

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
October 8, 2018

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

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

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

**PUBLIC COMMENT** – None

**OPERATIONAL REPORT** – Dean Miller

1. USDA Meter Financing – The engineer is working on the application.
2. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – There have been no complaints in the last 30 days. Miller did meet with the engineer from Oliver Township and included in the Board packet is a map of the sinking issues and color photographs of test pits. They are planning to install a geo grid under the road to stop the settling, which is occurring above the sewer main. Before this is done, Oliver Township will need to know if the Authority will be working on the water main. Miller will confirm the scope of the township's project to determine the financial impact to the Authority.
3. River Plant operation – The manufacture of the influence screen came to the plant to clean the screen and replace parts. The plant is now running well and about 100,000 to 130,000 gallons can be produced in an 8-hour day.
4. Lead & Copper Testing – All of the test results have been received and are in compliance with accepted levels. The results were sent certified mail to the 21 customers that were tested. One customer with lead issues had a very high level and was notified. Miller will contact DEP to determine if the feasibility study is still required and to clarify the Authority's public notification responsibilities since the test was passed this year.
5. Grants – Two letters were received indicating that the authority did not receive any grant funding this year. It is not yet known if any grant money will be available in 2019.
6. Zenon Unit – The unit has been removed, the only remaining item on the property is the small shed.
7. Howe Dam – A design for the trash rack still needs to be submitted to DEP.
8. Fire hydrant repair – The repairs will be completed this week.
9. Customer Review Panel report – There was a panel meeting last month with McNaughton, Miller, Kunish and the customer. There was faulty toilet and a one-time 50% discount was given but the customer wanted all the overages erased. This request was denied.

**SOLICITOR'S REPORT** – Adam Britcher

1. Liens/Sheriff Sales – There is one property up for Sheriff sale, but there isn't anything past due on the account.

**TREASURER'S REPORT** –

1. Delinquent Accounts – The total due on accounts over 60 days past due is \$54,000.

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

**Moved by Robinson, seconded by Kaufman to approve September's bills. Motion carried unanimously.**

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

**APPROVAL OF MINUTES** – moved by Fahnestock, seconded by McNaughton to approve the September 8, 2018 regular meeting minutes. Motion carried unanimously.

## **OLD BUSINESS –**

1. Howe fence replacement – A check for \$3,700, which is the amount of the quote minus the \$500 deductible, for the replacement fence has been received from the insurance company. Since the dam has been drained and the purpose of the fence was to prevent garbage from being dumped into the water, no replacement may be necessary. Miller will contact the township.
2. 2016-2017 Audit – The audit and management letter has been included in the Board packet. To address the auditors concerns of duplication, the adjustment report is approved each month and additional financial details are included in the Treasurer's report. A statement indicating how sick leave is handled upon an employee's resignation or discharge needs to be added to the employee handbook.

The addition of short term disability to the employee benefit package may be considered, along with a change to PTO, instead of vacation, personal and sick time.

**Moved by Robinson, seconded by Kaufman to approve the 2016-2017 Audit. All in favor.**

3. Fleisher property – There has been no news on the sale.
4. Red Hill/PRV bank – There is still work to be done to clean up the bank.

**Moved by McNaughton, seconded by Kaufman to contract Fahnestock to excavate and clear the bank for \$500. All in favor, with Fahnestock abstaining from the vote.**

## **NEW BUSINESS –**

1. 2017-2018 Audit – Work on the audit has begun and the auditors will be onsite November 12<sup>th</sup> and 13<sup>th</sup>.
2. PMRS cost study – The topic is shelved until the next meeting after clarification of the issue with our representative.
3. 2018-19 Budget – A meeting is scheduled for October 17<sup>th</sup> at 6:00 p.m.

## **BOARD COMMENTS –**

1. In about two years the Borough and the Sewer Authority will begin work on 5<sup>th</sup> St, so the Water Authority will need to be financially prepared to complete work on the main while the roads are under construction. The cost will be approximately \$125,000 per block. The cost of this work plus replacement of the membranes need to be included in the Authority's 5-year Capital Plan.

There is one block on Market St from 5<sup>th</sup> to 6<sup>th</sup> St, two blocks from Market St to Oliver St on 6<sup>th</sup> St, and one block on Oliver St to 5<sup>th</sup> St that still need to have work completed on the water main.

**ADJOURNMENT** – Moved by Fahnestock, seconded by Robinson to adjourn the meeting at 8:10 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary