

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
March 4, 2019

**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** –

1. Jacob Zentichko from the Sewer Authority discussed water consumption for the new plant and the possibility that they would look for a way to supply their own needs.

**OPERATIONAL REPORT** – Dean Miller

1. USDA Meter Financing – It is progressing but there is nothing new to report.
2. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – No complaints in the last 30 days.
3. River Plant operation – The technicians did come and repair the screen, everything is running well.
4. Lead/Copper Testing & DEP Feasibility study – A sampling plan has been created, submitted and approved. Sampling needs to be done at the rural water sources, the entry points for the treated water and 4 locations out in the distribution system. The information will be compiled and submitted in the feasibility study.
5. Buffalo Crossings – Hasemeier is working on the water modeling and Miller will meet with him this month to resolve issues related to the amount of water and pressure needed.
6. Roof repair – There is squirrel damage to the roof at the Howe Township Treatment plant. One estimate was provided to the Board and two more estimates will be obtained. The insurance company will be notified.
7. Additional DEP requirements will need to be implemented by August 20, 2019, there will be training provided.

**SOLICITOR'S REPORT** – Adam Britcher

1. Liens/Sheriff Sales – None
2. Personal Property & Real Estate Claims – One customer has been served with a personal property claim and they have made payment arrangements. Two real estate claims are in process. An additional personal property claim will be started.

Moved by Kaufman, seconded by Robinson to make an amendment to the Rules and Regulations that adds magistrate fees in the amount of \$300 for personal property and \$1500 for real estate execution to the Authority's *Schedule of Fees*. Motion carried unanimously.

**TREASURER'S REPORT** –

1. Delinquent Accounts –

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

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

**Moved by Robinson, seconded by McNaughton to approve the February Adjustment Report. Motion carried unanimously.**

**APPROVAL OF MINUTES** – Moved by Robinson, seconded by Fahnestock to approve the February 4, 2019 regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS** –

1. Vehicle purchase – A 2010 Ford F150 was purchased for \$17,000 and \$500 credit toward future service was received on the Ford Focus as a trade in. A truck cap, lift up lid or tri fold hard cover will be needed for the truck, and the Board is in agreement that this is necessary.
2. Fairground project – Nothing new to report, they are still seeking funding.

**NEW BUSINESS** –

1. Van sale – It will need to be advertised, so that it can be sold.
2. Audit – As noted in previous years, there is a lack of double checks on billing and bank reconciliations. Frownfelter does double check payroll each month. There was some confusion about the PMRS plan, but that has been resolved satisfactorily. The chart showing *Net Income versus Expenses* compares previous years to last year and there was a significant improvement for 2018. The final audit will be available for approval soon.

**BOARD COMMENTS** –

1. The road to Well #10 has become much worse and shale needs to be hauled in, Fahnestock will provide prices to the Board for approval.

**ADJOURNMENT** – Moved by Fahnestock, seconded by McNaughton to adjourn the meeting at 7:42 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary