

606 Cambria St.  
Portage, PA 15946

**BOARD MEMBERS PRESENTS**

Dino Scarton, Chairman  
Scott Yetsko, Vice Chairman  
Matt McCoy, Secretary - absent  
Chris McCall, Treasurer – absent  
Thomas Riskus - Secretary

**OTHERS PRESENT:**

Charles Gouse, Superintendent  
Joe Beyer, The EADs Group  
Jennifer Flowers, Recording Secretary

- 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** – Thomas Cummings
- III. **CORRESPONDENCE**
  - o The dates for the 2024 Municipal Authority of the Borough of Portage board meetings will be held every third Thursday and will be advertised to the public.
  - o Solicitor Carbonara will continue to be the solicitor for the Water Authority until December 31, 2023. If any legal action is needed after the end of the year, a special board meeting will be held before the January 18, 2024, regular meeting.
  - o Ms. Flowers and the board discussed the possibility of advertising for a court reporter to complete the monthly board meeting minutes.
- IV. **APPROVAL OF MINUTES** – The November 2023 minutes are not available currently.
- V. **AGENTS EXPENDITURES**

**Scott Yetsko motioned; Thomas Riskus seconded to accept the agent’s expenditures from June 28 through December 5,2023, in the amount of \$176.68. MOTION CARRIED: 3/0**
- VI. **DECEMBER 2023 INVOICES**

Brittany or David Shuler	11/09/2023	100.00
Cambria Mailing Services, Inc.	11/09/2023	89.92
Christopher McCall	11/09/2023	45.00
Clint Kick	11/09/2023	100.00
CMPA	11/09/2023	1,000.00
Dino Scarton.	11/09/2023	45.00
EmB Computing	11/09/2023	570.00
Get Through communications	11/09/2023	222.58
Jared Gabert	11/09/2023	100.00
JC Ehrlich Co Inc	11/09/2023	226.46
Mainline Newspaper	11/09/2023	152.36
Mary L. Elchin	11/09/2023	200.00
Matt McCoy	11/09/2023	45.00
Mosholder Insurance Agency	11/09/2023	7,744.00

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New Enterprise Stone & Lime Co Inc	11/09/2023	972.55
PA One Call System, Inc.	11/09/2023	64.75
Pace Analytical Services, LLC	11/09/2023	230.90
Penelec	11/09/2023	208.22
Peoples	11/09/2023	58.04
Portage Service Center	11/09/2023	359.00
Pro Disposal, Inc	11/09/2023	200.97
quadient	11/09/2023	154.69
Quadient Finance USA, Inc.	11/09/2023	1,003.00
Quaker Sales Corporation	11/09/2023	690.52
Rave Mobile Safety	11/09/2023	1,337.50
Ray Oil & Gas Co	11/09/2023	45.23
RDM-Johnstown LLC	11/09/2023	266.00
Scott Yetsko	11/09/2023	45.00
Shawna Riopelle	11/09/2023	100.00
Thomas Riskus	11/09/2023	45.00
Univar USA, Inc	11/09/2023	8,171.47
Verizon	11/09/2023	452.04
Verizon Wireless	11/09/2023	33.23
Visa - 1st Summit	11/09/2023	1,587.28
C Harper	11/24/2023	30,059.00
Commonwealth of Pennsylvania - Dep	11/24/2023	3,000.00
E.MAP - Billing Dept.	11/24/2023	50.00
Grainger	11/24/2023	156.38
Hach	11/24/2023	7,942.66
L. B. Water Service, Inc.	11/24/2023	7,780.72
Pa Rural Water Association	11/24/2023	230.00
Penelec	11/24/2023	1,611.77
Ray Oil & Gas Co	11/24/2023	404.97
REA Energy Cooperative Inc.	11/24/2023	1,431.16
Sheetz Fleet Service	11/24/2023	532.26
Stager's Store	11/24/2023	159.51
UPMC Health Plan	11/24/2023	3,856.49
Wessel & Company	11/24/2023	145.00
<b>TOTAL</b>		<b>\$84,025.63</b>

**Thomas Riskus motioned; Scott Yetsko seconded to approve the invoices for the month of November 2023 in the amount of \$103,972.99. MOTION CARRIED: 3/0**

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VII. **TREASURER'S REPORT**

**Scott Yetsko motioned; Thomas Riskus seconded to accept the Treasurer's Report with an ending cash balance of \$2,260,003.58. MOTION CARRIED: 3/0**

VIII. **SUPERINTENDENT'S REPORT**

**Leaks** -The superintendent informed the board of the four leaks since the last meeting were fixed.

**Lead & Copper Survey** -The EADS group has mailed out the lead and copper surveys. Many homeowners have contacted the Water Authority to complete the surveys.

**Equipment Operator** - Thomas Cummings started his employment with the Water Authority as of December 4, 2023.

**Filter Media** - The filter media samples were not as good as expected, specifically at Martindale, and will need to be replaced. Quotes to replace the media filter at Martindale were provided to the board by the superintendent. Quotes were also provided to have Benscreek media filter cleaned.

**Meeting with DEP** - DEP has advised the Water Authority to keep progressing with the plans for the new plants but not to ignore our current plants to keep them up to date. The property owner, Mr. Custer, has allowed Jim Castleberry and Dave Baumbaugh to access his property to flag the well drilling sight. The solicitor will need to begin drafting an easement agreement.

**Lamar Advertising** – A billboard located at Frankstown Road and Route 164 is on the property owned by the Water Authority. The solicitor is in the process of attaining a new lease to be signed by the authority and Lamar Advertising.

**Treatment Plants Engineering Firm** - The employees at the plant have suggested Travis Long as the engineer to design the new plant.

**Leaks for the Year** – As of December 12, 2023, the total amount of water loss was 18,316,831 gallons.

**Quote on Excavator** – A quote from Foster F. Wyland was provided and discussed between the board, superintendent, and Thomas Cummings. Foster F. Wyland is the only company to provide a quote. Chairman Scarton would like quotes from at least three companies before a decision is made.

**2024 Budget** - The superintendent discussed the proposed budget with the board and expenses that have increased. Discussion of possible needed improvements within the PWA followed.

**Employee Permission to Carry Vacation time to 2024** – The PWA policy allows employees to carry over two weeks of vacation time into the next year with board approval. The following have requested to carry over to the coming 2024 year: DJ Moore at 80-hours, Anthony Thompson at 60.5 -hours, Charles Gouse at 80-hours, and Mark Kennedy at 40-hours.

IX. **PLANT REPORT** – None.

X. **ENGINEER'S REPORT**

1. No change with emergency action plan.
2. PWA will need to issue a Tier 2 violation public notice no later than December 25, 2023, and will continue to issue the violation notice every three months thereafter. Mr. Beyer met with DEP on December 8 to discuss the plans for the violations and again on December 13 to discuss drilling for a well in the Martindale area.

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3. The engineer stated he is continuing the field work for waterline and meter replacement.
4. The PWA was not awarded the DCED Small Water and Sewer, and H2O grant at the CFA meeting in November.
5. The Authority was awarded grant money from the County Commissioners in the amount of \$26,910.00.
6. The annual dam inspection was sent in and completed. The comments are the same as previous years. The immediate improvements needed are to repair the concrete spillway and the energy dissipater with non-shrink grout, continue to mow the grass, and clear the brush twice a year.
7. The lead and copper letters have been mailed out to the residents of the Portage Water Authority.
8. BAMR project was submitted but will not hear any update until March 2024.

XI. **SOLICITOR'S REPORT** - None.

XII. **FORESTER'S REPORT** - None.

XIII. **UNFINISHED BUSINESS**

XIV. **NEW BUSINESS**

XV. **GOOD OF THE ORDER** – None.

XVI. **PROFIT & LOSS vs. ACTUAL** – No comments.

XVII. **CAPITAL IMPROVMENTS ACCOUNT REPORT**

XVIII. **EMPLOYEE TIME** – None.

XIX. **ADJUSTMENT FOR THE MONTH**

**Scott Yetsko motioned; Thomas Riskus seconded to approve the adjustments for Barbara Vrabel, TLM Holdings, and Donald & Tina Lewis. MOTION CARRIED: 3/0**

**Scott Yetsko motioned; Thomas Riskus seconded to enter Executive Session for personnel and legal at 7:03 P.M. MOTION CARRIED: 3/0**

The board reconvened the regular meeting at 7:24 P.M. with no action taken.

XX. **ADJOURN**

**Thomas Riskus motioned; Scott Yetsko seconded to adjourn the meeting at 7:25 P.M. MOTION CARRIED: 3/0**

Respectfully Submitted,

Amber Malzi