

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, March 6, 2014, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Ray Bowman, Chairman
Tom Hodgkinson
Steve Koval
Jerome Yetsko

Also present were: Ron Cadwallader, Jr., Superintendent; Attorney Bill Barbin, Solicitor; Joe Beyer, The EADS Group; Mike Barton, Forester; Rick Lenaman; and John Ruffing, Resident.

I. CALL TO ORDER

Mr. Bowman, 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

Mr. Barton introduced Mr. Lenaman, who, through a Boy Scouts project, needed to attend a public meeting.

Mr. Bowman recognized Mr. Ruffing. Mr. Ruffing stated that he recently had a water line break in his building, which has been fixed temporarily until it can be addressed permanently once the weather breaks and new rubber tubing will be run. Mr. Ruffing commented that he was present at this evening's meeting to request an adjustment on his bill relating to the sewer charges of \$82. Mr. Koval informed Mr. Ruffing that he would need to speak to the Sewer Authority Board concerning this request. Mr. Ruffing commented that the leak caused 6,200 gallons of water usage; and he normally runs around 2,600-2,800 gallons a month. Mr. Ruffing apologized noting that he thought it was the Sewer Authority Board meeting this evening. Mr. Bowman commented that the Water Authority Board did receive his request for an adjustment on his water bill; however, Mr. Ruffing's total water usage charge was under the \$100 requirement (total bill of \$53.69; average bill, \$31.99). Mr. Bowman commented that more than likely the Sewer Authority will grant an adjustment being that it was a freeze and break case; however, the Water Authority's requirement is that you need to be \$100 over the minimum payment amount. Mr. Cadwallader informed Mr. Ruffing that the Sewer Authority's next meeting would be Tuesday, March 11, 2014 at 7:00 p.m.

Mr. Ruffing stated that the Water Authority may receive a letter from USAA Insurance Company. He explained that, when the Authority flushed the water lines in September, he, along with other residents, had to run the water for three days until the milky substance in the water disappeared. Mr. Ruffing stated that, when the lines were being flushed, the lines in his house vibrated, which resulted in him having to replace two elbows because they sprung leaks. About a week later, a flex line in the kitchen blew out which had to be replaced. Mr. Ruffing noted that there was approximately \$6,000 worth of damage which he is going to submit to his insurance company, and he will pay his \$500 deductible. Mr. Ruffing's insurance company wants to go after the manufacturer who made the line or come back to the Water Authority. Mr. Yetsko questioned if this happened when the lines were flushed, to which Mr. Ruffing replied affirmatively. Mr. Yetsko questioned how this could have happened, to which Mr. Cadwallader replied that there was air in the line. Mr. Cadwallader noted that the milky substance in the line is something that could not have hurt anyone. Mr. Ruffing commented that he wanted to alert the Water Authority of his insurance company's investigation, to which Mr. Yetsko interjected that the Authority will address the matter when it receives notification from Mr. Ruffing's insurance company.

III. CORRESPONDENCE

Mr. Bowman stated that the following correspondence was received:

- PMAA 2014 Board Member training, Pittsburgh North, Tuesday, March 18, 2014. Any Board members interested in attending were asked to contact Mr. Cadwallader.
- Pennsylvania Rural Water Annual Conference, March 25-28, 2015, at the Penn Stater Conference Center in State College. Mr. Cadwallader noted that the Authority usually receives a water quality award at this conference; and he attends to accept the award. Mr. Koval commented that he would possibly be interested in attending; and he asked Mr. Cadwallader to notify him on the day he would be attending.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. YETSKO, SECONDED BY MR. HODGKINSON, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE FEBRUARY 6, 2014 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, AND MR. YETSKO.

V. AGENT'S EXPENDITURES

No Agent's expenditures to be approved.

VI. INVOICES

Cambria Mailing Services, Inc	\$ 76.16
Capital Region Benefits, Inc	84.71
CMPA	1,000.00
Cummins Bridgeway	604.83
Ebensburg Office Supply	273.46
Environmental Service Labs	144.00
Hite Co.	1,013.36
L/B Water Services Inc	2,978.45
Mary L Elchin	144.00
National Road Utility	8.43
New Enterprise Stone & Lime Co	362.41
PA One Call System	33.80
Portage Auto Parts	67.89
Portage Post Office	147.00
Portage Service Center	785.00
Pro Disposal	142.00
Ray Oil & Gas	3,461.47
Raymond Bowman	50.00
RDM – Johnstown LLC	264.00
Redrock Fence Company	3,627.00
Ronald Cadwallader, Jr	20.00
Schwaab, Inc	62.00
Sharon Squillario	50.00
Stager's Store	271.86
Stephen F Koval	50.00
Thomas Hodgkinson	50.00

Thomas Kunko	50.00
Truck Trailer Parts, Inc	55.80
Visa – 1 st Summit	107.30
Zee Medical, Inc	28.59
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	\$16,013.52

PAID BILLS

84 Lumber	\$ 52.31
Morefield Communication	32.97
Anthony Thompson	300.00
Brian Cadwallader	300.00
Christene Ringler	200.00
DJ Moore	300.00
John C Morgan, Jr	300.00
John M Bilchak	300.00
Joy Power	200.00
Ronald J Cadwallader, Jr	300.00
Todd Feathers	300.00
Catherine Crum	50.00
Comcast	504.49
Henry Pratt Company	3,950.65
Jennifer Shuty	74.62
Josh Mountz	55.78
Lynn Daigle	50.00
Penelec	2,666.77
Peoples Natural Gas	513.85
Pro Disposal	142.00
REA Energy	1,581.65
Aflac	153.38
FWF Insurance Agency	2,066.00
Jeff Platt	50.00
Joe Cyran	100.00
Lowe's	63.28
Michelle Jaikes (Zimmerman)	50.00
Sheetz Fleet Service	746.20
U.S. Municipal	63.92
Verizon	168.36
Portage Area Sewer Auth	12.16
Health America	5,172.24
Eric Chappell	70.22
Charles Kephart, Sr	50.00
David Kunko	100.00
Dixie Burkhart	50.00
Eric Moratti	50.00
Karen McCabe	100.00
Natalie Conrad Barnyak	50.00
Raeanne Ross	100.00
Randy Harris	100.00
Richard Sivec	50.00
Tim Ronan	50.00
Verizon Wireless	144.10
Commonwealth of PA	1,369.35
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	\$23,104.30

ON MOTION OF MR. KOVAL, SECONDED BY MR. HODGKINSON, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$48,522.73 (REGULAR BILLS, \$16,013.52; PAID BILLS, \$23,104.30; PennVEST, \$3,896.36 AND \$5,508.55). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE FEBRUARY 2014 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,430,263.70; CASH IN, \$203,694.02; CASH OUT, (\$201,168.49); ADJUSTMENT (INTEREST), \$0; ENDING CASH, \$1,432,789.23. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, AND MR. YETSKO.

VIII. SUPERINTENDENT'S REPORT

Mr. Bowman 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 reported that each Board member received a copy of the Filter Plant Performance Evaluation. He commented that the evaluation was satisfactory. Mr. Bowman stated that the first page of the report stated that, based on the data collected, the DEP presented the Benscreek plant with an overall rating of commendable in its ability to remove Guardia and cryptosporium. Mr. Cadwallader stated that the overall plant evaluation is either acceptable or unacceptable; and the plant received an acceptable rating overall. Mr. Yetzko pointed out that the staff at both plants needs to be commended for an outstanding job. Mr. Cadwallader noted that the results of this evaluation are what we usually receive the PRWA award for.

Mr. Cadwallader stated that one item he did not include on the agenda was the sensor at Mountain Avenue. He tried the sensor from Spring Hill; and it is not working on Mountain Avenue. Mr. Cadwallader presented a quote he received from John P. Place for repair of the sensor in the amount of \$563.33. He commented that there are monies in the budget (General Fund or line of credit) to cover this expenditure. Mr. Hodgkinson questioned if this is just for the repair and we would install it, to which Mr. Bowman replied affirmatively, stating that the sensor is located in the vault underground. Mr. Cadwallader explained that four bolts would need removed, pull it away, and wire it. He also noted that, down the road, since the sensor from Spring Hill is also not working, we could send it away for repair as well and use it as a backup.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY APPROVED THE QUOTE RECEIVED FROM JOHN P. PLACE FOR REPAIR OF THE PRESSURE TRANSMITTER IN THE AMOUNT OF \$563.33, WITH THE MONIES TO BE TAKEN FROM THE GENERAL FUND. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL, AND MR. YETSKO.

Mr. Cadwallader stated that he did speak to some of the Board members relative to the piece of line that is frozen at Leman's (froze from the valve through the transite). A temporary tap was placed in order for Leman's to have water. Mr. Cadwallader explained that he cannot thaw where the transite is because we cannot carry the current down to thaw it. What Mr. Cadwallader is considering doing is putting in additional valves and running a 2" line down through much deeper. He explained that, once the weather breaks, there is a very good chance that the line could thaw out on its own; therefore, we

could either replace what they have now, or place them on the freeze-up list and let them run their water in the winter time. Mr. Cadwallader pointed out that the cost of this project would be approximately \$5,000 with the pipes, moving the hydrant, etc.

Mr. Hodgkinson questioned what Leman's monthly water bill is, to which Mr. Bowman replied that Leman's has a 2" meter; therefore, they would have an \$85 minimum monthly bill. Mr. Cadwallader stated that Leman's does have water; therefore, we would need to decide if we want to do the project now or wait to do it in the near future and wait to see if the line thaws when the weather breaks. Mr. Koval indicated that perhaps we should wait until the weather breaks. Mr. Yetsko questioned the status of the hydrant, to which Mr. Cadwallader replied that the hydrant is currently bagged and will be put back on line once it thaws. Once it is placed back on line, the hydrant will be painted a different color and used as a flushing hydrant. Mr. Bowman stated that, based on the size of the building, he would like to see a new hydrant placed off to the east of the building. Mr. Cadwallader indicated that he does have a hydrant in stock that could be used. He emphasized that the current hydrant is located in such a place that it could not be used to fight a fire because it is too close to the Leman's building.

Mr. Cadwallader commented that he would like to have Board approval to do this project if we get into a bind. If he does not have to do the project at the current time, he will wait. There is a grant in the amount of \$17,000 on the table for freeze-ups; and these monies could be used for the Leman's project if we wait to do the project with other freeze-ups. The grant money could then be used rather than monies from the General Fund. Mr. Hodgkinson commented that the hydrant concern does need addressed, to which Mr. Cadwallader replied that there is another hydrant right up the street that can be used in the event of a fire.

In regard to the discussion at the last meeting relative to the replacement of the mower/tractor that is used at the Benscreek plant, Mr. Cadwallader apprised the Board that he did contact Hines. When Hines did the bid, Mr. Cadwallader pointed out, they did it through Costars without a trade-in. Hines has indicated that they will take the used mower/tractor but they will not give the Authority any money for it. Mr. Cadwallader commented if any Board member knows of anyone that would be interested in the used mower to let him know. Mr. Hodgkinson questioned how much the used mower is worth, to which Mr. Cadwallader replied that it is worth approximately \$100. Mr. Koval commented that, if it is not taken, the Authority could take it to Stager's and get some money for it. Mr. Bowman questioned if there is a limit where the Authority would have to advertise the sale of the mower, to which Attorney Barbin replied that there is no limit in the Municipal Authority Code, but the Authority should follow what is done in the municipality that created the Authority. Attorney Barbin commented that we would need to find out if the Borough has a procedure where they post small items for sale. Mr. Cadwallader indicated that the Youth Association was in need of a new mower, to which Mr. Bowman interjected that he did not know if the Youth Association purchased a new mower; however, he would be in favor of donating the used mower if an organization was interested in it. Mr. Cadwallader stated that he could ask John Morgan, who is on the Youth Association Board, if the Youth Association was interested. It was noted that perhaps PAJRC would be interested in the mower for the Park, to which Attorney Barbin pointed out that a donation of the mower to another governmental organization of the Borough would be recommended. Mr. Hodgkinson commented that the Authority could offer the mower to PAJRC, and if they chose to donate it to the Youth Association, they could do so. After discussion, Mr. Cadwallader agreed to contact Charlie Kostan from the Park to determine the Park's interest in the mower.

Mr. Cadwallader apprised the Board that all of the employee evaluations have been completed; and all of the employees are satisfied. Mr. Koval questioned if the evaluations are kept in the employees' files, to which Mr. Cadwallader replied affirmatively.

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 noted that he is still awaiting the Water Supply Permit for the Front Street/Plane Road project. He has been informed that the permit has been approved; however, it has to be posted on the DEP website before it is released.

Mr. Beyer apprised the Board that he has submitted information to PennDOT relative to the Main Street/Dulancey Drive intersection project. PennDOT will be preparing an Agreement that the Authority will have to approve and sign off on. Mr. Beyer indicated that he does not know what the Agreement will state. Attorney Barbin indicated that the Agreement will state 75%, but we do not know what the scope will be. Mr. Beyer questioned if Board approval could be received on the Agreement once it is received, contingent upon Attorney Barbin's review in that the Agreement will need to be returned by March 24. Mr. Cadwallader stated that the deadline for project completion is June 9, 2014. Mr. Bowman indicated that PennDOT would like the Authority's portion of the project completed by May 27.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AUTHORIZED THE CHAIRMAN AND SECRETARY TO SIGN THE REIMBURSEMENT AGREEMENT WITH PENNDOT WHEN IT IS RECEIVED, CONTINGENT UPON REVIEW AND APPROVAL BY ATTORNEY BARBIN. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL AND MR. YETSKO.

Mr. Beyer stated that he provided to the Board prior to the meeting a revised Agreement between the Engineer and the Owner for the Board's review and approval. Attorney Barbin commented that he did review the Agreement prior to the meeting and made some language changes. Mr. Beyer indicated that the Agreement does state that the Engineer will meet the deadline for the deliverables and would have the work completed by June. The total cost would be \$7,000. Mr. Beyer noted that included in the information provided to the Board was the cost of \$7,690 which has been submitted to PennDOT for approval as well. Mr. Bowman explained that the engineering fees are based on PennDOT's calculations. Mr. Beyer commented that he would also request approval to proceed with the final design of the project as well.

ON MOTION OF MR. KOVAL, SECONDED BY MR. HODGKINSON, THE BOARD UNANIMOUSLY APPROVED THE AGREEMENT BETWEEN THE ENGINEER AND THE OWNER FOR THE STATE ROUTE 160 PROJECT AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AUTHORIZED THE ENGINEER TO PROCEED WITH THE FINAL DESIGN OF THE STATE ROUTE 160 PROJECT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL 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 Twin Lakes project, Attorney Barbin apprised the Board that the first step would be for the Borough to guarantee the debt, which would require them to adopt an ordinance and then Bond Counsel would submit it to USDA. Attorney Barbin explained that this is liquidated debt so it will

not go against the Borough's debt limit. The information was submitted to the Borough Solicitor; and he will submit the information to Borough Council for approval. Once the ordinance is adopted, it will be submitted to the State and approved 30 days later, after which the Authority will be able to begin its part of the closing. Mr. Yetsko commented that Mr. Cadwallader could check with the Borough Secretary to see if ordinance was approved. Attorney Barbin noted that he would also email Bond Counsel to check on the status as well.

XI. FORESTER'S REPORT

Mr. Barton apprised the Board that there were some trees along County Line Road that were broken during the ice storm. There were approximately 60-100 trees that were damaged. He suggested to the Board that we mark these trees and offer them to Shawn Hesel for purchase. Attorney Barbin commented that this really would be too small to warrant marketing the sale. Mr. Barton commented that he does not think the area is ready for a timber sale, but he will review the area. If it is, Mr. Barton will let it alone until another timber sale is scheduled.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AUTHORIZED MR. BARTON TO ADDRESS THE SALVAGING OF THE TREES IN QUESTION AS DISCUSSED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL AND MR. YETSKO.

Mr. Barton commented that he had talked to the Board at a previous meeting on the spraying of the fern next year. He reminded the Board that this will need discussed further in the near future. There is approximately 150-200 acres that would need sprayed, at an approximate cost of \$150 per acre. Mr. Cadwallader questioned Mr. Barton if he felt the fern was a hindrance coming toward the reservoir. Mr. Barton replied that it will enhance the water quality in the watershed. Mr. Cadwallader commented that there is a Source Water Protection Grant available that we could apply for that could be used toward this effort.

Confidentially, Mr. Barton apprised the Board that there were a couple of blades broken on the windmills recently during the ice storm. As soon as the weather improves, the blades will most likely be replaced.

Mr. Barton informed the Board that he received a telephone call from EverPower informing him that there is a group of volunteer donors that want to donate money to further education. For this reason, Mr. Barton is considering breaking ground on the education center sometime this year, which he had mentioned to the Board in the past. The donation could be anywhere from \$5,000 to \$250,000. Mr. Bowman commented that we had torn down the house that was previously the caretaker's; and perhaps that property could be used for a visitor's center highlighting the windmills. Attorney Barbin stated that the Board had given Mr. Barton a five-year lease for the development; and we are now in the fourth year. Mr. Cadwallader commented that there is a learning grant available that could be investigated if the subject of water is included, which he will investigate further. Mr. Barton noted that the Gamesa plant will be closing soon; and Gamesa had promised to donate some windmill blades for use in the education center. If a donation of windmill blades is made, and the education center does not come to fruition, Mr. Barton will get rid of the blades.

XII. UNFINISHED BUSINESS

- Jamestown Project

Discussed earlier in the meeting. Project ongoing.

- CDBG Project

Discussed earlier in the meeting. Project ongoing.

- Employee Issues

No issues identified to be discussed.

XIII. NEW BUSINESS

- Battery for Trimble

Mr. Bowman reminded the Board that the Trimble is the handheld meter reader. Mr. Cadwallader commented that we are in need of a replacement battery for the Trimble, the cost of which is \$478.29. He noted that this is the first time the battery has needed replacement; however, the current battery is not holding a charge. The current battery is from the original purchase in 2009.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF A BATTERY FOR THE TRIMBLE AT A COST OF \$478.29, THE PURCHASE OF WHICH WOULD COME OUT OF THE GENERAL ACCOUNT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL AND MR. YETSKO.

- Leman's

Discussed earlier in the meeting.

- Policy on Penalty

Mr. Bowman brought to the Board's attention a concern relative to payment of bills on holidays such as President's Day and Martin Luther King Day, for those customers who have a payment service through their bank (different from electronic deductions from a customer's bank account). In these instances, if the banks are closed on the above two holidays, or the post office is closed, when the payments arrive at the Authority office from the bank, then these customers are charged a penalty if their accounts are not paid by the due date. If the 15th of the month when these holidays fall is a Saturday or Sunday, customers coming in to pay their bill on the next regular business day are not charged a penalty. Mr. Bowman questioned if the Authority wanted to reconsider its current policy in this instance. He questioned if we should perhaps be looking at the postmark on the envelope in these instances. Mr. Koval commented that some agencies do follow that policy. Mr. Cadwallader indicated that there would be those situations for these types of payments where it would come with postage paid and would not have a postmark. Mr. Bowman pointed out that it would only be for the holidays of President's Day and Martin Luther King Day and only when the 15th of the month would fall on a Saturday or Sunday. Mr. Bowman expressed his feeling that perhaps we should give these customers the benefit of the doubt. If the normal mail is late, then the customers should change the date that their bank is sending out the payment; however, the Authority does give walk-in customers an extra day for payment of their bill, so we should perhaps consider doing the same in this situation. Mr. Bowman stated that we could probably identify the customers that were affected by this situation and credit them for the penalty, to which Mr. Cadwallader interjected that it affected approximately 20 customers.

ON MOTION OF MR. HODGKINSON, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO CREDIT CUSTOMER ACCOUNTS WHO WERE CHARGED A PENALTY DUE TO THEIR PAYMENTS NOT ARRIVING TO THE AUTHORITY PRIOR TO THE DUE DATE AS A RESULT OF IT BEING A PAYMENT BEING SENT BY THEIR RESPECTIVE BANK AND THE POST OFFICE BEING

CLOSED ON THE HOLIDAYS DISCUSSED ABOVE. THIS WILL BECOME A POLICY CHANGE AS WELL FOR THE AUTHORITY FOR ALL FUTURE OCCURRENCES WHEREIN A PENALTY WOULD NOT BE CHARGED IN THE ABOVE EXPLAINED CIRCUMSTANCES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. HODGKINSON, MR. KOVAL AND MR. YETSKO.

XIV. GOOD OF THE ORDER

- Requests for Adjustments

Mr. Bowman presented the following requests received for adjustments:

- Allan Schaffranek – pipe froze and broke while customer was in Florida: consumption, 19,400 gallons; bill received, \$145.55; average bill, \$22.10; adjusted amount, \$46.80.

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

- Darlene Washko – furnace did not work and pipes froze and broke: consumption, 156,000 gallons; bill received, \$922.72; average bill, \$17.82; adjusted amount, \$198.80.

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

- Wesleyan Holiness Academy – pipe behind washer separated; no one living in house and no one in school: consumption, 71,110 gallons; bill received, \$472.27; average bill, \$80.95; adjusted amount, \$159.21.

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

- Alisha Swerez – water heater broke: consumption, 22,600 gallons; bill received, \$165.77; average bill, \$46.00; adjusted amount, \$69.95.

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

- Richard George – pipes froze and broke: consumption, 33,400 gallons; bill received, \$234.03; average bill, \$25.20; adjusted amount, \$66.97.

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

- o John Ruffing – discussed earlier in the meeting; does not meet qualifications for an adjustment.

Mr. Bowman commented that, at future meetings, for confidentiality purposes, he will not be mentioning the residents' names being that a resident's name was mentioned in the newspaper following the last meeting.

- Unclaimed Money

Mr. Bowman shared with the Board the unclaimed property report for year 2013 in the amount of \$1,369.35 will be sent to the State (security deposits or monies due residents that cannot be located). Attorney Barbin stated that the residents involved would, in the future, be able to contact the State to obtain the monies.

- Portage Area Regional Plan

Mr. Cadwallader noted that the Authority is in receipt of the final copy of the Portage Area Regional Plan, a copy of which is available at the Authority office for review by the Board members if interested. He commented that most of the Authority projects noted in the report have been accomplished.

XV. ADJOURNMENT

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

XVI. NEXT MEETING

The next meeting will be held on Thursday, April 3, 2014 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary