

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
January 11, 2022

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

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

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 6:03 P.M.

PUBLIC COMMENT – None

ENGINEER'S REPORT – Robert Hasemeier

1. Meter replacement – The bid package was posted on PennBid and is live. However, bidding cannot be opened until final approval is received from USDA. Bidding will remain open for 6 to 8 weeks. The purchase order has been sent to the manufacturer and delivery is expected to take 16 to 20 weeks. Construction is estimated to start May 1st. Labor rates have now been received and will be advertised as an addendum.
2. SRBC – Miller is revising elevation figures for Wells 10, 14 and Campbell well. No other action will be taken until further direction is received from SRBC.
3. Well #1 – Approximately \$72,000 has been received from CBDG and documents will be signed accepting the funds. There was a conversation with a geologist and chemistry results are in. There were detectable traces of arsenic, but not at a required treatment level. There are treatment options if needed. Iron and manganese were detected, a report for DEP will be needed, with 12 months of tracking to justify that no treatment is needed. A geologist is currently helping to meet this reporting requirement. The PH is around 6.8 and needs to be around 7.2, it will need to be adjusted. Modern Pump is working on the specifics of the type of pump and dynamic head that is needed. The process of getting the permit is still ongoing since DEP is treating it as a new well source. The Doris Smith and RE Smith wells will be part of the well head protection program. An aerial view of the wells is included in the Board packet. The wells will have to be taken offline for monitoring.
4. River & Howe Plant – Nothing to report.
5. Land Development Customers – There are two actions. Adam Davis has reported that they are finalizing the land development agreement with Howe Township, approval from PennDot has been received and they are expecting to move forward in the spring with the earthwork. The Convenience Center is on hold, due to issues with the sewer connection.
6. SEDA-COG has requested a revision on the Well #1 payment to Modern Pump. A change order will be needed to extend the performance deadline to 120 days.

Motion to approve the change order for an increase in the contract for well #1 to 120 days. Moved by Robinson, seconded by Fahnestock. Motion carried unanimously.

7. Notice will need to be sent to all the customers regarding meter exchange. Tabled for next month.

OPERATIONAL REPORT – Dean Miller

1. PO for meter purchase – That has been completed and submitted to Exeter Supply, for approximately 800 meters. Additional meters will be purchased later.
2. P.O. for meter reading equipment – This has been completed and submitted to Exeter Supply. There are documents to be signed that show the Authority's agreement with a list of specifics and user licensing regarding the meters and meter reading system. Britcher and Hasemeier have reviewed the documents and these are included in the Board packet. There may be interference with the radio signal and there have been conversations regarding how to resolve this problem.
3. SRBC – Hasemeier has been provided with 10 quarters of adjusted elevations to mean sea level. There are still some quarters to be submitted.
4. Convenience Center/Dunkin connection – Things are going well, except for the sewer delay.
5. PADEP evaluation – On March 8th and 9th, DEP will be here for an inspection.
6. Leak repair on bridge – In December a leak was repaired at one of the joints of the water line on the bridge. The pipe was in very good condition.
7. Sampling progress on 5th/6th/ Fickes – There is no progress at the moment. The first sampling will happen from the hydrants and temperatures have been too low for that.

SOLICITOR'S REPORT – Adam Britcher

1. Rules & Regulations – A proposed revision of new connection regulations, regarding estimated EDU's for the tapping fee, is included in the Board packet. Tabled till next month for review.
2. General report – There is a sheriff sale coming up soon.

TREASURER'S REPORT –

1. Delinquent Accounts –

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

Moved by Fahnestock, seconded by Robinson to approve December bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – Moved by Robinson, seconded by Fahnestock to approve the December 14, 2021 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Paid Time Off (PTO) policy – A proposed PTO policy to replace the current sick, vacation and personal time policy has been included in the Board packet. All employees will sign that they received the policy.

Moved by Robinson, seconded by Fahnestock to approve the PTO policy. Motion carried unanimously.

2. Howe Dam – Information has been given to the interested party.
3. Christmas party – The party turned out very nice and was well attended.
4. Log4j cybersecurity vulnerabilities – SCADA is not vulnerable to this. There was discussion about auditing the security that SelecTech has in place. Hasemeier mentioned that Control 21 said the River Plant and the wells are secure from web hacking. There needs to be two controls on adding chemicals, so there will be sensors added that will shut off the system if chemicals are added above a certain level.
5. ARPA – The final rule was released this week.

NEW BUSINESS –

1. Ethics form – Ethics forms were distributed to Board members, the Engineer and Solicitor.
2. Website – Frownfelter mentioned that the Borough and the Sewer Authority are updating their websites and would like the three websites to operate in a more inter-relatable manner.
3. Insurance pamphlets for water line breakage were received by customers in the area. This insurance is not associated with the Water Authority.

ADJOURNMENT – Moved by Fahnestock, seconded by Robinson to adjourn the meeting at 7:05 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary