

NEWPORT BOROUGH WATER AUTHORITY

REGULAR MEETING

September 12, 2016

BOARD MEMBERS PRESENT – Penny Frownfelter, Jerry Robinson, Harry Fahnestock, and John McNaughton

OTHERS PRESENT – Adam Britcher (Solicitor), Robert Hasemeier (Engineer) and Dean Miller (Operations Manager)

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 7:01 P.M.

PUBLIC COMMENT –

1. Residents have noticed that the security gate is not closed after hours and would like the Water Authority to close the gate. Frownfelter noted the gate is not working properly and cannot be closed, however the issue is being addressed.

ENGINEER'S REPORT – Robert Hasemeier

1. Well 10 NPDES permit – The analytical data has come in, however two samples are still needed to complete the required three before the application process is completed. The information will be compiled in the proper format for DEP and filed by mid-October.
2. Tapping fees – A proposal has been provided but no response has been received.

OPERATIONAL REPORT – Dean Miller

1. Membrane plant status – The lead and copper pipe sampling has been completed. The next step will be to disinfect the water storage tank and the membrane plant will be started. Public notice has been posted requesting bids for excavating and paving. Since only one response has been received, Miller will reach out to several other firms to see if there is any interest in providing a bid, since it would be optimal to have several companies available to the Water Authority.
2. New meters – The Water Authority is working with SCADA before starting the membrane plant. There have been meetings with two reputable firms regarding the purchase of new meters. The signal from the meters would come in via radio and the cloud, enabling the operators to drive by and would reduce reading time to two hours instead of the 34 hours that it currently takes. This would allow for monthly meter readings instead of reading quarterly and estimating monthly bills. New meters would be more accurate and would give customers access to data on their water usage. Regarding the test meter program – six meters were installed and four of those did well, however two of the meters read lower than actual usage.
3. Update 5th/6th Fickes Lane – With the increase in temperatures, there have been more issues with water quality. Acquiring an Auto-Flusher for about \$2,100 would be a stop gap measure. The Auto-Flusher would be placed on the hydrant and automatically flush at specified intervals, thereby improving water quality.

McNaughton motioned, Fahnestock seconded to purchase Auto-Flusher. Motion carried unanimously.

Customers complain about the water on a daily basis. Currently their water is discounted 40% but a long term solution needs to be found. There is an option of cleaning and coating the pipe. Because of the age of the pipe, the risk is increased that the pipe may break during this process and so replacement of the pipe is a better option.

4. 5th and Market project – Robinson & Bruening concurred that installation of curb and sidewalks should be first, secondly the water main, and then storm and sewer drains. The total cost of the project is projected to be around \$60,000, but may be closer to \$100,000. This project also has the opportunity to be funded by a grant.

Hasemeier suggested applying for a grant for Fickes Lane, since there is a demonstrable problem, and several other projects to increase the odds of receiving a grant and increasing the amount of money received. The pipe connection on the hill could also be added into the grant. Minimum grant payout is \$30,000 up to a half a million dollars on documented work that needs to be done. There is no obligation to perform the work, after the money is received, decisions can be made regarding the best usage of the funds.

Frownfelter called for a vote to pursue grant funding. Motion carried unanimously.

SOLICITOR'S REPORT – Adam Britcher

1. Oliver Twp Shutoff Letter – Not ready to discuss at this meeting, will need to meet with Oliver to discuss.
2. Liens/Sheriff Sales – Newport Borough received a letter concerning 29-31 N 2nd St however, it does not have the correct writ number. This property was bought by the Bank of Landisburg. The Market Street property is coming up for sheriff sale. The Water Authority will need to receive the bill from Britcher for the attorney and satisfaction fees on the liens, so those fees can be added to the customer account. If the property is not sold it will become the property of the county or the bank may buy it back. Britcher will provide a separate, written bill to the Water Authority for each sale so there is a paper trail for these payments.

TREASURER'S REPORT –

1. The sewer payment of \$105,000 for the 2nd quarter of 2016 was made and the bond payment was made.
2. Daily Adjustments Report – The Board will need to review and approve the report on a monthly basis.
3. Delinquent Accounts – The current report of past due accounts is in the Board packet. The current total is \$53,000 which includes properties that are under lien. The report will be reviewed to determine which customers will receive a certified letter.
4. Unpaid Bills Report – The current total is \$137,000, which is lower than it was previously.
5. Budget for 2016-17 – Miller has contributed in the projections for expenses and \$30,000 is included for new meters. **Robinson motioned, Fahnestock seconded to approve the budget. Motion carried unanimously.**
6. Update on financing/refinancing options –
 - a. 7/15 meeting with Concord – They felt that the Water Authority should seek \$400,000 and that \$200,000 would not be enough.
 - b. 8/24 meeting with PFM – They wanted us to refinance everything versus looking at other options. It would be an added expense to do this. They want a Board resolution before they will move forward and provide specific numbers.

Robinson motioned, McNaughton seconded to refinance everythin. Motion carried unanimously.

McNaughton moved, Fahnestock seconded to approve Treasurer's report. Motion carried unanimously.

APPROVAL OF CURRENT BILLS – Robinson motioned, Fahnestock seconded to approve August bills. Motion carried unanimously.

APPROVAL OF MINUTES – McNaughton moved, Fahnestock seconded, to approve August 1, 2016 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. New Billing Process Update – There are fewer previous balances on the bills and customers are less confused by the new billing process.
2. Rules and Regs Update – There was discussion regarding necessary revisions.

3. 2016 Audit Status – The audit is still not finalized; it may take another week. Recommendations from the auditors are that there is a one-person operation regarding billing and payments. They would like to see more oversight on approval of all ACH transfers, that one more board member has access to online accounts and approval of payroll.
4. Muni-Link – The project is still on track, there has not been any new developments.

NEW BUSINESS –

1. Diana Myers – Her property is being billed for 8 EDU's and she believes that there are only 7 EDU's and she expects to be reimbursed for what she considers an overpayment for three years. Rules and Regs state that bills need to be disputed within 10 days of receipt. The operators will have to inspect the inside of the property to determine if there is an additional apartment or a water source in the basement.
2. SelecTech contract – There currently are too many different companies working on specific aspects of our tech needs. SelecTech have proven themselves to be very knowledgeable and responsive. Having one company handle all IT for the Water Authority will resolve issues as they arise in a more efficient manner. The annual contract, which would include support for the phones and all other equipment in the office, will be \$3,000. This will not include the large copier which will remain on a separate service contract.

Robinson motioned, McNaughton seconded to approve payment for the SelecTech contract. Motion carried unanimously.

3. Emergency Response Plan Workshop – Frownfelter and the operators attended the workshop and left with a template and 50% of the plan completed. The plan will need to be signed by another community entity, such as the fire department or the borough.

BOARD COMMENTS –

1. Robinson would like to have a sale of equipment and include the trailer, the Dodge van, the Zenon unit and the pup trailer. The lot could be cleared out and made into an inter-municipal lot for the Water and Sewer Authority's usage. Selling excess equipment would also eliminate the current electric bill of \$400 a month.

ADJOURNMENT - Robinson moved, McNaughton seconded to adjourn the meeting at 9:19 P.M. Motion carried unanimously.

Debra Kunish

Recording Secretary