

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, January 7, 2016, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Mark Stancovich, Chairman  
Steve Koval  
Dave Miorelli  
Jerome Yetsko

Also present were: Attorney William Barbin, Solicitor; Ron Cadwallader, Supervisor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Brenda Ritchey, Resident.

**I. CALL TO ORDER**

Mr. Stancovich, 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. Stancovich recognized Mr. Portash, Mainline Newspapers.

Mr. Stancovich recognized Ms. Ritchey. Ms. Ritchey informed the Board that she was having some construction done at her residence; and the contractor had to remove the toilet to place a new flooring. The contractor had placed a towel in the tank of the toilet to absorb the water. When the toilet was reinstalled, the towel was not removed; thus, the water continued to run. Ms. Ritchey commented that she was unaware of this. A friend of hers was hospitalized; and when she came home from the hospital, Ms. Ritchey went to stay with her, not knowing that the water in the toilet continued to run in her absence. When Ms. Ritchey received her water bill she then realized what had caused the problem; and when she went to the Water Authority office to inquire, she was told that if her bill would have been \$3 more, she could have been eligible for an adjustment on the bill. If this was the case, Ms. Ritchey noted, she could have left the water run for another day so that she could have been eligible for an adjustment.

Mr. Stancovich stated that, unfortunately, what Ms. Ritchey is stating is true as the Authority does have limits on when an adjustment would be approved. He commented that the Board would review Ms. Ritchey's concerns at this evening's meeting and would be in contact with her. Ms. Ritchey noted that her concern is that, when the water was running in the toilet, it ran in December and continued to run in the month of January. Mr. Cadwallader commented that the meter was read on January 5, 2016. Ms. Ritchey stated that, if this is the fact, then her bill will be larger in January as well. She pointed out that her other concern was that, if a concern like this comes up, she would think that a resident would be notified of a higher meter reading; and she questions why she was not notified as a courtesy. Ms. Ritchey indicated that she is on a fixed income; and currently her water bill is one-third of her income.

Attorney Barbin commented that perhaps this should be the responsibility of the contractor that Ms. Ritchey used. Ms. Ritchey stated that the contractor was a family member. Mr. Cadwallader noted that, if an Authority employee is reading a meter and notices an increase, they do knock on the door of the residence to let the customer know that there may be a potential leak. They do not leave a note on the door because the note may fly away because of the wind, but the employee does make an attempt to notify the resident. Ms. Ritchey commented that she was home a day or two before she noticed what was going on with the toilet.

Mr. Stancovich thanked Ms. Ritchey for coming before the Board; and he indicated that the matter would be discussed at this evening's meeting and then Ms. Ritchey would be notified of the Board's decision.

Ms. Ritchey departed from the meeting at this time.

**III. CORRESPONDENCE**

Mr. Stancovich noted that correspondence was received was received from Portage Borough reappointing Mr. Stancovich to a five-year term on the Authority Board.

**IV. APPROVAL OF MINUTES**

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 3, 2015 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

**V. AGENT'S EXPENDITURES**

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD OCTOBER 1 THROUGH DECEMBER 31, 2015 IN THE AMOUNT OF \$57.91. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

**VI. INVOICES**

American Water Works Assoc	\$ 50.00
Cambria Mailing Services, Inc.	78.42
CMPA	1,000.00
Cole-Parmer	250.40
Ebensburg Office Supply	511.65
Environmental Service Laboratories, Inc.	160.00
FWF Insurance Agency, Inc.	2,051.00
Grannas Bros. Stone & Asphalt Co., Inc.	303.77
Hite Company	493.27
Impala Motors, Inc.	227.56
John Gartland	50.00
L/B Water Service, Inc.	1,248.25
Mainline Newspaper	34.85
Mark Stancovich	50.00
Mary L. Elchin	108.00
Niper's Auto Repair	80.00
PMAA	1,138.27
Portage Area Sewer Authority	99.42
Portage Post Office	147.00
Portage Service Center	506.95
Ray's Tires	2,240.00
Ray Oil & Gas Co.	4,839.24

RDM – Johnstown LLC	687.00
Ronald J Cadwallader, Jr	20.00
Ross Valve Mfg Co.	374.88
Sharon Squillario	50.00
Stager's Store	285.65
Stanley Steemer	532.35
Stephen F Koval	50.00
United Graphics	1,260.61
Univar USA, Inc.	1,296.90
Visa – 1 <sup>st</sup> Summit	312.20
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	\$20,537.64

