

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held on Thursday, April 20, 2023 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 –**

Mr. Scarton welcomed visitors to the meeting.

Justin Irvin – Mr. Irvin has concern on the property at 112 Woodland Avenue. The property had three meters, Mr. Irvin called PWA and spoke with someone to verify that he can remove two meters and only have one, and was told he could do so. This account is being billed for three meters. Mr. Irvin would like to know why there cannot be just one meter being charged. Mr. McCall asked Mr. Gouse why Mr. Irvin couldn't have a master meter in this building. Mr. Gouse responded that he can, but apartments are billed per living unit. Attorney Carbonara suggested to PWA board to bill Mr. Irvin as a single meter until this issue is resolved and a decision is made. Mr. McCall agreed. Mr. Scarton asked Mr. Gouse to give Mr. Irvin a letter with an explanation on PWA policy by May's meeting.

A new roll call was taken to exclude Mr. Scarton from this motion.

ON MOTION BY MR. YETSKO, SECONDED BY MR. RISKUS, THE BOARD AGREED TO MODIFY MR. IRVINS BILL AT 112 WOODLAND TO BILL FOR ONE METER PER MONTH UNTIL THIS ISSUE IS RESOLVED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. YETSKO, MR. McCALL AND MR. RISKUS.

John Morgan – Mr. Morgan is at this meeting tonight with concern of a Right to Know request sent to PWA from an acquainted customer regarding the Springhill Tank in October 2022 being re-drained and re-cleaned. Mr. Gouse has not distributed the Right to Know information to the board, he was planning to bring this up in his Superintendent report. Mr. Gouse went on to say the Right to Know request is asking for an incident report from the Springhill Tank, which there is not one. Mr. Gouse said that according to DEP there was no formal incident regarding this, therefore there is no report. Mr. Morgan asked if this is in writing from DEP and did not get any response. Mr. Morgan further stated that in October when this issue first presented, Mr. McCall asked Mr. Morgan, who was acting chairperson at this time, if he feels this tank has been disinfected properly which Mr. Morgan responded “no”. Mr. McCall asked Mr. Gouse to drain the tank and do it correctly. Mr. Morgan is now asking Mr. Gouse if this was done, to which Mr. Gouse responded “yes”. Mr. Scarton stated this will be discussed in Executive Session due

to not having the information at this time. Mr. Scarton thanked Mr. Morgan for bringing it to the boards attention. Mr. Scarton asked Mr. Morgan if there are any other issues he would like to address tonight, Mr. Morgan responded, “yes”. He says that when reading the email sent in response from the Superintendent to the customer with the Right to Know request he feels he is being targeted as “a trouble maker” and that he had nothing to do with this request. Mr. Scarton stated that once the board has more insight about the Right to Know request they will reach out to Mr. Morgan with a response to whether the Spring Hill Tank was in fact drained and cleaned properly as previously stated by Mr. Gouse.

**III. CORRESPONDENCE –**

Letter from Mr. Dennis Beck regarding assistance from PWA for Earth Day Cleanup at McCormick Park. Mr. Gouse arranged with Mr. Beck for PWA to participate.

**IV. APPROVAL OF MINUTES -**

ON MOTION BY MR. YETSKO SECONDED BY MR. McCALL, THE BOARD AGREED TO DISPENSE WITH THE READING OF THE MARCH 2023 MINUTES BEING 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 MARCH 2023**

<b><u>PAID BILLS 03/3/2023</u></b>	
Aflac – Bilchak	\$ 33.50
Cambria Mailing Services, Inc.-Jan 2023	90.34
Charles Gouse – Reim for Skid of Block	150.00
EAD’S Group	246.80
Grainger	136.08
Mosholder Insurance Agency	3,138.00
Pace Analytical Services, LLC	477.00
Peoples Natural Gas Company	477.06
Pollardwater	745.67
Ray Oil & Gas Co	1,975.04
RDM-Johnstown, LLC - January 2023	152.00
Sheetz Fleet Service	643.25
Stagers Store	179.60
UniFirst	250.95
Verizon Wireless	32.98
Wessel & Company	<u>295.00</u>
TOTAL:	\$ 9,023.27

**PAID BILLS 03/17/2023**

1 <sup>st</sup> Summit Bank – LOC	\$ 1,108.00
Allegheny Supply	35.93
Christopher McCall – March 2023 Meeting	45.00
CMPA – March 2023 Billing	1,000.00
Comcast	302.15
Dina Scarton – March 2023 Meeting	45.00
Get Through Communications	221.89
Grainger	54.48
Heritage Environmental	4,787.00
Laurel Highlands Construction Supplies	595.00
Lowe’s	102.78
Mary L. Elchin	200.00
Matt McCoy – March 2023 Meeting	45.00
Mosholder Insurance Agency	3,138.00
PA Dept of Labor & Industry	188.15
Penelec	1,737.57
Portage Service Center	344.00
Pro Disposal, Inc	200.97
Ray Oil & Gas Co	4,082.45
Scott Yetsko – March 2023 Meeting	45.00
Stager’s Store	33.28
Ted Farabaugh – Customer Deposit Refund	100.00
Teno’s Truck & Auto Repair – Unit #3	215.98
Thomas Riskus – March 2023 Meeting	45.00
Verizon	440.34
Visa – 1 <sup>st</sup> Summit	252.64
Water System Solutions, Inc	68.00
TOTAL:	\$ 19,433.25

**PAID BILLS 03/20/2023**

REA Energy cooperative Inc.	\$ 1,136.20
UPMC – Health, Dental & Vision	7,819.80
TOTAL:	\$ 8,956.00

**PAID BILLS 03/31/2023**

Cambria Mailing Services, Inc	\$ 91.32
Carney Fence Inc.	2,594.00
EAD’S Group	1,082.60
Kaza Fire Equipment LLC	453.29
L/B Water Service, Inc	2,023.80
Ludwig Electric LLC	236.50
Pa rural Water Association	230.00
Pace Analytical Services, LLC	477.00
Ray Oil & Gas Co.	892.81
RDM-Johnstown, LLC – February 2023	152.00

Sheetz Fleet Service	315.00
Stagers Store	190.27
Staples	380.57
Verizon Wireless	<u>33.11</u>
TOTAL:	\$ 9,152.27

**PAID BILLS 03/31/2023 Late Bills**

Dino Scarton – 3 voided checks that were misplaced	\$ 135.00
Edward Alexander – Voided check that was misplaced	<u>45.00</u>
TOTAL:	\$ 180.00

ON MOTION OF MR. McCALL SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF MARCH 2023 FOR \$66,692.15, 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 MARCH:**

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT TREASURERS REPORT FOR THE MONTH OF MARCH, BEGINNING CASH \$2,088,876.94, ENDING CASH \$2,104,051.25. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

**VIII. SUPERINTENDENT REPORT**

Roof Replacement

Mr. Gouse presented to the board Co-Star pricing from Strongland Roofing Systems. Mr. Scarton asked Mr. Gouse how long the existing roof could hold out, Mr. Gouse stated that there are soft spots and has no estimate on how long it will last. This is to be discussed at next month’s meeting.

Vehicles

Mr. Gouse stated that the inspection on the Ford Ranger ends April 30. It needs upper and lower new ball joints and four new tires at a minimum to pass inspection.

Meter Pit/Taps

Mr. Gouse asked Attorney Carbonara if he received the information from Mr. Beyer on the updated format of the meter pits. Attorney Carbonara did receive the information.

Lead/Copper

Mr. Gouse received pricing from The EAD’S group for the lead/copper service line inventory. LCRR survey and information can be used with our existing GIS software. The cost is \$1,500.00.

Summer Employee

Mr. Gouse asked the board to consider hiring a summer employee for cutting grass, hydrant maintenance, etc.. Mr. McCall questioned who has done this in the past since we did not hire anyone last year. Mr. Gouse stated that the employee currently doing this work is planning to retire on July 19, 2023. Mr. Scarton stated again that he would like this information submitted in letterform addressed to the PWA board, Mr. Gouse said that this employee would not do this because he is not sure if the date will be sooner, once he uses all the time that he earned he will be done and retire then.

**IX. PLANT REPORT**

Nothing to report. Mr. Scarton asked that two plant reports be submitted at May's Meeting.

**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 July 2, 2023.

BAMR Project

Mr. Beyer stated they recommend submitting for round 2 application for grant money.

Groundwater Feasibility Study

Email from Jamie Estep stating the well drilling will not take place for some time yet.

Roof

Mr. Beyer provided contact information for co-stars to Mr. Gouse.

Hydrant Testing

Gus Yahner stopped at PWA to see what equipment we had for hydrant testing and provided information to record results.

GIS Proposal

Proposal \$1,500.00.

**XI. SOLICITOR'S REPORT**

Attorney Carbonara touched on the status of the Meter Agreement with Portage Sewer Authority. The term of the agreement will be four years.

A meeting was held with Portage Borough regarding the Fire Hydrant issue. They would like us to submit a plan that they can work into the next year budget.

**XII. FORESTER'S REPORT**

No Report

**XIII. UNFINISHED BUSINESS**

Garbage Contract

This is still pending, per Attorney Carbonara

**XIV. NEW BUSINESS**

EAD'S Group

ON MOTION OF MR. YETSKO, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO PARTNER WITH THE EAD'S GROUP FOR GIS SERVICE FOR LEAD AND COPPER SERVICE LINE INVENTORY FOR \$1,500.00 PLUS ANY ADDITIONAL SUPPORT IF NEEDED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

**XV. ADJUSTMENTS FOR THE MONTH**

No adjustments for the month of March 2023.

**XVI. GOOD OF THE ORDER –**

Mr. Scarton requested any future information for training seminars, etc be emailed to the board members for their consideration.

**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.

ON MOTION OF MR. McCALL, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO EXTEND TO AN EXECUTIVE SESSION FOR PERSONNEL AND MATTERS BY THE PUBLIC. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD ENDED EXECUTIVE SESSION AT 8:54 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

**XX. ADJOURNMENT**

ON MOTION OF MR. YETSKO, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AT 8:58 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCALL AND MR. RISKUS.

**XXI. NEXT MEETING**

The next meeting will be Thursday, May 18, 2023 at 6:00 p.m.

Respectfully submitted,

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