

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
November 9, 2021

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

OTHERS PRESENT – Adam Britcher (Solicitor) Robert Hasemeier/Eric Trembly (Engineers) and Dean Miller (Operations Manager).

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 6:00 P.M.

PUBLIC COMMENT – None

ENGINEER'S REPORT – Robert Hasemeier, Eric Trembly

1. Meter replacement – The specification document has been forwarded to USDA and is being reviewed. USDA will need a justification report regarding 1" and larger meters within the next month. Miller will collect the necessary information for that report.
2. Juniata River crossing – Work is still being done on the opinion of capital costs.
3. SRBC docket review – The application has been completed. Miller will review the application before it is sent to SRBC to meet the deadline of November 12th.
4. Well #1 – The project is moving forward, with an expected start date by the contractor of November 15th. The estimated completion time is three weeks. Since the well was offline for a period of time, other criteria will have to be met before it can be put online.

OPERATIONAL REPORT – Dean Miller

1. Update 5th/6th/Fickes – No complaints this month. The auto flusher has been removed due to cold weather.
2. River Plant operation – The plant continues to run well, even though one employee is out on sick leave. There was a DEP inspection a week or so ago for the NPDES permitting discharge.
3. Convenience Center – The application and deposit check have been received. They are requesting 1,000 gallons a day.
4. Heller's tapping fee has been received and parts have been ordered for the meter pit.

SOLICITOR'S REPORT – Adam Britcher

1. Nothing to report.

TREASURER'S REPORT –

1. Delinquent Accounts –
 - a) COVID funds – 15 customers were helped, and the total funds received was \$15,079.04.
 - b) There are four delinquent accounts that the auditors have commented on. The Board does not want to write off these accounts, Britcher will attempt further action towards collection. Late fees on these properties will be stopped.

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

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

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

APPROVAL OF MINUTES – Moved by Robinson, seconded by McNaughton to approve the October 19, 2021 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Vacation/sick time – Tabled for December
2. Fridge replacement – A new refrigerator was purchased for the breakroom at a cost of \$880.

NEW BUSINESS –

1. ARPA – Frownfelter met with the Commissioners about redoing all of Fickes Lane and parts of 6th Street, all combined the project would be about 1.45 million. It was noted that the money may have to be given back and some of the grants require matching funds.
2. Audit '20-'21 – Fieldwork was completed this week and the audit is progressing.

BOARD COMMENTS –

ADJOURNMENT – Moved by McNaughton, seconded by Fahnestock to adjourn the meeting at 6:41 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary