

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held Thursday, June 15, 2023 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Matt McCoy and Thomas Riskus.

Also present were:

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

Absent:

Scott Yetsko, Christopher McCall, and Jennifer Flowers - Business Manager

I. CALL TO ORDER -

Mr. Scarton called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance and Roll Call.

II. RECOGNITION OF VISITORS –

No Visitors.

III. CORRESPONDENCE –

Customer Complaint – Michael Smithbower. Mr. Smithbower’s claim is that after PWA flushed hydrants across from his property in April his oil boiler furnace was ruined by water. He states that gallons of water went into his chimney and through entire furnace. Attorney Carbonara spoke with Mr. Gouse prior to tonight’s meeting, suggesting that PWA may want to hire a plumber to check out the situation or let it up to the insurance company to determine if it is a viable claim or not. Attorney Carbonara asked Mr. Gouse if he contacted the insurance company about this and he responded that he did not. Mr. Scarton asked Mr. Gouse to contact the insurance company regarding this possible pending claim. Mr. Scarton also asked Mr. Gouse to look into a local plumbing or HVAC company that could look into it. Attorney Carbonara suggested contacting the insurance company and asking them if they would like us to do an investigation or if they will handle it once a claim is submitted.

IV. APPROVAL OF MINUTES -

ON MOTION BY MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD AGREED UNANIMOUSLY TO DISPENSE WITH THE READING OF THE MAY 2023 MINUTES BEING THEY WERE DISTRIBUTED IN WRITTEN FORMAT AND ACCEPT THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

V. **AGENTS EXPENDITURES** –

Office expenses in the amount of \$78.37 from January – June 2023.

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD AGREED TO UNANIMOUSLY ACCEPT THE AGENTS EXPENDITURES FOR THE MONTH'S OF JANUARY THROUGH JUNE, 2023 IN THE AMOUNT OF \$78.37. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

VI. **INVOICES - FOR MAY 2023**

PAID BILLS 05/05/2023

Aflac – Bilchak	\$	33.50
Cambria Mailing Services, Inc.		91.14
Diversified Technology		312.50
The EAD'S Group		383.00
JC Ehrlich Co. Inc		226.46
L/B Water Service, Inc.		3,341.70
Mainline Newspaper		194.48
Pace Analytical Services, LLC		421.25
Peoples Natural Gas Company		172.55
Portage Auto Parts		37.78
Portage Service Center		394.00
Quadient		154.69
Randall Motor Company		105.45
Raptosh Lehmier & Carbonara		2,595.50
Ray Oil & Gas Co		1,486.38
RDM – Johnstown, LLC		292.00
Smithmyer's Electronics Inc.		228.00
Stager's Store		88.68
Thomas Young – Customer Deposit Refund		100.00
UniFirst		35.49
United Graphics – Delinquent Mailer Notices		1,870.25
Verizon Wireless		<u>32.63</u>
TOTAL:	\$	12,597.43

PAID BILLS 05/19/2023

1 st Summit Bank	\$	1,108.00
Addison Holyfield – Customer Deposit Refund		100.00
Christopher McCall – May 2023 Mtg		45.00
CPMA – May Bills		1,000.00
Comcast		302.01
Dino Scarton – May 2023 Mtg		45.00
The EAD'S Group		1,055.00
Exeter Supply Co. Inc.		700.35
Get Through Communications		220.88

Grainger – Plants	2,579.94
Jackie Sweeney – Customer Deposit Refund	100.00
L/B Water Service, Inc.	414.30
Long’s Equipment	36.00
Mary L. Elchin – April 2023	200.00
Matt McCoy – May 2023 Mtg	45.00
PA Dep	60.00
Pace Analytical Services, LLC	111.50
Penelec	474.12
PMAA	39.35
Portage Twp – Reim for Flagging Class	324.25
Randall Motor Company	1,335.03
Ray Oil & Gas Co	470.63
REA Energy Cooperative Inc	1,427.18
Scanlan Electric	79.28
Scott Yetsko – May 2023 Mtg	45.00
Sheetz Fleet Service	554.01
Stager’s Store	91.46
Thomas Riskus – May 2023 Mtg	45.00
UPMC – Healthcare, Dental, Vision	7,819.80
Verizon	435.29
Visa – 1 st Summit Bank	137.83
Wessel & Company	<u>355.00</u>
TOTAL:	\$ 21,756.21

PAID BILLS 05/31/2023

Aflac – Bilchak	\$ 33.50
Cummins Bridgeway, LLC	1,338.10
Electric Motor & Supply Inc	543.00
Kelsey Bumgardner – Customer Deposit Refund	100.00
Kevin Ickes – Refund on closed account	161.00
Mainline Newspaper Summer Help Ad	38.50
Martin Schmidt – Customer Deposit Refund	100.00
Mosholder Insurance Agency	3,139.00
Pa Rural Water Association	673.00
Pace Analytical Services, LLC	421.25
Peoples Natural Gas Company	79.32
Portage Service Center	413.50
Pro Disposal, Inc	200.97
RDM-Johnstown, LLC	152.00
Stager’s Store	13.16
Univar USA, Inc.	7,115.09
Verizon Wireless	<u>32.63</u>
TOTAL:	\$ 14,554.02

ON MOTION OF MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF MAY 2023 FOR \$68,855.02, WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY PAYMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

VII. TREASURER'S REPORT MAY

ON MOTION OF MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE TREASURER'S REPORT FOR THE MONTH OF MAY, BEGINNING CASH \$2,114,676.91, ENDING CASH \$2,138,372.48. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY AND MR. RISKUS.

VIII. SUPERINTENDENT REPORT

A Letter of Resignation/Retirement was submitted by Mr. John Bilchak stating his last day of employment with PWA will be July 31, 2023.

Meters

Mr. Gouse presented an estimate from Metron-Farnier for larger meters at a cost of \$31,217.50.

Summer Help

Mr. Gouse stated that two seasonal part-time employees, Keaton Troxell and Skylar Scarton have been hired at no more than 32 hours per week. Their start date was June 5, 2023.

Mr. Gouse mentioned some concerns from the PWA Plant employees. The Filter Media at the Plants are due and an analysis on Martindale, but based on DEP the current filter media is not up to their parameters. They also have concerns about the roof at Martindale leaking in the lab area. Attorney Carbonara suggested patching the roof for now, until PWA decides if the plant will be replaced or not.

Leaks

There were two leaks: 112 Adams Street, Cassandra and 102 Bellwood Lane.

Meter Policy

To be discussed under the Solicitors section of the meeting.

IX. PLANT REPORT

This report was reviewed with no issues

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 said work on this would begin in July.

Groundwater Feasibility Study

Mr. Beyer stated there is no change.

New Cost Estimates for Borough

Mr. Beyer presented a new cost estimate for the lower borough project, no mill/overlay added costs for meter pits, meters, prv's and vaults for larger meters. The cost is approximately \$15.4 million dollars.

ON MOTION BY MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD ON THE LOWER END BOROUGH PROJECT ESTIMATE COST OF \$15.4 MILLION DOLLARS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

Highland Sewer & Water Authority

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO CONTACT HIGHLAND SEWER AND WATER TO SEE WHAT STEPS PWA WOULD NEED TO TAKE FOR THE POSSIBLY OF THE PURCHASE WATER FROM THEM. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XI. SOLICITOR'S REPORT

Attorney Carbonara touched on the revised rules for meters policy under PWA Rules, & Regulations Policy. Discussion was held and a determined that some other language needs to be revised. Attorney Carbonara will make corrections to this.

Attorney Carbonara drafted an agreement with Strongland Roofing for the office roof replacement.

XII. FORESTER'S REPORT

Nothing to Report

XIII. UNFINISHED BUSINESS

Nothing to Report

XIV. NEW BUSINESS

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

Summer Employees

ON MOTION BY MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO HIRE TWO PART TIME SUMMER EMPLOYEES, KEATON TROXELL AND SKYLAR SCARTON AT A SALARY \$10.00 PER HOUR. WITH NO MORE THAN 32 HOURS A WEEK. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. McCOY, AND MR. RISKUS.

Mr. McCoy pointed out that the summer part-time positions will not include healthcare or paid time off.

Retirement

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE LETTER OF RESIGNATION/RETIREMENT FROM MR. JOHN BILCHAK EFFECTIVE JULY 31, 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

Metron-Farnier Meters

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO PURCHASE METERS AT A COST OF \$31,217.50 TO BE PAID FROM THE CAPITAL IMPROVEMENT ACCOUNT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE TWO ADJUSTMENTS SUBMITTED FOR MAY 2023 TOTALING \$171.78. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XVI. GOOD OF THE ORDER –

Nothing to Report

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.

THE BOARD ENTERED INTO EXECUTIVE SESSION FOR PERSONEL REASONS AT 7:36.

ON MOTION OF MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO RECONVENE FROM EXECUTIVE SESSION FOR PERSONEL REASONS AT 7:59. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

Advertisement for Skilled Laborer/Equipment Operator

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO MOVE FORWARD TO CREATE, POST AND ADVERTISE FOR A SKILLED LABORER/EQUIPMENT OPERATOR POSITION WITH SALARY TO RANGE FROM \$16.00 - \$18.00 PER HOUR WITH BENEFIT PACKAGE INCLUDED. ACCEPTANCE OF APPLICATIONS/RESUMES UNTIL JULY 11, 2023. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XX. ADJOURNMENT

ON MOTION OF MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AT 8:00 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XXI. NEXT MEETING

The next meeting will be Thursday, July 20, 2023 at 6:00 p.m.

Respectfully submitted,

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