

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

Dino Scarton, Chairman
Scott Yetsko, Vice Chairman
Thomas Riskus, Vice Secretary
Mark Stancovich, Treasurer

OTHERS PRESENT:

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

- I. **CALL TO ORDER** - Mr. Scarton called the meeting to order at 6:21 p.m., followed by the Pledge of Allegiance and Roll Call.
- II. **RECOGNITION OF VISITORS** – None
- III. **CORRESPONDENCE** – Chairman Scarton mentioned the upcoming date of April 11th, 2024 of Board Member Training and would like the rest of the Board members to consider attending the training.
- IV. **APPROVAL OF MINUTES** – Not available at this time.
- V. **AGENTS EXPENDITURES** – None
- VI. **DECEMBER 2023 INVOICES**

PAID BILLS 12/0/2023

The EADS Group	10,964.20
Get Through Communications	222.58
Grainger	507.08
Hach	4,452.75
L. B. Water	1,347.65
Mainline Newspaper	79.00
Mosholder Insurance	1,134.00
Pace Analytical Service	413.30
Pro Disposal	182.70
Ray Oil & Gas Co.	1,672.70
Scanlan Electric	28.49
Stager’s Store	22.97
UniFirst	82.27
United Graphics	1,558.63
Verizon Wireless	33.55
Visa – 1 st Summit	<u>385.98</u>

Total \$23,087.85

PAID BILLS 12/22/2023

CMPA	1,000.00
Dino Scarton – Nov. 2023 Mtg.	45.00

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Diversified Technology	312.50
Gary's Custom Painting	495.00
Grainger	30.60
L. B. Water	2.55
Lowe's	191.86
Mary L. Elchin	200.00
PA One-Call Systems, Inc.	70.03
Pace Analytical Services	363.90
Penelec	2,025.00
PMRS	5,024.00
Portage Auto Parts	46.72
Randall Motor Company	185.53
Ray Oil & Gas	404.59
RDM	304.00
REA Energy	1,662.49
Scanlan Electric	58.69
Scott Yetsko – Nov. 2023 Mtg.	45.00
Sheetz Fleet Service	584.43
Stager's Store	23.56
Thomas Riskus – Nov. 2023 Mtg.	45.00
United Graphics	2,347.06
UPMC Health Plan	6,925.42
Verizon	<u>447.76</u>

Total \$21,940.69

Mark Stancovich motioned; Thomas Riskus seconded to approve the December 2023 invoices in the amount of \$67,304.53. MOTION CARRIED: 4/0

VII. TREASURER'S REPORT

Scott Yetsko motioned; Thomas Riskus seconded to approve the Treasurer's report for the month of December 2023 totaling Beginning Cash \$2,260,003.58, Cash In - \$255,249.61, Ending Cash - \$2,305,778.98. MOTION CARRIED: 4/0

VIII. SUPERINTENDENT REPORT

Leaks – None at this time.

Vehicles - Unit #3 was towed to Weaklands for repairs.

Lead and Copper Survey – Many new properties have participated in the lead and copper survey, since the last meeting. The winner of the January 2024 survey is 139 Shoemaker Circle. The property will receive \$100.00 off of their water bill.

Excavator - At this time, the Water Authority is waiting to hear from the Township about the excavator. Where to store the excavator is yet to be determined. The board discussed

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the possibility of constructing a storage building. The board would like the superintendent to explore the possibility of sharing the excavator four ways between the Township, Borough, Sewer Authority, and Water Authority.

Scott Yetsko motioned; Tom Riskus seconded for the superintendent to begin gathering quotes and inspecting the pipe yard for the construction of a new building. MOTION CARRIED: 4/0

2024 Budget – The 2024 budget needs formally approval.

DEP Plant Inspection – At the previous meeting, the necessary purchases for the plant inspection were approved. The plant and Martindale SCADA system are now flow paced.

IX. PLANT REPORT - No discussion at this time.

X. ENGINEER'S REPORT

Emergency Action Plan – No change in the Emergency Action Plan.

Notice of Violations – The Water Authority will need to issue another violation notice no later than March 17, 2024 and continue to do so every three months.

2a New Plants - DEP would like to know the future plans are for the new plant(s).

Waterline & Water Meter Replacement – Snow has delayed the fieldwork. The work will continue will continue, weather permitting.

BAMR Waterline Project – The application was submitted in August 2023. The approximate timeline of notice is eight months, which is around the end of March 2024.

Well Drilling – Tentative Schedule is as Follows and will continue through the 2024 year.

- 1/3/2024 Work plan and cost estimate/schedule has been approve by Ms. Estep (PADEP).
- 1/5/2024 Development of work plan and scope of engineering services.
- 2/29/2024 Identification of potential test well sites.
- 3/31/2024 Prepare well drilling specifications, solicitation of cost quotations, and hiring of a drilling contractor.
- 3/31/2024 Prepare test well drilling pad design and specifications and hiring of a contractor.
- 5/31/2024 Supervision of test well installations and preliminary aquifer testing.
- 6/30/2024 Preparation and submission of the PADEP predrilling plan.
- 7/31/2024 Supervision of production well construction
- 8/31/2024 Preparation of PADEP aquifer testing plan.
- 10/31/2024 Production well aquifer testing.
- 12/31/2024 Final Project report.

Engineering Retainer Agreement – The solicitor will review the agreement before the board signs the agreement.

Borough hydrants - In the agreement, the borough not be billed for water usage from fire hydrants as long as there was police coverage at the plants. The agreement has ended as

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per borough minutes. The superintendent questioned if the board would like borough hydrants billed going forward.

XI. **SOLICITOR’S REPORT** - None

XII. **FORESTER’S REPORT** – None.

XIII. **UNFINISHED BUSINESS**

Scott Yetsko motioned; Tom Riskus seconded the final approval of the 2024 budget. MOTION CARRIED: 4/0

XIV. **NEW BUSINESS**

Scott Yetsko motioned; Mark Stancovich seconded to advertise for part-time office administrative assistant. MOTION CARRIED: 4/0

XV. **GOOD OF THE ORDER** –None.

XVI. **PROFIT & LOSS vs. ACTUAL**

Discussion of the 2023-year end income and expenses was held.

XVII. **CAPITAL IMPROVEMEMTS ACCOUNT REPORT**

XVIII. **ADJUSTMENTS FOR THE MONTH** – None.

The Board convened to Executive Session for contracted services and personnel at 5:57 P.M. and reconvened at 6:20 P.M

XIX. **ADJOURN:**

Mark Stancovich motioned; Tom Riskus seconded to adjourn the meeting at 7:21 P.M. MOTION CARRIED: 4/0

Respectfully submitted,

Amber Malzi