**Paid Bills**

1 <sup>st</sup> Summit Bank	\$ 31.75
360 Painting	1,966.61
Dean Bimle	100.00
PA Once Call System, Inc.	76.18
Nicole Kostan	100.00
Comcast	264.42
Mike Wallace, Jr	100.00
Penelec	1,927.64
Peoples Natural Gas Company	134.20
REA Energy Cooperative Inc.	1,378.97
Robert Walsh	1.90
Visa – 1 <sup>st</sup> Summit	2,158.76
Wesley Davis, Jr	51.62
Aflac	226.22
Daylon Behe	57.90
Jason Phaneuf	100.00
Link Computer Corporation	1,252.50
Lowe's	94.96
Pro Disposals, Inc.	142.00
Verizon	425.66
Donna Kunko	100.00
Jennifer Ocipa	58.47
PRWA	340.00
Verizon Wireless	179.12
1 <sup>st</sup> Summit Bank	391.34
Highmark Blue Shield	7,630.87
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	\$19,291.09

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$65,284.64 (REGULAR BILLS, \$20,537.64; PAID BILLS, \$19,291.09; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

## **VII. TREASURER'S REPORT**

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE DECEMBER 2015 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,496,832.38; CASH IN, \$201,106.18; CASH OUT, (\$224,394.25); ADJUSTMENT (INTEREST/MISC.), \$153.03; ENDING CASH, \$1,473,697.34. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

## **VIII. SUPERINTENDENT'S REPORT**

Mr. Stancovich 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 reminded the Board that he had presented a quote at the last meeting from Eichelberger for the Benscreek well. Since the Board approved the quote from Eichelberger, Mr. Cadwallader requested that the Board rescind the action taken at the last meeting. Mr. Cadwallader explained that we need to obtain approval from DEP on the acid that Eichelberger will be using. Mr. Cadwallader will have an adjusted quote at the next meeting that will include the acid. Mr. Koval questioned if the adjusted quote will be a different price, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader explained that the acid that will be used will set for 24 hours and then they will come back and flush it. We will place it in plastic tanks and add soda ash to bring the pH up, and then it can be placed in the lagoon. As long as it does not disturb the pH in the lagoon, Mr. Cadwallader commented, we can continue to slowly add it to the lagoon until it is disbursed. Mr. Cadwallader stated that DEP and the sanitarium are both aware of our plans.

Mr. Stancovich noted that action on the above would be addressed under New Business.

As it relates to the Wier at the plant, Mr. Cadwallader noted that the staff has to get into the piece of pipe in order to create a smooth surface. In order to do that, the staff is going to wait until the cold weather ends as nothing will stick in the cold weather. Mr. Stancovich commented that this may be better because if it is smooth the bore may work better.

Concerning Mr. Koban's concern that was discussed by the Board at the last meeting, Mr. Cadwallader indicated that he did some further investigation. He pointed out that the pipe that is in the development is only rated for 200 psi and has been in the ground for 15-20 years. At the hydrant on top right off of Cemetery Road, we have 160 pounds; and then to get to Mr. Koban's and put the water in the line, we are probably at 190-200 to max the pressure out. Mr. Cadwallader emphasized that this will create potential hazard. If we section it off, we will dead head two spots in the area where it circulates right now (comes off of Lutz' side of the development, comes across and comes down Koban Lane, and ties to everything in the system to circulate through so that there is no dirty water complaints). Mr. Yetko questioned if we could install a pressure reducing valve, to which Mr. Cadwallader replied that his opinion to the Board would be that we go to their property line and place a pressure reducing station. Mr. Cadwallader commented that Mr. Mike Kunko did hear about the Board's discussions; and Mr. Kunko has stated that he would be more than willing to run the line to wherever the Authority places it in order to solve the problem. Mr. Kunko realized what the pressure situation was when he purchased the property; and he is willing to have an additional expense in order to get

better pressure at his residence. Mr. Koval questioned if Mr. Kunko would be agreeable to placing the pipe to his property line, to which Mr. Cadwallader replied that we would have to find out where Mr. Kunko's property line is because he sits down further than what Mr. Koban does. Mr. Cadwallader pointed out that a pressure test was also done at the Pat Kunko residence and he has 50 pounds, and the Glista residence has 44 pounds.

Mr. Stancovich questioned if there was a tap installed for Mr. Koban but it just was not run across the road, to which Mr. Cadwallader replied affirmatively. Mr. Stancovich stated that he went with Mr. Brian Cadwallader to the area and Mr. Cadwallader explained to Mr. Stancovich how the pipe ran and it makes perfect sense why it would not work to loop from the old section to the new section. Mr. Cadwallader stated that the reason we looped it in the first place is because the residence where Vivian Kunko used to live would constantly experience dirty water; and when the loop was placed, it eliminated this concern because it now circulates.

Mr. Koval questioned why we would not just run a tap to each of the property lines and then it would be up to the residents to do what they need to do, to which Mr. Cadwallader replied that normally this is what we do, but this would be a decision of the Board. Mr. Miorelli questioned if Mr. Koban has a pressure reducing valve in his house currently, to which Mr. Cadwallader replied negatively. Mr. Cadwallader stated that one of Mr. Koban's concerns was the need to come underneath his driveway. Mr. Koval commented that Mr. Koban could probably bore underneath the driveway. Mr. Cadwallader emphasized that in any other situation, we would bring the pipe to the property line and then it would be the owner's responsibility, to which Mr. Koval commented that he would be inclined to do the same in this situation.

Mr. Stancovich stated that he is agreeable to running the line to the property line, but he questioned if there would be any future benefit to installing a pressure reducing station. Mr. Cadwallader responded that he does not know if Mr. Helsel has any future plans for his development. We could run it the entire way up Cemetery Road, which would give Mr. Helsel the potential to expand. Mr. Miorelli questioned where we would be at with other residents requesting the same thing. He questioned if we would then have to do the entire section in the lower end above the Sewer Plant. Mr. Cadwallader replied that we would end up putting a pressure reducing station in that area. Mr. Miorelli stated that it may become problematic with other residents wanting the same thing. Mr. Cadwallader noted that it has always been the homeowner's responsibility to bring the pressure down in their house, and the Authority provides it at the main. Attorney Barbin agreed with Mr. Cadwallader's statement. Attorney Barbin pointed out, however, that once a resident starts going over 175 – 200 pounds of pressure, he would think the Authority would have some responsibility to reduce the pressure for the homeowner.

Mr. Stancovich questioned what the pleasure of the Board would be for Mr. Koban and Mr. Mike Kunko. Mr. Cadwallader questioned if Mr. Koban and Mr. Kunko would be charged any tap fees, to which Attorney Barbin replied that, since both Mr. Koban and Mr. Kunko are already existing customers, the Authority does not have a legal basis to charge a new tap fee, absent a change in use. Mr. Cadwallader pointed out that this is really going to benefit Mr. Koban and Mr. Kunko in the long run with the additional pressure.

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED TO INSTALLING THE TAPS FOR MR. KOBAN AND MR. MIKE KUNKO TO THE CLOSEST POINT ON THEIR PROPERTY LINES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

Mr. Cadwallader noted that, if we are looking at the closest point on the property line, coming down to Mike Kunko's, the taps will be there so does the Authority want to maintain a small piece of line coming down into there to feed both taps. Mr. Koval stated the Authority will be installing it, so we should maintain it. Mr. Cadwallader pictorially showed the Board how the line could be run that would eliminate Mr. Koban's concern regarding his driveway. Attorney Barbin questioned if we would be taking over 20 – 50 feet of pipe, to which Mr. Cadwallader that we would be running a lateral which would be new. Mr. Cadwallader pointed out that we would need to obtain approval from Mr. Helsel to run the line. Attorney Barbin stated that the Authority should obtain an easement; and he asked Mr. Beyer to prepare a sketch that he could attach to the easement to be signed by Mr. Helsel. Mr. Stancovich questioned if it would be possible to tie onto Mr. Koban's line and not go across the road, to which Mr. Cadwallader replied affirmatively.

Mr. Stancovich stated that this discussion would result in the previous motion being rescinded. In all reality, Mr. Stancovich indicated, it would save the Authority running the line across the road. Mr. Cadwallader commented that if we can find both of the taps, they should be within so many feet of each other. Mr. Cadwallader pointed out that we also need to make Mr. Koban and Mr. Kunko aware that this will be a dead line and there is the possibility of dirty water in the future. Attorney Barbin stated that DEP has rules; and even if the residents sign a waiver, it does not change the DEP rules and DEP may recommend that the Authority do something about the dirty water in the future.

MESSRS. KOVAL AND MIORELLI RESCINDED THEIR PREVIOUS MOTION.

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED TO PERFORM A MAIN LINE EXTENSION ON THE SHAWN HELSEL PROPERTY AND PLACE NEW TAPS ON THE KOBAN AND MIKE KUNKO PROPERTIES. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

Mr. Cadwallader apprised the Board that the 18" bucket on the backhoe is the original bucket from the backhoe that was purchased in 2001. The bucket needs replaced as it is beyond its useful life. Mr. Cadwallader obtained pricing for steel to rebuild the bucket, as well as pricing of a used bucket. He obtained a quote for the cost of purchasing a used bucket from an equipment company in Roaring Spring, which would be \$400, much below the cost to purchase the steel.

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO PURCHASE A USED 18" BUCKET FOR THE CASE BACKHOE AT A MAXIMUM PRICE OF \$400. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

#### **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 reported that he talked with Lumadue; and Lumadue will be completing the as-builts the week of January 18.

Relating to the CDBG project on Mountain Avenue, Mr. Beyer indicated that he sent an email to Mr. Custer as well as making several calls. Mr. Custer had indicated to Mr. Beyer that Mr. Beyer should contact him in January regarding the Mountain Avenue project; and Mr. Beyer will continue to attempt to contact Mr. Custer.

As it relates to the spillway, Mr. Beyer stated that he has not completed any cost work to date.

Mr. Beyer informed the Board that Mr. Jeremy Horvath from the Highland Sewer and Water Authority contacted Mr. Cadwallader and stated that the vault was broken. Mr. Beyer noted that EADS is taking care of getting it repaired as it was broken by the sewer contractor.

Mr. Beyer informed the Board that the Agreement he presented to the Board prior to approval of the budget was based on 2015 rates for any additional work that EADS would do. He presented a new Agreement which includes the new 2016 rates; however, there is no change at all to the Retainer Agreement for attendance at meetings or for performing the annual dam report. Mr. Yetzko questioned how much of a change there was between the 2015 rates and the 2016 rates, to which Mr. Beyer replied that the 2016 rates increased between \$1 and \$2 in the various categories. Mr. Yetzko questioned the difference in the changes, to which Mr. Beyer provided the following:

<u>Category</u>	<u>2016 Rate</u>	<u>2015 Rate</u>
Clerical	\$46	\$45
Administration	\$58	\$56
CAD Operator	\$67	\$65
GIS Technician	\$72	\$70
Environmental Specialist	\$62	\$60
Senior Environmental Specialist	\$93	\$90
SEO	\$89	\$87
Geologist	\$96	\$93
Resident Inspector	\$58	\$56
Senior Inspector	\$75	\$73
Planner	\$93/\$143	\$90/\$139
Photogrammetrist	\$98	\$95
Two Man Survey Crew	\$116	\$113
Three Man Survey Crew	\$144	\$140
Chief of Surveys	\$118	\$115
Engineering Technician	\$79	\$77
Senior Engineering Technician	\$102	\$99
EIT	\$79	\$77
Engineer	\$116	\$113
Senior Engineer	\$144	\$140
Architectural Designer	\$85	\$82
Senior Architectural Designer	\$116	\$113
Landscape Designer	\$73	\$71
Registered Landscape Architect	\$138	\$134
Architect	\$144	\$140
Project Engineer	\$116	\$113
Department Engineer	\$145	\$144
Principal	\$159	\$155
Mileage	\$.54	\$.575

ON MOTION OF MR. KOVAL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE REVISED RATE SCHEDULE FROM THE EADS GROUP AS OUTLINED ABOVE, TO BE EFFECTIVE JANUARY 1, 2016. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

Mr. Yetsko commented that this would be contingent upon The EADS Group being retained as the engineering firm for the coming year, which Mr. Beyer commented that he did understand this.

**X. SOLICITOR'S REPORT**

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

As it relates to the Cooney property purchase (187 acres at a cost of \$200,000), Attorney Barbin informed the Board that Cooney has generally agreed to the sale. Attorney Barbin noted that he and Mr. Barton have been working on a legal description of the acreage that could be included in a deed. Mr. Barton thought he remembered some information from the windmill survey, which he did obtain from Kimball. This information contained a nice description of the Authority's current property line which would be a part of this, and a description of the Portage Revolver & Pistol Club which would also be a part of it. However, Attorney Barbin noted, there is no good survey for the lots across the top of the property; and there is no survey for the property on the other side of the power line which would provide the Authority access for timber sales in the future.

Attorney Barbin commented that we are at a point where we need some additional professional help to draw up a description of the involved property. He noted that Mr. Barton had suggested that Mr. Fred Brown be asked to do the survey, as he is the only person in the area with the credentials to do this type of complicated survey. The cost of Mr. Brown's services would be based on his time spent on preparing the information. Attorney Barbin informed the Board that he was asking the consideration of the Board to authorize Attorney Barbin to contact Mr. Brown relative to performing a survey to obtain an appropriate description of the property. Mr. Cadwallader stated that Mr. Brown did perform all of the surveying for the windmill. Attorney Barbin noted that Mr. Brown would be in the best position to do the survey the most cost effectively. Mr. Beyer commented that he does know that Mr. Brown does turn work away because he is slowing down his work schedule due to him wanting to retire. Attorney Barbin emphasized no one knows the property better than Mr. Brown; and a good description of the property would prevent disputes in the future.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AUTHORIZED THE HIRING OF MR. FRED BROWN TO PREPARE A SITE DESCRIPTION OF THE PROPERTY TO BE INCLUDED IN A DEED RELATIVE TO THE PURCHASE OF THE COONEY PROPERTY. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

Mr. Yetsko questioned Attorney Barbin what happened relative to the Chappell property that the Board had discussed, to which Attorney Barbin replied that the mortgage holder never returned his calls. Mr. Yetsko stated that he had heard that someone purchased the property for \$200, to which Mr. Koval commented that the liens on the property did go along with the purchase. Mr. Yetsko indicated that the liens on the property were only \$10,000. He stated that he feels that the Authority lost on the potential purchase.



## **XI. FORESTER'S REPORT**

No report.

Mr. Cadwallader mentioned to the Board that, before the Board makes any decisions on the requests for the quad runs this year, that those holding the runs be required to have the property taken care of before any approval is given. He noted that neither Blue Knob or Lilly have cleaned up the area from their previous runs. Mr. Stancovich commented that he thought both organizations were to meet with the Board, to which Mr. Cadwallader replied that this was correct. Attorney Barbin questioned if it is time to send some type of aggressive letter to both organizations, to which Mr. Cadwallader replied that he did not know but that the first run should take place in May. Mr. Koval stated that perhaps we may consider some type of significant security deposit from the organizations when the runs are approved. Mr. Cadwallader stated that the runs are good fundraising events for the organizations; however, the condition that the trails are left in creates a lot of liability and there are people in Portage that ride the trails every day at no charge. Mr. Stancovich indicated that he would think that the Board would not approve any requests until the current conditions are rectified on the trails.

## **XII. UNFINISHED BUSINESS**

- 2014 CDBG Grant

Discussed earlier in the meeting.

- Cemetery Road Project

Project ongoing. All the work that is left is restoration and taps.

- Employee Issues

Mr. Stancovich informed the Board that there were two requests received from employees for the carry-over of vacation time to 2016; i.e., Tony Thompson requested to carry over three days (24 hours), and Mrs. Ringler has requested to carry over 1.5 days (12 hours).

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUESTS FOR THE CARRY OVER OF VACATION HOURS AS REQUESTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

## **XIII. EXECUTIVE SESSION**

The Board adjourned into Executive Session at 7:40 p.m. to address personnel matters.

## **XIV. RECONVENING INTO REGULAR SESSION**

The Board reconvened into regular session at 8:30 p.m.

## **XV. PERSONNEL MATTER ACTIONS**

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED THAT THE PAY SCALE THAT WAS APPROVED

FOR THE ANNUAL PAY RAISE FOR LICENSING AND TESTING BE ABOLISHED AND THAT EMPLOYEES WILL BE GIVEN AN ANNUAL INCREASE BASED ON AN ANNUAL EMPLOYEE EVALUATION. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

ON MOTION OF MR. YETSKO, SECONDED BY MR. MIORELLI, THE BOARD AGREED TO GRANT TONY THOMPSON A \$.90 PER HOUR WAGE INCREASE TO BRING HIM TO AN HOURLY RATE OF \$17.10, EFFECTIVE JANUARY 1, 2016. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. MIORELLI AND MR. YETSKO. MR. KOVAL CAST A DISSENTING VOTE.

#### **XVI. ANNUAL MEETING - REORGANIZATION**

Mr. Stancovich at this time turned the meeting over to Vice-Chairman, Mr. Miorelli. Attorney Barbin commented that if the desire of the Board was to retain all officers for the upcoming year, there would be no need to call for nominations.

- Election of Officers

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO RETAIN ALL OFFICERS FOR THE UPCOMING YEAR; I.E.: MR. STANCOVICH, CHAIRMAN; MR. MIORELLI, VICE CHAIRMAN; MR. KOVAL, SECRETARY; MR. YETSKO, ASSISTANT SECRETARY; AND MR. GARTLAND, TREASURER. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

- Retention of Positions

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO RETAIN THE FOLLOWING FOR THE UPCOMING YEAR: DEPOSITOR, 1<sup>st</sup> SUMMIT BANK; AUDITOR, KLINE, KIMLIN; ENGINEER, THE EADS GROUP; SOLICITOR, WILLIAM GLEASON BARBIN, ESQUIRE; FORESTER, MICHAEL BARTON FORESTRY CONSULTING; RECORDING SECRETARY, SHARON SQUILLARIO. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

#### **XVII. ADJOURNMENT OF ANNUAL MEETING**

The Board adjourned the Annual Meeting and reconvened into Regular Session

#### **XVIII. NEW BUSINESS**

Mr. Cadwallader noted that the only matter of New Business would be to rescind the action taken by the Board at the last meeting relative to approval of the quote from Eichelberger relative to the well at Benscreek.

ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD UNANIMOUSLY AGREED TO RESCIND THE ACTION TAKEN BY THE BOARD

AT THE LAST MEETING RELATIVE TO THE ACCEPTANCE OF THE QUOTE FROM EICHELBERGER AS IT RELATES TO THE WELL AT THE BENS CREEK PLANT. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

Mr. Cadwallader noted that he would have an adjusted quote available for the Board to consider at the next meeting.

**XIX. GOOD OF THE ORDER**

- Request for Adjustment

Mr. Stancovich presented the request for an adjustment as received from Brenda Ritchey as discussed at this evening's meeting. He informed the Board that Ms. Ritchey's average bill is \$18.98; and she was billed \$115.34, which does not meet the minimum requirements. Ms. Ritchey's bill would have needed to be \$118.98 in order to be considered for an adjustment. Mr. Koval stated that, if Ms. Ritchey does not meet the guidelines, the Board cannot approve the request.

- Line of Credit – Interest Rate Increase

Mr. Stancovich informed the Board that information was received relative to an interest rate increase on the line of credit. The current rate is 3.25%; and the new rate will be 3.5%. Attorney Barbin questioned what the outstanding loan balance is, to which Mr. Stancovich replied that it is \$6,117.37; and the date of the loan is June 6, 2013. Mr. Cadwallader stated that this loan was taken out in 2013 to cover the up-front costs at the time of the project. Attorney Barbin proposed that the Board consider paying this loan off.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO PAY OFF THE LOAN AS NOTED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

- Insurance Check - Blazer

Mr. Stancovich commented that a check in the amount of \$3,066.16 was received for the damages to the Blazer as discussed at the last meeting (damages due to hitting a deer). It is being recommended that the check be deposited into Account #104.5 Money Market. Mr. Cadwallader noted that Stager's will be doing the repairs to the vehicle.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KOVAL, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE INSURANCE CHECK RECEIVED IN THE AMOUNT OF \$3,066.16 FOR REPAIR OF THE BLAZER INTO ACCOUNT #104.5. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

**XX. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KOVAL, SECONDED BY MR. MIORELLI, THE BOARD ADJOURNED THE MEETING AT 8:39 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. STANCOVICH, MR. KOVAL, MR. MIORELLI AND MR. YETSKO.

**XXI. NEXT MEETING**

The next meeting will be held on Thursday, February 4, 2016 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary