

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, December 15, 2022 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Matt McCoy, and Christopher McCall.

Also present were:

Attorney Michael Carbonara-Solicitor, Joe Beyer-Engineer, Chuck Gouse-Interim Superintendent.

Absent: Jennifer Flowers, 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.

II. RECOGNITION OF VISITORS –

No Visitors

III. CORRESPONDENCE –

Letter from Portage Public Library asking for a donation from Portage Water, Mr. Gouse stated that under the PWA policy, we cannot make any type of contributions. No action was taken.

Portage Borough Christmas Party being held on December 16th. Mr. Scarton asked if anyone would be attending, at which Mr. Gouse responded that he would be going, along with Mr. Beyer.

Mr. John Morgan, Vice Chairman of the Portage Water Authority Board submitted an effective immediately letter of resignation on October 20th, 2022 to Portage Borough. This was accepted and Portage Borough approved to advertise for letters of interest to fill this position.

Mr. Gouse stated that Mr. McCall's letter of reappointment to the Portage Water Authority Board has been accepted by Portage Borough with his term ending December 31, 2027.

IV. APPROVAL OF MINUTES

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

ON MOTION BY MR. McCOY SECONDED BY MR. McCALL, THE BOARD AGREED TO APPROVE AGENTS EXPENDITURES, THROUGH NOVEMBER 29th, 2022 FOR \$115.55. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCALL, AND MR. McCOY,

VI. **INVOICES - FOR NOVEMBER 2022**

PAID BILLS 11/10/22

ChemStream, Inc. - Plants	\$ 4,860.00
Christopher McCall – November Mtg	45.00
Cintas	116.06
CMPA – October Bills	1,000.00
Comcast	299.24
Dino Scarton – November Mtg	45.00
E-Map – Membership Renewal	50.00
Fairway Laboratories Inc.	238.50
Helsel Excavating	200.00
JC Ehrlich Co, Inc.	207.76
Kaith’s Heating & Air Service LLC	285.00
Kenneth Smick – Customer Deposit Refund	100.00
L/B Water Service, Inc.	1,217.20
Mainline Newspaper – October Flushing Ad	56.00
Mary L. Elchin – October 5 th , 2022	100.00
Matt McCoy – November Mtg	45.00
Mid Atlantic Storage Systems	8,692.00
Mosholder Insurance Agency	3,138.00
PA One Call System, Inc.	37.30
Penelec	80.08
Peoples Natural Gas Company	150.45
Portage Service Center	898.07
Portage Township – Refund for 1 Hydrant – 40 Mths	448.00
Pro Disposal, Inc.	191.40
Quadient – Supplies for Postage Machine	172.96
Ray Oil & Gas Co.	1,460.15
Scott Yetsko – November Mtg.	45.00

Tracy Ketenheim – Customer Deposit Refund	100.00
Verizon – Plants	435.81
Visa – 1 st Summit – Credit Card	781.47
Zachary Beck - Customer Deposit Refund	<u>100.00</u>
TOTAL:	\$ 25,595.45

PAID BILLS 11/22/22

1 st Summit Bank – LOC	\$ 1,108.00
Aflac	33.50
Blue Earth Labs, LLC	1,614.49
Commonwealth of PA-DEP – Benscreek	1,500.00
Commonwealth of PA-DEP – Martindale	1,500.00
Get Through Communications – Phone Service	741.44
Penelec	1,107.80
REA Energy	1,178.01
Sheetz Fleet Service	686.00
Staples	295.06
UPMC Health Plan – Healthcare, Vision, Dental	<u>7,819.80</u>
TOTAL:	\$17,584.10

ON MOTION OF MR. McCOY SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF NOVMEBER 2022 FOR \$63,126.91 WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY PAYMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL.

VII. **TREASURER’S REPORT** – Not available for this meeting.

VIII. **INTERIM SUPERINTENDENT REPORT**

Leaks

No leaks or new taps for this month.

Vehicles

New tires for the backhoe have been purchased and installed at a cost of \$2,800.00, which was budgeted.

Meters

Mr. Gouse has several quotes for new meters to present to the board; he would like to have approval to move forward with purchasing as soon as possible. Mr. Beyer gave Mr. Gouse a contact for Metron-Farnier. Mr. Gouse feels that the cost of these meters, which includes the

software, is the best deal. Mr. Gouse spoke to a few water companies that use Metron-Farnier Meters and received positive feedback. Mr. McCall had some questions to which Mr. Gouse explained exactly what is involved.

Mr. Gouse reported to the board that PWA does not have a contract with Cintas for their service; this company provides supplies for our first aid cabinet to be stocked appropriately. Since there is no contract between PWA and Cintas, we are able to look at other companies to compare costs.

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

A second notice will be sent to customers notifying them of the Notice of Violation for not completing the work on prior violations.

Long Range Plan

This is still on hold.

Johnson Avenue

No change

Grant

Mr. Beyer gave an update on the Covid-19 ARPA-PA Small Water and Sewer Grant.

Mr. Beyer and Mr. Gouse attended a Lead/Copper Rule training, which stated that by October 2024 it is required by DEP that all authorities must have an inventory of all service lines.

XI. SOLICITOR'S REPORT

Attorney Carbonara touched on a few issues he has been working on. There was discussion on the agreement of police coverage at PWA properties. Mr. Gouse felt that the police presence was to insure there are no break-ins or vandalized property. After discussion it was decided to remove police coverage at the properties. A letter will be sent to Portage Borough regarding this.

ON MOTION OF MR. McCALL SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO MAKE A NOTICE WITH PORTAGE BOROUGH TO REMOVE POLICE PROTECTION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL

North Allegheny Wind LLC Amended Agreement – Attorney Carbonara does not have any issues with this agreement.

ON MOTION OF MR. McCALL SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE EASEMENT AGREEMENT AT \$4,000 PER YEAR FROM NORTH ALLEGHENY WIND LLC. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL

XII. FORESTER'S REPORT

No matters to discuss.

XIII. UNFINISHED BUSINESS

1. Leak detection resources. Mr. Gouse has no update on this. Mr. Scarton asked Mr. Gouse if there will be an action plan for this which Mr. Gouse answered correct.
2. Garbage contract with Portage Borough. Attorney Carbonara spoke with Mr. Koban there is not an agreement at this time. Mr. Koban stated there are some issues on their end with the billing. A discussion was held to revise the agreement and will be decided at February meeting.

XIV. NEW BUSINESS

1. 2023 Budget. Mr. Scarton asked Mr. Gouse to give an overview of the budget with any major changes. Mr. Gouse stated that with cost increase all around, the budget has been increased at both Benscreek and Martindale Plants.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE 2023 PROPOSED BUDGET WITH A 4% RATE INCREASE AND 2% CAPITAL IMPROVEMENT CONTRIBUTION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

2. Carryover of vacation. Mr. Gouse asked approval for PWA employees who made a request to carryover vacation days from 2022. Mr. Bilchak, (48 hours), Mr. Thompson, (56 hours), Mr. Moore, (80 hours) and Mr. Gouse, (24 hours).

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE 2022 VACATION CARRYOVER FOR THE MENTIONED PORTAGE WATER AUTHORITY EMPLOYEES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

3. Turbidity Meters – Plants. Mr. Gouse stated that Mr. Moore and Mr. Thompson have informed him that Benscreek and Martindale Plants are in need of turbidity meters and the equipment to calibrate them. The cost for two will cost around \$14,785.67.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PURCHASE OF TWO TURBIDITY METERS AT \$14,785.67 FUNDS COMING FROM THE CAPITAL IMPROVEMENTS ACCOUNT. ONE FOR BENSCREEK PLANT AND ONE FOR MARTINDALE PLANT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

4. New meters – Mr. Gouse ask the board to approve 10 - 5/8” X 3/4” meters and 3-2” meter from Metron-Farnier at a cost of \$6,725.00. Mr. McCoy made a motion to accept purchasing these meters with Attorney Carbonara drawing up an agreement between the Portage Water Authority and the Portage Sewer Authority in regards to the monthly invoicing.

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE PURCHASE OF 13 METERS FROM METRON-FARNIER AT A COST OF \$6,725.00. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE ADJUSTMENT FOR NOVEMBER FOR \$54.02. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

XVI. GOOD OF THE ORDER – Mr. McCoy was approached by a customer who was told by office staff that they are responsible to pay a balance on a property/account from past tenant before they are able to sign up for service in their name. Mr. Gouse explained that with apartment buildings not being tracked with tenants moving in/out and final bills not being paid, that the owner/new tenant is responsible to pay this before it can be turned over in their name. Mr. Gouse stated that Land Lord Agreements have been sent out to all land lords notifying them of this responsibility. Having them sign an agreement for each property they are renting,

keeping it on file in our office. Mr. McCoy wants this to be controlled to which Mr. Gouse stated that it is an issue the office girls are now aware of and the accounts will be monitored more closely. Mr. McCoy suggested raising the deposit amount for renters to \$300.00, to which Mr. Gouse agreed.

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE DEPOSIT AMOUNT FOR RENTERS FROM \$100.00 TO \$300.00 TO BE RETURNED UPON THEIR DEPARTURE, NOT TO BE RETURNED IN 12 MONTHS OF GOOD STANDING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

XVII. **PROFIT & LOSS BUDGET VS. ACTUAL** - Reviewed and discussed.

XVIII. **CAPITAL IMPROVEMENTS ACCOUNT REPORT** - Reviewed and discussed.

XIX. **VACATION/SICK/COMP REPORT** - Reviewed and discussed.

XX. **ADJOURNMENT**

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AND EXTEND TO A 5 MINUTE EXECUTIVE SESSION AT 7:26 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. McCALL.

XXI. **NEXT MEETING**

The next meeting will be held on Thursday, February 16th, 2023 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers,
Business Manager