

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 9, 2014, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Steve Koval, Chairman
Ray Bowman
Tom Hodgkinson
Tom Kunko
Jerome Yetsko

Also present were: Ron Cadwallader, Jr., Superintendent; Attorney Bill Barbin, Solicitor; and Joe Beyer, The EADS Group.

I. CALL TO ORDER

Mr. Koval, Chairman, called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

II. RECOGNITION OF GUESTS

There were no guests present.

III. CORRESPONDENCE

Mr. Koval stated that a letter was received from Portage Borough Council noting the appointment of Mr. Bowman to a full term on the Water Authority Board.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 5, 2013 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO AND MR. YETSKO.

V. AGENT'S EXPENDITURES

ON MOTION OF MR. BOWMAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD NOVEMBER 1, 2013 THROUGH DECEMBER 31, 2013 IN THE AMOUNT OF \$57.22. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO AND MR. YETSKO.

VI. INVOICES

Cambria Mailing Services Inc	\$ 76.27
Cambria Systems, Inc	371.00
CMPA	1,000.00
Ebensburg Office Supply	311.92
Environmental Service Labs	72.00
HACH	5,318.95
The Hite Co	9,032.26

L/B Water Service Inc	9,455.60
Link Computer Corp	947.50
Mainline Newspapers	27.68
Mary L. Elchin	144.00
Portage Auto Parts	161.06
Portage Post Office	276.00
Portage Service Center	898.15
Ray's Lawnmower	900.27
Ray Oil & Gas	2,983.61
Raymond G Bowman	50.00
RDM – Johnstown LLC	170.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	339.47
Stephen F Koval	50.00
Thomas Hodgkinson	50.00
Thomas Kunko	50.00
United Graphics	2,174.71
Visa – 1 st Summit	28.90
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	\$34,959.35

Paid Bills

Frank Lombardo	\$ 100.00
Meghan Maul	100.00
Norfolk Southern Railway	5,097.85
Tina Leturgey	100.00
William Walters Jr	100.00
Michael Barton	3,313.20
1 st Summit Bank	31.75
Comcast	120.50
Health America	5,172.24
Memorial Medical Center	90.52
PA One Call System	22.10
PRWA	255.00
REA Energy Cooperative	1,561.90
Visa – 1 st Summit	1,389.43
FWF Insurance Agency	2,066.00
Lowe's	22.47
Penelec	2,271.99
Peoples Natural Gas	241.71
Portage Area Sewer Authority	10.24
Pro Disposal	142.00
Staples Credit Plan	341.15
Verizon	609.20
Aflac	153.38
Capital Region Benefits Inc	84.71
FT Thomas Pump and Supply	4,806.64
LR Roofing Systems	2,800.00
Paul Chobany	100.00
Sheetz Fleet Service	810.81
Verizon Wireless	130.96
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	\$32,045.75

ON MOTION OF MR. BOWMAN, SECONDED BY MR. HODGKINSON, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$76,410.01 (REGULAR BILLS, \$34,959.35; PAID BILLS, \$32,045.75; PennVEST, \$3,896.36 AND \$5,508.55). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2013 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,495,260.54; CASH IN, \$318,531.52; CASH OUT, (\$268,820.54); ADJUSTMENT (INTEREST), \$0; ENDING CASH, \$1,544,971.52. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

VIII. SUPERINTENDENT'S REPORT

Mr. Koval noted that Mr. Cadwallader's report was distributed to the Board members prior to the meeting; and he asked the Board if there were any questions regarding the report.

Mr. Cadwallader noted that he did have the wrong dates in his report regarding when the plant evaluation would take place. The evaluation did take place January 8 and 9; and he will report any findings at the next meeting.

Mr. Cadwallader noted that the roof project has been completed at the Benscreek plant; and the contractor has forwarded an invoice for payment.

Mr. Cadwallader apprised the Board that the fence at the Munster tank has been hit by a vehicle again. Repairs will be made in the spring. Mr. Koval questioned what causes the accidents in this area, to which Mr. Bowman replied that the area is on a curve and water running out of the field freezes on the road surface in that area.

Mr. Cadwallader stated that he did provide to each Board member a copy of the Emergency Action Plan that would be placed into action in the event of a breach at the Martindale dam. He noted that the Plan has been provided to the required agencies (Borough, State Police, etc.).

Mr. Cadwallader reported that the generator will be delivered on January 14 at 10:00 a.m. Mr. Koval inquired on the status of the work being done by Mr. Brian Cadwallader, to which Mr. Cadwallader replied that the cabinet has been installed and the wiring has been completed. Once the generator is delivered, Mr. Brian Cadwallader will then run the wiring from the generator into the box and get the contacts set up. Mr. Koval questioned if we still need to obtain a propane tank, to which Mr. Cadwallader replied affirmatively, adding that he has a meeting with Ray Oil & Gas tomorrow and he has already received a quote from AmeriGas. Mr. Koval questioned if Mr. Cadwallader is also going to inquire about propane heaters for Benscreek, to which Mr. Cadwallader replied affirmatively.

Mr. Cadwallader noted that the PENNSAFE reports for the year have been completed for both plants. These reports deal with the chlorine, phosphoric acid, and zinc chloride, which are considered hazardous chemicals and must be reported annually to the State. He also commented that he has everything completed on the Act 220, Chapter 110 Report except for the Primary Facility Report, which is currently not available online because the report is being revised. Once available, Mr. Cadwallader will complete that report as well.

As it relates to the Long-Range Plan, Mr. Cadwallader indicated that he would like to meet sometime in the near future with the Board to review the current plan and make revisions in that some of the items in the current plan have already been accomplished.

IX. ENGINEER'S REPORT

Mr. Beyer commented that a copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer presented to the Board for approval Payment Requisition #19 in the amount of \$97,676.42. Mr. Beyer noted that the requisition submitted for review to the Board prior to the meeting was changed. Mr. Beyer did change the status of the funds by taking off that we still had payments that were being withheld from the two contractors, but this does not change the total of the Payment Requisition. He also pointed out that this Payment Requisition includes the final invoice that will be received from Diehl. Mr. Cadwallader indicated that, as it relates to the tank, there is a concern on the door that will be addressed when the weather breaks. Mr. Hodgkinson questioned if there have been any complaints from the residents, to which Mr. Cadwallader replied that there have not been.

ON MOTION OF MR. BOWMAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED PAYMENT REQUISITION #19 IN THE AMOUNT OF \$97,676.42. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

Mr. Beyer noted that he will have prepared for the next meeting an Amendment to the Engineering Agreement for the additional work in Jamestown.

Mr. Beyer stated that last month the Board had approved change orders for Diehl contingent upon Mr. Beyer's review of Diehl's submission. Mr. Beyer commented that the amount submitted for payment was not correct. There was a \$350 difference in the Authority's favor in that Diehl had billed for water line markers that were not installed.

As it relates to the Plane Road and Front Avenue extension project, Mr. Beyer commented that he would like to request a check from the Authority in the amount of \$600 for the fee for the E&S permit.

ON MOTION OF MR. BOWMAN, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED PAYMENT OF \$600 FOR THE E&S PERMIT FOR THE PLANE ROAD AND FRONT AVENUE EXTENSION PROJECT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

Mr. Beyer noted that the \$600 check will cover all of the work whether it is USDA funded or not. Even though the USDA funds may run out, Mr. Beyer explained, and if the Authority has to do the rest of the project, the Authority will not have to expend an additional \$600 for another permit. Attorney Barbin noted that it would be in the Board's best interest to cover it both ways.

Mr. Beyer indicated that he would have the change orders for the actual work for approval by the Board at the next meeting. He pointed out that the USDA funds remaining of \$125,000 will complete all of Plane Road and approximately 200 feet up Front Avenue as well. The Board would then have to decide what it desired to do with the rest of Front Avenue, which would require expenditure of Authority funds. Mr. Cadwallader noted that the Board would need to decide whether to stop the project at 200 feet on Front Avenue or have the Authority add more funds to the project to complete Front Avenue. Mr. Beyer commented that he would need to know how to design the project as well; i.e., with only 200 feet completed on Front Avenue or the entire area completed. Mr. Bowman indicated that the design could be completed either way and then the Board could decide whether it

would commit more money to the project or not. Mr. Cadwallader stated that it would be more beneficial if the design would be completed to include all of the project so that it could be used in the future. Mr. Beyer shared with the Board a plan of the proposed project with the route of the line. Mr. Koval questioned, if the rest of Front Avenue is completed, would the Authority staff complete that portion of the project, to which Mr. Cadwallader stated that either the Authority staff could complete it or the contractor while he is in the area.

Mr. Beyer stated that, if the Authority decided to complete the rest of the project after the USDA funds are expended, it would be an approximate \$72,000 cost that would come out of the Authority's budget. Mr. Cadwallader explained that, when the other part of the project was done, the other side of Front/Jamestown contains a take-off point with a 6" line with no disturbances. At the corner of Plane/Front, there is a C-900 to that point; and from that point on, it would be C-909. Mr. Beyer commented that, as it relates to the permits, he will proceed with assuming the entire project is being completed so that if the Authority decides to complete the remainder of the project, the permits will already be completed.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. BOWMAN, THE BOARD UNANIMOUSLY AUTHORIZED THE EADS GROUP TO PROCEED WITH THE DESIGN FOR THE NEW WATER LINE ON FRONT AVENUE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

Mr. Hodgkinson questioned when the Board would need to decide on whether the additional \$72,000 of Authority money would need to be spent, to which Mr. Bowman replied that the project has not yet been started. Attorney Barbin pointed out that authorization by the Board is being given for only the design of the project and the permitting and not authorization to award any bid. Mr. Beyer noted that he would have the change orders ready for the Board to review at the next meeting. Mr. Yetzko questioned if Mr. Beyer would also have available the amount of savings for completion of the entire project, to which Mr. Beyer replied that the \$125,000 remaining USDA monies does include the approximate \$59,000 savings from the current contractors. Mr. Bowman pointed out that doing the plans does not commit the Board to doing anything further.

As it relates to the CDBG project, Mr. Beyer apprised the Board that the pay applications have been submitted by the contractor for payment by the Redevelopment Authority. Mr. Beyer noted, however, that the values did change after his review. The contractor was asking for payment of \$65,339.38 for Grant Street; but following Mr. Beyer's review, the correct amounts should be \$64,199.38 for the work on Grant Street and Johnson Avenue, and \$81,184.63 for the work on Alliance Avenue. Mr. Beyer commented that the contractor was billing for some items that have not been completed as yet. The contractor is continuing the work on the freeze-ups; however, the contractor is having some delays due to some equipment concerns. Mr. Koval questioned if the contractor is requesting payment from the Authority, to which Mr. Beyer replied that the pay applications will be submitted to the Redevelopment Authority for payment.

Mr. Cadwallader indicated that we are currently addressing the freeze-ups on Orchard Street and then will move to Branch Street. Mr. Koval questioned if we will be able to address all of the freeze-ups with the funds available, to which Mr. Cadwallader replied that we are going to attempt to do that. Mr. Cadwallader noted that, when doing the project, it was found that a majority of the concerns were on the part of the residents. Mr. Koval questioned how many residents have taken action to have their lines lowered, to which Mr. Cadwallader replied that no residents have taken action.

Concerning the Penn Works grant in the amount of \$37,500, Mr. Beyer reminded the Board that the Authority had 60 days from December to either accept or reject the grant. Mr. Koval noted that the grant of \$37,500 was a matching grant with the Authority paying \$12,500, for a total of \$50,000. Mr. Cadwallader commented that, in his opinion, he does not think it would be in the Authority's interest to expend the \$12,500 because of the few people this grant would help. Attorney Barbin questioned if

it would assist the school in any way, to which Mr. Cadwallader replied that new lines have already been installed near the school. Mr. Beyer noted that a decision would need to be made soon so that this project can coincide with the new sidewalk project in that area. Mr. Hodgkinson questioned if there would be any ramifications if the Authority rejected the grant, to which Mr. Koval replied that the actual amount of the grant award was not what the Authority requested. Mr. Beyer commented that others requesting grant monies did not receive what they requested either. Attorney Barbin noted that these are highly competitive grant monies. Mr. Cadwallader expressed his opinion that it would be more beneficial to add the \$12,500 to the Front Avenue project in order to get that project completed. Mr. Bowman commented that, at this point, it would not be beneficial to change the complete scope of the project. Mr. Koval questioned what would need to be done if the Authority rejected the grant, to which Mr. Cadwallader replied that a letter would need to be written rejecting the grant award.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. BOWMAN, THE BOARD UNANIMOUSLY AGREED TO REJECT THE PENN WORKS GRANT IN THE AMOUNT OF \$37,500 IN THAT THE GRANT AWARD WAS NOT IN THE AMOUNT ORIGINALLY REQUESTED AND WOULD NOT BENEFIT THE PROJECT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

Mr. Beyer provided to the Board the Act 57 calculations as it relates to the tap fee increase. He indicated that the Board was suggesting a tap fee increase to \$2,000; and the calculations show that the Authority could be charging \$8,601.60 so the Authority would be within the dollar amount. Mr. Bowman questioned if there is anyone currently awaiting a tap, to which Mr. Cadwallader replied that all taps have been covered. There were five taps installed in December at the current fee of \$1,000.

ON MOTION OF MR. BOWMAN, SECONDED BY MR. HODGKINSON, THE BOARD UNANIMOUSLY AGREED TO INCREASE THE TAP FEE FROM \$1,000 TO \$2,000 EFFECTIVE JANUARY 10, 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

X. SOLICITOR'S REPORT

Attorney Barbin stated that he did submit his report prior to the meeting for the Board's review.

As it relates to the Police Agreement as discussed at previous meetings, Attorney Barbin noted that he did talk with the Borough Solicitor regarding the agreement. He pointed out that the Municipal Authority Act does have provisions to actually appoint Municipal Authority police; however, he would rather not appoint Borough police to do that due to the liability involved. Attorney Barbin pointed out that the final Police Agreement makes it clear that the police officers are Borough employees and that the Borough would be responsible for them, but the Borough officers would be authorized to police Authority property and, in exchange, the Authority would not charge the Borough hydrant fees.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY ACCEPTED THE POLICE AGREEMENT AS PRESENTED AND AUTHORIZED ITS SIGNING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

XI. FORESTER'S REPORT

No report.

XII. UNFINISHED BUSINESS

- Jamestown Project

Discussed earlier in the meeting. Project ongoing.

- CDBG Project

Discussed earlier in the meeting. Project ongoing.

- Police Agreement

Discussed under Solicitor's report.

- Telephone System Status

Mr. Cadwallader apprised the Board that the new telephone system installation has been completed. Mr. Koval commented that the office staff was requesting cable to be installed, to which Mr. Cadwallader replied that cable was part of the package purchased. Mr. Koval noted that the office staff requested if a television could be purchased, at no cost to the Authority, to be placed in the office. He noted that he would have no concern with this, just so that only the news and weather channels would be viewed. Mr. Cadwallader commented that the television would be installed in the office in a corner above the safe and would not be in view of others entering the office area.

As it relates to the telephone system, Mr. Cadwallader noted that we added another telephone number to the normal line so we now have two incoming lines and three lines to call out on. It also includes voice mail and caller ID, a free domain with a built website, and cable.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY APPROVED THE INSTALLATION OF A TELEVISION, AT NO COST TO THE AUTHORITY, IN THE AUTHORITY OFFICE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. KOVAL, MR. BOWMAN, MR. HODGKINSON, MR. KUNKO, AND MR. YETSKO.

- Tap Fee Increase

Discussed earlier in the meeting.

- Penn Works Grant

Discussed earlier in the meeting.

- Television for Authority Office

Discussed earlier in the meeting.

XIII. REORGANIZATION

- **TRANSFER OF MEETING TO VICE-CHAIRMAN**

Mr. Koval, Chairman, transferred the meeting to Vice-Chairman, Mr. Bowman, to conduct the annual meeting and election of officers.

Mr. Bowman called the annual meeting to order at 7:40 p.m.

- ELECTION OF OFFICERS

- Appointment of Chairman

Mr. Hodgkinson nominated Mr. Koval for the Chairman position. Mr. Kunko nominated Mr. Bowman for the Chairman position.

BY A SHOW OF HANDS, THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. BOWMAN AS CHAIRMAN FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR KUNKO AND MR. YETSKO. BOARD MEMBERS VOTING NEGATIVELY INCLUDED MR. HODGKINSON AND MR. KOVAL.

- Appointment of Vice-Chairman

Mr. Kunko nominated Mr. Yetsko for the Vice-Chairman position. Mr. Hodgkinson nominated Mr. Koval for the Vice-Chairman position.

BY A SHOW OF HANDS, THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. YETSKO AS VICE-CHAIRMAN FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR KUNKO AND MR. YETSKO. BOARD MEMBERS VOTING NEGATIVELY INCLUDED MR. HODGKINSON AND MR. KOVAL.

- Appointment of Secretary

Mr. Koval nominated Mr. Hodgkinson for the position of Secretary.

THERE BEING NO FURTHER NOMINATIONS, BY A SHOW OF HANDS, THE BOARD UNANIMOUSLY APPROVED THE APPOINTMENT OF MR. HODGKINSON AS SECRETARY FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- Appointment of Assistant Secretary

When asked for nominations for the position of Assistant Secretary, there were no nominations placed on the floor. Attorney Barbin pointed out the importance of the Assistant Secretary position in the event the Secretary is not available for signatures on Authority documents. Mr. Hodgkinson then nominated Mr. Koval for the position of Assistant Secretary.

THERE BEING NO FURTHER NOMINATIONS, BY A SHOW OF HANDS, THE BOARD UNANIMOUSLY APPROVED THE APPOINTMENT OF MR. KOVAL AS ASSISTANT SECRETARY FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- Appointment of Treasurer

Mr. Koval nominated Mr. Kunko for the Treasurer position.

THERE BEING NO FURTHER NOMINATIONS, BY A SHOW OF HANDS, THE BOARD UNANIMOUSLY APPROVED THE APPOINTMENT OF MR. KUNKO AS

TREASURER FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- **RETENTION OF POSITIONS**

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF 1st SUMMIT BANK AS DEPOSITOR FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF KLINE, KIMLIN AS AUDITOR FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF THE EADS GROUP AS ENGINEER FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF WILLIAM GLEASON BARBIN, ESQUIRE AS SOLICITOR FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF MICHAEL BARTON FORESTRY CONSULTING AS FORESTER FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

ON MOTION OF MR. KOVAL, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF SHARON SQUILLARIO AS RECORDING SECRETARY FOR 2014. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

XIV. ADJOURNMENT OF ANNUAL MEETING

ON MOTION OF MR. YETSKO, SECONDED BY MR. KUNKO, THE ANNUAL MEETING WAS ADJOURNED AT 7:50 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

XV. RECONVENING OF REGULAR MEETING

Mr. Bowman, Chairman, reconvened the regular meeting at 7:50 p.m.

XVI. NEW BUSINESS

- Cummins Bridgeway – Martindale Generator Maintenance Agreement

Mr. Cadwallader apprised the Board that the annual maintenance agreement for the Martindale generator through Cummins Bridgeway has been received for approval. He indicated that he did speak with Tom Semanchik from Portage Service Center who would be willing to provide the generator maintenance. Mr. Hodgkinson questioned if this would be just for servicing the generator and not repairs, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader stated that the most recent repairs to the generator were completed by he and Mr. Moore. Mr. Koval commented that we would need to ensure with Cummins Bridgeway that they would be willing to cover any repairs that either Mr. Semanchik or the Authority employees were not able to address.

ON MOTION OF MR. KOVAL, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY AGREED TO DISCONTINUE THE MAINTENANCE AGREEMENT WITH CUMMINS BRIDGEWAY FOR THE MARTINDALE GENERATOR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- End of Year Purchases

Mr. Cadwallader apprised the Board that there were monies left in the budget at the end of the year; and after talking with the plant employees, the following expenditures were made:

- Turbidimeter (2) - \$5,318.95
- Fire hydrant (2) - \$4,443.40
- Albert Drive project (pipes and fittings) - \$4,519.35
- Cut saw - \$895.20
- Positron MDT-3 - \$3,895.00 plus shipping

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE ABOVE PURCHASES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- Clothing Allowance

Mr. Koval apprised the Board that, when he met with the employees recently, the employees mentioned that it is in the Personnel Policies that they receive their clothing allowance quarterly in the amount of \$75 each quarter. The employees are requesting the possibility of receiving the clothing allowance in one lump sum rather than quarterly. Mr. Yetsko commented that the Board would need to amend the Personnel Policies if this is the decision of the Board. Mr. Cadwallader indicated that, if the allowance is given in a lump sum, some consideration should be given to an employee paying the money back if they decide to leave the employ of the Authority. Attorney Barbin commented that we could state in the Policies when the lump sum would be given, such as June 1. Mr. Bowman stated that the Authority is not a high turnover organization; and he would not have a problem with an employee taking advantage of a \$300 clothing allowance. He pointed out that he does not think an employee would spend all of the money before providing a two-week notice to leave. Mr. Cadwallader indicated that he is merely looking out for the Authority.

Mr. Cadwallader stated that he would provide to the Board at the next meeting an amendment to the Personnel Policies to provide for the lump sum payment of \$300 for the clothing allowance.

XVII. GOOD OF THE ORDER

- Uncollectible Accounts to be Written Off

Mr. Bowman presented to the Board for approval the uncollectible accounts to be written off and sent to the collection agency in the amount of \$3,406.91. Mr. Bowman noted that this includes approximately 58 accounts and is for the water portion only.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY APPROVED UNCOLLECTIBLE ACCOUNTS TO BE WRITTEN OFF AND SENT TO THE COLLECTION AGENCY IN THE AMOUNT OF \$3,406.91. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- Request for Adjustment

Mr. Bowman presented a request for an adjustment received from Travis Kargo as a result of a leaking toilet in Mr. Kargo's basement (total consumption, 30,200 gallons; average consumption, 2,600 gallons). Amount billed: \$205.63; average bill, \$21.80; 20% multiplier, \$41.12; adjusted bill, \$62.92.

ON MOTION OF MR. KOVAL, SECONDED BY MR. KUNKO, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUEST FOR ADJUSTMENT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

- Acknowledgment

Mr. Cadwallader acknowledged the efforts of the plant crew and field crew during the recent freezing weather. There were a lot of meter bursts and broken lines; and the crews are to be commended for the way they handled these situations.

XVIII. ADJOURNMENT

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE MEETING WAS ADJOURNED AT 8:00 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, MR. KUNKO, AND MR. YETSKO.

XIX. NEXT MEETING

The next meeting will be held on Thursday, February 6, 2014 at 7:00 p.m.

Respectfully submitted,

Sharon Squillario
Sharon Squillario
Recording Secretary