

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
September 8, 2020

**BOARD MEMBERS PRESENT** – Trevor Kaufman, John McNaughton and Penny Frownfelter

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

**MEETING CALLED TO ORDER** – by Chairman Trevor Kaufman at 6:11 P.M.

**PUBLIC COMMENT** – N/A

**ENGINEER'S REPORT** – Robert Hasemeier

1. USDA meter funding – USDA has asked for additional specific information and that has been provided. The federal fiscal year ends September 30<sup>th</sup> so the Authority should have paperwork mid-October.
2. CBDG grants – The paperwork for pump replacement at Well #1 has not been received yet, the Authority should have it by early October. The paperwork will identify a \$110,000 contract for replacement of the pump and disinfection system. The 2020 CBDG grant has been applied for and have heard from the commission that the amount of available money has been reduced. The results of the 2020 COVID grant that the Authority applied for will be available early 2021. Customers will go through an application process and will need to show that their account went delinquent during the early part of 2020 due to COVID.
3. Buffalo Crossing – They are expecting PennDot approval next month and then the project will be put out to bid.
4. PennDot – There is ongoing communication regarding the specifics of the paving work planned for 2021/2022.
5. A letter from DEP was received regarding the application for Well #1, because there is confusion regarding the procedure for replacing the pump. The original application will be reviewed in order to clarify this issue.
6. Fairgrounds – Miller has met with the Association and they have suggested a connection be made to the water main at the Perry Manor meter pit and the meter would go there as well. This would eliminate the loop and solve the issue of water standing in the line. The pit may need to be enlarged or another pit created. Britcher stated that Perry Manor owns the pit and before the land was subdivided, there was a vacant lot designated as a utility easement. Also, their grant money will need to be used by the end of the year, so they are trying to get as much done as possible. DEP will accept that the fairground is responsible for maintaining the chlorine residual in that lateral and this will eliminate the Authority's responsibility. They are proposing a flushing protocol to maintain disinfection criteria.

**OPERATIONAL REPORT** – Dean Miller

1. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – There was a customer complaint about discolored water, some adjustments were made and there have not been any problems since.
2. River plant operation – Staff have been doing maintenance cleans and communicating with the manufacturers to make sure it is done properly. Water production has been limited because of the low levels and high temperatures in the river. Sometimes production has to stop until the water cools down.
3. Howe fire hydrants – Howe Township has requested a listing of hydrants and maintenance logs. Miller has included the hydrant listing in the Board packet and it will be sent to the township. Staff have been cleaning, wire brushing and painting the hydrants, about a third of them are done so far. Hydrant flushing will take place in September and a log will be started for each hydrant at that time. The estimated cost of the hydrant repair at the corner of Market and Front Street is \$3,500. To complete the excavation and repair, water service to that area will be shut off and residents will receive a boil water notice.
4. A service leak in Howe Township near McDonald's and Orrstown Bank was repaired.
5. The chlorination system at the Howe Township plant was replaced.
6. Drought watch – The commonwealth has placed the county under a drought watch and DEP has asked for an updated contingency plan.

7. Lead and copper sampling has been completed for the year and the required levels have not been exceeded.
8. Capital Improvement list – Included in the Board packet is the old list and an additional project list to be done in the future. The 6<sup>th</sup> street water main will need to be replaced when PennDot resurfaces in 2022 because the main is very shallow and the interior of the 4-inch pipe has narrowed down to about 1 inch.

**SOLICITOR'S REPORT** – Adam Britcher

1. Britcher has been working with Bond counsel and PFM regarding final numbers for the USDA meter loan.
2. Personal property/Real estate claims – Nothing to report
3. Liens/Sheriff sales – Nothing to report
4. Sewer tapping/connection fee – Nothing to report

**TREASURER'S REPORT** –

1. Delinquent accounts – Britcher recommended waiting until November 1<sup>st</sup> to pursue collections for past due accounts. The auditor will be asked about stopping late fees on the property at 114 Market St.

**Moved by McNaughton, seconded by Frownfelter to approve the August Treasurer's report.** The Board is in agreement that \$9,033 may be transferred from the Special Projects savings fund to pay the invoices due to Heritage for replacement of the chlorination system at the Howe plant. **Motion carried unanimously.**

**Moved by Frownfelter, seconded by McNaughton to approve August bills. Motion carried unanimously.**

**Moved by Frownfelter, seconded by McNaughton to approve the August Adjustment Report. Motion carried unanimously.**

**APPROVAL OF MINUTES** – Moved by Frownfelter, seconded by McNaughton to approve the August 3, 2020 regular meeting minutes, amended to show that Fahnestock did not resign, just gave notice. Motion carried unanimously.

**OLD BUSINESS** –

1. Borough/Sewer usage report –
2. Dam sale – No new inquiries
3. Family insurance coverage – Family coverage for a spouse, based on age, and child will cost approximately \$873.41 per month for dental and medical.

**Moved by Frownfelter, seconded by Kaufman to allow employees to add family coverage with the understanding that 15% of the cost of the premiums will be paid through payroll deduction. Motion carried with McNaughton abstaining.**

4. SelecTech proposal to enhance security – The upgrade to Windows 10 is approved, but other items in the proposal are tabled for future discussion.

**NEW BUSINESS** –

1. Board members – The Board discussed possible candidates to replace Fahnestock.
2. 2020-2021 Budget – Discussion continued, and adjustments will be made for the Board's approval at the next meeting.

**BOARD COMMENTS** – None

**ADJOURNMENT** – Moved by Frownfelter, seconded by McNaughton to adjourn the meeting at 8:13 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary