

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held Thursday September 14, 2023 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

Dino Scarton, Matt McCoy, Thomas Riskus

Also present were:

Joe Beyer- Engineer, and Chuck Gouse- Superintendent.

Absent:

Scott Yetsko, Christopher McCall, Jennifer Flowers - Business Manager, and 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. David Hayes. Mr. Hayes has a few concerns he would like to address to the board. He asked if there was a follow-up on the draining of the Spring Hill Tank from October 2022, there was a reply of “yes”. Mr. Hayes would like to see a letter from DEP that Attorney Carbonara suggested we obtain stating, in writing, that there were no issues related to this.

Mr. Hayes stated that Mr. Gouse responded to him stating that DEP said if it was ok with Mid Atlantic, who did the work on the tank, then that it is okay with them. Mr. Hayes stated that he has worked with DEP and that would not be a response they would give. Mr. Hayes asked how records could have gotten lost from the SCADA system showing the tank levels from last October in regards to the draining of the Spring Hill Tank. Mr. Hayes also asked if the board saw the correspondence going back and forth for the Right-to-Know request sent to Mr. Gouse. In a response to an email, Mr. Gouse told Mr. Hayes that the Superintendent Position was advertised and that he could have applied for the position if he was not happy with the current candidate. Mr. Hayes stated he would have applied, however he did not have all of the credentials that were needed to qualify for the job and he feels the current person holding the position does not either. Moving on, Mr. Hayes questioned the rumor of PWA purchasing water from The Highland Sewer & Water Authority. Mr. Hayes has expressed concerns on a few other issues, the board will look further into. Mr. Scarton stated the PWA Board will discuss the concerns from Mr. Hayes with Attorney Carbonara who is not in attendance at tonight’s meeting.

#### **III. CORRESPONDENCE –**

Nothing to report.

#### **IV. APPROVAL OF MINUTES -**

ON MOTION BY MR. McCOY, SECONDED BY MR. RISKUS THE BOARD AGREED UNANIMOUSLY TO DISPENSE WITH THE READING OF THE AUGUST 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** –

None

VI. **INVOICES - FOR AUGUST 2023**

**PAID BILLS 08/04/2023**

Aflac	\$ 33.50
Cambria Mailing Services, Inc. – July Postcards	91.25
EAD’S Group	393.95
Get Through Communications	221.09
L/B Water Service, Inc.	1,248.45
Mainline Newspaper - Skilled Laborer/Equip Oper Ad	97.50
PA WARN – Annual Dues	38.00
Pace Analytical Services, LLC	56.00
Peoples Natural Gas Company	21.85
Portage Auto Parts	122.39
Portage Service Center	490.00
Pro Disposal	200.97
Quadient	154.69
Randall Motor Company	130.93
Ray Oil & Gas Company	107.77
Sheetz Fleet Service	721.80
Staples	29.98
Univar USA Inc.	3,830.40
Verizon Wireless	32.69
Visa – 1 <sup>st</sup> Summit	<u>1,038.40</u>
TOTAL:	\$ 9,061.61

**PAID BILLS 08/18/2023**

1 <sup>st</sup> Summit Bank	\$ 1,108.00
Christopher McCall August 2023 Meeting	45.00
CMPA August 2023 Bills	1,000.00
Comcast	303.13
Dino Scarton August 2023 Meeting	45.00
Elizabeth Sturtz – Customer Deposit Refund	100.00
Exeter Supply Co., Inc.	539.08
Hach	105.19
JC Ehrlich Co Inc	226.46
Jennifer Trexler – Customer Deposit Refund	100.00
L/B Water Service, Inc.	969.35
Mary L. Elchin July 14 – July 28	200.00
Matt McCoy August 2023 Meeting	45.00
New Enterprise Stone & Lime Co Inc.	892.50
PA One Call System, Inc.	83.05
Pace Analytical Services, LLC	423.75
Penelec	2,851.38
Portage Auto Parts	23.41

Ray Oil & Gas Co	216.51
RDM-Johnstown, LLC	304.00
Scott Yetsko August 2023 Meeting	45.00
Stager's Store	224.30
Thomas Riskus August 2023 Meeting	45.00
Tribune-Democrat – Skilled Laborer/Equip Oper Ad	619.88
Univar USA, Inc.	1,752.67
UPMC	3,344.11
Verizon	433.90
Wessel & Company	<u>145.00</u>
TOTAL:	\$ 16,190.67

**PAID BILLS 08/31/2023**

Cambria Mailing Services, Inc. – August Postcards	91.04
Dakota Cann Customer Deposit Refund	100.00
EAD'S Group	1,082.60
Kaza Fire Equipment LLC	85.00
L/B Water Service, Inc.	489.50
Pa Rural Water Association – Moore, Thompson	270.00
Pace Analytical Services, LLC	644.20
Peoples Natural Gas Company	21.85
Raptosh Lehmier & Carbonara – April, May, June & July	3,976.00
Sheetz Fleet Service	648.62
Stager's Store	56.58
Verizon Wireless	<u>32.69</u>
TOTAL:	\$ 7,698.08

THE BOARD UNANIMOUSLY AGREED TO TABLE THE PAID INVOICES FOR THE MONTH OF AUGUST 2023 FOR \$55,685.97, WHICH INCLUDES PENNVEST (\$3,896.36) AND USDA (\$16,051.00) MONTHLY PAYMENTS.

**VII. TREASURER'S REPORT AUGUST**

THE BOARD UNANIMOUSLY AGREED TO TABLE THE TREASURERS REPORT FOR THE MONTH OF AUGUST 2023 FOR BEGINNING BALANCE OF \$2,212,954.51, ADJUSTMENT TO DAILY RECEIPTS FOR PAYMENTS RECEIVED POSTED AUGUST FOR JULY \$24,252.45, CASH IN \$257,029.97, CASH OUT \$255,476.79, ENDING BALANCE OF \$2,238,760.14.

**VIII. SUPERINTENDENT REPORT**

Leaks:

- Discussion was held on the five leaks for the month.
  - Grove St/Freemont Avenue – 253,726 gallons
  - Beech St – 71,360 gallons
  - Shady Springs/Cemetery Road – 538,243 gallons
  - Woodland Blvd/Lincoln Dr – 1,596,870 gallons
  - Shady Springs/Cemetery Road – 897,059 gallons

Vehicles:

Mr. Gouse mentioned the purchase of the New 2023 Chevrolet Colorado on 8/23/2023, which eliminates the 2008 Chevy Trailblazer and the 2006 Ford Ranger.

Mr. Gouse stated that there is an additional 2023 Chevrolet Colorado which is built and just waiting to be sent. This will replace the 2015 Dodge Ram.

Meter Policy:

This has been tabled until next meeting due to the absence of Attorney Carbonara.

**IX. PLANT REPORT**

There is no report. Mr. Scarton asked Mr. Gouse if he is aware of any issues at either of the plants. Mr. Scarton stated it was mentioned previously about a new Martindale Plant roof, which is being held off at this time. Mr. Scarton asked if there were quotes on the Media, Mr. Gouse stated that he is still waiting on the results.

**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 stated there is a Tier 2 notice that needs to go out to customers. Mr. Gouse said it needs to be issued by September 28, 2023 at which Mr. Scarton asked to please do it a few days before.

BAMR Project

Mr. Beyer stated he submitted the application on August 25, 2023.

Groundwater Feasibility Study

Mr. Beyer and Mr. Gouse met with Jamie Estep. Per Mr. Estep, Mr. Casselberry has completed his report. Potentially PWA can drill on Martindale side and a well on the Benscreek side. Emails and reports were provided for viewing, which was also discussed. Mr. Beyer suggested the PWA board review and schedule a workshop for further discussion.

Lead and Copper Status

Mr. Beyer was asked by PWA to compare other authorities lead and copper status; he stated PWA is currently like other authorities.

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.

Grand Submission

Mr. Beyer will prepare something for next month's meeting for grant submission on Cemetery Road & Shady Springs Road.

**XI. SOLICITOR'S REPORT**

Nothing to Report

**XII. FORESTER'S REPORT**

Nothing to Report

**XIII. UNFINISHED BUSINESS**

**XIV. NEW BUSINESS**

**XV. ADJUSTMENTS FOR THE MONTH**

ON MOTION OF MR. McCOY, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO APPROVE ALL OF THE SIX ADJUSTMENTS SUBMITTED FOR SEPTEMBER 2023 TOTALING \$624.89. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

**XVI. GOOD OF THE ORDER –**

**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. McCOY, THE BOARD UNANIMOUSLY AGREED TO ADJURN AT 7:48 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

**XXI. NEXT MEETING**

The next meeting will be Thursday, October 19, 2023 at 6:00 p.m.

Respectfully submitted,

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

