

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING
May 1, 2017

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

OTHERS PRESENT – Adam Britcher (Solicitor) and Robert Hasemeier (Engineer)

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

PUBLIC COMMENT –

1. Max from Glace Associates came to discuss payment of past due invoices and to request clarification of the Board's intentions regarding the invoices. Frownfelter asked for detailed invoices for each expense. Robinson noted that there were several problems, in particular with the SCADA system, and would like to see negotiations that would compensate the Water Authority for these issues. The outstanding balance is \$64,000 and negotiations should bring this down to around 30 or 32 thousand.

ENGINEER'S REPORT – Robert Hasemeier

1. Well 10 NPDES permit – DEP will be visiting Wells 10 and 14 on Thursday, May 4th for an inspection regarding the permit. DEP would like the water to be piped to a year-round stream flow, but it is not economically feasible. Instead a defined outflow, by coring a hole in the side of the tank of about 2 or 3 inches, may be used so that the piped outflow can be sampled quarterly.
2. Grant application projects & alternative options –
 - a. One option, suggested by Miller, for improving the quality of water in the Fickes Lane area is to feed in corrosion chemicals. The feeder for these chemicals could be put in at the filtration plant instead of the wells which would save money, since only one feeder system would be required.
 - b. Our meters are nearing or are at the end of their life. The numbers for our water sales only account for 45% of our production numbers. It's a well-known fact that by the times meters are ten years old they begin to slow down and by the time they are 15 to 18 years old they slow down significantly. Also, our meter reading device is so outdated that it can't be upgraded. PA Rural Water may offer us a financing program to purchase and install new meters. Frownfelter and Miller reviewed several meter companies and determined that Master Meter had the most advanced technology.
3. Fifth St project – Good progress is being made and there will soon be a draft set of construction documents that can be put out for bid as a fall project. Frownfelter requested an estimate of the water portion of the project will be, so that the Authority can begin to plan for payment. The Market to Mulberry section has not had water done yet. Details and expected water usage will be needed for the Mill Works project.
4. Buffalo Crossing update – Hasemeier will start a review of the drawings and will have comments ready for the June Board meeting. There is no official application from them yet.

OPERATIONAL REPORT – Dean Miller not present

SOLICITOR'S REPORT – Adam Britcher

1. Liens/Sheriff Sales – Britcher asked for clarification of the procedure for sending Certified Letters on past due accounts and Kunish confirmed that a copy of the letter is sent via regular mail to the tenant and the landlord.
2. Rules and Regs – Changes discussed and noted in the revised Rules and Regs.

TREASURER'S REPORT –

1. Delinquent Accounts –

2. Andrews account for the property at 418 N Third was adjusted, he paid \$2500 and his account was cleared. The total for water charges was \$1900 and the rest was late fees. He had also received an adjustment of \$600 in 2010. Frownfelter let him know that he would not receive any further adjustments on his bill.

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

Moved by Robinson, seconded by Fahnestock to approve April's bills. Motion carried unanimously.

Moved by Robinson, seconded by Kaufman to approve the Adjustment Report. Motion carried unanimously.

APPROVAL OF MINUTES – moved by Robinson, seconded by Fahnestock to approve the April 3, 2017 regular meeting and April 17, 2017 special meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. ACH payments – Approval of the process is progressing, but the first payments have not been taken yet. Customers cannot go online and sign up for ACH, security procedures require them to complete a form supplied by Orrstown Bank and to attach a voided check.
2. Mitch Reisinger property at 100 S Fourth St – Residential buildings will be charged for a ¾" line regardless of the line size. The anomalies and oversized pipes can be grandfathered in to keep residential rates consistent.

NEW BUSINESS –

1. Book property billing – Mark, Wendy, and Connie Book donated the land for a well and received an agreement that they will be billed the minimum for life.
2. Zenon building – Robinson stated that electrical was needed for this building to maintain heat in the winter. He proposed the units could be winterized by dumping the water, injecting glycerin and then shrink wrapping them. This would eliminate the need to maintain heat in the building.
3. Operator position – Miller has interviewed someone for the Operator position and a time will be arranged next week for the Board to interview him.

BOARD COMMENTS –

1. Fahnestock asked if he should lay shale on the lane for the well.

Moved by Robinson, seconded by Kaufman to approve the motion for Fahnestock to bring in loads of shale for the well lane, not to exceed \$1500. Motion carried unanimously with Fahnestock abstaining from the vote.

Motion by Robinson, seconded by Kaufman to go into Executive Session to discuss personnel matters at 8:39 P.M.

Motion by Robinson, seconded by Kaufman to go out of Executive Session at 8:49 P.M.

Motion by Robinson, seconded by Kaufman to terminate Richard Radle effective May 1st, due to having exhausted paid time off. A letter will be sent informing him of the Board's decision and letting him know that he is able to reapply when he is able to return to work. A COBRA letter regarding his benefits will also be sent. Motion carried unanimously.

ADJOURNMENT: Fahnestock moved, Robinson seconded to adjourn the meeting at 8:50 P.M.

Debra Kunish
Recording Secretary