

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
July 16, 2019

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

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

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

PUBLIC COMMENT – None

ENGINEER'S REPORT –

1. USDA Meter Financing – The application is still in progress and the goal is to have it completed by the end of the month. There are two legal agreements that need to be included, Britcher will work with Jen Caron to complete these. After the application is completed, Hasemeier will work with Sean McElroy to prepare a legal notice of intent for publication, as required by the USDA, announcing the action that is being taken.
2. Buffalo Crossing – B&L is currently working on the water modeling and should be finished by the end of the month. The developers will pay the water modeling costs directly, the money will not be taken out of escrow.
3. SEDA COG – The Central Development Business Grant survey to determine income level was started today. 64 customers need to be surveyed and 51% of those need to be low to moderate income to qualify for the grant.

OPERATIONAL REPORT – Dean Miller

1. Howe Dam report – A letter dated July 1st has been received which documents the inspection done on June 7th and lists 4 items to be addressed. The dam has been drained and the next item is to install a trash rack. The inspection was done during a time of heavy rainfall, so there was standing water. Hasemeier will answer the letter addressing what the Water Authority intends to do and to explain that everything was functioning as planned, but the intake pipe had gotten clogged. Also, he will mention that we have applied for hazard mitigation funds. The Board discussed getting the property valued, advertised and sold. The permit to maintain the dam will go along with the property, so the changes would still have to be made by the new owner. An estimate of the cost of those items should be obtained. For Sale by Owner signs will be hung with the Water Authority phone number and all contact information will be forwarded to Britcher.
2. Alarm & Shutoff letter – There have been regulation changes regarding specific alarm and shutdown requirements for the membrane plant that must be in compliance by August 19th. A letter dated July 7th was received that lists the different alarms and shutdowns. All but one of them, the combined filter effluent, has been addressed. It is a new regulation, so previously this had not been monitored. Miller has already requested a meeting to discuss this item.
3. DEP Action Plan – By August 19th an Uninterrupted Service Plan and a Comprehensive Management Plan must be submitted. The Uninterrupted Service Plan is a list of the facilities that have emergency back up power, the size of the generator, and the kind of fuel that is used. The Comprehensive Management Plan will detail the raw water sources that go into the entry point and the blending of the water sources. Miller intends to have both reports completed and submitted by the due date.
4. Update 5th/6th/Fickes – No new complaints.
5. River Plant operation – The plant is functioning well except for an issue with a compressor. A service technician was here to assess the problem and was give authorization to proceed with the repairs which should be completed by the end of next week.
6. Lead/Copper Testing & Corrosion Control Study – The yearly Lead & Copper testing needs to occur between June and September. The containers for sampling will be sent out in August. The Corrosion Control study was completed and submitted to DEP by the due date.

7. PennDot Letter – A letter was received by Robinson informing the Water Authority of a resurfacing project on Keystone Way and Market Street during the summer of 2020 and asking if any utilities in that area needs replacement or repair. Robinson confirmed that water lines need to be replaced on Market St from 5th to 6th and on 6th from Market to Walnut and continuing on 6th St to Oliver St. Water lines need to be replaced for 2 ½ blocks at approximately \$100,000 per block. Robinson will respond by the deadline, informing PennDot that if they resurface, they will break our water lines and that replacement of the water lines is not in the Authority's budget for that timeline. There is a possibility that PennDot can contribute to the cost of the water line replacements or push the project back a year.
8. Railroad leak – A leak was discovered when the railroad removed two structures on Spruce St. They have been notified that the leak will need to be repaired before the water can be turned back on.

SOLICITOR'S REPORT – Adam Britcher

1. Sewer Separation/Agreement & Overpayment – The Sewer Authority has decided to continue the billing arrangement with the Water Authority and would like a formal agreement. Britcher gave the Board, for review, a copy of an agreement with the Sewer Authority that was initially drawn up in 2017. Frownfelter mentioned that the monthly charge of \$1200 will need to be recalculated. Also, the Sewer Authority agreed to pay the \$1772 that is still outstanding from the last audit upon receipt of an invoice and a letter stating that there will be no further billings on this issue.
2. Liens/Sheriff Sales – Two sheriff sales this month.
3. Personal Property & Real Estate Claims – \$5,500 was received from the property owner at 499 N Front St. The owners of 138 S 4th have not paid according to the agreed upon payment schedule, so Britcher will follow up on the sheriff's sale for the property.

TREASURER'S REPORT –

1. Delinquent Accounts –

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

Moved by Robinson, seconded by McNaughton to approve June bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – Moved by McNaughton, seconded by Fahnestock to approve the June 5, 2019 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Power surge & outage – A check for \$8,912.50 was received from the insurance company. The repairs by Control 21 and Modern Pump for the damage caused by the power surge have been paid with the insurance check.
2. Performance bond – The Board has agreed that a PLGIT account will be set up and \$25,000 will be transferred from the Special Projects account to the newly created Performance Bond account.

NEW BUSINESS –

1. Property insurance renewal – Property values were decreased by depreciation on the policy but that was mostly offset by an increase in the contents value. There is a slight decrease in the yearly premiums.
2. PMAA Legislative alert – Representative Dan Moul is proposing new legislation that would require municipalities to complete a rate study on any property that has a single service to multiple EDU's. Frownfelter will send an opposing letter and contact our representative Mark Keller.

3. Fire Department – A hydrant was used by the Fire Department for training which stirred up sediment and affected the water quality for many customers. Frownfelter will contact the fire chief, to discuss receiving advance notice of hydrant use, except for emergencies.
4. 158 N Second St – A water break was discovered prior to the July 4th weekend, attempts to contact the homeowners were unsuccessful, and the water was shut off. A letter was posted at the service address letting the owners know that service would not be turned on until repairs were completed. It was later discovered that the repairs had been completed and the water turned on by someone other than the Water Authority. Miller will contact the owners to request an inspection.

BOARD COMMENTS –

ADJOURNMENT – Moved by Robinson, seconded by Kaufman to adjourn the meeting at 8:21P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary