

606 Cambria St.
Portage, PA 15946

BOARD MEMBERS PRESENTS

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

OTHERS PRESENT:

Charles Gouse, Superintendent
Joe Beyer, The EADs Group
Toby McIlwain, Solicitor
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** –Steve Seawalk – The EADS Group,
Robert Koban – Portage Borough Manager – Since the ending of police coverage at the plants, the borough received a water bill for the fire hydrants. Mr. Koban provided the PWA board with a list of questions regarding the water bill. The list was given to Solicitor McIlwain to look over.

- III. **CORESPONDENCE**
2021 -2022 Financial Audit - Meghan Freidhoff or Wessel & Co. provided the Board with the 2021 – 2022 Financial Audit outlines. The discussion of the audit followed. To concluded, Ms. Freidhoff explained the Portage Water Authority received a clean audit for the years 2021 and 2022. The audit will be kept on file at the Portage Water Authority office.
John Bilchak – The Portage Water Authority officially welcomed John Bilchak to the Authority Board as the new Secretary.
Mark Stancovich motioned; Thomas Riskus seconded to appoint John Bilchak as the new Portage Water Authority Secretary. MOTION CARRIED: 5/0
Scott Yetsko motioned; Thomas Riskus seconded to add John Bilchak as a signer on the accounts at 1st Summit Bank. MOTION CARRIED: 5/0

- IV. **APPROVAL OF MINUTES**
Scott Yetsko motioned; Thomas Riskus seconded to approve the December 2023 minutes. MOTION CARRIED: 3/0

Scott Yetsko motioned; Thomas Riskus seconded to approve the January 2024 minutes. MOTION CARRIED: 3/0

Scott Yetsko motioned; Thomas Riskus seconded to approve the 2024 Reorganization minutes. MOTION CARRIED: 3/0

Scott Yetsko motioned; Thomas Riskus seconded to approve the February 2024 minutes. MOTION CARRIED: 3/0

- V. **AGENTS EXPENDITURES** – None

606 Cambria St.
Portage, PA 15946

VI. INVOICES

PAID INVOICES 02/01/2024 TO 02/29/2024

Cambria Mailing Services, Inc.	02/02/2024	145.79
Commonwealth of PA	02/02/2024	10,000.00
EADs Group	02/02/2024	5,428.79
J.M. DeLullo Stone Sales Inc.	02/02/2024	898.98
Kaith's Heating & Air Service LLC	02/02/2024	390.00
Mainline Newspaper	02/02/2024	53.86
Mosholder Insurance Agency	02/02/2024	7,871.00
Pace Analytical Services, LLC	02/02/2024	444.30
Portage Service Center	02/02/2024	357.82
Quadient	02/02/2024	154.70
Ray Oil & Gas Co	02/02/2024	2,535.33
SCANLAN ELECTRIC	02/02/2024	601.58
SmartSights	02/02/2024	800.00
Stager's Store	02/02/2024	225.26
UniFirst	02/02/2024	48.43
Verizon Wireless	02/02/2024	34.05
VWR International LLC	02/02/2024	2,382.99
Weakland's Mechanic Shop	02/02/2024	1,498.97
USDA Rural Development	02/12/2024	16,050.22
Comcast	02/15/2024	461.67
EADs Group	02/15/2024	65.00
EADs Group	02/15/2024	3,599.79
EADs Group	02/15/2024	1,764.00
Environmental Service Laboratories, Inc	02/15/2024	441.06
FERGUSON WATERWORKS #920	02/15/2024	484.32
Get Through communications	02/15/2024	445.22
Hach	02/15/2024	321.16
Hach	02/15/2024	1,298.88
J.M. DeLullo Stone Sales Inc.	02/15/2024	2,000.10
L. B. Water Service, Inc.	02/15/2024	1,549.30
Metron-Farnier, LLC	02/15/2024	3,005.98
Metron-Farnier, LLC	02/15/2024	36,800.00
PA One Call System, Inc.	02/15/2024	54.05

606 Cambria St.
Portage, PA 15946

Pa Rural Water Association	02/15/2024	180.00
Pace Analytical Services, LLC	02/15/2024	248.70
Pace Analytical Services, LLC	02/15/2024	100.80
Penelec	02/15/2024	1,648.11
Penelec	02/15/2024	21.11
Penelec	02/15/2024	20.30
Penelec	02/15/2024	214.40
Peoples	02/15/2024	383.08
Portage Auto Parts	02/15/2024	76.39
Pro Disposal, Inc	02/15/2024	182.70
Raptosh Lehmier & Carbonara	02/15/2024	1,353.50
Ray Oil & Gas Co	02/15/2024	249.94
Ray Oil & Gas Co	02/15/2024	408.80
REA Energy Cooperative Inc.	02/15/2024	1,702.24
SCANLAN ELECTRIC	02/15/2024	85.74
UPMC Health Plan	02/15/2024	115.59
UPMC Health Plan	02/15/2024	4,153.49
Verizon	02/15/2024	448.17
Mary L. Elchin	02/15/2024	200.00
Visa - 1st Summit	02/15/2024	1,751.76
Mainline Newspaper	02/20/2024	33.84
RPM SIGNS	02/20/2024	31.95
Sheetz Fleet Service	02/20/2024	540.08
Univar USA, Inc	02/20/2024	3,906.50
Univar USA, Inc	02/20/2024	2,425.87
Wessel & Company	02/20/2024	500.00
CMPA	02/20/2024	1,000.00
BROTHERS SOLUTIONS	02/29/2024	3,700.00
L. B. Water Service, Inc.	02/29/2024	684.95
L. B. Water Service, Inc.	02/29/2024	925.00
Metron-Farnier, LLC	02/29/2024	79.87
Pace Analytical Services, LLC	02/29/2024	248.70
Pace Analytical Services, LLC	02/29/2024	100.80
Portage Auto Parts	02/29/2024	37.79
Portage Service Center	02/29/2024	175.10
Ray Oil & Gas Co	02/29/2024	1,256.41
Verizon Wireless	02/29/2024	33.27
		\$131,437.55

606 Cambria St.
Portage, PA 15946

Mark Stancovich motioned; John Bilchak seconded to approve the March 2024 invoices for \$131,437.55. MOTION CARRIED: 5/0

VII. TREASURER'S REPORT

Scott Yetsko motioned; Thomas Riskus seconded to approve the Treasures Report in the amount of \$2,003,645.58. MOTION CARRIED: 5/0

VIII. SUPERINTENDENT REPORT

Excavator – The Portage Sewer Authority is interested in purchasing the large excavator from the Portage Water Authority.

Purchase of Dump Truck – The new dump truck was ordered through Tri Star at a purchase price of \$61,000 per the February meeting.

Unit #6 - The transmission on Unit # 6 is no longer in working condition. Mr. Gouse provided the board with a quote to have the transmission repaired.

Scott Yetsko motioned; Thomas Riskus second to approve the repair of Unit #6 transmission at Jat's Transmission. MOTION CARRIED: 5/0

Lead and copper survey- No update at this time. The winner of the Meter Survey is 1422 Conemaugh Avenue, Portage, PA 15946 and will receive a \$100.00 credit for their water bill.
911 Caldwell Ave - The property at 911 Caldwell Avenue is listed for sale.

Mark Stancovich motioned; Thomas Riskus seconded for the Superintendent to proceed with an offer to purchase the property located at 911 Caldwell Avenue not to exceed \$100,000.00. MOTION CARRIED: 5/0

Personnel – Both Martindale and Benscreek plants are short staffed and the Water Authority is in need of an equipment operator due to the resignation of the previous operator.

John Bilchak motioned; Mark Stancovich seconded to post and advertise for the employment openings for a laborer and equipment operator. MOTION CARRIED 5/0

SCADA - The superintendent provided and discussed the quotes for the updated SCADA system.

Mark Stancovich motioned; John Bilchak seconded to approve the purchase of the cellular SCADA from Cambria Systems in the amount of \$83,200. MOTION CARRIED: 5/0

Scott Yetsko motioned; Mark Stancovich seconded to the repair the current SCADA system in the amount of \$2,200. MOTION CARRIED: 5/0

Martindale & Benscreek Plant Internet - The internet at both plants does not work, as it should. Representatives from DEP suggest the internet provider be upgraded as soon as

606 Cambria St.
Portage, PA 15946

possible. The superintendent explained the only internet provider that would work at both locations is from Star link. Chairman Scarton would like a side-by-side comparison at the next meeting to make an informed decision.

Extended Plan for New Water Meters - The purchase of new water meters still needs a long-term plan for purchasing. Mr. Seawalk of the EADS Group suggested possibly combining purchases with other municipalities to receive bulk pricing.

Updated Rules & Regulations – The Portage Water Authority Rules and Regulation have not been reviewed or updated in many years. Multiple Resolutions were added to the existing Rules and Regulations. The Superintendent organized an updated version and provided it to the board and solicitor to review and make recommendations.

Borough Hydrants - Many repairs were made to the old borough hydrants. The PWA will continue to make repairs on the hydrants.

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

X. ENGINEER'S REPORT

1. Emergency Action Plan – No change to the emergency action plan.

2. Notice of Violations – No change currently. The next public notice will need by June 13, 2024, and continue every three months after.

2a. New Plants – Mr. Beyer has prepared a task order to begin the mapping.

3. Waterline and Water Meter Replacement Project - Mr. Beyer held a pre-app meeting with PADEP for Chapter 102-105 permitting on February 28, 2024.

4. BAMR Waterline Project - No update at this time.

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

6. Task Order Agreement – The EADS Group provided the Board with a Task Order Agreement for performing WTP work, and all future tasks requested by the PWA. Solicitor McIlwain and the engineers explained how the task order agreement falls with the underlying agreement, keeps tasks simplified, and the projects in order with the scheduled timeline.

Mark Stancovich motioned; John Bilchak seconded to approve the Task Order Agreement from The EADS Group. MOTION CARRIED: 5/0

Scott Yetsko motioned; John Bilchak seconded to approve Task Order #1 with the EADS Group to begin mapping. MOTION CARRIED: 5/0

7. Withdrawal Permit - The engineer has completed the withdrawal permit for the Benscreek impounded to the Pennsylvania Fish and Boat Commission. The withdrawal form will be returned to PWA, signed, and submitted.

8. Long-Term Plan – Mr. Beyer discussed the long-term plan regarding the plants. The plans should be reviewed and discussed annually. Chairman Scarton asked the other board members when they are available for a special meeting to review the long-term plan. Everyone is in agreement to advertise for a Special Meeting on Thursday, April 11, 2024 at 4:00 P. M.

606 Cambria St.
Portage, PA 15946

9. Shady Springs Waterline Project – Mr. Beyer submitted a grant application for the waterline replacement of Shady Springs to the John Fetterman appropriations money on March 21, 2024.

XI. SOLICITOR’S REPORT

Roofing Contract - A letter of termination for the roofing contract was mailed certified to Strongland Roofing. The solicitor and PWA have not had any contact from Strongland Roofing except for the green certified card that the letter was in fact delivered.

Lamar Advertising - The superintendent has reached out to a representative at Lamar Advertising to renegotiate the terms of the new lease agreement. As of now, Lamar Advertising legal representative is looking into the current issues regarding the signers and lease.

JD Custer Easement – As of the last meeting there is no update. The solicitor suggested JD Custer attend an upcoming meeting.

North Alleghany Easement – Representatives of North Alleghany are asking for multiple changes to the easement that was approved last PWA meeting. The solicitor will contact the attorneys at North Alleghany and update the board at the next PWA Meeting.

XII. UNFINISHED BUSINESS – None.

XIII. NEW BUSINESS

XIV. ADJUSTMENTS FOR THE MONTH-

Mark Stancovich motioned; John Bilchak seconded to approve the water adjustments for Walter & Dan Kuisick, Wayne Pinos, Jaymison Walter, Helping Hand, and Zachary Glass. MOTION CARRIED: 5/0

XV. EXECUTIVE SESSION

The board convened to executive session.

Thomas Riskus motioned; Mark Stancovich seconded to enter executive session at 8:04 for Legal, Real Estate, Contracts, Assets, and Personnel.

The board reconvened the regular meeting at 8:36 P. M.

XVI. ADJOURNMENT

Mark Stancovich motioned; Thomas Riskus seconded to adjourn the meeting at 8:36 P.M. MOTION CARRIED: 3/0

Respectfully Submitted,

Amber Malzi