

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
October 7, 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 – Robert Hasemeier

1. USDA application – There are 9 outstanding items to resolve with Sean McElroy, which includes the need for an assurance agreement, a new conflict of interest policy, a copy of the new budget, a usage report and a Board resolution.
 - Assurance agreement – The previous form was incorrect, so the new form is included in the Board packet and will require the Board Chair's signature.
 - Conflict of Interest policy – The Board will need to adopt the policy included in the Board packet.

Moved by Kaufman, seconded by McNaughton to adopt the Conflict of Interest Policy. All in favor.

- Resolution to file USDA application

Resolution 2019-3 is to show the Board's authorization to proceed with an application for funding and stating that the funds from the USDA loan will be used for the items listed in section 2 of the Resolution. Moved by McNaughton, seconded by Fahnestock to pass the resolution. All in favor.

2. SEDA-COG funding – Approval has been received from Perry County showing that the Authority is included in the \$420,000 CDBG grant. They are formalizing the paperwork, which will go to the state for voting. The funds will go toward improvements at Well #1.
3. DEP meeting – DEP has stated that the Authority is not moving quickly enough on some items, so there is a meeting scheduled to discuss progress. Miller, Hasemeier and Kaufman will attend the October 16th meeting at 2:00 p.m. at the DEP offices. Hasemeier will explain the cash flow challenges and the necessity to obtain bids on work.
4. Buffalo Crossing – Hasemeier and Miller have asked the engineers on the project to resubmit the entire engineering and technical portions of their plans for approval. There have been changes that need to be reviewed. One of the property owners for the easement requested notarization from Britcher's office, but final approval had not been given. Hasemeier stated that he had previously approved the location of the easement.

OPERATIONAL REPORT – Dean Miller

1. Alarm/shutdown & DEP Action Plan – The Alarms & Shutdowns are completed and in place at the River Plant. DEP has been notified and written notification will be sent to them.
2. Update 5th/6th/Fickes – No new complaints.
3. River Plant operation – The compressor has been replaced and is operating very well.
4. Lead/Copper Testing – The Authority passed for 2019 and the results have been submitted to DEP with the certification form.
5. Burger King – Construction is ongoing, there will be a meeting onsite this week concerning the water connection. A review letter has been developed with the tapping fees, based on their estimated daily usage of 1,000 gallons, and the letter has been sent. They will need to pay the fees before the connection is established.
6. Wastewater Treatment Plant – The plant is getting closer to completion. The Sewer Authority requested specifications for a proper water meter for the facility and that has been provided. The Water Authority will procure the meter and the Sewer Authority will pay for the meter. They altered the design to utilize the effluent from the wastewater treatment plant for different processes, which will reduce the amount of water required, however they need the ability to use public water for those processes, which is why the bigger meter is required.

SOLICITOR'S REPORT – Adam Britcher

1. Sewer Agreement & Overpayment – Frownfelter signed the letter regarding overpayment, which was forwarded to the Sewer Authority and they have paid the outstanding amount. The Sewer agreement will be reviewed along with the monthly billing fee before the next meeting.
2. Liens/Sheriff Sales – There are two properties on the list this month.
3. Personal Property & Real Estate Claims – The real estate claims are moving forward. There was a hearing for the personal property claim at 161 N Front St. The tenant did not show up, so the Authority was awarded a default judgement. Moving forward, the Authority will need to file a claim against the owner and the tenant together.

TREASURER'S REPORT –

1. Delinquent Accounts – Nothing new to report.

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

Moved by McNaughton seconded by Kaufman to approve September bills, excluding the Ronca bill. Motion carried unanimously.

Moved by Kaufman, seconded by Robinson to approve the September Adjustment Report. Motion carried unanimously.

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

OLD BUSINESS –

1. Bond agreement – Further research is needed, the topic is tabled.
2. 2019-2020 Budget – This is still in progress.

3. Dam sale – Robinson knows two parties that are interested. The Authority could consider a live auction to be advertised now and then held in the spring, so buyers would have time to consider the liabilities and the amount of work/money involved. It would cost the Authority approximately \$200,000 to correct issues and it would cost a private individual around \$80,000 to \$120,000. Britcher mentioned that there may be a clause in the deed stating that the property would revert to the original owner if the property is not used as a reservoir.
4. Fairgrounds – They are still requesting a figure for the cost of water connections for the bathroom facilities, which is needed to apply for grant monies. They did previously receive an estimate from an engineering firm, but it did not include the closed loop. The committee needs to receive an actual denial letter from Hasemeier, stating that the previous plans do not work.

NEW BUSINESS –

1. The property owner of 134 N. Second St paid on his account after the sheriff sale. The Board has approved a refund of \$492.18.
2. Ronca billing – A bill for \$2,800 has been received from the company that has been doing the sewer work. They repaired two 4” cast iron mains that they damaged and have sent the Authority a bill for the repairs.
3. MMO obligation worksheet – Approved.
4. 2018-2019 Audit – The contract for an audit of FY 2018-19, at a cost of \$15,400 was approved and signed by Frownfelter. Fieldwork for the audit will be held November 11th to the 13th.
5. SelecTech Annual Agreement – The service agreement for \$3,400 was approved and signed by Frownfelter.
6. Meeting date changes – The November meeting is changed from the 4th to the 11th and the December meeting is changed from the 2nd to the 9th.

BOARD COMMENTS – None

ADJOURNMENT – Moved by Robinson, seconded by McNaughton to adjourn the meeting at 8:26 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary