

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 8, 2015, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Ray Bowman, Chairman
John Gartland
Steve Koval
Mark Stancovich
Jerome Yetsko

Also present were: Ron Cadwallader, Jr., Superintendent; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Amanda Petrunak, Mainline Newspapers; Denny Beck and D. J. Moore, Visitors.

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. INTRODUCTION OF NEW BOARD MEMBERS

Mr. Bowman introduced the new Board members, John Gartland and Mark Stancovich.

III. RECOGNITION OF GUESTS

Mr. Bowman recognized Ms. Petrunak.

Mr. Bowman recognized Mr. Beck. Mr. Beck stated that he provided Mr. Cadwallader with an article on the importance of forest management for the watershed and why it is important to keep it safe. In addition, Mr. Beck provided information from the Forestry Department relative to their sale of red oak and white oak trees. The trees are being sold in bundles to be delivered in April; and if the Authority would be interested in a purchase, Mr. Beck can arrange for the high school students to plant the trees once received. Mr. Beck pointed out that last year there were some evergreens and poplar planted in the watershed area; however, they will not have any benefit to the watershed. Mr. Bowman informed the Board that the trees are being sold for \$6.25 per mixed bundle (25 seedlings). Mr. Koval questioned what would be the reasonable number of trees to plant, to which Mr. Cadwallader replied probably approximately 200. After discussion, Attorney Barbin agreed to personally purchase on behalf of the Authority the seedlings to be planted (200).

Mr. Beck departed from the meeting at this time.

Mr. Bowman recognized Mr. Moore. Mr. Moore requested an Executive Session to discuss a personnel matter.

THE BOARD AGREED TO MOVE INTO EXECUTIVE SESSION AT 7:06 P.M.

THE BOARD RECONVENED INTO REGULAR SESSION AT 7:21 P.M.

Mr. Bowman noted that further discussion on Mr. Moore's request would take place under New Business.

IV. CORRESPONDENCE

Mr. Bowman noted that a thank you note was received from Mrs. Elchin for the Christmas bonus she received from the Authority.

Mr. Bowman reported that information was received relative to a USDA grant to help finance rural broadband. Mr. Cadwallader explained that this grant would be a 15% match by the Authority on whatever the amount of the grant would be. Mr. Bowman stated that he would like to see the Authority applying for the grant in order to allow broadband at both plants. If the cost to provide broadband to both plants would be more than what the grant would provide (less the 15%), Mr. Bowman pointed out, we could do only one plant.

ON MOTION OF MR. KOVAL, SECONDED BY MR. STANCOVICH, THE BOARD UNANIMOUSLY APPROVED THE APPLICATION FOR THE USDA GRANT TO HELP FINANCE RURAL BROADBAND FOR BOTH PLANTS (OR ONE PLANT DEPENDING ON THE FUNDING RECEIVED). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

Mr. Bowman noted that a letter was also received from Portage Borough announcing the appointment of Mr. Gartland and Mr. Stancovich to the Board.

Mr. Bowman stated that a call for papers and session topics was received from PMAA for their 2015 annual conference.

As it relates to the information provided by Mr. Beck to Mr. Cadwallader as mentioned above, Mr. Cadwallader informed the Board that we do have a Source Water Protection Plan in place.

V. APPROVAL OF MINUTES

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 4, 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. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

VI. AGENT'S EXPENDITURES

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES IN THE AMOUNT OF \$219.77. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

VII. INVOICES

American Water Works Assoc.	\$	50.00
Cambria Mailing Services, Inc.		79.11
Capital Region Benefits, Inc.		84.71
CMPA		1,000.00
Ebensburg Office Supply		40.17
Environmental Service Labs		144.00
Groff Tractor & Equipment, Inc.		1,166.06
Hach		438.89

Hesel Excavating	1,806.52
The Hite Co.	178.44
John Gartland	50.00
L/B Water Service, Inc.	1,532.40
Link Computer Corp	1,336.88
Mainline Newspaper	29.30
Mark Stancovich	50.00
Mary L Elchin	144.00
Nipers Auto Repair	222.00
PMAA	1,107.72
Portage Auto Parts	337.96
Portage Post Office	147.00
Portage Service Center	590.00
Ray's Lawnmower	20.55
Ray Oil & Gas	2,709.35
Raymond G. Bowman	50.00
RDM – Johnstown, LLC	170.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	143.72
Stephen F. Koval	50.00
Stevens Company, Inc.	104.16
United Graphics	1,234.44
Vermeer Sales & Service, Inc.	178.05
Visa – 1 st Summit	42.46
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	\$15,307.89

Paid Bills

UPMC Health Plan	\$ 5,522.58
1 st Summit Bank	31.75
Chad Franey	100.00
Comcast	259.86
PA One Call System	16.85
Penelec	1,840.79
Peoples Natural Gas	238.70
Ray's Lawnmower	7.99
REA Energy Cooperative	1,442.88
Visa – 1 st Summit	55.01
Maria E. Serenko	100.00
Galeton	25.99
Lowe's	47.06
Michael Bryja	100.00
Staples Credit Plan	298.47
Verizon	353.10
PWEA	180.00
1 st Summit Bank	391.34
Aflac	226.22
FWF Insurance Agency	1,952.00
Pro Disposal	142.00
Sheetz Fleet Service	467.97
UPMC Health Plan	5,522.58
Verizon Wireless	176.86
Vermeer Sales & Service	3,451.50
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	\$22,951.50

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$105,755.18 (REGULAR BILLS, \$15,307.89; PAID BILLS, \$22,951.50; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$58,090.88. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

VIII. TREASURER'S REPORT

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2014 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,581,326.44; CASH IN, \$265,129.25; CASH OUT, (\$262,837.19); ADJUSTMENT (INTEREST), \$0; ENDING CASH, \$1,583,618.50. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

IX. 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 commented that the military-type generator that used to run the Martindale plant is functional but is just sitting idle. He questioned the Board as to their feelings on advertising the generator for sale. It is a 60kw generator. Mr. Koval questioned if you can get single phase with it, to which Mr. Cadwallader replied that it can be used single phase or three-phase.

ON MOTION OF MR. KOVAL, SECONDED BY MR. STANCOVICH, THE BOARD UNANIMOUSLY AGREED TO ADVERTISE THE GENERATOR FOR SALE AS NOTED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

Mr. Cadwallader noted that the plant employees brought to his attention that the pH meter needs replaced (the probe is not working). The cost for replacement would be \$973 for the meter and probe, which does not include shipping and handling. Mr. Cadwallader noted that the purchase would come out of capital improvements in the budget. Mr. Bowman noted that action on this item would take place under Unfinished Business.

X. 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, as discussed at the last meeting, he is still waiting for final information from Ryan (Lumadue). Ryan indicated that he would have the information to Mr. Beyer after the first of the year; however, Mr. Beyer has not received anything to date. Mr. Beyer questioned if perhaps Attorney Barbin could send a letter to Ryan indicating the importance of the need for the information. Ryan needs to provide the as-builts to close out the CDBG project in order to proceed with the Mountain Avenue project. Mr. Beyer noted that he does have all of the permits for the Mountain Avenue project and will be ready to proceed once we hear back from Lumadue.

For the benefit of the new Board members, Mr. Cadwallader explained that the Authority had left over monies from a previous CDBG project that it plans to use for the project on Mountain Avenue (going

up Mountain Avenue with a 10" line ending roughly at Orchard Street). Mr. Cadwallader noted that the Authority is also looking at another project on Cemetery Road starting at the cemetery up to Koban's with a high pressure line.

Mr. Beyer questioned the Board as to whether the Authority wanted to bid the Cemetery Road project at this time. Mr. Bowman asked that this matter be discussed at the next meeting. Mr. Bowman noted that we would want to bid this project before all of the contractors become involved in other projects.

Mr. Beyer noted that he would like to set up a workshop to review the Long Range Plan. Mr. Cadwallader explained to the new Board members that there are a number of projects in the Long Range Plan that have already been addressed; and the Plan needs reviewed to delete these projects and add any potential future projects. Mr. Bowman noted that during the winter months would be a good time to meet relative to this matter. Mr. Cadwallader agreed stating that once the Sewer Authority begins their project, the Water Authority will have a lot of work tied up in that project as well (lead and galvanized lines will have to be addressed).

Mr. Bowman reported that Borough Council would like to meet with the Authority Board on February 17 at 6:30 p.m. in Council Chambers.

XI. SOLICITOR'S REPORT

Attorney Barbin noted that he had submitted a copy of his report prior to the meeting.

As it relates to the discussion at the last meeting regarding Diehl Construction, Attorney Barbin reported that Diehl has filed an appeal. The record has been sent to the court; and the judge will schedule a status conference.

Attorney Barbin advised the Board that a letter was sent to Mrs. Kistic as it relates to the discussion at the last meeting; and Mrs. Ringler has advised that Mrs. Kistic has cashed the check.

As it relates to the Chappell property, Attorney Barbin reported that he did do a brief title search on the property, but he did not search for any tax liens. Attorney Barbin stated that there is clearly an unsatisfied mortgage on the property through an agency in Ebensburg. He pointed out that the Board talked briefly at the last meeting on strategies of tax/sheriff's sale of properties. Attorney Barbin noted that, if there is a mortgage outstanding on the property, it prevents individuals from bidding because if you purchase the property, the mortgage remains. Attorney Barbin noted that what they used to do in the Redevelopment Authority is they would contact the mortgage holder first and either get a release if they were definite they wanted the property, or get an option for the release from the mortgage company. If the mortgage company agrees to give the release for perhaps \$10,000, then you can go to the sheriff's sale with that in hand. Attorney Barbin indicated that he does need to do a little bit more of backup research on this. He pointed out that, if the Authority feels this is a good property, he will contact the mortgage company.

For the benefit of the new Board members, Mr. Bowman explained that the Ambulance Association has wanted the Authority to abandon their pipe yard next to the ambulance garage so that the Ambulance Association can expand their building. The Chappell property, Mr. Bowman noted, is a central location for the pipe yard; and it is three times the size of the current location.

Mr. Bowman noted that we will have to determine as well what taxes are owed on the Chappell property. Mr. Cadwallader questioned if a judicial sale comes into play, to which Attorney Barbin explained that once a property is exposed for a tax sale twice, it then goes to judicial sale. Attorney Barbin questioned if there is a business that is operating next to the Chappell property, to which Mr. Bowman replied that is a warehouse for The Tire Shop.

Attorney Barbin commented that, if the Board desires, he will contact the mortgage company to see if there is any interest. Mr. Bowman requested that Attorney Barbin also explore the amount of taxes owed on the property. Attorney Barbin stated that he would provide a full report at the next meeting.

XII. FORESTER'S REPORT

No report.

XIII. UNFINISHED BUSINESS

- CDBG Project

Discussed earlier in the meeting. Project ongoing.

- Employee Issues – Vacation Hours and Sick Time

Mr. Bowman informed the Board that we currently have a policy that indicates that employees need to write a letter to the Board to request the carryover of any vacation hours. It is being requested that this policy be changed to allow the carryover of two weeks of vacation hours without the need to write a letter to the Board requesting same. Mr. Koval questioned how long into the next year these hours could be carried over before they are used, to which Mr. Bowman replied that the employees would only be permitted to bank two weeks of time; however, they could not continually do this year after year until they have a large accumulation of vacation time. Mr. Stancovich stated that, in this way, if an employee earned three weeks of time, they would then be guaranteed five weeks if they carried two weeks over.

As it relates to sick time, Mr. Bowman stated that we have a personnel policy of a maximum of 480 hours. When the sick time is given out, he explained, it is being given out all at once in January of each year, which has allowed some employees to accumulate 570 hours, thus being over the policy limit. To rectify this, Mr. Bowman pointed out, and to stay within the policy limits, it is being recommended that we grant four hours of sick time per pay for each employee. Attorney Barbin indicated that this would be a good business decision on behalf of the Board because if the time is granted in January, and an employee would leave in February, they could walk away with all of the extra time. Mr. Bowman noted that, if an employee had 480 hours on January 1, they were granted an additional 12 hours on January 2. This is why it is being recommended that we grant four hours per pay and make this change to the policy. Mr. Bowman pointed out that we are not changing the number of hours that are given, just the way they are given out.

ON MOTION OF MR. KOVAL, SECONDED BY MR. STANCOVICH, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE ABOVE CHANGES TO THE PERSONNEL POLICIES AS OUTLINED; I.E., THE CARRYOVER OF TWO WEEKS OF VACATION HOURS WITHOUT THE NEED TO WRITE A LETTER TO THE BOARD REQUESTING SAME, AND THE GRANTING OF FOUR HOURS OF SICK TIME PER PAY RATHER THAN THE MAXIMUM OF 12 DAYS AT THE BEGINNING OF EACH YEAR. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

- 2014 CDBG Grant

Mr. Cadwallader reminded the Board that we have applied for this grant. If we obtain grant monies, the monies will be used for the completion of the Mountain Avenue project.

- Rules, Rates and Regulations and Conditions of Service

Mr. Bowman informed the Board that the Rules, Rates and Regulations and Conditions of Service have been digitized; and a copy will be provided to the new Board members for their information. He noted that this is the first time that the Authority has a copy of this information in digital form. Mr. Bowman indicated that changes that previous Boards had made did not get pulled out and replaced because everything was in written form. Attorney Barbin indicated that he was asked to review the document; however, over the years he has inserted the changes in digital form in the copy he had of the information. He will compare what he has with what Mrs. Ringler has provided to ensure that both copies match before the Board accepts the revised documents.

- Purchase of pH Meter and Probe

ON MOTION OF MR. KOVAL, SECONDED BY MR. STANCOVICH, THE BOARD UNANIMOUSLY APPROVED THE PURCHASE OF THE pH METER AND PROBE AT A TOTAL COST OF \$973, PLUS SHIPPING AND HANDLING, THE COST OF WHICH TO BE TAKEN OUT OF THE CAPITAL IMPROVEMENTS BUDGET. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

- Chappell Property

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AUTHORIZED ATTORNEY BARBIN TO CONTACT THE MORTGAGE COMPANY WITH REGARD TO THE CHAPPELL PROPERTY AS WELL AS TO DETERMINE THE AMOUNT OF TAXES CURRENTLY OWED ON THE CHAPPELL PROPERTY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

XIV. REORGANIZATION

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

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

Mr. Yetsko called the annual meeting to order at 7:50 p.m.

- **ELECTION OF OFFICERS**

- Appointment of Chairman

Mr. Koval nominated Mr. Bowman for the position of Chairman.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. KOVAL, SECONDED BY MR. GARTLAND, THE NOMINATIONS WERE CLOSED, AND THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. BOWMAN AS CHAIRMAN FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

➤ Appointment of Vice-Chairman

Mr. Gartland nominated Mr. Stancovich for the position of Vice-Chairman.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. GARTLAND, SECONDED BY MR. KOVAL, THE NOMINATIONS WERE CLOSED, AND THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. STANCOVICH AS VICE-CHAIRMAN FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

➤ Appointment of Secretary

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

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. BOWMAN, SECONDED BY MR. YETSKO, THE NOMINATIONS WERE CLOSED, AND THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. KOVAL AS SECRETARY FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

➤ Appointment of Assistant Secretary

Mr. Koval nominated Mr. Yetenko for the position of Assistant Secretary.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. KOVAL, SECONDED BY MR. BOWMAN, THE NOMINATIONS WERE CLOSED, AND THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. YETSKO AS ASSISTANT SECRETARY FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

➤ Appointment of Treasurer

Mr. Koval nominated Mr. Gartland for the position of Treasurer.

THERE BEING NO FURTHER NOMINATIONS, ON MOTION OF MR. KOVAL, SECONDED BY MR. BOWMAN, THE NOMINATIONS WERE CLOSED, AND THE AFFIRMATIVE APPROVED THE APPOINTMENT OF MR. GARTLAND AS TREASURER FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

• RETENTION OF POSITIONS

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF 1st SUMMIT BANK AS DEPOSITOR FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF SHARON SQUILLARIO AS RECORDING SECRETARY FOR 2015. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

As it relates to the retention of Kline, Kimlin as Auditor, The EADS Group as Engineer, William Gleason Barbin, Esq. as Solicitor, and Michael Barton Forestry Consulting as Forester, Mr. Yetsko stated that, as there are retainers paid to each of these individuals/agencies, perhaps there should be a roll call vote and the Board should also determine if there will be any increase in said retainers for the coming year prior to retaining them. Mr. Bowman indicated that The EADS Group does notify the Authority any time there is going to be an increase in their retainer. Mr. Yetsko expressed his feeling that the Board should have on record each year as to what the annual retainer will be prior to voting on retention. Mr. Beyer noted that The EADS Group could provide a new agreement if the Board desires. Mr. Bowman stated that the Authority only pays Mr. Barton when services are performed (i.e., a standard percentage each time there is a timber sale). Attorney Barbin noted that he could forward a letter to the Board relative to his retainer for services.

Mr. Bowman pointed out that Kline, Kimlin did submit a quote for the two audits for the coming year; i.e., one would be \$6,000 and one for \$2,000 - \$3,000. Attorney Barbin noted that the Board could entertain a motion retaining Kline, Kimlin based on the terms of their engagement letter.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, VIA A ROLL CALL VOTE, THE BOARD UNANIMOUSLY APPROVED THE RETENTION OF KLINE, KIMLIN AS AUDITOR FOR 2015 BASED UPON THE TERMS OF THEIR ENGAGEMENT LETTER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

Mr. Bowman commented that action on the retention of Attorney Barbin, The EADS Group and Mr. Barton would be held until next month when updated retainer letters are received.

XV. ADJOURNMENT OF ANNUAL MEETING

The Annual Meeting was adjourned at 8:00 p.m.

XVI. RECONVENING OF REGULAR MEETING

Mr. Bowman, Chairman, reconvened the regular meeting at 8:00 p.m.

XVII. NEW BUSINESS

- Kline, Kimlin – Engagement Letter

Discussed earlier in the meeting.

- Check for Sale of 2005 Truck

Mr. Bowman informed the Board that the 2005 truck was sold for \$2,670. He recommended that the check be deposited into Account 106.5 Savings.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED DEPOSITING THE CHECK IN THE AMOUNT OF \$2,670 FROM THE SALE OF THE 2005 TRUCK INTO ACCOUNT 106.5

SAVINGS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

- Crash Bars on Doors

Mr. Cadwallader apprised the Board that under USDA regulations, they do include some requirements that must be met for the ADA Act. USDA will be performing a survey in the future; and items being recommended to meet ADA standards would be the installation of crash bars on the doors and handles on the outside of the door for use by the handicapped. Mr. Cadwallader noted that we are not required to change the size of the entrance door to the conference room; and until the crash bars are installed, if there is a meeting in the conference room where a handicapped individual would be attending, we could move the meeting to the Fire Hall to accommodate the handicapped. Mr. Bowman indicated that he does not think you can have a deadbolt with a crash bar. Attorney Barbin commented that perhaps the door between the conference room and the office area should be minimally secured at the same time. Mr. Cadwallader indicated that he would look into the proper permits with the County, etc. Attorney Barbin questioned, when the room is unoccupied, could we have extra security, to which Mr. Cadwallader replied that the only time the door to the conference room is used is when there is a meeting being held. At other times, it is kept locked. Mr. Bowman requested that Mr. Cadwallader investigate this matter further and report back at the next meeting.

XVIII. GOOD OF THE ORDER

- Uncollectible Accounts

Mr. Bowman shared that the uncollectible accounts to be written off and sent to the collection agency amounted to \$3,904.73.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AUTHORIZED THE UNCOLLECTIBLE ACCOUNTS TO BE WRITTEN OFF AND SENT TO THE COLLECTION AGENCY IN THE AMOUNT OF \$3,904.73. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

Mr. Gartland questioned if these accounts are private residents or businesses, to which Mr. Bowman shared the listing with Mr. Gartland and indicated that the list is individual residents. Mr. Gartland questioned if these are cases where residents did not pay their bills and there was nothing the Authority could do further, to which Mr. Cadwallader replied that in some cases the residents are deceased with no family members. Further discussion ensued wherein Mr. Cadwallader explained certain situations relating to individual accounts on the list. Attorney Barbin commented that just because the Authority wrote off the accounts does not mean it cannot take action to collect on the accounts. Mr. Cadwallader noted that, when the Authority has sent uncollectible accounts to the collection agency in the past, the agency was successful in making collections on the accounts. Mr. Bowman emphasized that, with the amount of water that the Authority bills for, the uncollectible accounts are an incredibly small amount.

- Bidding Threshold Increase

Mr. Bowman apprised the Board that there has been a bidding threshold increase; i.e., any contract or purchase under \$10,300 requires no formal bidding or telephonic quotations; contracts or purchases in the amount of \$10,300 - \$19,099 require three telephonic quotations; any contract or purchase of over \$19,100 requires a formal bidding process.

- Scrap Check

Mr. Bowman reported that a check in the amount of \$2,537.60 was received for the sale of scrap. It is being recommended that the check be deposited into Account 106.5 Savings.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE SCRAP CHECK IN THE AMOUNT OF \$2,537.60 INTO ACCOUNT 106.5 SAVINGS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

Mr. Bowman noted that another check for scrap was received in the amount of \$258; however, he instructed Mrs. Ringler to use those monies toward the Authority's share of the Christmas party.

Mr. Bowman informed the Board that in the past the Authority was not permitted to make any donations; however, at the current time, under the Municipal Authorities Act, the Authority is permitted to make a donation not to exceed \$1,000 per year. Attorney Barbin commented that in the past he had given an opinion to the Authority that it was not permitted to make any donations; however, at the current time different Authorities are doing different things. Attorney Barbin indicated that the Municipal Authorities Act does have a provision wherein an Authority can designate no more than \$1,000 to a non-profit organization or governmental agency. Mr. Stancovich questioned if donations in different amounts could be made to different organizations, or if it has to be one donation to one organization, to which Attorney Barbin replied that it is not limited; i.e., the Authority could make donations to 10 different organizations in different amounts, but it could not exceed \$1,000. Attorney Barbin emphasized that the important fact in this consideration is that the Authority is the trustee of the monies of its customers; and the Authority making such donations may be misconstrued.

Mr. Bowman commented that he was suggesting a donation be made out of the monies received from the sale of scrap, and this is not money received from customers. He indicated that the reason he brought this up is that he became aware of the 75th anniversary of this Historical Society; and the Historical Society is planning for a special celebration. The Historical Society has applied for a grant in the amount of \$1,800 to put toward its celebration plans; and Mr. Bowman felt that a donation by the Authority may assist in this regard. Mr. Bowman pointed out that the Authority may want to make a donation to another non-profit organization; however, he felt the donation to the Historical Society would be a worthy donation. Attorney Barbin stated that this would be a policy decision of the Board. Mr. Koval expressed his opinion that he did not feel the Authority should begin such a practice. If the Authority would make a donation, it would become public information; and the Authority has never made donations to other organizations in the past. In this case, Mr. Koval mentioned, our customers would not know that we were using the scrap check for the donation and they may not understand that we would not be using customer monies.

At this time, Mr. Bowman made a motion that a donation be made to the Historical Society. The motion died due to a lack of a second.

- Request from Mr. Moore

As it relates to the matter discussed in Executive Session as requested by Mr. Moore, Mr. Bowman noted that the \$1,000 per year that was mentioned by Mr. Moore would be approximately \$.50 per hour for 2,080 hours. Mr. Koval indicated that the Board dealt with a similar request received in the past from another employee. Mr. Bowman stated that we could deal with Mr. Moore's request going forward; however, the information referenced by Mr. Moore would have to be investigated via past Board minutes; and it may have been discussed in a workshop by past Board members. Mr. Bowman indicated that we should perhaps grant the request for \$.50 per hour for the future and then investigate the request for back pay. Mr. Gartland questioned if the Authority in the past paid the back pay via raise and not a check, to which Mr. Bowman replied affirmatively. Mr. Gartland indicated that

Mr. Moore stated that this has been going on for three years. Mr. Koval commented that he has no concerns with make the increase of \$.50 per hour going forward; however, he feels we need to investigate further the back pay issue. Mr. Bowman agreed stating that the Board can only act on the future increase request now until past Board minutes are reviewed to see if any decisions were made in the past. Mr. Cadwallader noted that biggest consideration is that when Mr. Moore took his license test he was not paid the increase that was given to other employees when they passed their license test. Mr. Yetsko indicated that if Mr. Moore was entitled to this, it should be given to him.

Mr. Bowman questioned what amount the Board felt should be given to Mr. Moore. Mr. Koval made a motion that Mr. Moore be given \$.48 per hour retroactive to January 1, 2015 to make up for what Mr. Moore did not receive when he passed his license; and, as it relates to back pay, the minutes of past meetings will be reviewed to see if any action was taken by past Boards. The motion died for a lack of a second.

Mr. Gartland questioned what Mr. Moore's pay status is currently compared to other employees, to which Mr. Stancovich replied that Mr. Moore's pay status is right in the middle of other employees. Mr. Koval noted that the Authority has a starting wage in place and then employees are granted certain increases after passing certain licensing tests. Mr. Cadwallader noted that in the past employees were granted \$1,000 when they passed their licensing exam. Mr. Gartland commented that we need to ensure that, if Mr. Moore was promised an increase, he should receive it.

Mr. Koval questioned what Mr. Bowman's recommendation was, to which Mr. Bowman replied that his recommendation was that Mr. Moore receive a \$1 per hour raise; i.e., \$.50 per hour for passing his license and \$.50 per hour to cover the increase that other employees received and Mr. Moore did not.

Mr. Koval commented that he previously made a motion that Mr. Moore be granted a \$.48 per hour increase, which died for a lack of a second.

Mr. Bowman then made a motion that Mr. Moore be granted a \$1 per hour increase retroactive to January 1, 2015, which died for a lack of a second.

Mr. Yetsko commented that he believes the Board should review past Board minutes before any decision is made. He indicated that he would rather have the Board make the right decision initially rather than having to go back and rectify its decision.

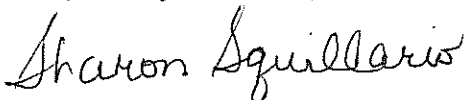
XIX. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:30 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. BOWMAN, MR. GARTLAND, MR. KOVAL, MR. STANCOVICH AND MR. YETSKO.

XX. NEXT MEETING

The next meeting will be held on Thursday, February 5, 2015 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario
Recording Secretary