

NEWPORT BOROUGH WATER AUTHORITY

REGULAR MEETING

March 6, 2017

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

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

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 7:00 P.M.

PUBLIC COMMENT – No comments

ENGINEER'S REPORT – Robert Hassemeier

1. Well 10 NPDES Permit – A determination could be made in May. Information was received about the replacement of the chemical fee equipment and it will be forwarded to DEP.
2. Tapping Fees – The Tapping Fee Report has been completed and was shared with the Board in February. The tapping fee per EDU is \$3,472, which consists of \$1,992 for distribution and \$1,480 for capacity. An EDU is determined based on residential use of 65 gallons per day, per person as prescribed by law. Consumption guidelines for EDU's are described on page 5 of the report. 1 EDU is 162.5 gallons per day. The draft resolution has been given to Britcher for review. The same formula is used for commercial EDU's, for example, restaurants are calculated by using the number of tables, or water usage is estimated which determines pipe size and number of EDU's. After the resolution is approved, the new Tapping Fees are advertised and go into effect after two weeks.

Resolution to adopt the Tapping Fee report, moved by McNaughton, seconded by Kaufman. All in favor.

3. Grant Application – The Commonwealth changed the date of the meeting to review applications to March 29th. Plans are being drawn up for the 5th Street water main replacement and will be ready for bid in the latter part of April.
4. Mitchell Gap Dam – An application to make a permanent draw down has been given to the Board. A pipe will be installed at the bottom of the emolument and it will be left permanently open.

Motion to approve the installation of a permanent draw down in the dam by Robinson, seconded by McNaughton. Motion carried unanimously.

5. A loan liquidation report was provided as part of the loan process. Under law, the report needed to include three years, which did show in the negative for three years. Since rates were raised, the Water Authority will be solvent in 2017.

OPERATIONAL REPORT – Dean Miller

6. Update 5th/6th Fickes Lane – The auto flusher has been back in operation due to favorable weather conditions. Some analytics were done at the Elementary School, which included six samples from locations throughout the school. The results of all the samples showed that the water is bacteriologically safe. DEP will be informed of the results. A corrosion expert will be doing some sampling to see if there are areas of corrosion concern. If the grant money is not received, lining the existing pipe might be an option but if the pipe is poorly laid that would not be effective. Replacement of the pipe will cost approximately \$500,000.
7. New Meters – Still waiting for a determination on our grant application.
8. River Plant Operation – The plant has been in operation since February 21st and water is being put into the system. DEP will be at the plant on the 7th to perform an inspection. Everything is working well and SCADA is performing.

9. Third St property – The water has been shut off at the curb stop.
10. The Wastewater branch of DEP sent a notice of violation, that the system is not being properly operated and maintained. Water is going through the wastewater treatment into the sanitation sewer through the overflow.
11. Property on Scheck Drive – Purchasers of the property are considering hooking up to the water system and need to know the Tapping Fees.
12. Inspection by DEP in 2016 showed the membranes in the River Plant were in very good condition but ideally money would be saved annually toward replacement.

SOLICITOR'S REPORT – Adam Britcher

1. Lien/Sheriff Sales – None this month.
2. Rules and Regs/Schedule of Fees – They will be updated with everyone's corrections and revisions and will be forwarded to the Board. The secretary will review the payment section and the Schedule of Fees will be added. Hassemeier noted that other water systems charge a monthly connection fee, regardless of whether or not the service is used. The connection fee varies between 8 and 10 dollars a month. If the service is shut off for the winter, customers are typically charged half of the minimum rate. Howe and Oliver Townships do not have a mandatory water connection, so this may not be fair to the customers in the Borough that do have a mandatory water connection.

TREASURER'S REPORT –

1. Delinquent Accounts – Still working on reducing past due accounts.
2. Adjustments report – The report listed many of the customer adjustments as 50% off corrections when in fact they were adjustments related to errors in the transition from Diversified to Muni-Link. (To clarify this a report is attached that lists the customers who received 50% off their bill in February and March.)

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

Moved to accept the February bills, with the exception of the Dyna Tech bills, by Robinson, seconded by Fahnestock. Motion carried unanimously.

APPROVAL OF MINUTES – moved by McNaughton, seconded by Kaufman to approve the February 6, 2017 regular meeting minutes and the February 21, 2017 special meeting. Motion carried unanimously.

OLD BUSINESS –

1. Muni-Link – The transition is going well and the second billing through them has just been posted.

NEW BUSINESS –

1. 133 N Second St – There is one account at this address, but Pat Bowers, the Borough secretary has determined that there are two mailboxes that are receiving delivery of mail. Bowers has created two separate addresses for this structure. The operators will need to perform an inspection to determine if the account should be changed to 2 EDU's.
2. 28 S Second St – The account is billed for 2 EDU's but the owner is claiming that it should only be one EDU, because there is only one water line. The Board agreed that this is correctly billed at 2 EDU's.

ADJOURNMENT – McNaughton moved, seconded by Fahnestock to adjourn the meeting at 8:00 P.M. and move into Executive Session. Motion carried unanimously.

Executive Session 8:06 p.m. to 8:14pm. Motion to adjourn at 8:15pm by Fahnestock, seconded by Robinson. Motion carried unanimously.

Debra Kunish
Recording Secretary