

Newport Borough Water Authority  
May 2, 2016 – Meeting Minutes

**BOARD MEMBERS PRESENT:** Penny Frownfelter, Harry Fahnestock, Gerald Robinson, John McNaughton.

**OTHERS PRESENT:** Robert Hasemeier, Barton & Loguidice and Adam Britcher, Solicitor and Dean Miller, Manager.

**MEETING CALLED TO ORDER:** Chairwoman Penny Frownfelter called the meeting to order at 7:00 P.M.

**PUBLIC COMMENT:** None.

**ENGINEERS REPORT:**

- Robert Hasemeier reported along with the operating permit the Water Authority received from EPA the permit to construct a bulk water station. There is a plan to build station and he will make sure the board gets a copy of what was submitted to DEP. Estimated over \$12,000 outside expenses. Jerry commented we may have some of the supplies to reduce the cost. Robert commented this will have to have engineer certification and be inspected by DEP. Penny Frownfelter commented we will not have 12,000 pool water sales this year to justify that expense; not sure where we would get the money to construct.

**OPERATIONS:** Dean Miller reported we received the Innovative Technology Permit for the RFP. This is a (2) year permit. On month 13 of the 24 months NBWA must submit a report showing detail of operations of the membrane plant for the prior 12 months. DEP will review over the next 12 months and before the permit expires at 24 months, they will issue the operating permit.

- Rod Nesmith gave permission to remove the DEP tape from finished water pumps. We must disinfect the storage tanks and do testing to make sure everything is fine so we are within AWWA standards.
- The termination of the NPDES Permit for Well #1 will be monitored and reported on until the permit is terminated by DEP. There is no discharge to any waters of the Commonwealth. DEP did inspect and seemed satisfied. Will need the engineer stamp on completed form to DEP. Dean recommended getting this done.
- On April 26<sup>th</sup> DEP inspected all of the wells. Copy to board members on this inspection. We had 20 violations and 19 deficiencies that DEP is looking to have addressed. Dean recommended having a sit down with a compliance specialist to get a handle on what specific direction they want us to go. Will be back on the 4<sup>th</sup> to inspect membrane filtration plant and the distribution system. Shouldn't take that long.
- Dean reported we had a boil water advisory issued because we had main break on Fickes Lane. Once the main was repaired we had (2) consecutive days of good samples so boil water advisory was lifted. We did issue a product notice to our customers informing them the problem has been taken care of and the boil water has been lifted. Paperwork was submitted today to DEP.
- As Dean reported last month he had someone offer at no cost meters to replace 6-8 meters and have the ones removed tested and if they come back ok we leave them alone.

**SOLICITOR REPORT:** Adam Britcher reported he sent letter to Dorman.

- Penny commented apparently we have an agreement with Oliver Township to shut off water for non- payment of sewer. Oliver wants NBWA to send out their certified letters. Diane reported this is what we do now. Now they have given that to their attorney and they want do their own letter. Adam commented there should be language in the agreement that would cover the collection from Oliver for lost water revenue because we shut their water off. Diane commented Oliver wants to do their own letters is what it comes down to. Adam commented he is not comfortable with some other entity sending out the notice for shut off. Certified letter is a no go due to legal matters concerning shutoff. Penny commented we need to find the contract between Oliver and NBWA. Diana to call Oliver letting them know we will keep the same process; no change.

**TREASURER'S REPORT:** Profit and Loss shows we are \$156,000 behind currently. We have a lot of bills. List of outstanding bills show bills from June, August and September of 2015. We need to get some money to some of our vendors that we rely on. It disconcerting that people don't want to do business with us until we pay them. We need to talk with Penn Vest, the bank etc; we need to get some money to pay our bills. John McNaughton moved, seconded by Jerry Robinson to accept the Treasurer's Report as presented. Motion carried unanimously.

**APPROVAL OF BILLS:** John McNaughton moved, seconded by Jerry Robinson to approve the bills presented for payment. Motion carried with Harry Fahnestock abstaining.

**APPROVAL OF MINUTES:** Jerry Robinson moved, seconded by John McNaughton to approve the April 4, 2016 Meeting Minutes as drafted. Motion carried unanimously.

**2015 AUDIT:** Nothing received from the auditor yet. Diana will call Baker Tilly to see what is going on.

**RESERVOIR EASEMENT/SALE:** Nothing back from Howe Township on the Reservoir Easement/Sale.

**ETHICS FORMS:** Everyone needs to make sure your ethics form has been turned in to Diana.

**REIMBURSEMENT OF REPAIRS (BRIDGE ACCIDENT 2015):** Jerry Robinson had no info yet.

**CLASS ACTION SUIT** – Jerry reported received information in regards to a Class Action Suit on the manufacturer for the price fixing of ductile iron pipe in New Jersey from 2008 to 2013. We had projects during that time. Called L/B Water and they were unaware. They didn't think it involved Pennsylvania but will look into and get back to him.

**WATER OPERATOR JOB DESCRIPTION:** Water Operator job description was adopted in 2010. It was reviewed and revised; looks good.

**NBMA WATER BILLING:** Penny Frownfelter reported she was approached by the Chairman James Sharar regarding why the Sewer is being billed for water. Penny explained to him that since they are no longer under the Borough per the bond agreement they now get charged for water. They did receive a bill for \$15,000 plus and wanted to know why it was so high. Jim says ok what about all the water that is dumped into the sewer system from the river filtration plant. His take was NBWA uses the sewer system the same as NBMA uses the water system. It would probably even out in the end. Rather than trade money back and forth just leave it the way it was. Penny told him should bring it up at the meeting. Dean commented NBWA does not dump water into their system from the River Filtration Plant. The only thing that gets dumped into the sewer system is the domestic sanitary sewer. Penny commented we should have sent NBMA a letter telling them that we were going to start billing sewer for water. Jerry Robinson explained the bond agreement to the board regarding water fees to be charged. Letter will be sent to NBMA.

**MONTHLY BILLING:** Discussion regarding monthly billing. The monthly billing would help the cash flow. Would have a more steady income over the year. Monthly billing would also help our customers who struggle with larger bills. Would still read meters quarterly and send out estimates the other (2) months. The transition part will be the hardest. There will be additional postage and card stock usage. Rate structure was also discussed for increasing rates. Possibly reduce the minimum usage from 6,000 to 4,500 which would bring in \$68,000 additional a quarter or possibly increase the minimum by \$33.00 a quarter with no change to the minimum usage gallons. There would be no increase in the overage fee. Water hasn't increased rates in 10 years. Should be advertised.

**There will be a Mid Month Meeting on May 18, 2016 at 6:00 P.M. for further discussion.**

**John McNaughton moved, seconded by Harry Fahnestock to go into Executive Session at 8:14 P.M for a personnel issue.**

**Meeting called back to order at 8:40 P.M. –John McNaughton moved, Gerry Robinson seconded to terminate the employment of Diana McPherson. Motion carried unanimously. Meeting adjourned at 8:40 P.M. by a motion from John McNaughton, seconded by Harry Fahnestock. Motion carried unanimously.**