

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, September 15th, 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, Scott Yestko, Christopher McCall

Also present were:

Joe Beyer - The EADS Group, Chuck Gouse - Interim Superintendent, & Jennifer Flowers.

Absent: Attorney Michael Carbonara

#### **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. RECOGNITION OF VISITORS** - None

#### **III. CORRESPONDENCE** -

Nothing to report.

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

ON MOTION BY MR. MCCALL, SECONDED BY MR. McCOY, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE AUGUST 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. McCALL, MR. McCOY, MR. SCARTON, AND MR. YETSKO.

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

Nothing to report.

VI. **INVOICES - FOR AUGUST 2022**

**PAID BILLS 8/3/22**

Cambria Mailing Services, Inc.,	\$ 78.00
ChemStream Inc.,	680.00
Comcast	571.94
EAD'S Group	10,801.74
JC Ehrlich Co Inc.,	207.76
Ludwig Electric, LLC	254.00
Megan Noel - Customer Deposit Refund	100.00
PA Warn - Annual Membership Dues	38.00
Peoples Natural Gas Company	23.24
Portage Auto Parts	6.74
Quadiant - Postage Machine	134.52
RDM-Johnstown, LLC	292.00
Shawn Gabel	100.00
Sheetz Fleet Service	531.01
Stager's Store	15.66
Tire Shop	165.00
United Graphics - Delinquent Mailers	2,023.34
Verizon Wireless	33.13
Visa - 1st Summit	<u>131.47</u>
TOTAL:	\$ 16,187.55

**PAID BILLS 8/18/22**

1st Summit Bank	\$ 1,108.00
Aflac	33.50
Cambria Mailing Services, Inc.	78.00
Cambria Systems, Inc.	309.30
Christopher McCall	45.00
Cintas	149.94
CMPA - August Billing	1,000.00
Comcast	299.64
Damin Printing	144.00
Dino Scarton	45.00
Fairway Laboratories Inc.	421.25
Hach	1,201.88
Jamie Kostan- Customer Deposit Refund	18.49
John C. Morgan, Jr.	45.00
Lowe's	120.83

Mary L. Elchin	200.00
Matt McCoy	45.00
PA One Call System, Inc.	19.04
Penelec	2,781.58
Philip Miller-Customer Deposit Refund	43.00
Pro Disposal	191.40
Scott Yetsko -July/August	90.00
Shaffer Tree Service, Inc.	1,000.00
Sheetz	371.00
Staples	395.61
Verizon	443.44
Wessel & Company	<u>590.00</u>
TOTAL:	\$11,189.90

**PAID BILLS 8/23/22**

REA Energy Cooperative Inc.	\$ 948.83
UPMC Health Plan	<u>6,931.30</u>
TOTAL	\$7,880.13

ON MOTION OF MR. SCARTON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF AUGUST 2022 IN THE AMOUNT OF \$55,204.94 BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, AND MR. McCALL, MR. SCARTON AND MR. YETSKO..

**VII. TREASURER'S REPORT**

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

**VIII. INTERIM SUPERINTENDENT REPORT**

**LEAKS**

1817 Springhill Road ¾" service line-176,000 gallons. Mr. McCoy asked how the amount of gallons was calculated. Mr. Gouse replied that when the old line was taken out he took the size of the hole in the copper and calculated the amount of pressure on the line and estimated the total. This is recorded for water loss. This is being done with all leaks.

## VEHICLES

Unit #1-2008 Chevy Trailblazer-

Unit #2-2015 Ram 1500 -  
9/01/2022 Oil Change @ Portage Service Center

Unit #6 - 2013 Ram 3500 Utility Truck -  
8/26/2022 Oil Change - Nipers Auto Repair

8/31/2022 Inspection, New front brakes & rotors, new tires-Randall Motors. It will need a new front driver's side fender, the bottom half has rusted off.

Mr. Gouse contacted Penn Glass & Fender it would be around \$450.00 for them to paint & replace. Mr. Morgan asked the amount of miles on this truck - Mr. Gouse replied 85,000. Mr. Morgan asked if the employees are still filling out daily mileage cards, Mr. Gouse said it hasn't been done due to not all the employees doing it. When we receive our new trucks, this will pick up again.

ON MOTION BY MR. YETSKO, SECONDED BY MR. SCARTON, THE BOARD AGREED TO THE APPROVAL OF \$450.00 TO PAINT AND REPLACE THE FENDER ON UNIT #6. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. McCOY, MR. SCARTON AND MR. YETSKO.

Mr. Gouse has presented the board with quotes for replacing Unit#1-Trailblazer, 2-Ram, & #4 - Ranger. Mr. Gouse stated that the ordering of a 2023 Ford Ranger needs to be placed by September 16th, 2022. It will be 3 to 4 months to receive the new trucks.

Mr. McCoy asked Mr. Gouse if there is a need of getting a larger vehicle operation wise or will the Ranger's work for what they do on a daily basis. Mr. Gouse replied, the Ranger's would work because we don't tow anything large, the dump truck would be used for that. Discussion was held on the color of trucks to order, White was the consensus.

ON MOTION BY MR. SCARTON, SECONDED BY MR. YETSKO, THE BOARD AGREED TO THE APPROVAL OF TWO 2023 WHITE FORD RANGERS 4X4 SUPER CREWS, FROM LAUREL FORD. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

### **SCADA COMPUTERS**

Mr. Gouse is still waiting on Cambria Systems for more information on backups.

### **HYDRANT @ MAIN & GILLESPIE**

Mr. Gouse took measurements of how much blacktop would be needed. He contacted New Enterprise for a cost and they came back with a cost close to \$50,000. This is for the blacktop only and with the rest of the materials needed it has exceeded the authorities budget of \$60,000 . Mr. Beyer commented that it is \$75.00 a square yard for 3in of 19mm.

Mr. Gouse discussed Johnson Avenue; he feels that it would be best to replace the line down Johnson Avenue to Hammers Street with 6in, all new taps, and meter pits at every house.

Mr. Gouse brought up that the inventory is completely out of meters. He reached out to the company PWA orders from to see about placing an order, They sell new style ME Meters, we have CE Meters that are obsolete. We are completely out of meter heads. Mr. McCall asked Mr. Gouse to make it clear that we cannot get Badger Meters at all anymore. Mr. Gouse said we cannot get the kind that we have. Mr. Morgan asked if we ordered the heads not too long ago, and had them in stock. Mr. Gouse stated that it was meter bodies. Mr. Morgan was under the impression that when Mr. Bilchak was acting Interim Superintendent he was asked to order 12 meter heads. Mr. Gouse stated that it was 12 of the bodies because they don't make the heads anymore. Mr. Beyer mentioned that the grant for meter replacement will not be awarded till January. Mr. Gouse suggested we get the software and some meters and start putting them in and hopefully by January if we get the grant we can purchase the rest. Mr. McCoy asked to have a price put together for October's meeting. Mr. Morgan suggested we think more on purchasing so many at a time. He feels they should be bought all at once. It was suggested to put this on hold until we have the results from the grant. Mr. McCall asked if Mr. Gouse has looked on Ebay. Mr. Beyer suggested also searching on PA Rural.

Mr. Morgan asked Mr. Gouse to work on updating the Water Authority Regulations to include that new taps must install meter pit after curb stop.

Mr. Gouse spoke with Portage Township with concern of the PWA's July 2022 minutes stating Portage Township are not the ones who did not approve the bonding of Oil Circle Road for logging, however it was a landowner who would not give permission to E&E Logging to go through their property.

Mr. Gouse asked the board to approve a \$100.00 clothing allowance for Isabella McCabe, a part-time office assistant.

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON, THE BOARD AGREED TO A \$100.00 CLOTHING ALLOWANCE FOR ISABELLA MCCABE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

### **MASTER METERS**

Master meters for private lines. A resolution from 1998 (included in packets) that the water authority install on private lines, water mains a master meter at the owner's expense and keep track of the homes on the private line as opposed to the master meter and anything over got billed to the owner. Moving forward this policy needs to be followed.

### **2" METERS AT PLANTS**

2" Meters at the treatment plants need to be replaced to read more accurately. The board was presented with quotes. Will need 2 at Martindale and 1 at Benscreek. This will help with our water audit for next year.

ON MOTION OF MR. McCOY, SECONDED BY MR. YETSKO, THE BOARD AGREED TO THE PURCHASE OF THREE BADGER 2" ULTRASONIC METERS AT THE COST OF \$902.98 A PIECE, FOR A TOTAL OF \$2,708.94. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. McCALL, MR. SCARTON AND MR. YETSKO.

### **PHONE SYSTEM**

Mr. Gouse made the board aware of the new phone system that will be installed through Get Through Communications. Mr. Gouse stated he notified the Sewer Authority of the change in phone systems and the reason behind it. A tentative date for the transition is September 20th.

### **MID ATLANTIC**

Mr. Gouse stated that Mid Atlantic will be coming September 19th or 20th to work on the roof only. Mr. Moore, Mr. Gouse and Mr. Feathers have looked at the upper reg to figure out what is going on with the anode, whether it will need rebuilt or if the design has a flaw. Without that pressure being a steady pressure on the bottom side of it we cannot get the water out of Springhill Tank and keep the pressure for the customers. There has been an attempt to adjust the reg to get there but all it does is pull more from the plant and does not change pressure.

### **PRCB-MODIFICATION FOR WC INSURANCE**

Mr. Gouse asked Mr. McCall if he reached out to PRCB concerning our Workers Compensation Premium being high. Mr. McCall sent an email to PRCB and they said

they will start the process into potentially researching as to why our Worker's Compensation premium is high, with only one claim that was less than 5 years ago. Mr. McCall also spoke with someone who strictly does work comp., and he agrees with Mr. McCall that our premium is high. This may take some time till we have any word of being adjusted. He will keep us updated as he hears anything.

### **INSURANCE**

Discussion was held in regards to the policy renewal showing coverage of \$64,993 for a Meter Pit at Allen Street & Fowler Lane, Portage, PA. It was discussed that this meter pit is not used any longer. Mr. Gouse stated that it was the old Springhill Meter Pit. Mr. Beyer stated that it was said that coverage is not needed for this because it will not cost much to repair, if needed. Mr. Morgan stated that when he was an employee with Portage Water, that it worked and was on a telephone pole and told how much water was coming up over to the Springhill Tank. Mr. Morgan asked Mr. Gouse if it still worked. Mr. Gouse replied that it does not., Mr. Morgan asked why? Mr. Gouse said it hasn't worked since he has worked here. That it was struck by lightning and there is not even electricity running to it. Mr. Morgan expressed that this is something that the board should be aware of. This is an important issue. Mr. Gouse said he could get a price on a new Krohne meter and replace it. Mr. Gouse stated that we would need to have electricity hooked up. Mr. Morgan and Mr. Gouse agreed that it would be nice to know how much water is going to SpringHill. Mr. McCoy questioned why it was not fixed after being struck. This was before Mr. Gouse was employed here.

Mr. Gouse addressed the board on the corrections that were made to our policy with Mosholder Insurance. He will have the adjusted policy at next month's meeting.

### **BOLTS**

Mr. McCoy asked Mr. Gouse to look into tamper proof bolts for meters. There are a couple different options. There is a meter lock that actually goes over the nut that locks the meter. They are pricey and Mr. McCoy commented that is probably not what we are looking for. There is a bolt that we can replace the curb box lid with a special bolt with a special key. To get any pricing on this option we have to send them our bolts because all of our curb boxes use different bolts. Mr. McCoy asked Mr. Gouse to send the bolts for pricing in the instance that we have a customer who tampers with turning their water on & off.

## **IX. PLANT MANAGER'S REPORT**

Nothing to report

## **X. ENGINEER'S REPORTS**

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 sent information to CFA in regards to payment for \$73,735.14. We should receive the deposit within a week or so. Mr. Gouse stated that the County approved \$26,910.00. Portage Township, Portage Borough and Cassandra Borough turned down our request for funds from ARP money.

### Notice of Violations

A phone meeting was held with DEP. Mr. Beyer spoke with Attorney Carbonara who is in touch with Chris Rider. DEP will only do one time extension, which we are beyond that time period. The Water Authority will be on a Tier 2 Violation Notice. A decision needs to be made on the plants. Mr. Morgan stated that he would like recommendations from the Engineer and Solicitor on solid options on how to move forward and resolve the issues in question. Mr. Beyer stated that the options were #1: Build a new plant at each site or #2: Using existing tanks, with DEP approval.

### Filter Plant Evaluation

Mr. Beyer asked if Mr. Thompson or Mr. Moore or any other employee responded to PADEP to at least respond on what action will be taken. This is a very important that this be done

### Long Range Plan

This is still on hold for the time being.

### S.R. 0164

A letter of Authorization of Proceed was sent to the PWA with preliminary engineering. Nothing needs to be done with that.

### Status of Meter Grant

Not being awarded until January 2023. Mr. McCoy suggested that if the Water Authority does receive the meter grant, that each meter installed has a photo taken.

### Johnson Avenue

Decision to be made on bidding out or doing the work in house. If bidding the job out, it needs to be done early enough.

Mr. Morgan wants Mr. Koban to be invited to the next meeting to discuss issues with PWA and Portage Borough.



Mr. McCoy asked about the project at Gillespie Avenue that would run over the amount budgeted. Mr. Morgan asked Mr. Gouse to bring a write up on the total cost of the project to next month's meeting. It could possibly be entered into the 2023 budget.

**XI. SOLICITOR'S REPORT**

Nothing to report.

**XII. FORESTER'S REPORT**

Nothing to report

**XIII. UNFINISHED BUSINESS**

**XIV. NEW BUSINESS**

**XV. ADJUSTMENTS FOR THE MONTH**

Mr. Gouse presented to the board a customer who had a previous adjustment in January 2022. When readings were done this month her usage was 20,600. Her meter was checked and she had a plumber who checked everything. He did not find anything. Mr. Morgan asked when this large reading happened. Mr. Gouse replied that it was last month. Mr. Morgan suggested giving this another month to see what her consumption is before making any decisions.

Mr. Morgan asked if Mr. Gouse sent any of the guys out to do readings outside & inside properties to compare that it is being read correctly? Mr. Gouse stated that Mr. Feathers has been doing this when he does a re-read & is able to get in the house. But no one has gone house to house doing this.

ON MOTION OF MR. McCOY, SECONDED BY MR. SCARTON THE BOARD UNANIMOUSLY AGREED TO APPROVE THE FOLLOWING ADJUSTMENTS: ALAN FAULKNER, STAGER ENTERPRISE, & CHARLES RIMINI. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, MR. SCARTON, MR. McCALL AND MR. YETSKO.

**XVI. GOOD OF THE ORDER**

No matters to discuss.

**XVII. PROFIT & LOSS BUDGET VS. ACTUAL**

Mr. Scarton questioned the depreciation of \$255,000. Mr. McCoy said the accountant determines this amount. Mr. McCoy questioned why the amounts from the budget are not imputed. Mrs. Flowers apologized for this and has not had the current information. Once she has this, she will take care of the report.

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

**XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT**

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

**XXI. ADJOURNMENT**

ON MOTION OF MR. SCARTON, SECONDED BY MR. McCALL, THE MEETING WAS  
ADJOURNED AT 7:42 pm.

**XXII. NEXT MEETING**

The next meeting will be held on Thursday, October 20th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers