepared for this meeting proposing PWA would not need to put in a new tank, a standard operating procedure explaining the plant would be shut down and the customers would be placed on a boil water notice. As of the phone conference with DEP, that is not acceptable. PWA will need to put in new tanks so we have positive pressure. Mr. Beyer asked the board for suggestions on how to proceed. He handed out options to the board before the meeting to review. One of the options suggested to the board would cost around 2.5 Million Dollars for installing 2 tanks. Which does not include all of the work and materials involved. The total cost would most likely be over the 3 Million Dollar mark. A discussion was held on the options and other solutions.

XI. SOLICITOR'S REPORT

Attorney Carbonara stated the letters to the County and other Municipalities have been sent out for request for available money.

Attorney Carbonara followed up on the status of the PWA telephone system through Sourceree, which is no longer in business. The new company is charging 3 times the cost per month. Mr. Gouse had looked into other options that would work for us.

ON MOTION OF MR. SCARTON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD TO AUTHORIZE MR. GOUSE TO MAKE THE DECISION WITH A NEW PHONE PROVIDER, NOT TO EXCEED \$196.00 PER MONTH. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. McCOY, MR. SCARTON, MR. McCALL AND MR. YETSKO.

XII. FORESTER'S REPORT

Nothing to report

XIII. UNFINISHED BUSINESS

XIV. NEW BUSINESS

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

XXI. ADJOURNMENT

ON MOTION OF MR. McCALL, SECONDED BY MR. SCARTON, THE MEETING WAS ADJOURNED AT 8:21 pm:.

XXII. NEXT MEETING

The next meeting will be held on Thursday, September 15th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers