

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
March 8, 2022

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

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

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

PUBLIC COMMENT – None

ENGINEER’S REPORT – Robert Hasemeier

1. Meter replacement/bid opening update – A letter has been received from John Brady confirming the Authority is fully approved to receive bids. The bid opening is scheduled for March 25th. 1” meters will not be ordered until more information has been received. Miller advised that meters are becoming scarce and should probably be ordered soon.
2. SRBC – The deadline for submissions for Well #10 was met, there has been no further communication since then.
3. Well #1 – Submittals for the pump replacement have been received and reviewed except for the variable-frequency drive. The hydro geologist has completed the work and will submit to DEP in the next few days. The Authority should then have a permit to operate the well as a primary source of water with few restrictions. The permit is expected within a couple of months. The information has been shared with the preferred vendor for the disinfection equipment and a Costars quote is expected. The quote will be forwarded to SEDA-COG as part of the request for grant funding.
4. Pay requisition – Nothing to present.
5. 5th Street project – The pipe replacement and road resurfacing project for 5th Street, from Market to Mulberry, is ready to be put out to bid at an approximate cost of \$100,000.

Moved by Robinson, seconded by Kaufman to put the 5th Street project out for bid. Motion carried unanimously.

6. PENNVEST loan application – The process to complete the application is ongoing and requires a Board resolution to complete and submit an application for a loan from PENNVEST.

Resolution 2022-1 to submit the loan application to PENNVEST, moved by Kaufman, seconded by McNaughton. Motion carried unanimously.

7. Work is proceeding on the 6th Street St project, at an approximate cost of \$268,000. There is a possibility of obtaining grant funding for the project.

OPERATIONAL REPORT – Dean Miller

1. Front St project – There was leak in the 2” main, it was located and repaired. The remainder of the line goes under a building which was expanded after the line was put in. Letters to homeowners, regarding the possibility of drilling wells, has been put on hold for now.
2. DEP inspection – The inspection started today for the filter performance evaluation. There was a regulation change in 2019, which will require an effluent meter at the River Plant for tracking. It is part of the River Plant corrosion control project funded by the USDA loan.
3. Membrane plant – There are 3 raw water pumps that bring in the water from the river and take it to the membranes. The pumps are having issues and will require \$5,000 for repairs and/or replacements. Miller will place the order.
4. There are grant opportunities that requires submission in April. Lead service lines will need to be replaced but the specifics are not clear at this time. Also, DEP representatives are advising getting projects shovel ready and sent in for permitting. A list of projects to be completed is needed. Walnut Street from 6th Street to Front Street needs to be replaced, the pipe may be galvanized and/or lead.

SOLICITOR’S REPORT – Adam Britcher

1. Rules & Regulations update – The requested change has been made, regarding reevaluation of tapping fees after a specified period time. This reevaluation may result in additional tapping fees depending on usage and EDU’s.

Moved by Kaufman, seconded by McNaughton to approve the inclusion of language regarding a reevaluation period for tapping fees. Motion carried unanimously.

2. 300 Bretz Court – The details are still being reviewed; the letter will be sent soon.

TREASURER’S REPORT –

1. Delinquent Accounts –

Moved by McNaughton seconded by Fahnestock to approve the March Treasurer’s report. Motion carried unanimously.

Moved by Kaufman seconded by McNaughton to approve March bills. Motion carried unanimously.

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

APPROVAL OF MINUTES – Moved by Kaufman seconded by McNaughton to approve the February 8, 2022 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Customer notification of meter project – Customer notification of installation and inspection will be part of the contractor’s responsibility.
2. New rate chart – The base rates are increased by 7% and the overage rate by \$2.00. The new rate chart is included in the Board packet.

**Resolution 2022-2 to change water rates as recorded, moved by Kaufman, seconded by McNaughton.
Motion carried unanimously.**

3. Buffalo Crossing – A letter will be sent to the developers explaining that confirmation by the Authority to provide the required water will expire the end of this year. Robinson will draft a letter.
4. 2020-2021 Audit – The finalized audit materials are included in the Board packet. The audit was finalized without the year end data from the retirement fund, which has yet to be provided by PMRS.

Moved by Robinson, seconded by Kaufman to approve the 2021-2022 audit. Motion carried unanimously.

NEW BUSINESS –

1. Nominate officers –

**Moved by McNaughton, seconded by Kaufman to retain all Board officers in current positions.
Motion carried unanimously.**

BOARD COMMENTS –

1. Frownfelter stated there may be a housing development coming in Howe Township and water may be needed there.

ADJOURNMENT – Moved by Fahnestock, seconded by Robinson to adjourn the meeting at 7:16 P.M.
Motion carried unanimously.

Debra Kunish
Recording Secretary