

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
March 9, 2021

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

**OTHERS PRESENT** – Adam Britcher (Solicitor) Robert Hasemeier (Engineer) and Dean Miller (Operations Manager). Luke Roman, from the News-Sun and Eric Trembly from B&L.

**MEETING CALLED TO ORDER** – by Chairman Trevor Kaufman at 6:00 P.M.

**PUBLIC COMMENT** – None

**ENGINEER'S REPORT** –

1. USDA meter financing - The Well #1 documents have been submitted and they are being reviewed. The specifications are still in progress for the meters justification memo which is 80 % complete. The goal is to have everything completed this calendar year. Frownfelter asked how the correct number of EDU's will be gathered. Hasemeier said the contractor is planning to gather this information as part of a meter audit. Trembly is in attendance because he is helping with specifications for Well #1 and has come to see the facilities, SCADA and other items.
2. Howe Township – A letter has been received from DEP granting the Authority permission for construction at the Howe Township treatment plant. The consent order is requiring the work to be completed within 120 days. Hasemeier and Miller do not think this will be possible and a letter requesting an extension may be required.
3. NPDES permit – Additional sampling is being done to complete the application, so it can be sent to DEP for review.
4. Buffalo Crossing – A message has been sent to Adam Davis requesting an update but there has been no response yet.
5. Fairgrounds – Hasemeier has reviewed the application and calculated usage at 2 EDU's. The fairground committee thinks that is too much and want it changed to 1 EDU. Their estimated use for 1 week is about 15,000 gallons, which spread out over the year equals 2 EDU's for the year. The calculation is based on volume and the 2" pipe that they have requested. An EDU is identified as 165 gallons a day. They have two wells but need potable water for the food stands. The Board is in agreement that 2 EDU's is the correct number at this time and will reevaluate as the number of structures and usage changes. Hasemeier will send a letter to the committee explaining the Board's decision.
6. COVID monies – Gary Eby, County Commissioner, has provided contact information for the Emergency Rental Assistance Program (ERAP), which is also available on their website at [www.perryco.org](http://www.perryco.org). The program is intended to provide funds for past due utilities and rent to customers impacted by the COVID 19 pandemic.

**OPERATIONAL REPORT** – Dean Miller

1. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – There have been no complaints in the last month.

2. River Plant operation – There was a pressure decay test failure in train #2, so last week the train #2 membranes were removed and 5 membranes in that set were repaired. It is back in service and passed the air test to ensure there is no failure of a membrane. Every 3 years, there is a filter performance evaluation. This year due to COVID, they did it virtually with a light and it took 3 and a half hours to complete.
3. Leak detection – 40 to 45 % of the water that is produced is not being billed. Miller and the operators have been looking for leaks and may have found one at the Front and Walnut Street intersection. Excavation will be scheduled for next week, and Front Street will be closed completely for that day. At that time, the fire hydrant which has not been working, will be repaired. Some of the water loss may be caused by meters which are not functioning properly.
4. Auto flushers – By the beginning of April, they will be deployed again.

**SOLICITOR'S REPORT** – Adam Britcher

1. Dam sale – No new inquiries.
2. Liens/Sheriff Sales – Nothing to report.
3. Personal Property & Real Estate Claims – Nothing to report.

**TREASURER'S REPORT** –

1. Delinquent Accounts – If the auditors are in agreement, the accounts for 114 Market Street, 311 Walnut Street and 313 Walnut Street will be archived.

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

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

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

**APPROVAL OF MINUTES** – Moved by Frownfelter, seconded by McNaughton to approve the February 9, 2021 regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS** –

1. Borough/Sewer usage –
2. Trash clean up – The trash, shingles and miscellaneous items left on the Keystone Tanks property was hauled out and put in the Authority's dumpster.

**NEW BUSINESS** –

1. Mowing proposal – The Authority requested and received a proposal for a mowing service to mow the River Plant and well properties.

**Moved by Frownfelter, seconded by McNaughton to approve the proposal by R. F. Services for the mowing contract. Motion carried unanimously.**

2. Oliver Township – At Well #1, a grinder pump that drains into the wastewater system, was installed to cease discharge into the stream. It was not draining, so Advanced Septic System repaired it and Oliver Township has sent the bill to the Authority for payment. When the well is operational it will be important that the grinder pump is functional and draining properly. Oliver Township will be notified to contact the Authority before contractors are employed to repair Authority property.

**Moved by Frownfelter, seconded by McNaughton to approve payment of the Advanced Septic System bill to Oliver Township. Motion carried unanimously.**

3. Rules & Regulations – An abandonment of water line policy may need to be added to the Rules and Regulations. The policy will make clear that until the water line is capped properly, billing will be continued. Also, that there will be an abandonment fee, which would cover the cost of capping and inspection. The Board requested that Hasemeier provide language for the policy.

**BOARD COMMENTS –**

1. Robinson reported that the snowblower was repaired at a cost of \$29 and that the belt will need to be repaired for \$60.
2. Robinson mentioned that the cast iron line on the bridge may need to be replaced since it will be 50 years old this year. Another option would be to put the line under the river, at an estimated cost of 1.3 million.

**ADJOURNMENT** – Moved by Frownfelter, seconded by Robinson to adjourn the meeting at 7:14 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary