

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

Those in attendance were:

John Morgan, Jr, Matt McCoy, Christopher McCall.

Also present were:

Attorney Michael Carbonara-Solicitor, Joe Beyer-Engineer, Chuck Gouse-Interim Superintendent and Jennifer Flowers-Business Manager

Absent: Dino Scarton, and Scott Yestko

## **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 –**

Mr. Donald J Moore, Jr.- Portage Water Authority – Mr. Moore expressed some concerns with the Benscreek Well. The flow is decreasing and even though there was a previous budget for this, there has not been any work done to fix the issue. Mr. Moore contacted Somerset Well Drilling, they proposed a bid of \$6,100.00 plus extra cost to cut the rock out so we can get the flow back. The biggest problem is the containment. Mr. Moore stated that if our employees would do the work on job, and to purchase all the material needed it would be around \$13,000.00. Mr. Moore spoke with Somerset Well Drilling and suggested a frack tank, this being the best option. Mr. Moore also contacted United Rentals to receive pricing. Two frack tanks would roughly be \$5,080.00. The total cost would be around the same price as it would if we did the work in house. Mr. Moore would like to have approval to get this project moving. He presented the board with paperwork showing costs. Mr. Morgan asked what the total would be with the frack tanks, etc. Mr. McCoy said an estimate of \$13,000.00 and asked Mr. Moore if he is requesting permission to move forward. Attorney Carbonara stated that if this is something that needs done, it should be approved and move forward.

ON MOTION BY MR. McCOY, SECONDED BY MR. McCALL, THE BOARD AGREED TO APPROVE THE BENSCREEK WELL PROJECT WITH THE COST OF \$13,000.00 PLUS ROCK COST. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. MORGAN, MR. McCALL, AND MR. McCOY,

Mr. Morgan thanked Mr. Moore for coming.

Mr. Sewalk – The EAD’S Group

III. **CORRESPONDENCE** –

**Letter from PaDep to Mr. Morgan – Notice of Violation**

The Water Authority notified customers of the Notice of Violations from Dep through our SwiftReach system. Mr. Morgan stated to Mr. Gouse that when he received the email he asked Mr. Beyer before notifying customers if he would send an email to each board member so everyone was aware and they could discuss the options and best way to handle notifying customers. Mr. Morgan stated that the deadline for notification was October 15<sup>th</sup>. This message was sent before the board could discuss options causing a high volume of calls in the office and confusion to customers. Mr. Morgan feels that doing a mailing of the violation would have been a better solution. Mr. Beyer stated that in three months notices will have to be sent again, Mr. McCoy suggested mentioning key points of the violation letter and referencing customers to either stop in the office or visit the PWA website for more detailed information on the violations.

**Letter from County Commissioner’s**

Mr. Morgan stated PWA received \$26,000.00 from the County Commissioner’s office, he suggested sending a Thank You letter when submitting the information requested by them. Mr. McCoy asked if any of the Municipalities responded to our letters to which the answer was no.

**CFA Grant**

A deposit into PWA Money Market Account at 1<sup>st</sup> Summit Bank in the amount of \$76,438.00 was received from a CFA Grant for the Benscreek Impoundment Project.

IV. **APPROVAL OF MINUTES**

ON MOTION BY MR. McCOY, SECONDED BY MR. McCALL, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE SEPTEMBER 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, AND MR. McCOY,

V. **AGENTS EXPENDITURES**

Nothing to report.

VI. **INVOICES - FOR SEPTEMBER 2022**

**PAID BILLS 9-2/22**

|                                 |              |
|---------------------------------|--------------|
| Cambria Mailing Services, Inc., | \$ 79.23     |
| EAD'S Group                     | 8,670.20     |
| Fairway Laboratories, Inc.      | 167.25       |
| Hach                            | 643.92       |
| L/B Water Service, Inc.         | 185.00       |
| Peoples Natural Gas Company     | 23.65        |
| PMAA                            | 45.00        |
| Portage Service Center          | 795.15       |
| Raptosh Lehmier & Carbonara     | 2,487.50     |
| Ray's Lawnmower                 | 37.99        |
| Stager's Store                  | 182.38       |
| Verizon Wireless                | <u>33.13</u> |
| TOTAL:                          | \$ 13,350.40 |

**PAID BILLS 9/15/22**

|  |          |
|--|----------|
| Aflac  | 33.50    |
| Christopher McCall                           | 45.00    |
| Cintas                                       | 113.32   |
| CMPA - September Billing                     | 1,000.00 |
| Dakota Knisley – Customer Deposit Refund     | 100.00   |
| Dino Scarton                                 | 45.00    |
| Fairway Laboratories Inc.                    | 365.50   |
| Grainger                                     | 610.34   |
| Heather Stager - Customer Deposit Refund     | 100.00   |
| Helping Hands – Customer Deposit Refund      | 100.00   |
| Hilltop Office Supply Inc.                   | 137.02   |
| John C. Morgan, Jr.                          | 45.00    |
| Mary L. Elchin – One Week July-Two Weeks Aug | 300.00   |
| Matt McCoy                                   | 45.00    |
| PA One Call System, Inc.                     | 69.07    |
| Penelec                                      | 2,956.56 |
| Pro Disposal                                 | 191.40   |
| Randall Motor Company                        | 3,021.73 |
| Ray Oil & Gas co.                            | 121.12   |
| RDM-Johnstown, LLC                           | 323.00   |

|   |               |
|---|---------------|
| Scott Yetsko                            | 45.00         |
| Stager's Store                          | 86.57         |
| Tamara George – Customer Deposit Refund | 100.00        |
| Univar                                  | 2,140.21      |
| Verizon                                 | 443.99        |
| Visa – 1 <sup>st</sup> Summit           | <u>379.28</u> |
| TOTAL:                                  | \$12,917.61   |

**PAID BILLS 9/23/22**

|   |                 |
|---|-----------------|
| 1 <sup>st</sup> Summit Bank – LOC                 | \$1,108.00      |
| Cambria Mailing Services, Inc – September Billing | 80.34           |
| The EAD'S Group                                   | 8,912.60        |
| Fairway Laboratories                              | 55.75           |
| Hach  | 97.23           |
| Hines Equipment                                   | 5.62            |
| Nancy Ondesko – Customer Deposit Refund           | 100.00          |
| REA Energy Cooperative Inc.                       | 1,018.28        |
| Sheetz Fleet Service                              | 513.00          |
| UPMC Health Plan                                  | <u>6,931.30</u> |
| TOTAL:  | \$18,822.12     |

**PAID BILLS 9/30/22**

|  |                     |
|--|---------------------|
| James Excavating – Benscreek Impoundment | <u>\$143,750.00</u> |
| TOTAL:                                   | \$143,750.00        |

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF SEPTEMBER 2022 IN THE AMOUNT OF \$208,787.49, (WHICH INCLUDES JAMES EXCAVATING, INC.) BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, AND MR. McCALL.

**VII. TREASURER'S REPORT**

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

## VIII. INTERIM SUPERINTENDENT REPORT

### Leaks

1100 Cambria Street, 913 Sonman Avenue, & 1817 Puritan Road Leaks were all on the customers side and have all been fixed.

### Vehicles

The New 2023 Ford Rangers have been ordered through Laurel Auto Group, the timeline for delivery is 4 to 6 months.

### Scada System

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

### Meters

Mr. Gouse stated that PWA is still in need of meters, he has contacted multiple companies to order with no success. Mr. Morgan suggested that we order a few, Mr. McCoy asked for a breakdown of how many are needed at this time and the cost, he questioned if the software should be ordered and a few meters for the new upgraded system. Mr. Gouse stated that would be a possibility, it would need to be decided what type of meter and how many to purchase. Mr. Morgan has concern of spending the money on upgrading meters when the focus of spending needs to be on the DEP violations and the Treatment Plants. Mr. McCall asked Mr. Gouse if he knew of a cost for manual read meters, Mr. Gouse was unsure exactly what cost would be, roughly \$300.00 each. Mr. McCoy asked Mr. Gouse to review the three quotes for meters and present at November's meeting the best option for the software and startup.

## 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 contacted James Excavating for the final close out documents since payment was made to them for this project.

### Springhill Water Storage Tank

Mid Atlantic has fixed the roof, sealed spots using spray foam. Mr. Gouse said he contacted DEP and they said that this is not a hazardous issue if Mid Atlantic says this is their method of use. DEP stated that because of the area of the spray foam not in contact with the water, it is not affecting the water quality. Attorney Carbonara suggested that DEP state their comment in writing to Mr. Gouse. Mr. Beyer asked the board for their opinion. Mr. Morgan had concerns with the overspray being oil based. Mr. Gouse assured Mr. Morgan that samples were taken and they came back clear with no impurities. Mr. Morgan asked if anyone had contact with Mid Atlantic while they were at the tank. Mr. Gouse said negative. Mr. Gouse does not know how they got in our gate to the tank. Mr. Gouse received an email after Mid Atlantic was finished. Mr. Morgan asked if the tank was hyperchloride correctly, Mr. Gouse replied that he and Mr. Feathers did it. Mr. Gouse stated he spoke directly with Ed Galovich PWA's head sanitarian, Mr. Morgan thought that Mr. Gouse spoke with Zane from DEP and Mr. Gouse stated that he originally did speak with Zane but now he is no longer our sanitarian. The tank has passed inspection and is safe. Mr. McCall has concern and asked Mr. Gouse if he can re-sanitize the tank, Mr. Gouse responded yes.

### Filter Plant Evaluation

Mr. Beyer questioned Mr. Gouse if any employees have done anything in regards to this. Mr. Gouse stated he is still waiting on information.

### Long Range Plan

This is still on hold for the time being.

### Grants

Mr. Beyer stated available grants through PA Small Water & Sewer for any projects we have upcoming, the grant range is 30,000 up to 500,000. 15% would be paid by PWA. There is also an H2O grant range of up to 20,000,000.00, PWA would be responsible for ½ of this grant. Mr. Morgan asked Mr. Beyer to speak to Mr. Moore at the treatment plant to see if there is any projects that need to be done at either Benscreek or Martindale Plants. Mr. McCoy asked Mr. Gouse if he had any projects in mind, Mr. Gouse stated there are many projects that need done at this point. Mr. Gouse will put a proposal together for November's meeting.

### Johnson Avenue

Mr. Beyer asked if there has been a decision on this project as far as putting out for bid, or doing the work in house. A decision needs to be made before time runs out to bid out. Projected timeline for this project is to start in spring of 2023. Discussion was held for the best option.

## PADEP

Mr. Beyer and Mr. Gouse had a conference call with DEP concerning drilling the wells, Mr. Gouse provided the board with this information prior to the meeting. Mr. Beyer and Mr. Gouse will look into getting more information on this.

## Annual Dam Inspection

This was performed on September 30<sup>th</sup>, 2022.

## Notice of Violations

Mr. Beyer presented the board with detailed options to choose from to have the issues resolved. Attorney Carbonara spoke with Mr. Ryder who suggested submitting a proposal of what direction PWA wants to go in to fix the violations, and make the proposals contingent upon financing.

## **XI. SOLICITOR'S REPORT**

### North Allegheny Wind Farm

Attorney Carbonara reached out to them for more information needed regarding previous Utility Easement Agreement.

### Audit Letter

The audit letter has been completed and forwarded to Wessel & Company.

### Borough Hydrants

Attorney Carbonara spoke with Mr. Koban. This is still an open subject.

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

No matters to discuss.

## **XIII. UNFINISHED BUSINESS**

1. Garbage Contract with the Borough
2. Letter for Mrs. Stombaugh – Attorney Carbonara drafted a letter which was sent to her.

## **XIV. NEW BUSINESS**

1. Kesslak Benefits Group – Renewal of healthcare –Information was distributed to the board prior to the meeting, Mr. Morgan stated to review and a decision will be made at November's meeting.
2. Isabella McCabe - Mr. Morgan asked the board to consider sick/vacation hours for her, even though she is part time. The board tabled this until

November's meeting. Mr. Morgan ask Mrs. Flowers to speak with Mrs. McCabe to verify these options and to address the board next month.

**XV. ADJUSTMENTS FOR THE MONTH**

No adjustments this month

**XVI. GOOD OF THE ORDER**

Matt McCoy would like Mr. Gouse to look into PWA options for a leak detection company due to the recent water audit and the PWA water loss.

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

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

**XIX. CAPITAL IMPROVEMENTS ACCOUNT REPORT**

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

Mr. Morgan requested executive session for personnel reasons.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO AN EXECUTIVE SESSION FOR PERSONNEL REASONS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. MORGAN, MR. McCOY, AND MR. McCALL

**XXI. ADJOURNMENT**

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE MEETING WAS ADJOURNED AT 8:10 pm.

**XXII. NEXT MEETING**

The next meeting will be held on Thursday, November 17th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers