

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
March 5, 2018

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

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

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

PUBLIC COMMENT –

1. Frank Campbell is looking into a potential project and will need to know the Authority's current water capacity, what capacity could be available in the future, costs and timeline for water service. He will arrange a meeting with Miller to work out details for a written plan.

ENGINEER'S REPORT – Robert Hasemeier

1. Grants - All three grants were sent in, received and recorded by the Commonwealth Financing Authority. It will take at least two months to receive any preliminary information on the grants.
2. Fairgrounds connection – Nothing new to report
3. River Plant – The first year of operation draft report is in progress, everything looks good, however there are several operation issues that need to be resolved.
4. Lead mailing – The letters were mailed February 26th.
5. Meter financing – Nothing new to report
6. Unpaid invoices – B & L is offering their professional services to help make the Authority sustainable. They would like to suggest a meter replacement program and would like to attend the next Board meeting to explain further.
7. Well #1 – To make it operational, a chlorinator and corrosion control equipment will need to be purchased; in addition, the carbon will need to be replaced. It is currently a violation of the SRBC withdrawal rate to operate the well. The cost of the rebuild is around \$200,000.

SOLICITOR'S REPORT – Adam Britcher

1. Liens/Sheriff Sales – Three properties have been sold and the authority has received those checks.
2. 49 & 51 S Second St – Owners sent pictures showing service line was cut, instead of unifying the interior or removing fixtures and plumbing as requested by the Board, to reduce the EDU's to one. The Board has agreed that cutting the line is not sufficient to change the number of EDU's in a property. Britcher will work on specific language to clarify the Rules and Regulations.

TREASURER'S REPORT –

1. Delinquent Accounts –

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

Moved by Kaufman, seconded by Fahnestock to approve February bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – moved by Kaufman, seconded by McNaughton to amend the February 5, 2018 regular meeting minutes to record Robinson abstaining from voting on amendments to PMRS plan documents. All in favor. Moved by Fahnestock, seconded by Kaufman to approved the amended February 5, 2018 regular meeting minutes.

OLD BUSINESS –

1. Xenon plant, bids for scrap – The unit cannot be used for potable water, it will need to be stripped and scrapped. As an authority, items cannot be sold outright, bids will need to be obtained.
2. Customer Hearing Board – The Board has reviewed the process as presented in the packet last month. Customers will need to complete a complaint form, the Hearing Board will review complaints the second Wednesday of each month, decisions will be made and compiled into a monthly report for the Board.

Moved by Robinson, seconded by Kaufman to approve implementation of the Customer Hearing Board in April 2018.

NEW BUSINESS –

1. Board Meeting dates – Due to the holidays, the July meeting is scheduled for Monday, July 9th and the September meeting is scheduled for Thursday, September 6th.
2. 2 S Fourth St – The property needs to be inspected to determine the correct number of EDU's for billing. The Board will make a determination after receiving a report on the property's specifics.
3. 161 N Front St – Service needs to be shut off for non-payment, Britcher will send a certified letter notifying the owner that a separate water line must be installed.
4. 13 Shortcut Rd – The owner is disputing the billing for corrected estimates due to a broken meter. The Board has agreed the billing is proper and reflects an accurate average of three months of usage.
5. Perry Manor – All five pits have been billing with an incorrect number of EDU's and several of the pits have had non-functioning meters. The correct usage and EDU billing will be calculated for the previous 12 months for all five-meter pits. A letter will be sent to Perry Manor and amounts will be added to the individual accounts.

Motion by Kaufman, seconded by Fahnestock to inspect 2 S Fourth St, send a letter to 161 N Front, let the billing for 13 S Shortcut Rd stand and to send adjusted billing to Perry Manor. Motion carried unanimously.

ADJOURNMENT – Moved by Fahnestock, seconded by Robinson to adjourn the meeting at 8:23 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary