

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
September 6, 2018

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

OTHERS PRESENT – Adam Britcher (Solicitor) and Dean Miller (Operations Manager).

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 7:26 P.M.

OPERATIONAL REPORT – Dean Miller

1. PRWA Meter Financing – Changed direction to USDA instead, the application is in progress. They will provide funding, which could be some loan and some grant monies. B&L has been given approval for the first step of the process.
2. Update 5th/6th/Fickes – No complaints in the last 30 days.
3. River Plant operation – There are some issues with the influence screen, in that the amount of water that is able to pass through the screen has greatly decreased, so a service technician has been called.
4. Buffalo Crossings – There has been no communication.
5. Howe Dam – It is totally drained and are continuing to put grass seed on the bottom of the reservoir to stabilize the ground. Miller will contact a contractor regarding installation of a guard rail.
6. SCADA issues – An upgrade to windows 10 was completed and it has caused some issues, SelecTech is working to resolve this.
7. Sewer Separation project – The project is continuing and there have been a few minor issues, but things were repaired quickly.
8. The fire hydrant in front of the fire department was leaking. Repairs will be completed in next two weeks and our staff will be onsite to watch the repair as a training program.
9. Lead and Copper testing – The same properties that were tested last year will be tested next week. We will be proactive this time, and let the community know before any mandatory DEP notices are posted or sent.

SOLICITOR'S REPORT – Adam Britcher

1. Liens/Sheriff Sales – The Norma Dietz properties sold for more than the claim, so some of the past due may be paid.

TREASURER'S REPORT –

1. Delinquent Accounts – The total of accounts past 60 days is about \$51,000.

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

Moved by McNaughton, seconded by Fahnestock to approve August bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – moved by McNaughton, seconded by Fahnestock to approve the August 6, 2018 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Gate opener – Overhead Door replaced the opener and the keypad on August 23rd and it now works really well.
2. Howe fence replacement – Cupp Insurance was notified of the claim and Double S Fencing was called to provide the required quote.

NEW BUSINESS –

1. Suburban Lab payments – Invoices are emailed every week after testing and payments are required within 30 days. It is difficult to cut checks and pay in a timely manner, so another option is to allow the lab to charge the credit card after testing. Generally, this amount will not be over \$200 per month. Frownfelter signed the approval form to allow these charges.
2. Pension Plan Obligation worksheet – Included in the Board packet, as required.
3. Harner Demolition – Corey Harner looked at the trailers, fence and equipment on September 6th and supply a quote of \$4500 to remove and haul everything. He will level all posts and pipes to the ground.

Motion to approve the bid from Harner Demolition by McNaughton, seconded by Fahnestock. Motion carried unanimously.

4. Auditor conference call – There were no new concerns, as indicated in the last audit they are concerned about revenue and the duplication of processes. To address these concerns, Frownfelter reviews payroll; and the Board reviews customer adjustments, bills, and financial input/output in the Treasurer's report each month.

Motion to approve SEK to complete the 2017-2018 audit by Fahnestock, seconded by McNaughton. Motion carried unanimously.

BOARD COMMENTS –

1. Fahnestock is willing to clear the bank at Red Hill, if the Board agrees at the next meeting.

ADJOURNMENT – Moved by McNaughton, seconded by Fahnestock to adjourn the meeting at 8:00 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary