

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held Thursday, July 20, 2023 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

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

Also present were:

Joe Beyer-Engineer, Jennifer Flowers - Business Manager.

Absent:

Chuck Gouse- Superintendent, Attorney Michael Carbonara- Solicitor.

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. John Morgan, Jr. attended tonight's meeting with concern, once again for the Martindale Tank re-draining. It was previously noted that someone from PWA would be in contact with Mr. Morgan about this and no one has yet contacted him either by a phone call or a letter. He is just following up on this situation. Mr. Riskus stated he did come to the office to look into this. It just so happened in the timeframe the tank was said to have been re-drained there was a computer issue and there is no record of it ever being done. Mr. Gouse assured Mr. Riskus that it was in fact re-drained. Mr. Riskus would like to have paperwork to backup Mr. Gouse's statement, but there is nothing. Mr. Morgan stated the SCADA System has a memory. Mr. Riskus said Mr. Gouse tried to pull it up and there was nothing there. Mr. Morgan is upset that there is no proof of the tank being re-drained and that PWA is accepting the word of Mr. Gouse. Mr. Morgan feels Mr. Gouse is lying to PWA. Mr. Scarton interrupted Mr. Morgan saying that Mr. Morgan asked PWA to follow up on this issue, and there was follow up. Mr. Scarton stated that PWA's understanding, as a board, is that the tank was in fact re-drained. Mr. Scarton stated to Mr. Morgan that if he has information showing this was not done, the board would like to see it and will review it. Mr. Riskus made a point in saying that he believes that there should be daily work orders completed by distribution so there would be a reference to look back on. Mr. Morgan expressed his feelings toward Mr. Gouse as Superintendent. Mr. Morgan left the meeting and gave information to the board for review.

Mr. Doug Wagner attended tonight's meeting with concern of ATV issues. He had a discussion with PWA about ATV riders. Mr. Scarton thanked Mr. Wagner for coming today, and that due to other PWA issues at this time, PWA cannot make any decisions on his concerns at this time.

Mr. Scarton asked Mrs. Flowers to leave a note for Mr. Gouse to contact Mr. Barton in regards to this issue. Mr. Gouse is not in attendance.

III. CORRESPONDENCE –

Nothing to report.

IV. APPROVAL OF MINUTES -

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

V. AGENTS EXPENDITURES –

None

VI. INVOICES - FOR JUNE 2023

PAID BILLS 06/09/2023

Cambria Mailing Services, Inc.	\$ 91.98
Christopher McCall – June 2023 Mtg	45.00
CMPA – June 2023 Mailing Bills	1,000.00
Cummins Bridgeway, LLC	503.70
Dino Scarton – June 2023 Mtg	45.00
Get Through Communications	220.88
Grainger	714.25
Hach	3,339.32
Mary L. Elchin – May 2023	200.00
Matt McCoy – June 2023 Mtg	45.00
Mosholder Insurance Agency	1,991.00
PA One Call Systems, Inc.	34.50
Penelec	172.26
Petty Cash	78.37
Pristow’s Sales & Service, Inc.	49.50
Pro Disposal, Inc.	203.98
Ray Oil & Gas Co.	273.17
Scott Yetsko – June 2023 Mtg	45.00
Thomas Riskus – June 2023 Mtg	45.00
Visa – 1 st Summit Bank	<u>3,105.86</u>
TOTAL:	\$ 12,203.77

PAID BILLS 06/23/2023

1 st Summit Bank	\$ 1,108.00
Ashley Dziabo – Customer Deposit Refund	100.00
Damin Printing – Envelopes	196.00
Hilltop Office Supply Inc.	150.78
James Stewart – Customer Deposit Refund	100.00
Metron-Farnier, LLC	18,455.70
Northern Safety & Industrial	238.37
Pace Analytical Services, LLC	111.50
Penelec	1,112.25

Portage Auto Parts	56.02
Ray's Lawnmower	12.68
Ray Oil & Gas Co.	1,841.58
RDM – Johnstown, LLC	251.00
REA Energy Cooperative Inc.	1,331.51
Scanlan Electric	79.29
Sheetz Fleet Service	567.00
Stager's Store	156.51
Staples	327.02
UniFirst	92.45
UPMC	7,819.80
Verizon	<u>437.72</u>
TOTAL:	\$ 34,545.18

ON MOTION OF MR. RISKUS, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF JUNE 2023 FOR \$66,696.31, WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY PAYMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

VII. TREASURER'S REPORT JUNE

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE TREASURER'S REPORT FOR THE MONTH OF JUNE, BEGINNING CASH \$2,138,372.48, ENDING CASH \$2,220,375.52. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

VIII. SUPERINTENDENT REPORT

The board members discussed the options for purchase of new trucks. There was still no decision made.

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 September 28, 2023.

BAMR Project

Mr. Beyer has started paperwork for this project which needs to be submitted by end of August.

Groundwater Feasibility Study

Mr. Beyer stated he has not heard from Jamie Estep.

Prevailing Wage - Roof

Mr. Beyer stated he could obtain wage rates for PWA Roof once he has a start date.

Waterline & Meter Replacement Project

Mr. Beyer sent an agreement to Attorney Carbonara for review. Mr. Beyer has not heard anything back from him.

Covid-19 ARPA

Meter Pit/SCADA Project – Mr. Beyer was in contact with them, they hope to discuss this at September, 9th, 2023 CFA Board meeting.

Notice of Violation Options

Mr. Beyer sent options to board members as requested at June’s meeting.

XI. SOLICITOR’S REPORT

Nothing to Report

XII. FORESTER’S REPORT

Nothing to Report

XIII. UNFINISHED BUSINESS

Garbage Agreement

PWA Roof Update

Updated/Revised Rules & Regulations Policy

XIV. NEW BUSINESS

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL THE BOARD UNANIMOUSLY AGREED TO RENEW LIABILITY, AUTO AND WORKERS COMPENSATION INSURANCE COVERAGE WITH MOSHOLDER INSURANCE COMPANY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. YETSKO, SECONDED BY MR. RISKUS THE BOARD UNANIMOUSLY ACCEPTS THE WATERLINE & METER REPLACEMENT PROJECT AS WRITTEN BY THE EADS GROUP CONTINGENT UPON REVIEW OF ATTORNEY CARBONARA. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, 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 ADJUSTMENTS SUBMITTED FOR JUNE 2023 TOTALING \$125.47. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

XVI. GOOD OF THE ORDER –

Mr. McCall questioned the hiring of summer employees. Mr. Scarton stated that two part-time summer employees were hired. Mr. McCall has concern the hydrants are not being maintained.

Mr. McCoy has some concern regarding a recent visit to the office on July 3rd, Jennifer, Bella and Lisa were the only employees working, the distribution staff and superintendent were all off. He asked if this is normal protocol, Mrs. Flowers stated that they either took vacation or were off sick. Mr. Gouse notified Mrs. Flowers the week before that no one would be at work that Monday, Mrs. Flowers asked him who she would contact should an emergency or something come up, and his reply was to contact the on call employee.

Mr. McCoy questioned the leak on Caldwell Avenue. Mr. Gouse has this on his superintendent's report. Mr. McCoy would like to know what went on there, why so much water loss.

Mr. McCoy mentioned the excavator owned by PWA. Mr. McCall asked to note for Mr. Gouse why we need it and to get an appraisal on what it is worth.

Mr. McCoy mentioned the pipe we have sitting at the pipe yard. 3,000 – 4,000 feet. Can it be sold or can we use it. Mr. Beyer stated it was previously mentioned about using the pipe on Cemetery Road.

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 7:12.

XX. ADJOURNMENT

ON MOTION OF MR. RISKUS, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ADJOURNMENT AT 7:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

XXI. NEXT MEETING

The next meeting will be Thursday, August 17, 2023 at 6:00 p.m.

Respectfully submitted,

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