

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage Water Department was held Thursday October 19, 2023 at 6:00p.m., in the Conference Room located at 606 Cambria Street.

Those in attendance were:

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

Also present were:

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

Absent:

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 –

Mr. Adam Spry – North Allegheny Wind Farm – Mr. Spry is at the meeting tonight to discuss a new agreement with PWA. Attorney Carbonara explained that the new agreement will reference the old easement agreement expanding an extra 5,500 square feet. Mr. Spry explained more in detail mentioning there would be around 5 trees that will need cut.

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 SEPTEMBER 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 SEPTEMBER 2023

PAID BILLS 09/15/2023

Allegheny Supply	\$ 35.93
Christopher McCall – September 2023 Mtg	45.00
CMPA – Mailing September Postcard Bills	1,000.00
Comcast	609.04
Dino Scarton – September 2023 Mtg	45.00
EmB Computing – ½ down on Estimate 2486	1,076.60
Gary’s custom Painting, Inc. 2023 Colorado	495.00
Get Through Communications	221.09

Hilltop Office Supply Inc	154.05
Jeffrey Vasilko – Customer Deposit Refund	100.00
L/B Water Service, Inc.	1,262.10
Mary L. Elchin – Aug 11 & 25 2023	200.00
Matt McCoy – September 2023 Mtg	45.00
PA One Call Systems, Inc.	114.06
Penelec – Academy, Cambria, Straw & Mt. Ave	1,871.61
Portage Auto Parts	102.57
Pro Disposal, Inc.	200.97
Ray Oil & Gas Co.	35.24
Scott Yetsko – September 2023 Mtg	45.00
Stager’s Store	35.61
Thomas Riskus – September 2023 Mtg.	45.00
Tri-State Instruments	1,134.40
Verizon	434.19
Visa – 1 st Summit	903.70
TOTAL: \$	10,211.16

PAID BILLS 09/18/2023

REA Energy Cooperative Inc.	\$ 1,195.99
Sheetz Fleet Service	648.23
UPMC	5,394.87
TOTAL: \$	7,239.09

PAID BILLS 09/29/2023

1 st Summit Bank – LOC Final Payment	\$ 894.44
Cambria Mailing Services, Inc. Sept Postcards	94.82
EAD’S Group	3,944.60
EmB Computing – balance on Estimate 2486	1,076.60
Exeter Supply Co., Inc.	1,553.88
James Thompson – Customer Deposit Refund	100.00
Jody Douglas – Customer Deposit Refund	100.00
L/B Water Service, Inc.	\$ 2,574.45
Metron-Farnier, LLC	324.51
Michael Pakstis – Customer Deposit Refund	100.00
Pace Analytical Services, LLC	322.10
Rays Lawnmower	23.44
Ray Oil & Gas Co.	179.83
RDM-Johnstown LLC – August Lab	323.00
Stager’s Store	14.33
Univar USA Inc	5,284.07
Verizon Wireless	32.77
VWR International LLC	939.22
William Hershey – Customer Deposit Refund	100.00
TOTAL: \$	17,982.06

THE BOARD UNANIMOUSLY AGREED TO TABLE THE INVOICES FOR THE MONTH OF AUGUST 2023 IN THE AMOUNT OF \$55,685.97 DUE TO THE LACK OF INFORMATION PROVIDED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE INVOICES FOR THE MONTH OF SEPTEMBER 2023 TOTALING \$56,991.86. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

VII. TREASURER'S REPORT AUGUST

ON MOTION OF MR. McCALL, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE TREASURERS REPORT FOR THE MONTH OF AUGUST 2023 TOTALING BEGINNING CASH \$2,212,954.51, ENDING CASH \$2,234,442.45. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. YETSKO, SECONDED BY MR. McCALL, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE TREASURERS REPORT FOR THE MONTH OF SEPTEMBER 2023 TOTALING BEGINNING CASH \$2,234,442.45, ENDING CASH \$2,259,262.48. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

VIII. SUPERINTENDENT REPORT

Leaks:

Discussion was held on the leaks for the month.

Meter Policy:

Mr. Gouse stated he has the meter policy, which he looked over and is good. This policy is a new requirement for anyone transferring a home, buying or selling, they are required to have the waterlines updated as to what a new construction is. Which is having a meter pit installed.

IX. PLANT REPORT

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 stated there is a Tier 2 notice that needs to go out to customers. He stated it needs to be issued by December 25, 2023.

BAMR Project

Mr. Beyer stated no change.

Groundwater Feasibility Study

Mr. Beyer stated this will be discussed at the next workshop.

Waterline & Water Meter Replacement Project

Mr. Beyer will schedule a meeting with Portage Borough and Township to discuss the upcoming project to determine what restoration requirements will be required within their right-of-ways.

Grant Submission

Mr. Beyer stated grant submission for Shady Springs Road. Resolution needs completed by Attorney Carbonara and matching funds letter needs signed.

DCED Small Water & Sewer Grant

Mr. Beyer stated the grant that was submitted for the Meter Pit/SCADA Project was rescheduled for November.

Water Audit

Mr. Beyer stated it has been over a year since PADEP assisted with the water audit which was recommended yearly. He suggests PWA contact them to perform this again. Mr. Gouse said that he had talked to “her” and she said that PWA really can’t do this every year. She gave Mr. Gouse a list of information to keep track of.

Retainer Fees for 2024

Mr. Beyer stated that The Ead’s Group fees for meeting attendance and annual dam inspection will remain unchanged for 2024.

Annual Dam Inspection

Mr. Beyer stated the annual dam inspection is scheduled for 10/20/2023.

XI. SOLICITOR’S REPORT

Roof Agreement

Attorney Carbonara presented the roof agreement between PWA and Strongland Roofing Systems with changes, for approval.

Borough Garbage Agreement

Attorney Carbonara presented the agreement between PWA and The Borough of Portage for the garbage. The Borough contract with Pro Disposal is up in 2023. Attorney Carbonara spoke with Mr. Koban at the borough and stated that PWA would like to have a contract in place for 2024.

XII. FORESTER'S REPORT

Nothing to Report

XIII. UNFINISHED BUSINESS

XIV. NEW BUSINESS

ON MOTION OF MR. YETSKO, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO PASS THE NEW METER PIT POLICY AS DISTRIBUTED RESOLUTION 2023-02. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. McCALL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE AMENDED ROOF AGREEMENT WITH STRONLAND ROOFING SYSTEMS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

ON MOTION OF MR. McCALL, SECONDED BY MR. RISKUS, THE BOARD UNANIMOUSLY AGREED TO PASS RESOLUTION 2023-01 LSA GRANT FOR SHADY SPRINGS ROAD WATERLINE REPLACEMENT PROJECT FOR TOTAL OF \$997,365.60. 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 ONE OF THE TWO ADJUSTMENTS SUBMITTED FOR SEPTEMBER 2023 TOTALING \$90.60. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

XVI. GOOD OF THE ORDER –

Mr. Riskus brought up the issue with the excavator being sold. This has been discussed in previous meetings. Mr. Gouse stated that he has contacted Groff Equipment and they have not responded with an estimate of what it is worth for resale. Discussion was held on this topic. Mr. Gouse stated that if the excavator was to be sold, that PWA could then purchase a skid steer in replace of it. Mr. Gouse stated that Portage Township has interest in purchasing the excavator. Mr. McCoy asked Mr. Gouse to put a proposal with cost together for next month's meeting. Mr. Scarton also asked Mr. Gouse to get pricing.

Mr. Gouse stated he has the budget for 2024 to be discussed in executive session and possibly be approved at November's meeting.

XVII. PROFIT & LOSS BUDGET VS. ACTUAL –

Mr. McCall had a question on the general ledger account 477, Maintenance of Mains/Services being over budget. Mr. Gouse stated that is due the purchase of meters with the funds coming out of the Capital Improvement fund. Mr. McCall also questioned the general expense at Martindale as well as chemicals being almost double from last year. Mr. Gouse stated the chemicals have had a major increase in 2023, and that Mr. Moore said that he called around and that the rate for chemicals should be around the same for 2024.

XVIII. CAPITAL IMPROVEMENTS ACCOUNT REPORT –

Reviewed and discussed with no issues.

XIX. VACATION/SICK/COMP REPORT –

Reviewed and discussed with no issues.

Mr. Scarton mentioned a Special Meeting will be held on October 27, 2023 at 12:00 noon.

ON MOTION OF MR. McCOY, SECONDED BY MR. RISKUS THE BOARD UNANIMOUSLY AGREED TO AN EXECUTIVE SESSION AT 7:07 PM. EXECUTIVE SESSION ENDING AT 8:02 PM. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. YETSKO, MR. McCOY, MR. McCALL AND MR. RISKUS.

XX. ADJOURNMENT

ON MOTION OF MR. RISKUS, SECONDED BY MR. McCOY, THE BOARD UNANIMOUSLY AGREED TO ADJURN AT 8:04 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED, MR. SCARTON, MR. McCOY, AND MR. RISKUS.

XXI. NEXT MEETING

The next meeting will be Thursday, November 16, 2023 at 6:00 p.m.

Respectfully submitted,

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