

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held Thursday, August 17, 2023 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Matt McCoy, Christopher McCall.

Late to the Meeting:

Mr. Yetsko,

Also present were:

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

Absent:

Mr. Riskus, 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 –

Nothing to report.

IV. APPROVAL OF MINUTES -

ON MOTION BY MR. McCALL, SECONDED BY MR. McCOY THE BOARD AGREED UNANIMOUSLY TO DISPENSE WITH THE READING OF THE JULY 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. McCALL.

V. AGENTS EXPENDITURES –

None

VI. INVOICES - FOR JULY 2023

<u>PAID BILLS 07/07/2023</u>	
Aflac	\$ 33.50
Allen Faust Customer Deposit Refund	100.00
Andrew Chunko Customer Deposit Refund	100.00
Blue Earth Labs, LLC	1,579.34
Cambria Mailing Services, Inc. – June Postcards	91.77
Christopher Shetler Customer Deposit Refund	100.00
EAD’S Group	957.80

Electric Motor & Supply Inc.	1,850.00
Hach	407.40
Joshua Hampton Customer Deposit Refund	100.00
Kathryn Cleveland Customer Deposit Refund	100.00
L/B Water Service, Inc.	14,242.75
Linda Grove Customer Deposit Refund	100.00
Mainline Newspaper Skilled Laborer/Equip Oper Ad	97.50
Metron-Farnier, LLC	348.03
Noel Murphy Customer Deposit Refund	100.00
Pace Analytical Services, LLC	395.50
Peoples	25.30
Portage Service Center	136.00
Pro Disposal	200.97
Ray's Lawnmower	41.99
Rebecca Benton Customer Deposit Refund	100.00
Robin Gehling Customer Deposit Refund	100.00
Shannon Chemical Corporation	3,309.08
Trevor Albright Customer Deposit Refund	100.00
Verizon Wireless	32.63
Visa – 1 st Summit	<u>132.38</u>
TOTAL: \$	24,881.94

PAID BILLS 07/21/2023

1 st Summit Bank	\$ 1,108.00
Christopher McCall July 2023 Meeting	45.00
CMPA July 2023 Bills	1,000.00
Commonwealth of Pa Chapter 302	150.00
Dino Scarton July 2023 Meeting	45.00
Exeter Supply Co., Inc	1,740.84
Get Through Communications	220.93
Kaza Fire Equipment LLC	147.90
L/B Water Service, Inc	237.50
Mary L. Elchin June 2, 16, & 30	300.00
Matt McCoy July 2023 Meeting	45.00
Metron-Farnier, LLC	31,180.00
PA One Call System, Inc.	50.31
Penelec	1,864.44
Ray's Lawnmower	42.35
Ray Oil & Gas Co	1,260.00
REA Energy Cooperative, Inc	1,192.00
Scott Yetsko July 2023 Meeting	45.00
Stager's Store	239.15
Thomas Riskus July 2023 Meeting	45.00
UPMC	7,480.00
Verizon	<u>438.97</u>
TOTAL: \$	48,877.39

ON MOTION OF MR. McCALL SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES FOR THE MONTH OF JULY 2023 FOR \$93,706.69, WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY PAYMENTS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL.

VII. TREASURER’S REPORT JULY

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JULY, BEGINNING CASH \$2,220,375.52, ENDING CASH \$2,212,954.51. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. McCALL.

VIII. SUPERINTENDENT REPORT

Leaks:

The leaks this week were mostly due to the Sewer Contractors on Woodland Blvd Project. Most of the lines are plastic and could not get good reads to mark them. Mr. Scarton asked Mr. Gouse if the leaks that occurred are ours to repair. Mr. Gouse stated that the contractor repaired them, and PWA has the water loss.

Vehicles:

Mr. Gouse stated that he still has not looked into locating new vehicles for PWA. Mr. McCall stated that he has not had time to look into any available vehicles but plans to do so. Discussion was held on specs for the new truck purchases.

ON MOTION OF MR. McCOY, SECONDED BY MR. McCALL THE BOARD UNANIMOUSLY AGREED TO INCREASE THE EXPENSE ON TWO TRUCKS FOR DISTRIBUTION TO \$36,000 FOR EXTENDED CAB & \$40,000 FOR CREW CAB. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, AND MR. McCALL.

New Tap:

Mr. Gouse stated that there was one new tap on Sandy Lane.

Employment Applications:

Mr. Gouse reached out to five applicants for the open position of Laborer/Operator only two applicants responded and were available for interviews. Mr. Gouse stated that one of the applicants had all the credentials and was qualified. Mr. Gouse was asked if Mr. Riskus was part of the interviewing process, which Mr. Gouse replied that he was not.

Lead/Copper:

Mr. Scarton asked Mr. Gouse if there has been any progress on this service line inventory, Mr. Gouse stated that anytime there is a Sewer Pressure Test Inspection, PWA goes and does a waterline inspection at that time. Mr. Scarton asked Mr. Gouse if PWA is going to meet the goal of this being finished by October 16, 2024. Mr. Gouse stated “to be honest, probably not”. He stated this is an almost impossible goal to meet. Mr. Scarton asked Mr. Gouse to present at Septembers meeting a percentage of ones we do have accurate information for. Mr. Gouse will attempt to have this for him.

Mr. Yetsko asked Mr. Gouse if both of the summer employees are done. He asked if they were able to maintain any of the fire hydrants. Mr. Gouse stated he did have them grease hydrants in the borough. Mr. McCoy asked if this is logged for record keeping and Mr. Gouse replied “yes it is on an Excel Spreadsheet”.

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 and plans to have it submitted by end of August.

Groundwater Feasibility Study

Mr. Beyer and Mr. Gouse met with Jamie Estep. There is still no update on this.

Letter to Highland Sewer & Water Authority-Water Purchase

Mr. Beyer stated PWA submitted a letter to HSWA regarding the purchase of water from them. HSWA has requested a bit more information from PWA. Attorney Carbonara discussed this with the PWA Board. Attorney Carbonara mentioned that HSWA would be in contact with PWA in a month or two. PWA may hold a workshop to discuss this further.

Mr. Koban’s Request for Water

Mr. Beyer stated that Mr. Koban is asking for water for Tri-County Transportation. Mr. Gouse and Mr. Beyer did some research and PWA would only be able to supply him with 22lbs of pressure.

Up Coming Project

Mr. Beyer discussed contacting Portage Township and Portage Borough about the PWA upcoming project to determine what restoration requirements will be required within their road right-of-ways.

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO THE BOARD UNANIMOUSLY AGREED TO ALLOW EAD’S GROUP TO SUBMIT A FREE GRANT APPLICATION FOR A NEW LINE ON SHADY SPRINGS AND CEMETERY ROAD, BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, AND MR. McCALL.

XI. SOLICITOR'S REPORT

Attorney Carbonara questioned PWA regarding an agreement with Strongland Roofing Systems for the office roof replacement. It was discussed to wait until the spring of 2024. Attorney Carbonara will contact Strongland Roofing Systems and draw up an agreement.

A discussion was held regarding the garbage agreement with Portage Borough. Mr. Gouse stated we were waiting for the actual document to be drawn up and signed, Attorney Carbonara said he will have something for the board to sign at the next meeting.

Mr. Scarton questioned if the updated Rates, Rules, & Regulations Policy is being worked on. Attorney Carbonara did not know if PWA had the changes/updates ready to be reviewed. Attorney Carbonara spoke with Mr. Gouse a while back about it but was not sure if it was ready to be passed or not.

XII. FORESTER'S REPORT

Nothing to Report

XIII. UNFINISHED BUSINESS

Sale of excavator

Mr. McCoy mentioned to Mr. Gouse the possible sale of PWA's excavator. Mr. Gouse stated he reached out to Groff Tractor Supply and they were to contact Mr. Gouse with an estimated value. Mr. Gouse has not had a response from them. Mr. McCoy asked how long ago he contacted Groff, he replied it was just last week. Mr. Gouse stated that Portage Township might be interested in purchasing it. Mr. Scarton asked what Mr. Gouse thinks the value is, Mr. Gouse responded around \$60,000.

XIV. NEW BUSINESS

6" Pipe

Mr. McCall asked Mr. Gouse if he looked into the possible sell of the 6" pipe we have and are not using. Mr. Gouse said he contacted L/B Water and they needed some information on what we had before they could tell us anything. Mr. McCall might know someone who would be interested in maybe 1,000 ft of it.

ON MOTION OF MR. YETSKO, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO AUTHORIZE THE SUPERINTENDENT TO SELL UP TO 1,500 FEET OF PIPE AT A DEPRECIATED PURCHASED PRICE, BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, AND MR. McCALL.

XV. ADJUSTMENTS FOR THE MONTH

ON MOTION OF MR. McCALL, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO APPROVE THREE OF THE FIVE ADJUSTMENTS SUBMITTED FOR AUGUST 2023 TOTALING \$231.87. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, AND MR. McCALL.

XVI. **GOOD OF THE ORDER** –

XVII. **PROFIT & LOSS BUDGET VS. ACTUAL** –

This report was incorrect. A corrected report will be included in next month's packet.

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. YETSKO, SECONDED BY MR. McCALL THE BOARD UNANIMOUSLY AGREED TO ENTER INTO EXECUTIVE SESSION FOR PERSONEL REASONS AT 6:54.

XX. **ADJOURNMENT**

XXI. **NEXT MEETING**

The next meeting will be Thursday, September 14, 2023 at 6:00 p.m.

Respectfully submitted,

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