

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING  
July 10, 2017

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

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

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

**PUBLIC COMMENT** –

1. Tim Seiber – Review and viewing of sewer billing was found to be a material weakness in the Sewer Authority's 2016 audit. To address these issues, moving forward Sewer will require documentation of all adjustments and a report showing all outstanding sewer balances at months end. A remote training with Muni-Link will be scheduled so that sewer has appropriate access to reports and account information. The 2-hour remote training will cost \$250. There may be QuickBooks accrual training for Sewer and the Water Secretary is invited to attend.

**ENGINEER'S REPORT** – Robert Hasemeier

1. Well 10 NPDES permit – No update has been received from DEP.
2. 5<sup>th</sup> St project – The specifications are nearing completion and Phil Brath will be making a presentation tomorrow night for the Borough.
3. Howe Dam – A letter was sent to Howe Township to inform them of the permission we have received to drain the impoundment but there was no commitment to a schedule. The impoundment will need to be drained and then inspected to determine the next step and a timeline.
4. Fickes update – The vendor for the chemical corrosion equipment that Miller and Hasemeier have been in communication with has been not been timely in providing responses. They will contact another vendor.

**OPERATIONAL REPORT** – Dean Miller

1. PRWA meter financing – PA Rural Water has received the two previous audits but have requested the 2016 audit before a decision can be made. The 2016 audit is still in progress.
2. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – The water quality has been good, but now that school is over less water flushes the system and the weather is getting warmer, so those things will affect the quality. It takes about three days for water to go through the pipes when school is not in session. Another auto flusher to increase circulation might be helpful until the chemical corrosion equipment is in place.
3. River Plant operation – Operations are going well, we are close to producing 50% of our water usage from the river plant. Metering of water coming out of the tank is needed.
4. Buffalo Crossing – There has been communication with Adam from BEL, to let them know that we can supply them with water. There is still concern regarding pressure and the necessary two points of connection. They have many questions that cannot be answered without modeling. The developer will need to pay for this. Most of the lots are going to require an onsite pump to get adequate pressure. The developer will pay all these costs, about \$2500 to \$3000 each. Also, the capability to electronically monitor and a proper map of the system will be needed.
5. Well 14 pump motor replacement – After a lightning strike in June the well is down. A follow up with the vendor is needed before we can move forward. Cupp Insurance has been notified and there has been communication with an insurance adjuster.
6. GIS mapping – The final mapping documents have been received, which includes wall map, a truck book and a digital version. It also lists all the fire hydrants and pertinent information for each.

**SOLICITOR'S REPORT** – Adam Britcher

1. Liens/Sheriff Sales – One sheriff sale is coming up at the end of the month, which is for the Dietrich property.
2. Rules and Regs – Britcher will circulate the final version.

**Motion to approve the Rules and Regulations by Fahnestock, seconded by McNaughton. Motion carried unanimously.**

**TREASURER’S REPORT –**

**Moved by McNaughton, seconded by Fahnestock to approve the Treasurer’s report. Motion carried unanimously.**

**Moved by Robinson, seconded by McNaughton to approve the June bills. Motion carried unanimously.**

**Moved by Kaufman, seconded by Robinson to approve the adjustment report. Motion carried unanimously.**

**APPROVAL OF MINUTES** – moved by McNaughton, seconded by Kaufman to approve the June 5, 2017 regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS –**

1. Water Operator position – Another advertisement is needed and Miller will provide language for the ad. The ad will be for an entry level position and will not require experience. It will be placed on Indeed first to save costs, and will be resubmitted to HACC and PA Rural Water.
2. Glace invoices – Robinson does not think the Authority should pay retainage fees since the contractor was under contract during that period. There will need to be negotiation about an appropriate dollar amount.
3. SelecTech annual agreement – The cost will remain the same as last year’s contract.

**Motion by Robinson, seconded by McNaughton to approve the renewal of the Water Authority’s annual contract with SelecTech.**

**NEW BUSINESS –**

1. Savings Account for loan payments – Interest rates with PLIGIT will be checked before opening a savings account with Orrstown.

**Motion by Robinson, seconded by Kaufman to open a savings account for setting aside funds to pay upcoming loan payments. Motion carried unanimously.**

2. Reconciliation report – Muni-Link is not able to do this as there are too many variables. Each account will need to be checked individually, looking for previous adjustments and then calculating the correct overage or underpayment amount.
3. 28 S Second St – It will remain two EDU’s, if it is feasible that it could be used as separate units.
4. 49 & 51 S Second St – The account is to be changed to two EDU’s. It is considered an apartment house, as there is only one deed. The owner can’t sell the property until another meter or another water line is added. Miller will contact the owner to understand their intentions.

**BOARD COMMENT –**

1. The Borough has expressed concern regarding their staff using the Borough mower to mow the Water Authority property. The Authority pays for the gas and will continue to do so.
2. Fahnestock – The hickory tree outside the fence has died, become a hazard and will need to be taken down. Fahnestock will remove the tree for an estimated cost of \$500. Also, more roundup is needed to complete the spraying of the fence.

**Motion by Robinson, seconded by McNaughton to have Fahnestock remove the dead tree and bill the Water Authority. All in favor, with Fahnestock abstaining from the vote.**

**ADJOURNMENT** – Fahnestock moved, Kaufman seconded to adjourn the meeting at 8:53 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary