

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
January 14, 2019

**BOARD MEMBERS PRESENT** – Penny Frownfelter, Gerald Robinson, 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.

**REORGANIZATION** – Motion to keep Frownfelter as Chair, Fahnestock as Vice-Chair, McNaughton as Secretary and Robinson as Treasurer. Moved by Kaufman, seconded by Robinson to have all officers remain in current positions. Motion carried unanimously.

**Motion to reappoint Britcher as Solicitor by Robinson seconded by Kaufman. Motion carried unanimously.**

**Motion to reappoint Barton & Loguidice as Engineers, at a 3% rate increase, by Robinson, seconded by Kaufman. Motion carried unanimously.**

**OPERATIONAL REPORT** – Dean Miller

1. USDA Meter Financing – No progress due to government shutdown.
2. Howe Dam screen – B&L is working on the screen design.
3. Buffalo Crossing – The targeted groundbreaking date is December 2019. Miller met with the developer who provided a drawing with 5 different options for connecting to the water system. Miller and Hasemeier have identified two of the options that would be preferable to the Authority. The water line along Route 34 has been located and the developer has surveyed it. Well #1 will need to be repaired and modifications made to the system in general, in order to meet the necessary fire flow rate.
4. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – No complaints.
5. Oliver Township project – Nothing to report.
6. River Plant operations – The plant continues to produce water, however there have been some minor issues with the influence screen. Work is continuing on the comments received from DEP on the performance evaluation. The LT2 water treatment rule requires testing the water coming from the river into the plant for E-coli and averaging out the results. The number averaged out to 56, so sampling is no longer required as the Authority is in compliance.
7. Lead & Copper testing & DEP Feasibility Study – This is underway, some of the results from 2018 can be used in the study. Additional samples will be required from the distribution system, from each entry point and from each raw water entry point. The results and analysis need to be submitted to DEP by June.
8. Howe fence replacement – There is nothing further that needs to be done. Eventually, the dam could be taken down.

**SOLICITOR'S REPORT** – Adam Britcher

1. Liens/Sheriff Sales – The property at 233 Mulberry is up for sale on the 25<sup>th</sup>.

**TREASURER'S REPORT** –

1. Delinquent Accounts – A claim could be filed at the Magistrate's and have a sheriff sale for their personal belongings or the property. Britcher will gather additional information on several of the most delinquent properties and report on options at the next Board meeting. Another option is to seek grant money to renovate and elevate homes in the flood plains and sell them.

**Moved by Kaufman, seconded by Robinson to approve the November and December Treasurer's reports. Motion carried unanimously.**

**Moved by Kaufman, seconded by Robinson to approve November and December bills, including the five ALS invoices from March 2018. Motion carried unanimously.**

**Moved by Kaufman, seconded by Robinson to approve the November and December Adjustment Reports. Motion carried unanimously.**

**APPROVAL OF MINUTES** – Moved by Kaufman, seconded by Robinson to approve the November 5, 2018 regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS** –

1. Paid Time Off /Sick Time/Vacation – A proposal of suggested changes will be sent to the Board prior to the next meeting.
2. PMRS Cost study – The calculation rate for the hybrid plan will be changed to 1% and the issue will be revisited again next year.

**Moved by Kaufman, seconded by Robinson to change the Authority's contribution calculation rate for the pension plan with PMRS to 1%. Motion carried unanimously.**

3. Vehicle purchase – Still in progress.

**NEW BUSINESS** –

1. PRWA conference –

**Moved by Robinson, seconded by Kaufman to approve Justin and Jeff to attend the March conference in State College. Motion carried unanimously.**

2. Sewer overpayment – The auditor has identified \$1,771.63 of overpayments to sewer. Britcher will speak with the Sewer Authority and report to the Board at the next meeting.
3. Capitalization policy –

**Moved by Robinson, seconded by Kaufman to create a Capitalization Policy, which sets a threshold of \$2,000 and 5 years of useful life. Motion carried unanimously.**

4. Meeting date changes – The July meeting will be changed to July 8<sup>th</sup> and the September meeting will be changed to September 5<sup>th</sup>.
5. Capital Blue Cross renewal –

**Moved by Robinson, seconded by Kaufman to accept the renewal rates and to accept the combined medical, dental and vision plan offered by Capital Blue Cross. Motion carried unanimously.**

6. Board vacancy – The Borough has advertised for the position.

**BOARD COMMENTS** –

1. Robinson remarked that one block on S. Fifth St still needs to have water, sewer and storm drains completed, preferably in 2020. An estimate from B&L will be required and the Water Authority will need to secure funds for the water lines.

**ADJOURNMENT** – Moved by Kaufman, seconded by Robinson to adjourn the meeting at 8:32 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary