

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

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

OTHERS PRESENT:

Charles Gouse, Superintendent
Joe Beyer, The EADs Group
Amber Malzi, Administrative Assistant

- 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** – None
- III. **CORRESPONDENCE** – Packet from Wessel. The Board would like to table the 2021-2022 audit until the auditor is available to present at the meeting.
- IV. **APPROVAL OF MINUTES** – Not available at this time.
The Board would like November and December 2023, Reorganization, January and February 2024 minutes available at the March 21, 2024 meeting.
- V. **AGENTS EXPENDITURES** – None
- VI. **DECEMBER 2023 INVOICES**

PAID INVOICES 01/05/2024 – 01/31/2024

AWWA	01/05/2024	\$ 412.00
EADs Group	01/05/2024	\$ 3,618.80
Exeter Supply Co., Inc.	01/05/2024	\$ 1,574.10
Foster F Wineland, Inc	01/05/2024	\$ 958.04
Grainger	01/05/2024	\$ 540.50
Hilltop Office Supply Inc.	01/05/2024	\$ 113.65
L/B Water Service, Inc.	01/05/2024	\$ 2,458.70
Pa Rural Water Association	01/05/2024	\$ 270.00
Pace Analytical Services, LLC	01/05/2024	\$ 413.30
PMAA	01/05/2024	\$ 1,388.18
Portage Service Center	01/05/2024	\$ 165.00
Ray Oil & Gas Co	01/05/2024	\$ 1,585.21
Verizon Wireless	01/05/2024	\$ 33.23
Allegheny Supply	01/19/2024	\$ 169.86
Cambria Mailing Services, Inc.	01/19/2024	\$ 216.20
Christopher McCall	01/19/2024	\$ 45.00
CMPA	01/19/2024	\$ 1,000.00
Dino Scarton.	01/19/2024	\$ 45.00
Mainline Newspaper	01/19/2024	\$ 35.00
Mark Stancovich	01/19/2024	\$ 45.00
Mary L. Elchin	01/19/2024	\$ 300.00

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Northern Safety & Industrial	01/19/2024	\$ 401.70
PA One Call System, Inc.	01/19/2024	\$ 37.47
Pace Analytical Services, LLC	01/19/2024	\$ 230.90
Penelec	01/19/2024	\$ 1,999.01
Peoples	01/19/2024	\$ 204.82
PMAA	01/19/2024	\$ 316.23
Portage Auto Parts	01/19/2024	\$ 8.99
Pro Disposal, Inc	01/19/2024	\$ 182.70
Ray Oil & Gas Co	01/19/2024	\$ 779.49
RDM-Johnstown LLC	01/19/2024	\$ 152.00
REA Energy Cooperative Inc.	01/19/2024	\$ 1,754.03
Scott Yetsko	01/19/2024	\$ 45.00
Sheetz Fleet Service	01/19/2024	\$ 382.79
Stager's Store	01/19/2024	\$ 60.46
Thomas Riskus	01/19/2024	\$ 45.00
Tom Cummings	01/19/2024	\$ 300.00
UPMC Health Plan	01/19/2024	\$ 5,597.25
Verizon	01/19/2024	\$ 445.35
Visa - 1st Summit	01/19/2024	\$ 1,337.24
Wessel & Company	01/19/2024	\$ 9,500.00
TOTAL		\$ 39,167.20

Mark Stancovich motioned; Thomas Riskus seconded to approve the January 1st to January 31st, 2024 invoices for \$39,167.20. MOTION CARRIED: 3/0

VII. TREASURER’S REPORT

The board has tabled the Treasurer’s report until the accounts are reconciled and in order.

VIII. SUPERINTENDENT REPORT

Leaks- Superintendent Gouse stated there have been 11 leaks in January 2024.

Purchase of Excavator- Correspondence from the Township and Borough declined to split the cost of the trade in value of existing excavator, the Sewer Authority has not had their meeting as of this meeting. The superintendent and board agree to table the purchase of an excavator until after the sewer has made a decision.

Purchase of Dump Truck - Unit #3 dump truck was repaired due to a front main seal leak. The superintendent has provided the board members with quotes to replace the truck.

Mark Stancovich motioned; Thomas Riskus seconded the approval to order a new dump truck including trade-in with parts and accessories not to exceed \$61,000. MOTION CARRIED: 3/0

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Benscreek Furnace-The board members received quotes to replace the furnace at the Benscreek plant.

Thomas Riskus motioned; Mark Stancovich seconded to approve Ace's furnace installation cost of \$4,550.00. MOTION CARRIED: 3/0

Lead and copper survey- No update at this time. The winner of the Meter Survey is 623 Main Street, Portage, PA 15946 and will receive a \$100.00 credit to their water bill.

911 Caldwell Ave - The property located at 911 Caldwell is for sale.

SCADA - The current SCADA system is over 20 years old and continues to fail. Quotes will need to be submitted to upgrade the SCADA system in the future.

Mark Stancovich motioned; Thomas Riskus seconded to begin accepting bids to upgrade the SCADA system. MOTION CARRIED: 3/0

New Meters – Discussion was held for an extended plan to purchase meters.

Office – As of February 2, 2024 Jennifer Flowers will no longer be an employee at Portage Water Authority and will be replaced by Amber Malzi.

Thomas Riskus motioned; Mark Stancovich seconded to approve hiring Amber Malzi as the Full-time Administrative Assistant as of February 2, 2024 at a rate of \$18.00 per hour. MOTION CARRIED: 3/0

Mark Stancovich motioned; Thomas Riskus seconded for Amber Malzi and Chuck Gouse to acquire logins with 1st Summit Bank and permission to all bank account information. MOTION CARRIED: 3/0

Thomas Riskus motioned; Mark Stancovich seconded to remove Jennifer Flowers, Matt McCoy, Chris McCall and all prior Board Members from all 1st Summit Bank accounts. MOTION CARRIED: 3/0

IX. PLANT REPORT – Nothing to report at this time.

X. ENGINEER'S REPORT

Emergency Action Plan - The location map submitted to PADEP satisfies requirements for now according to Ryan Knarr (PADEP). Other information will need submitted after "new" requirements are determined.

Notice of Violations – No update at this time.

New Plants - The engineers talked to PADEP said the Authority would like to construct one plant, drill a well in the Martindale Area and increase water allocation. The engineer met with the superintendent and the plant operator on February 9, 2024 to discuss the new plant in Martindale.

Mark Stancovich motioned; Thomas Riskus seconded for The EADS Group to begin mapping for the new plant(s). MOTION CARRIED: 3/0

Waterline and Water Meter Replacement Project- The engineer will attend the Township and Borough meetings to discuss the upcoming project.

BAMR Waterline Project- No update at this time.

Well Drilling in Martindale- The scheduled plans approved by Ms. Estep from the PADEP are still ongoing.

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XI. SOLICITOR'S REPORT

Lamar Advertising - The board would like the Superintendent and Solicitor to reach out to Lamar Advertising to discuss a new agreement.

Mark Stancovich motioned; Thomas Riskus seconded for an updated agreement with Lamar Advertising. MOTION CARRIED: 3/0

North Allegheny Easement – The solicitor has examined the easement and provided it to the chairman to sign.

Well Drilling – No update.

Office Roof Agreement – The solicitor and board discussed the current roof agreement.

Thomas Riskus motioned; Mark Stancovich seconded to terminate the roof agreement with Strongland Roofing. MOTION CARRIED: 3/0

Mark Stancovich motioned; Thomas Riskus seconded to authorize the bid for a new roof agreement. MOTION CARRIED: 3/0

XII. OLD BUSINESS – None.

XIII. NEW BUSINESS

Mark Stancovich motioned; Thomas Riskus seconded the approval to transfer a majority of money from the General Fund Checking to the Money Market account. MOTION CARRIED: 3/0

Mark Stancovich motioned; Thomas Riskus seconded to approve the transfer of all money except \$500.00 from the PennVest and USDA accounts at 1st Summit Bank to the Money Market account. MOTION CARRIED: 3/0

XIV. GOOD OF THE ORDER- None.

XV. ADJUSTMENTS FOR THE MONTH-

Mark Stancovich motioned; Thomas Riskus seconded to approve the water adjustment for 135 Munster Rd, Portage, PA 15946. MOTION CARRIED: 3/0

The Board convened to Executive Session at 7:24 P.M. and reconvened at 7:44 P.M.

XVI. ADJOURNMENT

Mark Stancovich motioned; Thomas Riskus seconded to adjourn the meeting at 7:46 P.M. MOTION CARRIED: 3/0

Respectfully Submitted,

Amber Malzi