

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, January 19th, at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Scott Yetsko, Matt McCoy, and Christopher McCall.

Also present were:

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

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

REORGANIZATION OF RETAINERS FOR 2023

ON MOTION BY MR. McCALL, SECONDED BY MR. McCOY, THE BOARD AGREED TO RETAIN 1ST SUMMIT BANK AS THE WATER AUTHORITY’S DEPOSITOR FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. YETSKO, SECONDED BY MR. McCOY, THE BOARD AGREED TO RETAIN WESSEL & COMPANY AS THE WATER AUTHORITY’S AUDITOR FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. YETSKO, SECONDED BY MR. McCALL, THE BOARD AGREED TO RETAIN THE EAD’S GROUP AS THE WATER AUTHORITY’S ENGINEER FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. McALL, SECONDED BY MR. YETSKO, THE BOARD AGREED TO RETAIN ATTORNEY MICHAEL CARBONARA FROM RAPTOSH LEHMIER & CARBONARA AS THE WATER AUTHORITY’S SOLICITOR FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. YETSKO, SECONDED BY MR. McCOY, THE BOARD AGREED TO RETAIN MICHAEL BARTON-FORESTRY CONSULTING AS THE WATER AUTHORITY'S FORESTER FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. McCALL, SECONDED BY MR. McCOY, THE BOARD AGREED TO RETAIN JENNIFER FLOWERS AS THE WATER AUTHORITY'S RECORDING SECRETARY FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD AGREED TO RETAIN ISABELLA McCABE AS THE SECONDARY RECORDING SECRETARY FOR 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION BY MR. McCOY, SECONDED BY MR. McCALL THE BOARD AGREED TO THE ADJOURNMENT OF THE ANNUAL ORGANIZATION MEETING.

ON MOTION BY MR. McCALL, SECONDED BY MR. YETSKO THE BOARD AGREED TO RECONVENE THE REGULAR BOARD MEETING.

III. CORRESPONDENCE –

1. Letter from Portage Borough Council – Christopher McCall re-appointment to PWA Board, term expiring 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 DECEMBER 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. YETSKO, MR. McCALL, AND MR. McCOY.

V. AGENTS EXPENDITURES –

Nothing to report.

VI. INVOICES - FOR DECEMBER 2022

PAID BILLS 12/09/22

1 st Summit Bank – Safe Deposit Box Annual Fee	\$ 32.75
Aflac – John Bilchak	33.50
AWWA – 2023 Member Dues	400.00
Bernadette Falcon-Lopez – Customer Deposit Refund	100.00
Cambria Mailing Services, Inc.	79.14
Christopher McCall – December 2022 Mtg	45.00
Cintas	136.72
CPMA – December Bills	1,000.00
Dino Scarton – December 2022 Mtg	45.00
EAD’S Group	5,699.20
Hach – Plants	1,740.39
Jacob Howe – Customer Deposit Refund	100.00
John Griffin – Customer Deposit Refund	100.00
John Ronan – Customer Deposit Refund	100.00
L/B Water Service, Inc.	3,401.10
Mainline Newspaper – October Flushing Ad	55.75
Matt McCoy – December 2022 Mtg	45.00
Mosholder Insurance Agency	3,638.00
Northern Safety & Industrial	258.43
PA One Call System, Inc.	56.73
Pamela Mowbray – Customer Deposit Refund	100.00
Penelec	251.72
Peoples Natural Gas Company	340.62
Petty Cash – Reim for expenses June/Nov 2022	115.55
Portage Service Center	330.00
PRWA	135.00
Raptosh Lehmier & Carbonara	2,033.50
Rave Mobile Safety (Swiftreach)	1,250.00
Ray Oil & Gas Co.	1,989.64
RDM-Johnstown, LLC – Lab services – October 2022	171.00
Scott Yetsko – December 2022 Mtg.	45.00
Stager’s Store	117.71
SwiftReach Networks, Inc. – October Flushing/Tier 2	620.50
United Rentals – Benscreek Well	5,138.30
Univar USA, Inc.	4,819.83
Verizon Wireless	32.66

Visa – 1 st Summit – Credit Card	230.47
William Chilcott - Customer Deposit Refund	<u>100.00</u>
TOTAL:	\$ 34,888.21

PAID BILLS 12/22/22

1 st Summit Bank – LOC	\$ 1,108.00
Comcast	309.24
EAD’S Group – November 2022	519.40
Grainger – Plants	323.08
Hach – Plants	724.41
Hilltop Office Supply, Inc.	192.96
L/B Water Service, Inc.	4,195.00
Penelec	1,428.27
PMAA – 2023 Active Membership Dues	1,388.18
Pro Disposal, Inc.	191.40
Ray’s Tires Backhoe	2,700.00
Ray Oil & Gas Co.	3,212.27
Sheetz Fleet Service	316.02
Somerset Well Drilling	7,278.25
Stager’s Store	36.31
Staples	256.86
Verizon – Plants	436.25
Wessel & Company – Taxes, 2022 Audit	<u>22,221.25</u>
TOTAL:	\$47,837.15

PAID BILLS 12/22/22

REA Energy cooperative Inc.	\$ 1,396.77
UPMC – Health, Dental & Vision	<u>7,819.80</u>
TOTAL:	\$ 9,216.57

PAID BILLS 12/28/22

Commonwealth of PA – Clean Water Program	\$ <u>125.00</u>
TOTAL:	125.00

ON MOTION OF MR. YETSKO SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF DECEMBER 2022 FOR \$112,014.29, WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY, PAYMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL, AND MR. McCOY.

VII. TREASURER'S REPORT NOVEMBER:

ON MOTION OF MR. McCALL SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT TREASURER'S REPORT FOR THE MONTH OF NOVEMBER BEGINNING CASH, \$2,091,628.12 ENDING CASH, \$2,109,792.12 BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

ON MOTION OF MR. McCALL SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT TREASURER'S REPORT FOR THE MONTH OF DECEMBER BEGINNING CASH, \$2,109,792.12 ENDING CASH \$2,066,739.93. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. McCOY.

VIII. INTERIM SUPERINTENDENT REPORT

Leaks

Mr. Gouse discussed the location and gallons of water loss due to the leaks on Main Street in Cassandra, Shady Springs Road, Main Street in Portage, Johnson Avenue, and Shadyhill Road. Mr. Gouse also presented a total of water loss due to leaks and flushing for 2022 as approximately 13,619,151 gallons. Metered but not billed services from July 2022 to January 2023 is approximately 295,519 gallons.

Vehicles

Mr. Gouse stated that on 01/09/23 Unit #2 (2015 Ram 1500) needed repairs to the front axles and both other axle shafts totaling \$1,075.95. Mr. Gouse stated that even though this vehicle will be traded in on the new trucks, these repairs were necessary. There is still no set date on the new vehicle delivery.

Meters Pit Installs

Mr. Gouse questioned adjusting the Rules and Regulations to state that any new taps must install a meter pit after the curb stop, and should this tap fee be increased? Mr. Gouse also questioned the board to a possible water line inspection and meter pit install when there is a sale of a house. Mr. McCoy asked Mr. Gouse if this would include the lead and copper service lines being identified from the main to the house. Mr. Gouse stated that he spoke with Mr. Stankovich from the Sewer Authority and asked when they do a sewer inspection if Mr. Stankovich could contact Mr. Gouse so the Water Authority would be able to go and do a waterline inspection at that time. Mr. McCoy asked Mr. Gouse if there is something in our policy regarding lead copper lines. Mr. Gouse stated that at this time, we do not have anything in policy, Mr. Gouse said that at this time the Water Authority is required to document what customers have lead. Mr. Scarton

suggested that since the Water Authority Rules and Regulations are being revised this should be included. Discussion was held on this subject for the best resolution. Attorney Carbonara suggested that the Water Authority form a committee to discuss this in more detail, this can then be added to the Rules and Regulations Policy and then brought back to the board for approval. Mr. McCoy asked Mr. Gouse to get a price for the meter pits and come back to the board with what he feels is the best solution. Mr. Scarton asked Mr. Gouse to form a committee for this, involving Mr. Yetsko and Mr. McCoy, Mr. Gouse agreed.

Well Drilling

Mr. Gouse has no updated information on the Well Drilling.

Metron-Farnier Meters

Mr. Gouse said the Water Authority has received the new meters on 01/03/23 and one has already been installed. Mr. McCoy asked if there would be proof of the new meter installation, as to which Mr. Gouse stated that there would be a picture taken with the iPad for verification. With the new meters, customers are able to monitor their own usage, Mr. Scarton asked how the customer would have access to information on this, Mr. Gouse stated that Metron-Farnier will be providing the Water Authority with flyers that will be distributed to the customer upon receiving a new meter.

Mr. Scarton asked Mr. Gouse about the 2” meters for the plants, Mr. Gouse stated they have not yet been installed, waiting on 2” stubs. The meter for Martindale Plant will be more in depth due to a boil water notice needed for the 19 customers.

Hydrant

Mr. McCoy asked Mr. Gouse if the fire hydrant at Portage Elementary School was fixed, at which Mr. Gouse replied yes.

IX. PLANT MANAGER’S REPORT

Nothing to report. Mr. Scarton asked Mr. Gouse to please make sure that there is something next month to report at the meeting. This has been two months in a row and the board is looking for a detailed 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

Nothing to report.

Long Range Plan

This is still on hold. Mr. Scarton questioned what the long-range plan consists of. Mr. Beyer explained that it is projects that the Water Authority has planned. Mr. Scarton asked Mr. Beyer to work with Mr. Gouse on this. Mr. Scarton stated this is something the board would like the superintendent to take control of and report back to the board with options and his opinion. An Executive Session was held on January 14th at 3:14 until 4:00 with Mr. Gouse regarding this and other Water Authority personnel matters and planning.

Johnson Avenue

Mr. Gouse stated that the Water Authority is going to start removing only unnecessary curb boxes.

Pennvest Project

A virtual meeting scheduled on February 16th at 10:30 by Dan Mikesic to discuss Pennvest Project.

Mr. Beyer thanked the Water Authority Board for the appointment of EAD'S Group for 2023.

XI. SOLICITOR'S REPORT

No matters to discuss.

XII. FORESTER'S REPORT

No matters to discuss.

XIII. UNFINISHED BUSINESS

XIV. NEW BUSINESS

Mr. Scarton announced the position of Superintendent being awarded to Charles Gouse, with a salary at \$50,000.

ON MOTION OF MR. YETSKO, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO AWARD THE SUPERINTENDENT POSITION TO CHARLES GOUSE WITH A SALARY OF \$50,000. MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY AND MR. McCALL.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE ADJUSTMENTS FOR DECEMBER IN THE AMOUNTS OF \$63.43, \$75.60, & \$86.68, TOTALING \$225.71. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY AND MR. McCALL.

Mr. McCoy questioned the status of the agreement with the Sewer Authority for the new meter purchases. The Water Authority has received a proposal from the Sewer Authority but there needs to be a legal agreement in place. Attorney Carbonara will take care of this.

XVI. GOOD OF THE ORDER –

At this time, Mr. McCoy would like to table the request for employee pay raises from Mr. Gouse.

Mr. McCoy questioned the overtime from December 2022; Mr. Gouse stated that it was due to leaks, the holiday and the temperature being so cold.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL -

Mr. McCall asked Mrs. Flowers to email the board with last year's budget to review.

XVIII. CAPITAL IMPROVEMENTS ACCOUNT REPORT –

Mr. McCoy verified with Mrs. Flowers that this has increased to 2%.

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

XX. ADJOURNMENT

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AND EXTENDED TO AN EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 7:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, 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