

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
February 5, 2018

BOARD MEMBERS PRESENT – Penny Frownfelter, Gerald 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. 514 S Third St. – Owner upset that water rates were increased and that policy on vacancy rates has been changed.
2. 49 & 51 S Second St – Owner is disputing being charged for 2 EDU's, since the business section of the property is not habitable. Board has agreed to adjust the account to 1 EDU if the two spaces are unified or if the bathroom fixtures are removed.

ENGINEER'S REPORT – Robert Hasemeier

1. Well 10 NPDES permit – There is a temporary pumping system in operation so that It is no longer necessary for water to be hauled and measures are being taken to prevent erosion.
2. PRWA meter financing – Miller is working with PRWA on this.
3. Fairgrounds connection – Additional information has been requested and supplied to the representatives.
4. Grant applications – The following three projects are being submitted for grants; meter replacement, extension of system for Hillcrest apartments, and a rebuild of Well #1. The Board will need to pass a resolution to seek grants for each project and to pay the application fee. Hasemeier will send out the public notice letters that are required as part of the process.

Resolution 2018-1, to apply for a grant for a System-Wide Water Meter Upgrades project

Resolution 2018-2, to apply for a grant for Hillcrest Apartment Water Main Extension project

Resolution 2018-3, to apply for a grant for Well #1 Equipment Upgrade project

Moved by McNaughton, seconded by Fahnestock to pass Resolution 2018-1, 2018-2, 2018-3 and to pay \$100 application fee for each grant application.

5. Lead exceedance – Chemical feed equipment will be needed for all three water sources to bring the authority into compliance. Frownfelter noted that there was a lead study several years ago which showed no lead at all in the water and asked where the lead is coming from. It is possible that the lead in the water is coming from interior plumbing. A feasibility study will need to be completed in the next 18 months and B&L will assist with this.
6. Past due invoice status – Two checks totaling \$9,381.21 have been sent and a significant portion will be paid in March.

OPERATIONAL REPORT – Dean Miller

1. Update 5th/6th/Fickes – There have been no new complaints.
2. River Plant operation – The membranes were repaired, and the control issues were addressed. January has had the highest production so far. DEP was onsite for two days completing a performance evaluation on the river plant and a satisfactory rating is expected.
3. Customer meter testing – The Dock St property will be changed out tomorrow, and the Juniata Heights St property will be changed out in the next week or two.

4. Buffalo Crossings – No updates.
5. Lead mailing – Notice about the lead findings was printed on the February bills. It is also required that we send a letter in the mail, by the end of the month, to each service address and owner of property. A print company has been contacted and they have quoted a cost of \$1,000 to print, stuff and mail the letters. In addition, a press release and three other customer awareness activities are required.

SOLICITOR'S REPORT – Adam Britcher

1. Liens/Sheriff Sales – The properties at 534 Walnut St and 310 Market St sold.
2. 138 S Fourth St and 140 S Fourth St – A second curb stop will be placed from the main to 138 S Fourth, which will allow service to be discontinued for non-payment. A letter will be sent giving the owners the opportunity to contract the work themselves. After the allowed time period has expired, the authority will have the excavation and work completed and will add the charges to their account.
3. 499 N Front St - A letter has been sent and the next step will be to seek an injunction to excavate and shut off service.
4. Fairgrounds – The representatives have asked if they could be allowed to pay the vacancy rate instead of the minimum service charge during the months when the property is not in use. The Board has agreed that policy cannot be changed for one property. There is too much variance in how other fairgrounds are billed for tapping and service fees to advise on how this should be billed.

TREASURER'S REPORT –

1. Delinquent Accounts –

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

Moved by Robinson, seconded by McNaughton to approve January bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – moved by McNaughton, seconded by Robinson to approve January 7, 2018 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Xenon plant, bids for scrap – Robinson will contact Capital Area Council of Governments concerning disposal.

NEW BUSINESS –

1. Customer Complaint process - Included in the Board packet is a proposal Miller wrote outlining a new method of handling complaints. The review panel would consist of the Operations Manager, a Board Member and a Water Authority employee. Customers would make an appointment to meet with the review board and express their concerns. The review panel would make a decision, provide that in writing to the customer and generate a monthly report to the Board. The proposal is tabled to allow the Board the opportunity to review the proposal.
2. Capital Project account – All the funds have been spent, leaving just interest in the account.

Moved by McNaughton, seconded by Robinson to close the Capital Project account. Motion carried unanimously.

3. SEK Engagement Letter – They have given a quote of \$14,500 to complete the audit for fiscal year 10/1/16 to 9/30/17. Frownfelter has signed the engagement letter.
4. PMRS plan updates – Recommended changes to the Plan Documents:
 - a) Change allocation of interest from 100% to municipality to equal thirds to municipality, retirees, and active members
 - b) Change maximum for voluntary contributions from 10% to 20%

- c) Change benefit calculation from 4/10ths to 5/10ths of a percent
- d) Change vesting period from 12 years to 5 years

Resolution 2018-4 to adopt the four changes listed above to the PMRS plan, moved by McNaughton, seconded by Kaufman. All in favor with Robinson abstaining.

ADJOURNMENT – Moved by Robinson, seconded by McNaughton to adjourn the meeting at 8:20 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary

Gerald E. Robinson

62 S. Fourth Street

Newport PA 17074

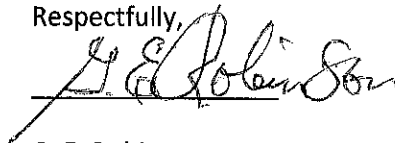
Feb. 6, 2018

To: Newport Borough Water Authority

Re: Abstention from vote

On February 6, 2018, I, G. E. Robinson abstained from voting on the matter of providing changes to the Authority's retirement plan. This would be or was a conflict of interest on my part because it would provide financial gain to me. The vote was taken and the plan modifications were passed by a 4 to 0 vote.

Respectfully,

A handwritten signature in black ink, appearing to read "G. E. Robinson", written over a horizontal line.

G. E. Robinson

A thick, black horizontal redaction bar.