

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, November 5, 2020, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Brent Kinley, Chairman  
Craig Castel  
Mark Castel  
John Morgan  
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney Michael Emerick, Solicitor; Joe Beyer, The EADS Group; Mike Barton, Forester; Ron Portash, Mainline Newspapers; Tony Thompson, DJ Moore, Chuck Gouse, Todd Feathers, Joy Powers, John Bilchak, Mark Kennedy.

## **I. CALL TO ORDER**

Mr. Kinley, Chairman, called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

Mr. Kinley recognized Mr. Portash.

Mr. Kinley then recognized all of the Authority employees that were present. He questioned what the employees would like to talk to the Board about.

Ms. Powers stated that there are four words that describe what she would like to talk about. She shared the following:

1. Drama: In the 49 years Ms. Powers has been with the Authority, she has never seen so much drama from a Board or a Board member who started in January.
2. Retaliation: There are two Board members that have had feelings for Chris (Ringler) and Ron (Cadwallader) for quite some time, and possibly herself, and this is a shame. Ms. Powers noted that this is common knowledge; and she is not surprised that anyone present tonight does not know that.
3. Intimidation: Ms. Powers stated that we do have intimidation on the Board; and she sees where people can be intimidated and not speak to defend a person such as Chris (Ringler) who was fired. Ms. Powers feels this was wrong.
4. Sneakiness: Ms. Powers commented that this has to do with the Executive Sessions that are called during a meeting and she questions how many can be called in a meeting. It is all so secretive and you really do not know after the Executive Session what goes on.

Ms. Powers pointed out to the Board that, as it relates to the excused time, Mrs. Ringler was following what Margaret, the former bookkeeper, told her to do; and Margaret is deceased, so we cannot question her on this, and Ethel is also deceased. Ms. Powers stated that Mrs. Ringler was just doing what she was taught; and Mr. Cadwallader was just signing the slips as he was told to do. Ms. Powers questioned if this was revenge; and she cannot understand why the Board fired Mrs. Ringler the way they did.

As it relates to the bonding, Ms. Powers informed the Board that she has been with the Authority for 49 years and she is bonded through the insurance agency. When she started with the Authority, the bonding was done through a bonding company, but now the secretaries are

bonded through the insurance. However, Ms. Powers pointed out, the Board members who have been Treasurers have been bonded through a bonding company. She noted that, if you sign checks, you have to be bonded; and she does not understand why this is such a hassle.

Ms. Powers commented that, as it refers to herself, she was reprimanded by Mr. Cadwallader and Mr. Thompson relative to a Facebook post. She questioned Mr. Morgan as to how he knew she “liked” a post on Facebook and how he does not know she was not at home when she liked the post. Ms. Powers commented that someone would have had to tell Mr. Morgan that she was at work when this was done. Ms. Powers explained that she is allowed to have a one-half hour lunch. She has nothing on her computer at work and she was using her personal phone. If she wants to take her lunch from 10:00-10:30 or 11:00-11:30, it is her one-half hour lunch time. Ms. Powers indicated that, when Mr. Cadwallader and Mr. Thompson shared a picture of what she had “liked” on Facebook, she was amazed and she questioned who told them about this, and she knew it was Mr. Morgan. Mr. Morgan stated that Mr. Cadwallader had told him that Ms. Powers did not say anything when she was approached. Ms. Powers indicated that, in the meantime, she contacted Attorney Emerick regarding this, who indicated that he would have to look at the personnel policies. Ms. Powers stated that everything relates back to the personnel policies, and Attorney Emerick did not tell her “yea” or “nay.” She emphasized that it was her telephone, her business, her one-half hour lunch, and she could have been responding to the post from the street. Ms. Powers stated to Mr. Morgan that he had said that he was here for the good of the Authority and Ms. Powers has not seen this.

Mr. Morgan questioned the employees regarding how many times he has said to them when they stop at his house to talk that they are “eating” 480 hours and he would like to give some money back to those that are good employees. He pointed out that it should not be said that there is no good just because it is in the works and the employees have not seen it yet. Mr. Morgan pointed out that we have seen more bad than good. He stated that, if someone brings something to his attention, he is going to bring it to the employee’s attention. Ms. Powers questioned who brought the above to his attention, to which Mr. Morgan replied that he was not going to reveal who shared the picture with him; however, when he received the picture, he sent it to Mr. Cadwallader and Mr. Thompson. Ms. Powers commented that she is sure that it was someone that was in the audience at the meeting, to which Mr. Morgan replied that it was not. Mr. Kennedy commented that it is always making something out of nothing, to which Mr. Morgan replied that it was someone from the public. Ms. Powers stated that it was none of anyone’s business since it was her personal phone. Mr. Morgan stated that based on what Ms. Powers is telling the Board, a lunch policy would have to be developed on what time a lunch break is taken. Mr. Kennedy pointed out that we cannot institute a lunch policy. He explained that, if there is a leak or something else, there are times you do not have lunch until 10:00 a.m. or 1:00 p.m. Mr. Bilchak stated that there are also times when you do not eat at all. Mr. Morgan indicated that he did not say the policy would relate to all employees, to which Mr. Bilchak replied that you cannot single out one person. Ms. Powers interjected that the only person to be singled out would be her since we do not have an accountant and that was a very bad move. Mr. Morgan stated that he never came out to hurt Ms. Powers.

Mr. Feathers stated that he basically feels the same way as Ms. Powers on the things that have been going on. He stated that the firing of Mrs. Ringler was not right. Mr. Kennedy interjected that this really should have been a slap on the wrist. Mr. Bilchak commented that Mrs. Ringler was following policy on something that was taught to her. Mr. Kinley pointed out that, following the Board listening to what the employees brought forward, the Board will inform them of what they found out and how the Board reacted to it, as the employees have every right to that. Mr. Feathers commented that Mr. Cadwallader, as well as all of the other employees, is walking on eggshells because you do not know what it going to happen some days. Mr. Kennedy stated

that everyone does their job and they do a good job. The community has good water, Mr. Kennedy pointed out, so he does not understand why you have to dig into stupid things. Mr. Kennedy commented that this is the way it is and everyone knows it, to which Mr. Morgan interjected that he has not bothered anyone. Mr. Kennedy pointed out that, when they were working on Main Street, they had bystanders walking by asking what is with the Authority Board in firing people and nitpicking.

Mr. Morgan stated that, in October, when he was hospitalized, the other Board members had the facts and no one shared them. Mr. Kinley stated that the employees are allowed to voice their opinions to the Board since it is a public meeting. When this is completed, the Board will voice their opinion, we will come to the end of it, and it will be done. Mr. Morgan pointed out that the Board had the chance to squelch this at the last meeting and the Board did nothing. There were four members of the Board that knew the facts and certain matters were tabled and now the employees are upset with him. Mr. Kinley questioned who found out some of the concerns with Mrs. Ringler, to which Mr. Morgan replied that it was the Treasurer, which is himself. Mr. Kinley commented that he is not saying that Mr. Morgan should be the one, but that Mr. Morgan is the one that found out. Mr. Kinley indicated that the employees are entitled to their words, to which Mr. Morgan agreed. Mr. Kinley pointed out that, from what he is hearing, this is not just about what Mr. Morgan found out; and he is hearing it is about everything else as well and there are a lot of other issues that the employees are having.

Mr. Bilchak pointed out to the Board that he personally does not know how Mr. Cadwallader does his job. He stated that, if it was him, and he is not trying to throw anyone under the bus, but he would have a nervous breakdown. Mr. Bilchak stated that Mr. Cadwallader is walking on eggshells with everything that he does, and this is a shame. Mr. Bilchak emphasized that everyone should just get along and leave the petty things alone. Mr. Gouse commented that everyone here should be a team because it is all about getting people water. Mr. Kennedy stated that all of the employees get along great. The team accomplished what no one thought they would with the project on Main Street without a hiccup.

Mr. Moore stated that his comments are a little bit different than the others that have spoken. He noted that he wanted to share with the Board something that the Sewer Authority is doing for their employees at the sewer plant. Mr. Moore explained that, being that 2020 has really been a messed up year for vacation time where everything is shut down and you are unable to travel, the Water Authority employees are allowed, the same as the Sewer Authority, to carry over two weeks of vacation time at the end of the year. Mr. Moore pointed out that many of the Authority employees have more than two weeks of vacation time left that they can carry over into 2021. He stated that the Sewer Authority Board allowed their employees to carry over an extra two weeks on top of the allotted two weeks into 2021; however, at the end of 2021, it would revert back to the original allowance and the employees are only allowed to carry over two weeks. Mr. Moore commented that he wanted to question the Board if they would agree to allow the Authority employees to do something similar this year and carry over their extra vacation hours into 2021. He stated that, with the Main Street project, it was also difficult for Authority employees to take time off; and he does not want to see any of the employees losing their vacation time. Attorney Emerick questioned what the maximum amount would be to carry over, to which Mr. Moore replied that he always carries over two weeks for medical reasons and he currently has 156 hours. Ms. Powers stated that she would also carry over two weeks as well. Attorney Emerick stated that the request is essentially to carry over four weeks into 2021 that has to be used in 2021 and then it goes back to carrying over two weeks.

As it relates to the vacation time, Mr. Gouse pointed out that he and Mr. Kennedy did not understand the policy on when you receive vacation time until the last meeting. They found out that next year, they would not receive their additional vacation time until September of 2021. Mr. Gouse explained that he and Mr. Kennedy received vacation time in January of this year and used the hours up not knowing that they would not get additional vacation time until September 2021. Mr. Kinley explained that the policy reads that your start on date is your anniversary date. He stated that, with everything that is going on currently, he believes it is only appropriate for the Board to go by what is exactly in the books so that no one receives any unfair treatment. Mr. Gouse commented that he talked with Ms. Powers regarding this; and she stated that her start date is December so she would get four weeks in December. Mr. Gouse questioned if Ms. Powers would have to take the whole month of December off in order to use the time before the end of the year. Mr. Kinley indicated that Ms. Powers would have from December of this year to December of next year to take the time; the same for Mr. Gouse and Mr. Kennedy where they would have from September of this year to September of next year to use their time. Mr. Morgan commented that Mr. Gouse and Mr. Kennedy received 40 hours of vacation time after working three months. After working 15 months, Mr. Gouse carried 36 hours because they were not used and then Mrs. Ringler gave him an additional 80 hours, so he had as much vacation time as someone that has been with the Authority for 10 years. Mr. Gouse commented that he was told that he had to request to carry over hours in January; and he questions why they would be asked to carry over hours in January when they started in September. Mr. Craig Castel commented that this is going to have to change also so that we are going by the hire date. Mr. Gouse indicated that he did not carry any hours over; he just received the 80 hours early apparently.

Mr. Morgan questioned who we would blame for not following the policy because this is how all of the concerns started. Mr. Morgan stated that he would like to start by discussing Mr. Brian Cadwallader, to which Attorney Emerick interjected that we do not want to get into personnel issues. Mr. Morgan questioned if he can talk about the mask policy, to which Attorney Emerick replied that Mr. Morgan can discuss the mask policy only. Mr. Kinley requested that the Board allow all of the employees speak and then the Board can discuss other matters.

Mr. Gouse stated that his main issues were regarding the vacation time. He stated that if he would have known he did not get additional vacation time until September, he would not have used his hours before that time. Mr. Kinley pointed out that the Board wants to help its employees. He noted that the Board is going to move forward and get in alignment with the policies; however, if there is something that the Board can do to help, the employees should let the Board know. Mr. Kinley commented that he can promise all of the employees that the Board will do what they can to assist the employees.

Mr. Kennedy commented that he has said what he wanted to say already; however, he feels that this should be one team working together to do what they have to do and not have all of the nitpicking.

Mr. Morgan emphasized that this is not the Authority's money; it is the public's money that is getting distributed falsely for things that the employees did not earn yet (vacation time). As an example, Mr. Morgan stated that a meeting was held and when he came to the Board and asked for some time when he was ill, Mr. Bilchak and Mr. Thompson donated 40 hours each to Mr. Morgan. Mr. Morgan did not ask for this; the time was donated to him. Mr. Morgan explained that this was a whole different story as is current as no one came to the Board asking for time off using the excused time. He pointed out that the excused time got abused as there were employees using 16 hours a month, 12.5 hours in a week; and they had .25 sick time. Mr. Morgan commented that he has proof of this. Mr. Kinley attempted to discuss the situation with

Mrs. Ringler; and Attorney Emerick interjected that with regard to the situation with Mrs. Ringler, Mrs. Ringler is not present at the meeting and it is a personnel issue, the specifics of which the Board should not be discussing at this point.

Mr. Morgan stated that the employees were to come to a private meeting; and he questioned who told the employees to come to tonight's Board meeting. Ms. Powers pointed out that this is a public meeting and anyone can attend. As it relates to the donated time to Mr. Morgan, Ms. Powers pointed out that everyone was approached relative to donating time. The thing that Ms. Powers will never forget is when Mr. Bilchak contacted everyone about donating, he said that no one would be thrown under the bus if they did not donate. Ms. Powers stated that she did not donate time because her mother is old and she needed to save her time. She pointed out that she did feel there were some thrown under the bus because Mr. Morgan's attitude changed from that day forward toward those that did not donate and there was revenge that she saw from Mr. Morgan. Ms. Powers noted that she felt bad for Mr. Morgan and she is glad Mr. Morgan is doing well; however, it was her time being considered. Mr. Morgan questioned if Mr. Bilchak and Mr. Thompson agreed with this, to which a discussion ensued regarding the day this situation occurred.

Mr. Kinley stated that he has been fielding rumors that he has been hearing that, when word got out that the Authority may lose a Board member, if Mr. Cadwallader was no longer employed, the employees were thinking about taking some type of action. He questioned if there was any truth to this rumor because if the employees are standing behind Mr. Cadwallader, he also wants to make a statement. Mr. Bilchak stated that he truly believes Mr. Cadwallader is doing a good job. He explained that everyone makes mistakes; however, it was in the past when Mr. Cadwallader made mistakes and we must move on. Mr. Bilchak commented that he makes mistakes every day that everyone is not aware of; and he backs Mr. Cadwallader. Mr. Feathers noted that he feels the same way. He stated that everyone makes mistakes and you fix them and move on. Mr. Bilchak stated that mistakes were made that could have turned bad but they did not. Mr. Morgan questioned what mistakes Mr. Bilchak was referring to, to which Mr. Bilchak replied that Mr. Morgan was aware of what he was referring to. Mr. Morgan commented that he is referring to all of the 2020 mistakes that were made. Mr. Mark Castel stated that the mistake being referenced was discussed and dismissed as addressed. Mr. Kinley pointed out that this specific concern is not discussed any longer because it was brought up once and, he, along with Mr. Craig Castel and Mr. Mark Castel, met with Borough Council and addressed it. On the other hand, Mr. Kinley pointed out, he understands where the employees are coming from because, as a Board member, there are a lot of things that are being seen and heard also and it is only right that Mr. Morgan be given time to address.

Mr. Kinley, as far as himself, questioned Mr. Morgan how he expects the employees to understand that this is not a vendetta when the Board is constantly finding little things that Mr. Cadwallader does wrong to include how much is spent on Q-tips as well as an issue with the asphalt. Mr. Kinley pointed out that when the issue with the asphalt came up, he went home and was thinking about this. He noted that, when Mr. Cadwallader first presented information relative to the Main Street project, he outlined that he would be paving the area; and later when the Borough got their paver, he would finish it off and make the area smoother. Mr. Kinley stated that he questioned the other Board members if they remembered this and they did; and he also asked Borough Council if they remembered this and they did. Mr. Kinley pointed out that, when everyone hears that Mr. Cadwallader is being thrown under the bus, it becomes a concern. He stated that it is known that since the time Mr. Morgan has been on the Board, Attorney Barbin is no longer here, Mrs. Ringler is no longer here, and now Mr. Cadwallader could be gone. Mr. Morgan stated that he never said that Mr. Cadwallader was getting fired. Mr. Kinley stated that a meeting was held to discuss the secretaries; and Mr. Morgan had stated

that while he was in the hospital for two weeks, all he could think about was how Mr. Cadwallader had to be gone. Mr. Morgan stated that this was because of what Mr. Cadwallader did. Mr. Kinley commented that what he was saying was all of these years the Board members are hearing all of these things; and then Mr. Morgan is asking the Board and the employees to believe that Mr. Morgan is not out for a personal vendetta, to which Mr. Morgan interjected that he is not. Mr. Kinley asked if Mr. Morgan could explain how he is not out for a vendetta. Mr. Morgan questioned Mr. Kinley if he thought that, to which Mr. Kinley replied that he did. Mr. Kinley stated that he is not talking about the situation with Mrs. Ringler, but what is going on currently. Mr. Morgan questioned who he is out to get a vendetta on, to which Ms. Powers replied that it is everyone. Mr. Bilchak stated that he does believe Mr. Morgan has a vendetta against Mr. Cadwallader. Mr. Morgan commented to Mr. Cadwallader about how many times he has told him (Mr. Cadwallader) at Mr. Morgan's house that everyone thinks he (Mr. Morgan) is out to fire Mr. Cadwallader and Mr. Morgan has told Mr. Cadwallader that he is not here to fire him but to help him.

Mr. Morgan pointed out that there are mistakes that have been made. He commented that he does not have a vendetta against anyone. Mr. Kinley asked if Mr. Morgan can explain to the Board that he does not have a vendetta against anyone. He pointed out that he wants the employees to feel at ease at work and for the Board to feel at ease as well. Mr. Kinley explained that the first two months went fine when Mr. Morgan joined the Board; and ever since then, it has been a situation where the Board has to take care of issues such as those brought forth by the employees and put on the back burner other Board matters such as payment of water by the churches and the Food Pantry, the treasurer's bond, etc., and it has constantly been pushed back because of just the issues brought forth in this evening. To Mr. Kinley, if Mr. Morgan was not out to get someone, in Mr. Morgan's mind it should have been that we have to get some of the other items taken care of as well. Mr. Kinley commented that he does not understand why the Board is tabling issue after issue and just concentrating on getting rid of people. Mr. Morgan questioned Mr. Mark Castel if he felt the same way, to which Mr. Mark Castel replied that he thinks Mr. Morgan feels that Mr. Cadwallader cannot do anything right. Mr. Mark Castel indicated that Mr. Cadwallader is not the best Superintendent and other Board members feel the same. Mr. Morgan commented that he did say in a meeting that he felt that the Board should think about firing Mr. Cadwallader the same as Mrs. Ringler over this certain situation.

Mr. Kennedy stated that he does not understand how you can get rid of people over something that should have been a slap on the wrist. He pointed out that no one else wants Mr. Cadwallader's job and to walk on eggshells; and Mr. Cadwallader is doing everything he can and is doing a good job. Ms. Powers noted that the Authority brought Mr. Thompson back to be Mr. Cadwallader's shadow. Mr. Kennedy stated that people make mistakes. Mr. Morgan stated that there is no one present that should be walking on eggshells, to which Ms. Powers replied that everyone is because of Mr. Morgan. Mr. Morgan questioned if this is because he called out Ms. Powers regarding her post on Facebook. He commented that he is not here to hurt anyone, to which Ms. Powers interjected that, since Mr. Morgan became a Board member, it has been chaos.

Mr. Cadwallader questioned Mr. Morgan as to what the concerns were with the blacktop, to which Mr. Morgan replied that he was told that we had to re-dig areas on Main Street because it was done wrong. The paver was not set right and the crew had to go back and dig it out and redo it, which cost money. Mr. Morgan questioned the Board at the time if Mr. Cadwallader let them know about that, and the Board did not know. Mr. Cadwallader stated that he would like to know who told Mr. Morgan this as the employees present at the meeting tonight were at the job site. He explained that there was a wavey spot in one area that was his doing and that he knew

the State would not pass, so they milled the top off, skim coated it and kept on going. Mr. Cadwallader stated that the only thing that was milled was where the base was brought to the top. When the base was brought to the top; and when it was brought to the top, it was rolled down to get the paver in to get the finished coat on it, and then the edges were milled to get the width that was needed. The employees agreed with Mr. Cadwallader's statement. Mr. Bilchak pointed out that we also changed who was operating the paver and it ended up to be a better job with a different operator. Mr. Morgan stated that this is not what he was told. Ms. Powers questioned Mr. Morgan as to who told him, to which Mr. Morgan replied that he was not going to share this. Mr. Cadwallader pointed out that he had individuals walk up to him on the job and say what a great job the crew was doing; and all of the employees were present when this happened. Mr. Cadwallader also had people walk up and say, almost every day, that there are people at war with the Water Authority and that Mr. Cadwallader's name was mentioned several times.

Mr. Morgan commented that everyone sitting here is making it look like it is all his fault. The Board stated that this is not the case. Mr. Morgan stated that Mr. Kinley has a vendetta with him, to which Mr. Kinley replied that he does not. Mr. Kinley explained that what he said was that there is a vendetta that he feels is happening against Mr. Cadwallader. He stated that he would never address the personal issues that he has with Mr. Morgan because he does not believe this is business. Mr. Cadwallader commented that he is not perfect and that he does make mistakes as everyone else does. Mr. Kinley emphasized that he has tried all year to get things done and every time it is pushed off to something else. Mr. Kinley hears everything because he is approachable. Just because Mr. Kinley at times has stood up for Mr. Cadwallader, he commented, he has also seen the way this is going. Mr. Kinley explained that, in the past, Mr. Yetsko would stop at Mr. Cadwallader's house and give him things such as apples and sauerkraut; and when Mr. Kinley was outside of his house, Mr. Yetsko would do the same, but this no longer occurs. Mr. Kinley stated that what the public is hearing is that Mr. Morgan is out for Mr. Cadwallader.

Mr. Kennedy stated that he has been with the Authority for two years and he loves to come to work; however, the last five months have been terrible. Mr. Morgan stated that everything is being blown out of proportion. Mr. Kennedy noted that he wants to be with the Authority for the next thirty years as well, but the last five months have literally been terrible. Mr. Cadwallader questioned if any of the employees were approached by anyone on the street questioning if they were going to fire Mr. Cadwallader at this meeting, to which Mr. Kennedy replied that he was approached, to which Mr. Kinley stated that he was not aware of this. Ms. Powers stated that she does know that Sharon McCarthy wants to become a member of the Board. Mr. Kinley commented that, when he first became a member of the Board, Sharon McCarthy told him everything Mr. Morgan told her and that Mr. Cadwallader "needed to be gone," to which Mr. Morgan interjected that this was not true.

Mr. Bilchak expressed his opinion that there is no reason why the employees and the Board members cannot be friends. He stated that this is Portage and not Pittsburgh. Mr. Morgan agreed with Mr. Bilchak. Mr. Kennedy agreed stating that everyone should be a team. Mr. Cadwallader stated that he wanted to express, in front of the Board, his thanks to all of the employees for the exemplary job on the Main Street project. Everyone worked together to get done what needed to get done; and the project was completed a week and one-half ahead of schedule. Mr. Cadwallader has received everything back from the State already stating that everything is good to go and the paperwork can be submitted. Mr. Mark Castel commented that there is project that was done in Altoona between Plank Road and Route 36 the same time as our Main Street project. He indicated that the Main Street paving was much smoother than in Altoona and was much better; and he commended everyone on the Main Street project.

Mr. Barton stated that, at the meeting in January when Attorney Barbin was dismissed, he asked Mrs. Ringler at that time what happened; and Mrs. Ringler responded that this was the tip of the iceberg. Mr. Barton asked Mrs. Ringler to explain; and she stated that the Board would not rest until Mr. Cadwallader and she were gone. Mr. Barton stated that he has been the Forester for the Authority since 1993; and he has never been so ashamed of a group of people in his life as he is now with what is going on. Mr. Barton commented that he may be speaking out of turn, however, he knows what Mrs. Ringler did for the Authority and he sees what Mr. Cadwallader does every day. Anyone that would get rid of these two people, no matter the reason, Mr. Barton stated, is beyond his comprehension. Mr. Barton stated that his comments were not planned based on what he is hearing on the streets and what he heard from Mrs. Ringler. Mr. Morgan questioned what Mrs. Ringler stated, to which Mr. Barton replied that Mrs. Ringler stated that the Board would not rest until she and Mr. Cadwallader were no longer with the Authority. Mr. Barton indicated that without Mrs. Ringler and Mr. Cadwallader, there is no Water Authority as they are the backbone of the Authority. He stated that, when he asked Mrs. Ringler what happened with Attorney Barbin, Mrs. Ringler replied that Mr. Morgan had "an axe to grind" with Attorney Barbin and that is why he is gone. Mr. Morgan commented that Attorney Barbin was not good for the Authority.

Mr. Morgan stated that, on the advice of the Solicitor, he is unable to share the facts on why someone was dismissed; and if anyone wants to know, they should come and see him. He stated that there is no factual information in the last meeting minutes. Mr. Bilchak questioned if the reasons for the dismissal is public information, to which Attorney Emerick replied that it is not public knowledge. Mr. Morgan questioned if he was able to share the information that he has, to which Attorney Emerick replied negatively. Mr. Kennedy questioned if Mrs. Ringler knows the reason, to which Mr. Morgan replied affirmatively.

Mr. Kinley stated that the Board will definitely respond to the employees on their concerns. He indicated that he would like to proceed with making a motion on some organizational changes; i.e., once Mr. Bilchak determines his date for retirement, that Mr. Thompson take over being the Plant Manager and that Mr. Cadwallader become the Field Manager. Mr. Morgan commented that he did not think Mr. Kinley could make a motion as the Chair. Mr. Kinley questioned if he would have the ability to make the motion, to which Attorney Emerick replied that the Authority Bylaws do not indicate anything to the contrary so the motion would have to come from the floor. Mr. Mark Castel stated that he would make the motion to this effect. Mr. Kinley questioned if Mr. Thompson would be willing to assist in the office, to which Mr. Thompson replied that he has considered it, and he has decided that he does not want to become the Superintendent. Mr. Morgan questioned when Mr. Kinley states "help out," does he mean with Quickbooks and things like that, to which Mr. Kinley replied affirmatively. Mr. Thompson commented that this type of thing is way over his head and he does not think that would be right. Mr. Bilchak stated that working with Quickbooks is really a secretary's job.

Mr. Morgan stated that, before closing this part of the meeting, he wanted to say that he was really glad to see the employees at the meeting. He noted that there is really a part of his heart that loves Ms. Powers, to which Ms. Powers replied that she does not dislike Mr. Morgan. Mr. Morgan stated that it bothers him to hear the employees come in and state what they did at the meeting without knowing all of the facts and he is not allowed to share the facts on the advice of the Solicitor and he apologizes for this. Mr. Bilchak commented that if it was Mr. Morgan in Mrs. Ringler's place, he would be battling for Mr. Morgan or anyone else. Mr. Morgan stated that there were mistakes made and he is not allowed to share it with the employees. He questioned if this was not the purpose of having a private meeting with the employees so that the facts could be shared and how things got misconstrued. Attorney Emerick noted that an Executive



Session could be held at the end of this evening's meeting and the Board can discuss this. Mr. Yetsko questioned if we can tell the employees what happened relative to another attorney contacting the Authority, to which Attorney Emerick replied that the Board can discuss this in Executive Session. Mr. Kinley questioned if there is a way the Board can give the employees answers to their questions, to which Attorney Emerick replied that discussion cannot take place on personnel issues involving one employee and cannot be discussed with other employees or the public. Attorney Emerick explained to the employees that they would be entitled to this type of privacy and discretion if it were they involved. He understands that the employees want to know the facts, but the Authority has certain restrictions on what can be discussed in public.

Mr. Bilchak questioned the status of hiring another secretary, to which Mr. Kinley replied that the Board is working on this. Ms. Powers questioned how long this is going to take; and she recognized Mrs. Randall for her assistance. Ms. Powers stated that she and Mrs. Randall are splitting some of the duties; however, Mrs. Randall has basically saved everything with her knowledge of the payroll system as well as billing and this is not her job. Mr. Morgan commented that we did have someone for the Board to approve hiring this evening; however, that individual was offered a full time position at her current employer, which she accepted. Mr. Morgan stated that we do have another applicant that we will be contacting so that a decision can be made soon.

All employees, with the exception of Mr. Moore, departed from the meeting at this time.

Mr. Morgan departed from the meeting to speak with Mr. Bilchak.

## **II. CORRESPONDENCE**

Mr. Kinley noted that the following correspondence was received:

- Letter from 1<sup>st</sup> Summit Bank announcing their new Chairman/CEO.
- QuickBooks Upgrade: information was received relative to an available upgrade to QuickBooks to allow for more detailed reporting (savings of up to 40%). Mr. Cadwallader noted that this may be an advertisement and he is not sure the upgrade is needed; however, we did recently upgrade the payroll portion of QuickBooks and another update will be coming for 2021.
- Letter received from the Winterfest Committee relative to the activities that will take place this year. Mr. Cadwallader commented that the activities will take place but there will be no parade.
- Letter received from the Portage Area Joint Recreation Commission (PAJRC) relative to water usage for 2021, which was tabled by the Board. The PAJRC thanked the Authority for the consideration given in 2020 for water usage at the Crichton McCormick Park, at an annual cap of 500,000 gallons, and included a copy of the results of operations at the Park through September, along with its proposed budget for 2021. PAJRC is respectfully requesting that the same consideration be given to PAJRC for 2021; and it is understood that, should PAJRC exceed the cap of 500,000 gallons, usage would be paid at the normal rate charged to other residents.

Mr. Craig Castel commented that a decision for PAJRC would need to wait until a decision is made on what will be done for the other non-profits. Mr. Cadwallader questioned, if the Authority would charge the Park \$1 a month for water, would that be allowable, to which Attorney Emerick replied that the Authority cannot give water for free. Mr. Cadwallader stated that, if this is allowable, he would pay this on behalf of the Park. Mr. Kinley questioned if Mr. Cadwallader could do this, to which Attorney Emerick again

replied that the Authority cannot give water away for free. Mr. Kinley questioned how the Board felt regarding this in order to help the Park, to which the Board agreed. Mr. Yetsko stated that the Board would still have to decide what we will do with the other non-profits, to which Mr. Kinley replied that this matter was tabled by the Board. Mr. Yetsko questioned if he could give \$1 a month for the Food Pantry's water usage, to which Attorney Emerick replied that the Authority does not have any guidelines currently and this would be up to the Board to decide; however, the Board would need to treat each non-profit the same. Mr. Yetsko stated that if the Authority does this for the Park, it should carry over to the other non-profits, to which Attorney Emerick replied that all of the non-profits would have to be treated the same and the Authority currently does not have any guidelines in this regard. Mr. Mark Castel stated that we currently have a list of non-profits requesting free water.

Mr. Morgan rejoined the meeting at this time.

Mr. Cadwallader updated Mr. Morgan on what was discussed during his absence. Mr. Morgan questioned how much water the Park uses each month, to which Mr. Cadwallader replied that, as long as there are no leaks, the Park never hits its allotment of 500,000 gallons. Mr. Morgan stated that he would also donate to the Park for their water usage because the Park is for the kids in town, to which Mr. Cadwallader noted that this is why he would do it as well. Mr. Mark Castel stated that the question would be what we would do with the other entities, to which Mr. Morgan replied that he would like to see a list of the non-profits that have usage under 2,000 gallons. Mr. Mark Castel stated that we did have this list, to which Mr. Kinley replied that the list included all of the churches and other non-profits. Mr. Cadwallader questioned if what Mr. Morgan is requesting is a list of the non-profits that utilize less than 2,000 per month, to which Mr. Morgan replied affirmatively. Mr. Kinley questioned if a decision should be made relative to the Park or made a decision on all of the non-profits together, to which Attorney Emerick replied that a decision would need made by the Board at the December meeting because the Park's request was for 2021. Mrs. Squillario commented that, since the pool is closed for the season, a decision is not needed by PAJRC immediately.

- Information received relative to the Authority Trade Show. If any Board members are interested, Mr. Cadwallader should be contacted.

### **III. APPROVAL OF MINUTES**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE OCTOBER 2020 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

### **IV. AGENT'S EXPENDITURES**

There were no Agent's Expenditures to be presented.

V. **INVOICES**

American Water Works Assoc	\$377.00
Brent Kinley	45.00
Cambria Systems, Inc.	1,013.40
Cambria Mailing Services, Inc.	152.13
ChemStream Inc.	1,530.26
Cintas	100.09
Craig Castel	45.00
Diversified Technology	1,480.00
EADs Group	195.00
Fairway Laboratories Inc.	1,504.00
Grannas Bros. Stone & Asphalt	3,203.15
J.M. DeLullo Stone Sales Inc.	1,061.10
JC Ehrlich Co Inc.	188.00
John C. Morgan, Jr.	45.00
L/B Water Service, Inc.	2,695.55
Link Computer Corporation	330.02
Mainline Newspaper	73.00
Mark Castel	45.00
Mary L. Elchin	260.00
McCall Motors, Inc	3.40
Michael S. Emerick, ESQ	537.50
New Enterprise Stone & Lime	17,559.70
Niper's Auto Repair	57.55
PA One Call System, Inc.	32.20
PENNDOT	10.00
Peoples Natural Gas Company	59.22
Portage Auto Parts	25.98
Portage Post Office	165.00
Portage Service Center	612.45
Pro Disposal, Inc.	161.00
Railroad Management Company	1,589.92
Ray Oil & Gas Company	1,484.79
RDM-Johnstown, LLC	1,307.00
Ronald J. Cadwallader, Jr.	20.00
Sharon Squillario	50.00
Sheetz Fleet Service	150.95
Stager's Store	299.96
The Long Barn, Inc.	236.91
United Graphics	1,370.86
Univar USA, Inc.	4,815.36
Visa – 1 <sup>st</sup> Summit	570.10
Wicklows, Inc.	555.00
	<hr/>
	\$46,017.55

	<u>Paid Bills</u>
Comcast	\$309.15
Mosholder Insurance Agency	1,528.00
Penelec	908.88
Valley Flagging Services, LLC	5,811.75
Verizon	489.36
1 <sup>st</sup> Summit Bank	1,108.00
Aflac	139.84
Mosholder Insurance Agency	706.00
REA Energy Cooperative, Inc.	923.27
UPMC Health Plan	8,794.92
Valley Flagging Services, LLC	5,008.50
Verizon Wireless	93.13
	<u>\$25,820.80</u>

	<u>Late Bills</u>
Groff Tractor & Equipment	10,217.20
Penelec	135.36
Pro Disposal, Inc.	161.00
Kline Kimlin	6,500.00
Cintas	108.46
Mosholoder Insurance Agency	3,405.00
PA One Call System, Inc.	26.45
Penelec	19.91
	<u>\$20,573.38</u>

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$118,975.64 (REGULAR BILLS, \$46,017.55; PAID BILLS, \$25,820.80; LATE BILLS, \$20,573.38; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1<sup>ST</sup> SUMMIT, \$1,108.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

#### **VI. TREASURER'S REPORT**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE OCTOBER 2020 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,660,911.66; CASH IN, \$231,460.62; CASH OUT, (\$248,856.92); ADJUSTMENT, \$0; ENDING CASH, \$1,643,515.36. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

#### **VII. SUPERINTENDENT'S REPORT**

Mr. Cadwallader shared with the Board the information relative to the health care plans. He stated that he met with the employees and reviewed everything with them; and the employees are satisfied with the plans that they have currently. Mr. Cadwallader explained that there is an increase in the premiums this year; however, without considering the deductibles, the current plan is the cheaper plan. Mr. Cadwallader noted that Mr. Feathers requested to be added back on the plan this year. He stated that for the 2021 plan, the estimated monthly premium would be \$12,398.57 for the plan the Authority has currently. If we would go with a \$500 deductible and a higher copay, the monthly premium would be \$12,347.90. Mr. Cadwallader noted that if we would move to the UPMC Gold plan, there would be a deductible and different copays; and the premium would be \$8,398.64 per month. He pointed out that the current plan has a zero deductible. Mr. Morgan commented that this would basically be \$150,000 per year for the Authority, to which Mr. Cadwallader replied that this is correct. Mr. Morgan questioned what the insurance has to be renewed by, to which Mr. Cadwallader replied that it has to be renewed by December. Mr. Cadwallader noted that he discussed this at the last meeting, to which Mr. Morgan replied that he was not present. Mr. Craig Castel noted that Mr. Cadwallader did not have the updated figures at the last meeting. Mr. Morgan questioned if the total monthly premium includes adding Mr. Feathers to the plan, to which Mr. Cadwallader replied affirmatively. Mr. Morgan questioned what the Authority is paying currently, to which Mr. Cadwallader replied that the current monthly premium is \$8,587.25. Mr. Cadwallader noted as well that as the age of the employees increases, this affects the increase in the premium.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO RENEW THE CURRENT HEALTH INSURANCE PLAN WITH UPMC FOR 2021 AT A TOTAL MONTHLY PREMIUM OF \$12,398.57. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

As it relates to the budget for 2021, Mr. Cadwallader commented that he has everything prepared and he can now add the healthcare premium cost. He noted that he does not have the depreciation expense that was included previously as he does not know how to calculate this. Mr. Cadwallader noted that he calculated the revenues and expenses and what would be included for distribution. Mr. Kinley questioned if we should have the Authority's accountant from the auditor come in to assist if we do not have someone hired.

Mr. Cadwallader questioned if the Board wants to include in the budget the cost for the next part of the Main Street project. Mr. Beyer stated that it was mentioned previously how poor the pipe was that had to be replaced, and if we start to overlay the area and the pipe starts breaking next year, you may have to pave the area with half or full overlays anyway and the Authority will have to start paying for that at some point. Mr. Mark Castel questioned the cost, to which Mr. Cadwallader replied that he has the materials for the project already; however, the project will have to start as soon as the weather breaks next year if we are going to do it in-house. Mr. Morgan commented that he believes we should consider bidding the project. He commented that the crew did a good job thus far on the Main Street project. Mr. Morgan indicated that just because he received comments about the project, he really does feel the staff did a great job on the project. Mr. Cadwallader explained to the Board that there are some things that the Borough is going to do that he asked questions before where the Authority could have saved a little bit of money. He explained that everything on the right hand side was not to be in sidewalks; however, now there is enough money to do both sides in sidewalk, so the pieces of concrete that were placed could have been done in blacktop. Mr. Beyer indicated that PennDOT will reimburse for this as part of the project. Mr. Cadwallader indicated that he understands this but we could have been done quicker if we used blacktop. Mr. Cadwallader

noted that there is a resident that received a fine of \$13,000 when they placed a sidewalk because they did not have it engineered, etc. We went underneath the sidewalk so that it was not affected, Mr. Cadwallader stated, so if anyone is going to touch the sidewalk on the project it is going to be the State when they do it.

Mr. Mark Castel questioned if it is going to be more of an issue with the remainder where we left off down to the end, to which Mr. Cadwallader replied that it is going to be the same. Mr. Moore commented that it might be worse because we will have to bore under the railroad tracks. Mr. Cadwallader commented that, regarding the bore, it might take up to a year to get the permit. He stated that what we were planning on doing is tie into the piece at the railroad tracks, go to the other side and tie it in; and if we have to do it, we can go under the tracks after we get a permit. Mr. Beyer explained that it would cost \$2,500 to submit the permit; and once the permit is received, there may probably be an additional \$10,000 - \$12,000 involved to get the agreement. Mr. Cadwallader also pointed out that we have to pay a lease fee now for anything we do underneath the tracks; and the fee can be set at an unknown amount. Mr. Cadwallader commented that some type of billing company came into play when Norfolk Southern took over. When we had an agreement with Conrail, they did not charge us. Mr. Cadwallader explained that, for this part of the project, we would go down to Dominic's and stop. There would be three valves by Bob's TV and three valves at South Railroad Street; and we do have the valves available already. Mr. Cadwallader pointed out that, if the Board does not want to proceed, he can return the valves to L. B. Water.

Mr. Morgan commented that he knows it is bad. The Board just discussed the \$150,000 insurance payment for next year. He questioned whether we would need to have the Sewer Authority and Borough to assist, to which Mr. Cadwallader replied that we will if we want to do the project in-house. Mr. Morgan questioned if the Sewer Authority would want the Water Authority to pay their employees because have to ask for this favor again. He noted that he knows there was push back with the project already. Mr. Cadwallader explained that the push back related to one of the Township employees. He noted that, as far as the Authority employees working together with the Sewer Authority, the Township and the Borough, there is a good working relationship.

Attorney Emerick questioned if a decision needs made by the Board at this meeting, to which Mr. Beyer replied that he believes there should be because, if the Board would want to bid the project out, the work would still have to be done before it is paved next year and bid documents would have to be developed. Mr. Cadwallader commented that the start date for the PennDOT project is March 2021. Mr. Beyer explained that, until you develop the documents, advertise, and open bids, you would have two to three months tied up so you would have to actually start immediately to get everything done. Attorney Emerick questioned Mr. Cadwallader as to his recommendation, to which Mr. Cadwallader replied that he believes it should be done because if we do not do it and PennDOT starts milling and vibrating the area when they lay the blacktop, we may be faced with numerous water leaks as we have experienced with other projects. Mr. Kinley stated that he believes it is something we have to move forward on.

ON MOTION OF MR. MORGAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD WITH THE REMAINDER OF THE MAIN STREET PROJECT AND DOING THE PROJECT IN-HOUSE RATHER THAN BIDDING THE PROJECT OUT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

Mr. Cadwallader commented that he will move forward with contacting the Borough, Sewer Authority and the Township relative to their assistance with the project. Mr. Yetsko questioned if we could put the project out to bid and then reject them if they are too high, to which Attorney Emerick replied affirmatively. Mr. Beyer explained that he does not have the specifications for this part of the project because they were not needed by PennDOT; and Attorney Emerick would have to review everything from a legal perspective. Mr. Cadwallader stated that there are a lot of things that are coming up in the near future such as plant inspections. Mr. Morgan commented that, if we bid the project, there may be two to three months of paperwork involved. Also, Mr. Cadwallader noted, PennDOT is starting their project in March. Mr. Morgan questioned when we will start this project, to which Mr. Cadwallader replied that, if the weather holds out, he is not able to blacktop but other work can be done. He also knows that we would not be able to leave any cold patch in over the winter. Mr. Morgan commented that the more information he receives, perhaps we should have waited. Mr. Cadwallader stated that the previous motion can be rescinded. He does know that as of November 20, we will not be able to obtain blacktop because the plants will close down. Mr. Kinley pointed out that, if the Authority does not have the funds to do the project in-house, it would also not have the funds to bid out the project. He explained that, if we are looking at the cost of health care and everything else, the project is cheaper being done in-house. Mr. Yetsko questioned if Mr. Morgan wanted to rescind his motion, to which Mr. Morgan replied negatively.

#### **VIII. ENGINEER'S REPORT**

A copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer noted that there is no change relative to the Emergency Action Plan. Mr. Beyer questioned if the Benscreek impoundment project matters were addressed, to which Mr. Cadwallader replied that Mr. Mark Castel and Mr. Craig Castel have completed the registration on-line. Mr. Beyer noted that he will prepare the agreement for approval. Mr. Cadwallader stated that he would check with Amanda tomorrow on the final papers. He reminded the Board that the Authority's contribution for this project is \$13,000. Mr. Beyer stated that this project had already been budgeted for this year, to which Mr. Cadwallader replied that we can carry over the project to next year's budget.

Mr. Beyer questioned if the tube settlers have been installed in the influent trough, to which Mr. Moore replied affirmatively. Mr. Beyer noted that he get information to Mr. Cadwallader relative to the construction modification report for DEP. Mr. Moore shared how the tube settlers were installed and what was found once they were installed.

Mr. Beyer noted that Mr. Cadwallader will have to send the documentation in relative to the Main Street project. He also stated that the annual dam inspection was completed. The comments are the same as previous years; i.e., repair the concrete spill way, energy dissipaters, continue to mow the grass and clean the brush on the embankments, install the gauge, monitor water levels, spillway replacement, etc.

Mr. Beyer informed the Board that, for budget purposes, the engineering fees will remain the same for next year.

Mr. Moore departed from the meeting at this time.

#### **IX. SOLICITOR'S REPORT**

Attorney Emerick noted that a copy of his report was provided to the Board prior to the meeting.

As it relates to the Treasurer's bond, Attorney Emerick commented that this was tabled at the last meeting. He questioned Mr. Morgan as to his intentions. Mr. Morgan commented that, after reading the article in the Dispatch, he had made the comment that he had questions concerning some of the information requested on the form he had to complete; i.e., how much land he owned, how much value he had, etc. Mr. Morgan commented that he was not comfortable with the questions on the form. He stated that he had asked the Board at a previous meeting if any other Board member wanted to be Treasurer because he was not comfortable with it as he did not want to tell everyone his worth; and no Board member responded. Mr. Morgan explained that, at this time, it is already November and the reorganization meeting takes place in January. At that time, Mr. Morgan commented, he may no longer be Treasurer. If he is going to be bonded at this time, it would only be for two months; and if he comes back in January and is nominated as Treasurer, he will become bonded. Mr. Morgan questioned if this matter can wait until January, to which Attorney Emerick responded that he cannot go on record advising the Board that the Treasurer cannot be bonded.

Mr. Kinley questioned Mr. Morgan what the concern is if Mr. Morgan would become bonded now versus January, to which Mr. Morgan replied that in January he may not be the Treasurer and it would cost the Authority funds now. Mr. Kinley commented that, if Mr. Morgan would become bonded now, he could just stay in the Treasurer's position on the Board, to which Mr. Morgan interjected that he may not want to be in the Treasurer's position in January. Mr. Morgan commented that he is not aware of what the cost is to become bonded. He stated that Ms. Powers is bonded and he questioned if this would suffice. Attorney Emerick replied that, as the Treasurer, Mr. Morgan has to be bonded, which is a requirement. Attorney Emerick explained that this is why we cannot obtain the insurance coverage for Mr. Morgan because, by law, the Treasurer has to be bonded. Mr. Morgan commented that he would suggest that we wait until January because this could change every year. He questioned, if this is the case, should every Board member be bonded. Attorney Emerick commented that there is only one Treasurer, to which Mr. Morgan interjected that he realizes this but every year this could change. Mr. Craig Castel pointed out that the last Treasurer served for five years, to which Mr. Morgan replied that the last Treasurer did not have to do this because the ante was raised to \$250,000. Mr. Morgan commented that he asked the other Board members if they wanted to be Treasurer and no one wanted to; however, he is asking again because he does not want to state how much money he has. Mr. Mark Castel questioned if the information contained on the form to be completed by Mr. Morgan is public knowledge, to which Attorney Emerick replied that it is not and it is only information for the bonding company itself in order to do the review. Mr. Craig Castel questioned the other Board members if they were going to be Treasurer next year and the Board members responded negatively. He commented that he has been Secretary for many years and there is no reason to change that. Mr. Craig Castel also commented that Mr. Morgan has been Treasurer, so next year why would we change that, to which Mr. Morgan interjected that you have to be voted into your position on the Board. Mr. Kinley pointed out that he feels uncomfortable as it is; and if he was to make a mistake on something that he does not know anything about, this would be a concern. Mr. Beyer pointed out that the bond covers the Authority and not Mr. Morgan personally. Mr. Morgan stated that he just does not feel comfortable letting people know how much money he has; and if someone else on the Board is comfortable with this, they are welcome to take care of it. Attorney Emerick noted that he stated his position unequivocally earlier in the meeting so that it is stated in the minutes, to which Mr. Moran interjected that he did also.

Attorney Emerick commented that the matter of discounted water service rates was tabled at the last meeting. Mr. Kinley noted that Mr. Cadwallader will be providing the water usage report for those non-profits who have a minimum usage rate of under 2,000 gallons. Mr. Kinley noted



that, when he received the listings earlier that Mr. Cadwallader provided, he did some informal calculations. He broke the list down into average water usage. When doing this, he calculated a rate; and he shared his calculations with the Board. This would be an attempt to help to defray the costs for the entities. If any of the entities are above the minimum, Mr. Kinley noted, they would then pay what everyone else pays. This matter was continued to be tabled by the Board.

Attorney Emerick noted that the next item on his report relates to the personnel policy on vacation. Mr. Mark Castel noted that as mentioned that we would be allowing four weeks as noted by Mr. Moore. Attorney Emerick noted that, if this is the case, he would have a Resolution for approval by the Board at the next meeting. Mr. Craig Castel questioned, as it relates to the carry-over of vacation time, will this be based on an employee's hire date to do the carry-over. Mr. Morgan pointed out that the next secretary will have to follow this; and if Mrs. Ringler was not aware of this, then something should have been done. Attorney Emerick questioned what the Board's action is. Mr. Craig Castel questioned if we are going to go by hire date; and he questioned Mr. Thompson on his thoughts. Mr. Thompson questioned why we could not use the process where on January 1, you renew your vacation time, but if you are entitled to another week, this would wait until your hire date, to which Mr. Craig Castel replied that Mr. Kennedy and Mr. Gouse were hired in September and carried over hours in January, which was a concern because they were not due vacation time as yet. Mr. Morgan stated that these two employees should have received their 40 hours in September not in January. Mr. Thompson stated that employees receive their new allotment of vacation in January but you would not receive another week until your start date. Mr. Kinley stated that, no matter what your hire date is, if we are instituting that on January 1 everyone gets vacation time, the can you prorate what they get from their start date until January 1. Mr. Morgan replied that we would have to change the policy. Mr. Kinley noted that the policy states it is from your annual date. Mr. Thompson stated that he thought the employees received an extra week on their anniversary date, to which Mr. Kinley replied affirmatively. Mr. Morgan explained that the two employees should have gotten their first week in September after one year. Mr. Thompson noted that the two employees used this time, to which Mr. Morgan replied that they did not have to use the time and could have carried it over. Mr. Craig Castel emphasized that we have to go by the anniversary date the way it is stated in the policy; and a calendar has to be developed on when everyone can request their carry-over. Mr. Morgan noted that Mr. Gouse was hired in September 2018 and in January 2019 he received two weeks of vacation time. He used one day, so he had 36 hours to carry over. Mrs. Ringler then gave him an additional two weeks in January 2020. Mr. Gouse actually should not have received additional vacation time until September, which was his anniversary date. Mr. Morgan pointed out that Mr. Gouse worked three months and received 40 hours of vacation time. Attorney Emerick pointed out that, if we want to use the anniversary dates for vacation time, we might not need to change the policy. Mr. Kinley agreed indicating that we just need to follow the policy. Mr. Mark Castel noted that Mr. Gouse and Mr. Kennedy received additional vacation hours before they should have.

As it relates to the timber that was removed from the Authority's property, Attorney Emerick informed the Board that he provided a draft Agreement with the Board's information for the meeting this evening. Attorney Emerick commented that he will meet with Mr. Barton relative to the correct property owners. Mr. Yetsko questioned what the Agreement states, to which Attorney Emerick replied that what the exchange will be is that the Authority will be permitted to remove timber from the property up to the estimated amount of \$1,100 in order to get the money back from the removed timber. The estimate will be done by the Forester and is binding on both parts to have the monies returned. Mr. Yetsko questioned if this would be at the going rate for the timber, to which Attorney Emerick replied that this is correct and that it would be at whatever rate the Forester determines.

Concerning the Mutual Use Roadway Agreement, Attorney Emerick reported that he has prepared a draft and will meet with Mr. Barton to finalize this.

Attorney Emerick noted that he would defer to Mr. Barton on the Benscreek area for an update.

Attorney Emerick commented that he has one additional item that he would like to discuss with the Board during an Executive Session at the end of the meeting.

## **X. FORESTER'S REPORT**

Mr. Barton informed the Board that he is working on the research relative to the right-of-way. Mr. Barton shared with the Board, via a map, the location/direction of the road in question. He noted that this was the only access to the Long tract; and he has to confirm with Mr. Bob Long that it is about two miles. Mr. Barton will develop a map so that it can be recorded once he hears back from Mr. Long. Mr. Mark Castel questioned if anyone can access this road, to which Mr. Barton replied that it can be accessed up to the Helsel property by the old sawmill. Mr. Barton explained that this was the only access to the water shed prior to the wind farm coming in; and if something would happen with the wind farm and it goes away with the right-of-way being rescinded, this would be our only access in the future so we would want to memorialize it.. He commented that Mr. Helsel tried to state that this was his road, but it is a public road on the docket in Blair County.

Mr. Barton reported that the time he should have been spending on painting the boundary lines was being spent on research as above, so he will complete the painting of the boundary lines within the coming month.

Mr. Barton commented to the Board that he spoke to the gas company the day after the last Board meeting. He did file a report with them over the telephone. The gas company was to contact Mr. Barton when they accessed the property; however, they did access the property without his knowledge and placed some barricades but they have not done any restoration. Mr. Barton did leave a message with the gas company that if they needed access or GPS positions from the map he provided to them, he could be of assistance. Mr. Kinley questioned if Mr. Barton is going to ensure this is corrected, to which Mr. Barton replied affirmatively. Mr. Barton commented that the Attorney Emerick had questioned at the last meeting as to whether there was a maintenance agreement; however, Mr. Barton is not aware that one exists. Mr. Barton did the deed title work for all of the Authority property and he will go back through the title work on that tract and see what exists.

Mr. Barton noted that Mr. Cadwallader received the seedling order form the Game Commission. Mr. Barton received this from Mr. Cadwallader and will respond regarding this.

Mr. Cadwallader commented that he received the safety zone signs from the Game Commission and he will provide these to Mr. Barton.

## **XI. UNFINISHED BUSINESS**

- Treasurer's Bond

Tabled earlier in the meeting.

- Food Pantry/Historical Society Letters – Non-Profits

Tabled earlier in the meeting.

## **XII. NEW BUSINESS**

- Kotzan CA & Associates, PC

Mr. Cadwallader informed the Board that Kline, Kimlin is getting away from doing audits, so Karen, our auditor, transferred to Kotzan CPA & Associates, who is picking up the audit work of the Kline, Kimlin clients. A letter of engagement was received from Kotzan. Attorney Emerick noted that this firm does the audit for the Borough as well, so he will talk with them. Mr. Cadwallader noted that the fee from Kotzan will remain the same as we were paying Kline Kimlin.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE ENGAGEMENT OF KOTZAN CPA & ASSOCIATES AS THE AUTHORITY'S AUDITOR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

- Health Care Renewal

Discussed earlier in the meeting.

- Budget for 2021

Mr. Cadwallader noted that he will add items into the draft budget that were discussed by the Board this evening. He will provide to the Board information relative to the budget and capital expenses; and then the Board can let Mr. Cadwallader know when they would like to set up a budget meeting. Attorney Emerick noted that, if a meeting is going to be held with a quorum, it will have to be advertised. Mr. Cadwallader commented that past budget sessions were set up as workshops. Mr. Cadwallader questioned, if a meeting is held, would it have to be advertised, to which Attorney Emerick replied that he clarify this.

- Cambria Systems Controls

Mr. Thompson explained to the Board that we have a backwash pit, and the control panel has been there since the plant was built. He obtained a quote to have it replaced. Mr. Thompson commented that the costs for repairs is really adding up. Mr. Cadwallader stated that what we are looking at installing is two BFDs to make the motor start slowly and work their way up so that they are at full capacity when they are pumping. Mr. Cadwallader noted that the quote Mr. Thompson received is for the installation, the CAD drawings, etc. The total cost is \$14,650 and there are funds in the General Fund and Treatment Plant Fund for this.

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE ABOVE PURCHASE AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

- General

Mr. Morgan commented that there is a pump sitting at the Benscreek plant that has been there for seven years that was purchased for \$6,000. He noted that he believes this should be sold. Mr. Beyer indicated that we could advertise this for sale with PA Rural Water. Mr. Cadwallader stated that we also have a generator that was given to us from the school that we do not have the switchgear for. It only has 300 hours on it and it runs good. Mr. Morgan noted that he talked with Jamie, who repairs the generators, relative to this; and Jamie offered to pay \$500 for the generator.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY AGREED TO SELL THE PUMP AND GENERATOR AS NOTED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

### **XIII. GOOD OF THE ORDER**

- Requests for Adjustments

Mr. Kinley presented the following adjustments for approval:

- 1000 Sonman Avenue: hot water tank leaking (repaired). Total consumption, 15,700 gallons; average consumption, 2,300 gallons.
- 300 Johnson Avenue: toilet leaking (repaired). Total consumption, 19,800 gallons; average consumption, 2,100 gallons.
- 1502 Dulancey Drive: pipe underneath sink was leaking (repaired). Total consumption, 33,900 gallons; average consumption, 6,600 gallons.

ON MOTION OF MR. MORGAN, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUESTS FOR ADJUSTMENTS AS NOTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

- Employee Comments

Mr. Morgan stated that he wanted to comment relative to the earlier meeting with the employees. He pointed out that the word “vendetta” was used a lot at the meeting when none of the employees knew the facts. Mr. Cadwallader and Mr. Thompson knew a few of the facts. Mr. Morgan commented that everything sounds like he is here to hurt people; and he is really sitting here as a good guy. He pointed out that Mr. Kinley was the same man who commended Mr. Morgan for finding out what he did; and then Mr. Kinkley did a 360 and said that Mr. Morgan is out to get Mr. Cadwallader. Mr. Morgan emphasized that mistakes were made that were major, which is the reason we left people go. There was also the article in the Dispatch that made Mr. Morgan out to look like a bad guy when he did not have the ability to respond because he was in the hospital. Mr. Morgan pointed out that he feels that the employees came here with a vendetta against him. He again emphasized that there were mistakes made and none of our employees know what the mistakes were; and he will not take blame for that.

Mr. Morgan commented that he was surprised to see the employees at the meeting this evening because he thought this matter was to be closed with them. Mr. Morgan stated that, when the secretary interviews were being held, he did make a comment that he thought we should meet

with the employees. Mr. Mark Castel noted that he told Mr. Cadwallader that it would be a good idea to have the employees at the meeting. Mr. Morgan indicated that the employees were not aware of the facts; and he commented regarding the mention of the Treasurer's bond by the employees. Mr. Morgan pointed out that he is not allowed to give the facts; and he is not here with a vendetta and he should not be accused of that. Mr. Kinley stated that this is not an accusation and that he is allowed to voice his opinion just like Mr. Morgan. Mr. Morgan noted that he did not use the word "accusation." Mr. Kinley questioned Mr. Morgan on the point he is trying to make, to which Mr. Morgan replied that the point is that Mr. Kinley was on the employees' side and using the "buddy system." Mr. Morgan commented that the way Mr. Kinley accused Mr. Morgan of wanting to fire Mr. Cadwallader was wrong. Mr. Kinley stated that he has the right to voice his opinion just like everyone else. Mr. Kinley pointed out that what he stated in the minutes was what he was noticing and from what he is seeing, he wanted Mr. Morgan to explain himself on what was actually happening. If it is not a vendetta, which many people think it is, Mr. Kinley commented, Mr. Morgan should explain himself so that the Board can get back to doing regular business. Mr. Morgan noted that Mr. Kinley stated that Mr. Morgan was out to get Mr. Cadwallader. Mr. Kinley replied that what he said was that it was his opinion that this is what he was seeing. Mr. Morgan questioned how this makes any sense with all of the facts. He noted that Mr. Kinley is seeing what Mr. Morgan is seeing and because Mr. Morgan is looking at the time books and making sure the money is right when he finds out something is wrong. Mr. Kinley stated that he was with Mr. Morgan on this at that time; and at that time, he was going to speak up and back Mr. Morgan on that but was told not to by Attorney Emerick. Mr. Morgan commented that he was instructed by Attorney Emerick that he was not permitted to share any of the information that he had.

**XIV. EXECUTIVE SESSION**

ON MOTION OF MR. MARK CASTEL, SECONDED BY MR. MORGAN, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 9:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. MORGAN AND MR. YETSKO.

**XV. ADJOURNMENT**

Following the Executive Session, the meeting was adjourned at approximately 9:30 p.m.

**XVI. NEXT MEETING**

The next meeting will be held on Thursday, December 3, 2020 at 7:00 p.m.

Respectfully submitted,

Sharon Squillario  
Recording Secretary