

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, November 17, 2022 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Matt McCoy, Christopher McCall, and Dino Scarton.

Also present were:

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

Absent: Scott Yestko

### **I. CALL TO ORDER**

Mr. Scarton called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance and Roll Call.

ON MOTION BY MR. McCALL, SECONDED BY MR. McCOY, THE BOARD AGREED TO THE REORGANIZATION OF OFFICERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY AND MR. McCALL.

### **REORGANIZATION:**

#### **ELECTION OF OFFICERS:**

Mr. Scarton asked for nominations for Chairman. Mr. McCoy nominated Mr. Scarton, to which Mr. Scarton accepted.

THERE BEING NO FURTHER NOMINATIONS, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. SCARTON AS CHAIRMAN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCALL AND MR. McCOY.

Mr. Scarton asked for nominations for Vice-Chairman. Mr. McCoy nominated Mr. Yetsko.

THERE BEING NO FURTHER NOMINATIONS, THE BOARD UNANIMOUSLY AGREED TO THE APPOINTMENT OF MR. YETSKO AS VICE-CHAIRMAN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCALL AND MR. McCOY.

## **II. RECOGNITION OF VISITORS –**

1. Justin T. Amos of Burns & McDonnell who is working with Duke Energy, North Allegheny Wind.

2. Adam Spry of Duke Energy – Leading the development of the repowering of the Wind Farm. He is at the meeting to share future plans, and what is being asked of the Borough. Discussion was held concerning our easement at the Wind Farm. Attorney Carbonara requested them to attend tonight’s meeting so the current Water Authority Board understands the agreements and have the chance to ask questions, if any on how the easement came to be. Mr. McCall made a request to find the original agreement to review the exact language on the dollar amount. Mr. Spry asked the board if they had any questions for him. The board thanked Mr. Amos and Mr. Spry for their time.

3. Stephanie Gallo – Wessel & Company. Mrs. Gallo presented the Water Authority with the finalized 2021 Audit Report. She explained the difference in appearance between previous Water Authority Audit’s and Wessel & Company’s audit. Mrs. Gallo pinpointed areas she felt needed covered and explained thoroughly. Mrs. Gallo pointed out some very important recommendations; one being the agreement with the Sewer Authority needs to be updated accordingly. Cost increase is not being passed on. Mrs. Gallo also recommended monthly reporting from budget to actual. The board thanked Mrs. Gallo for her time.

4. Don Squillario – Portage Sewer Authority

## **III. CORRESPONDENCE –**

Letter from Portage Area Joint Parks & Recreation Commission – Sharon Squillario, extending thanks and appreciation to the staff of the Water Authority for consideration given for water usage in 2022 and asking for the same in 2023.

ON MOTION BY MR. McCALL, SECONDED BY MR. McCOY, THE BOARD AGREED TO EXTEND ITS CONTINUED CONSIDERATION FOR WATER USAGE AT THE CHRICHTON McCORMICK PARK AT AN ANNUAL CAP OF 500,000 GALLONS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY AND MR. McCALL.

## **IV. APPROVAL OF MINUTES**

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

THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCALL, AND MR. McCOY,

V. **AGENTS EXPENDITURES**

Nothing to report.

VI. **INVOICES - FOR OCTOBER 2022**

**PAID BILLS 10/14/22**

Christopher McCall – October Mtg	\$ 45.00
Cintas	125.44
CMPA – October Bills	1,000.00
Comcast	34.01
Dino Scarton – October Mtg	45.00
Diversified Technology – Annual Maint Contract	1,480.00
Fairway Laboratories Inc.	421.25
Hach	59.64
Hite Company	1,202.07
Isabella McCabe – Clothing Allowance	100.00
John C. Morgan, Jr.- October Mtg	45.00
Mainline Newspaper – Flushing Ad 9-29-22	20.63
Mary L. Elchin – September 2022	200.00
Mary Lou Arford – Customer Deposit Refund	100.00
Matt McCoy – October Mtg	45.00
Mosholder Insurance Agency	6,054.00
New Enterprise Stone & Lime Co., Inc.	456.30
PA One Call System, Inc.	33.94
Penelec	14.99
PennDot	10.00
Peoples Natural Gas Company	23.65
Perry Scarton – Customer Deposit Refund	100.00
Portage Auto Parts	108.45
Portage Service Center	608.66
Pro Disposal, Inc.	191.40
Railroad Management Company	1,773.54
Randall Motor Company	301.09
Ray Oil & Gas Co.	843.18
Scott Yetsko – October Mtg.	45.00
Stagers Store	37.96
Verizon – Plants	438.26

Verizon Wireless	33.05
Visa – 1 <sup>st</sup> Summit	<u>131.47</u>
TOTAL:	\$ 16,127.98

**PAID BILLS 10/21/22**

1 <sup>st</sup> Summit Bank – LOC	\$ 1,108.00
Aflac	33.50
Dollar General Corp Store #02550 – Refund on closed acct	96.61
Donald Odenthal – Refund on closed acct	39.03
Estate of Ronald Andraychak – Refund on closed acct	158.51
Grainger	64.28
Jessica Fox – Customer Deposit Refund	100.00
Kick’s Garage & Towing	30.00
Lorraine Beyer – Refund on closed account	2.56
Mosholder Insurance Agency - 21-22 WC Audit	83.00
Penelec	1,415.58
Penn Glass & Fender	449.00
Portage Service Center	866.50
Ray Oil & Gas Co	377.48
RDM-Johnstown, LLC	642.00
REA Energy	1,070.36
Richard Perry – Refund on closed acct	57.04
Sheetz Fleet Service	131.00
Stagers Store	11.96
Staples	258.42
William Dively – Customer Deposit Refund	<u>100.00</u>
TOTAL:	\$7,094.83

**PAID BILLS 10/28/22**

AWWA	\$ 400.00
Cambria Mailing Services, Inc – October Billing	79.14
ChemStream Inc. – Plants	4,147.20
The EAD’S Group	3,016.40
Quadient - Postage machine	134.52
Raptosh Lehmier & Carbonara	1,493.50
Safeguard – checks & deposit slips	490.73
Shannon Chemical Corporation	5,736.00
Stagers Store	56.47
UPMC Health Plan	6,931.30
Verizon Wireless	<u>32.66</u>
TOTAL:	\$22,517.92

Mr. Gouse mentioned the cost of PWA's monthly bill with Cintas. The borough, township and PSA are moving to Univar. Mr. Gouse suggested to the board to do the same. Mr. McCall asked us to look and see if there is a contract with Cintas, most of the time there is a 5 year commitment and to break the contract a letter must be sent to Cintas and that is a 90 day process.

ON MOTION OF MR. McCOY SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF OCTOBER 2022 IN THE AMOUNT OF \$65,688.09. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, 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 OCTOBER 2022. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL.

#### VIII. INTERIM SUPERINTENDENT REPORT

##### Leaks

107 Skyline Drive, 630 Munster Road and 1401 Conemaugh Avenue have all been repaired.

##### Vehicles

The vehicles are still in process.- No Change

##### Scada System

A meeting with Josh from 540 Technologies for possibilities on replacing our Scada system. The software they offer is a yearly subscription with cellular monitors they can put at the master meter sites to read the flow and pressure. The cost of a new Scada System would be roughly \$56,000, which includes some master meters being put in.

##### Meters

Mr. Gouse sent a detailed letter to PWA in regards to contributing to the new meter migration. PWA offered, with paying a monthly fee based on the number of customers they have. Paying for the meter reading and not the new meters. Mr. Scarton asked Attorney Carbonara to work with Mr. Gouse to draw up a contract with more detailed information. Attorney Carbonara will work with PWA's attorney also.

##### Rules & Regulations Policy

This policy needs updated. Mr. Gouse would like to have this done for the new year. Attorney Carbonara suggested keeping it simple and consistent. Mr. Scarton asked Mr. Gouse to pull up the policy and each month bring sections to the meeting with updates and move to a few more sections for the next month. Mr. Gouse said he could do this. Attorney Carbonara said he could take charge of this and work with Mr. Gouse. This way we will have a new, clean policy.

DEP – Jamie Estep

The test well kick off meeting with DEP has been moved to November 30<sup>th</sup> instead of the 23<sup>rd</sup>. DEP will be to work on the asset management plan.

Benscreek Well Drilling

Mr. Gouse said this is completed with exception of needing a VFD. This is an electronic device that allows you to adjust the speed of the well pump. Also 2 new well probes will need purchased.

Backhoe

Mr. Gouse mentioned the budget included new tires for the backhoe. They are in need of replacing, the cost is under \$3,000.

Security Cameras and Key for the Office

Mr. Gouse asked the board who all has access to the code for logging into view the video cameras. He feels the login password should be changed, as well as the locks/keys to the building. Mr. McCoy agreed.

Mary Louise Elchin

Mr. Gouse advised the Water Authority Board that Mrs. Elchin had surgery on October 5th and has been off of work. The employees have been taking care of the office with emptying garbage and running the sweeper. She is expected to return on December 2<sup>nd</sup>.

Fire Hydrant at the High School

Mr. Gouse stated this hydrant is broke and needs replaced. Mr. Scarton asked the cost of replacing, Mr. Gouse responded \$4,195.00.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED THAT MR. GOUSE ORDER AND REPLACE THE HYDRANT AT PORTAGE HIGH SCHOOL. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

Mr. McCoy stated that with putting this hydrant in that it should be flowed and color coded.

## 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.

### Notice of Violations

He spoke with DEP to discuss the wells. Currently now we are waiting and see what happens with the wells.

PADEP conference call to discuss violations and potential options. Also discussed drilling wells.

### Filter Plant Evaluation

Mr. Beyer stated DEP was to come back at the end of the year, Mr. Gouse said that when Jamie and Andy came in they used that as their revisit.

### Long Range Plan

This is still on hold for the time being.

### Grants

Shady Springs Road – 500,000 would get 115,050 feet of 6" waterline being put in. Meters to measure the development and one to measure the line going out Shady Springs Road. Construction, permit fees, engineering, administration the cost would be 498,890.00.

### 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. At this point it is too late for bidding out.

### 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.

**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.

**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**

Janet Lauffer - Approved

**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**

**aXXI. 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, December 15th, 2022 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers