

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, March 16th, at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Scott Yetsko, Christopher McCall and Thomas Riskus.

Also present were:

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

Absent:

Matt McCoy.

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 –

Lauren Hagens – Employee from The Dispatch

III. CORRESPONDENCE –

Nothing to report.

IV. APPROVAL OF MINUTES -

ON MOTION BY MR. McCALL SECONDED BY MR. YETSKO, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE FEBRUARY 2023 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. RISKUS.

V. AGENTS EXPENDITURES –

Nothing to report.

VI. INVOICES - FOR FEBRUARY 2023

PAID BILLS 02/3/2023

Aflac – Bilchak	\$ 33.50
Cambria Mailing Services, Inc.-Jan 2023	92.96
Christopher Farren – Customer Deposit Refund	100.00
Cintas	117.66
EAD’S Group	922.50
PMRS – Pension Plan for 2023	8,183.00
Quadient	134.50
Ray Oil & Gas Co.	849.83

Sheetz Fleet Service	425.80
Stager's Store	122.70
Verizon Wireless	<u>33.00</u>
TOTAL:	\$ 11,015.45

PAID BILLS 02/16/2023

1 st Summit Bank – LOC	\$ 1,108.00
Angela Cochran – Customer Deposit Refund	100.00
Christopher McCall – Feb 2023 Meeting	45.00
CMPA – Feb 2023 Billing	1,000.00
Comcast	302.15
Commonwealth of PA – SDW Annual Fee	10,000.00
Cory Boblosky – Customer Deposit Refund	100.00
Dan Kelly – Customer Deposit Refund	100.00
Daniel Ahlborn – Customer Deposit Refund	100.00
Dina Scarton – Feb 2023 Meeting	45.00
Eugene Sanders – Customer Deposit Refund	100.00
Gary Orner – Customer Deposit Refund	100.00
George Chirdon – Customer Deposit Refund	100.00
Get Through Communications	221.89
Hach – Plants	13,530.30
J.W.Fleming Inc- Unit #3	99.96
James Bender – Customer Deposit Refund	100.00
James Wisen – Customer Deposit Refund	100.00
Jonathan Custer – Customer Deposit Refund	100.00
Jonathan Rummel – Customer Deposit Refund	100.00
Jordyn Schmidt – Customer Deposit Refund	100.00
Juanita Funiyak – Customer Deposit Refund	100.00
Karen Cieslo – Customer Deposit Refund	100.00
Kari Lingenfelter – Customer Deposit Refund	100.00
Kathy Cashman – Customer Deposit Refund	100.00
Logan McCall – Customer Deposit Refund	100.00
Mary L. Elchin	300.00
Matt McCoy – Feb 2023 Meeting	45.00
Metron-Farnier, LLC	354.00
Michael Weigle – Customer Deposit Refund	100.00
Mosholder Insurance Agency	3,138.00
Noah Kanich – Customer Deposit Refund	100.00
Ona Brewer – Customer Deposit Refund	100.00
PA One Call System, Inc.	46.46
Pace Analytical Services, LLC	477.00
Penelec	3,119.45
Peoples Natural Gas Company	686.46
Portage Service Center	511.00
Pro Disposal, Inc	200.97
Quadient – Postage added to machine	1,003.00
Rachael Harabaugh – Customer Deposit Refund	100.00

Raptosh Lehmier & Carbonara	2,447.00
Ray Oil & Gas Co	1,271.61
Rebecca Kreutzberger – Customer Deposit Refund	100.00
Ryan Utnik – Customer Deposit Refund	100.00
Samantha Boreck – Customer Deposit Refund	100.00
Scott Yetsko – Feb 2023 Meeting	45.00
Shane Latoche – Customer Deposit Refund	100.00
Shaun Plummer – Customer Deposit Refund	100.00
Stager’s Store	167.10
Staples – Office supplies	255.70
Suzanne Levy – Customer Deposit Refund	100.00
SwiftReach All Call for N O V	175.50
Terry Moyer – Customer Deposit Refund	100.00
Thomas Riskus – Feb 2023 Meeting	45.00
Timothy or Taylor Howard – Customer Deposit Refund	100.00
Timothy Reynolds – Customer Deposit Refund	100.00
Verizon	443.41
Visa – 1 st Summit	208.52
VWR International LLC	60.49
William VanDyke – Customer Deposit Refund	<u>100.00</u>
TOTAL:	\$ 44,452.97

PAID BILLS 02/21/2023

Mosholder Insurance Agency	\$ 1,152.00
REA Energy cooperative Inc.	1,447.11
UPMC – Health, Dental & Vision	<u>7,819.80</u>
TOTAL:	\$ 10,418.91

ON MOTION OF MR. YETSKO SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF FEBRUARY 2023 FOR \$65,887.33, 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. RISKUS.

VII. TREASURER’S REPORT FEBRUARY:

ON MOTION OF MR. YETSKO SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT TREASURER’S REPORT FOR THE MONTH OF FEBRUARY, BEGINNING CASH \$2,089,905.17, ENDING CASH \$2,088,876.94. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

VIII. SUPERINTENDENT REPORT

Referring to last month's guest. Mr. Gouse stated that he spoke with this customer and she decided not to apply for an adjustment due to not having any extreme leaks. Mr. Gouse stated that a new meter has been install at her residence and she was pleased. This will make it easier to spot a leak if one should occur.

Vehicles

Mr. Gouse stated that the inspection on the Ford Ranger ends next month. Mr. Gouse made a call to Laurel Ford where we have two trucks on order, to check the status. He was told that the trucks are still in production. Mr. Gouse then reached out to the Fleet Dept. and was told that the 2023 Ford Rangers that were ordered will not be in production until May and to the dealers until July. The vehicles we will be trading in are losing value and that our Ford Ranger will not pass the upcoming inspection. Mr. Gouse contacted Tri Star Motors, which have some white Ford Mavericks in stock. Pricing is around 20,000 to 30,000 range. Mr. Gouse recommends trading our Ford Ranger and purchasing a Ford Maverick and when the 2023 Rangers are available, trade in the Chevrolet Blazer and the Ford Pickup. Mr. Scarton asked what Unit #4 does daily, Mr. Gouse responded it's the main vehicle used. Mr. Scarton asked Mr. Gouse if his intention was to order one new Ranger and purchase a Ford Maverick. Mr. Scarton asked Mr. Gouse to get some prices for Ford Mavericks and see who has them in stock. Mr. Gouse will bring this information to the meeting in April.

Proposal for Lead/Copper Inventory

Mr. Gouse distributed to the board a proposal from 120Water for services to manage LCRR planning with software that tracks specific information for DEP along with post cards sent to customers for information to aid in LCRR inventory- vs- hiring a part-time employee. Mr. Beyer spoke with Mr. Gouse and said that Sarah at The Eads's Group is also working on this. We are required to have a full inventory by October 2024. Mr. Gouse stated that there are not enough employees to handle this at this point. We also do not have the software. Mr. McCall asked if Mr. Gouse has a schedule put in place to handle this issue. Mr. Gouse responded that currently when the Sewer Authority does a pressure test on a house, we are doing an inspection. Employees are taking pictures and filling out the proper paperwork. Mr. Gouse said that there is no one person doing this. Mr. McCall asked Mr. Gouse if he would pick a day each week and do even 10 at a time. He realizes there are a lot that need done, but at least this would be a start. A discussion was held on the cost of 120Water's service. Mr. Gouse stated that it is \$6,050.00 one time and then it would be \$13,790.00 every year for them to keep it updated. Mr. Scarton asked if this is just an Excel spreadsheet, with house number, etc. and information on the property that DEP needs. Mr. McCall suggested that if the board does move forward on this, that it be kept within the same program with Eads and our GIS System. Mr. Gouse stated that the information has been on the PWA Website since January 1st and Mr. Gouse has yet to have one customer respond. Mr. Scarton suggested using a QR Code on the billing and keeping it on the website. He also stated following Mr. McCall's suggestion of making a day each week to do this. Mr. Scarton and Mr. McCall both agree that since there is not an employee cutting grass at this time, someone could surely be doing this. Mr. Gouse responded "ok".

Roof Replacement

Mr. Gouse asked the board for their decision with fixing the roof on the PWA Building. Last month he presented quotes from three contractors and all three quotes were well over the threshold for being bid out. Mr. McCall asked if there was any money budgeted this year for a new roof, Mr. Gouse replied that this issue just started showing. Mr. McCall asked the price again, and Mr. Gouse stated the lowest quote was around \$53,000.00. Mr. Riskus mentioned a new company that will come and spray the roof, which Mr. Gouse stated he already has a quote from them. Mr. Scarton stated that the Capital Improvement Fund is there if we need to use it.

Metron-Farnier, LLC Meters

Mr. Gouse asked the board if he should order more meters from Metron-Farnier. We currently have two on hand.

Selective Insurance Claims

Mr. Gouse informed PWA that we have received two checks from Selective Insurance for our claims. \$5,074.20 for the hydrant hit on Adams Street, Cassandra that we will replace with a hydrant ordered from L/B Water.

The second check amount of \$2,990.15 received is for damages to the fence and dry hydrant at Martindale Plant that we will replace with a new dry hydrant from Kaza. The fence is scheduled for repair by Carney Fence.

Plant Rotation

Mr. Scarton asked Mr. Gouse if he worked out a schedule for the Plant weekend rotations. Mr. Gouse stated that he talked with the employees and let them know that he was removing himself from the rotation. Which now will make be a 5-week rotation.

Long Range Plan

Mr. Scarton asked a Mr. Gouse if he has gotten the long-range plan figured out and prioritized. Mr. Gouse stated that there are some issues because it is all based on opinion whether the priority is cost, needs or DEP necessity. This is still a work in progress.

Retirement Letter

Mr. Scarton asked Mr. Gouse if there is a potential retirement letter from an employee due to retire soon. Mr. Gouse stated “no”. As of right now the employee is planning on a retirement date of July 19th, however the holdup with a letter is due to the sick and vacation time the employee has because he does not want to lose out being paid for that. Mr. McCall questioned how much time the employee has, Mr. Gouse did not respond. Mr. Scarton stated that further conversation on this matter would be discussed in an executive session after the meeting. Mr. Scarton would like a letter with a date of retirement. Mr. Riskus asked if this is a good employee, which Mr. Gouse responded “yes”.

Rates, Rules & Regulations Policy

Mr. Scarton asked for a copy of the Rates, Rules & Regulations Policy that Mr. Gouse was to revise a few sections at a time and have the board review and move on to other sections until it is completely revised. Mr. Gouse responded that he would have to review his notes; he does not remember this being established to move forward on this. Mr. Gouse stated he spoke with Attorney Carbonara about coming up with a resolution on anyone building a new house or

transferring a property would have to install a new meter pit. Attorney Carbonara will work on this. Mr. Scarton would like to have this policy completed by July, and customers notified.

IX. PLANT REPORT

Mr. Scarton asked if anyone had questions or concerns on the plant 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

Mr. Beyer reminded PWA of the next date for issuing another Tier 2 Notice of Violation being no later than April 3, 2023. Mr. Scarton asked if there we will an All Call to customers.

Mr. Beyer has not heard any updates on the violations as of this day.

Cost Estimate for Ward 3 Project

Mr. Beyer updated the board with a cost estimate for the Ward 3 project to include Municipal mill/overlays.

XI. SOLICITOR'S REPORT

Attorney Carbonara presented PWA with an agreement for Portage Sewer Authority that addressing the .50 cents per meter. A draft was given to PSA's attorney. Attorney Carbonara asked Mr. Gouse to review the agreement and Mr. Gouse responded that he has done so and it looks good to him. Mr. Gouse questioned the term of 4 years, he was thinking of a 10-year term, which is the life of the meter. Attorney Carbonara said this could be revised.

Attorney Carbonara put a policy together for the delinquent accounts, asking Mr. Gouse to review this for any changes, if needed.

XII. FORESTER'S REPORT

No Report

XIII. UNFINISHED BUSINESS

Garbage Contract

This is still pending, per Attorney Carbonara

Customer Write-off/liens

Attorney Carbonara addresses this under his report, delinquent accounts.

XIV. NEW BUSINESS

Bid for Portage Water Authority Roof Replacement

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO PUT OUT FOR BID TO REPLACR THE PORTAGE WATER AUTHORITY ROOF. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. RISKUS, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO PURCHASE 10 METRON-FARNIER METERS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE ADJUSTMENT FOR FEBRUARY IN THE AMOUNT OF \$303.36. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL, AND MR. RISKUS.

Mr. Scarton asked Mr. Gouse to reach out to the customers who requested an adjustment but did not qualify. Mr. Gouse said he would do so.

XVI. GOOD OF THE ORDER –

Nothing to discuss.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL –

Reviewed and discussed with no issues.

XVIII. CAPITAL IMPROVEMENTS ACCOUNT REPORT –

Reviewed and discussed with no issues.

XIX. VACATION/SICK/COMP REPORT –

Reviewed and discussed with no issues.

XX. ADJOURNMENT

ON MOTION OF MR. RISKUS, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AND EXTEND TO AN EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 7:41 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

XXI. NEXT MEETING

The next meeting will be held on Thursday, April 20th, 2023 at 6:00 p.m.

Respectfully submitted,

Jennifer Flowers, Business Manager
The Municipal Authority of the Borough of Portage Water Department