

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
September 8, 2022

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

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

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 6:17 P.M.

PUBLIC COMMENT – None

ENGINEER'S REPORT – Robert Hasemeier

1. Meter replacement – Newman Plumbing began the meter change out on August 22nd and have installed 140 new meters which is about 17%. They expect to have most of the meters installed by the end of October.
2. SRBC – All documents have been received but response will be delayed due to a backlog.
3. Well #1 – Modern Pump has received the pump and it is expected to be installed around September 15th. No water may be pumped until a meter certified by a technician is installed; it may be working by the end of March 2023.
4. River & Howe Plant – All documents were to USDA by the end of July, just waiting for the go ahead from them. DEP is stating that the Authority is in violation because the work has not been completed. Hasemeier will reach out to Jenni Velez and Tom Brady for assistance on getting this moved forward, so it can be put out for bid. Miller stated the River Plant review in May showed several incomplete items which put the Authority in regulatory violation. These are fineable offenses. A completed permit application for these items would show progress, Hasemeier will attempt to have this completed the week of Sept 19th.
5. Land Development/Customers – The connection for Heller's has been completed but no water usage has been recorded yet.
6. Pay requisitions/budgets – Req #12 is for \$1,800 for Exeter Supply.

Moved by Kaufman, seconded by Robinson to approve Requisition #12 to Exeter Supply for meter gaskets and parts. Motion carried unanimously.

Project budgets - A budget for projects is included in the Board packet.

7. Penn Vest & USDA loans – Most of the application materials have been submitted. There is a meeting on September 9th for a final review. The loan closing is on the 21st and the Authority is authorized to start work immediately after documents are signed. Mid-State Construction is on hold and will order materials after authorization is received. The 8" pipe for the project is being held in a warehouse. 540 feet of 8" pipe was ordered based on hydraulic modeling.
8. 5th Street project, Market to Mulberry – PennDot will pave 4th Street to the bridge and will not pave anything else for 2 or 3 years. Hasemeier is still looking for grant money. *Build Back Better* funds for rebuilding existing infrastructure is available.

OPERATIONAL REPORT – Dean Miller

1. 214/216 Mulberry Street – A letter from Britcher may be needed.
2. 300 Bretz Court – Miller is waiting to hear from Britcher regarding the change to a meter pit. After that information is confirmed a letter will need to be sent.
3. Meter exchange – The change out is going well, and the installer is doing a good job. Master Meter training is September 20th and 21st.
4. DEP inspection – The full system, all day inspection was conducted today. The inspection included the River plant, Howe plant, water storage tanks and Well #1. There were some minor deficiencies identified, and items that have not been completed, which will result in a violation. The violations may result in a \$4,000 fine. DEP did not accept the written explanation from Hasemeier as to why items were not completed. The projects all need to be completed by April 2023. Britcher had argued for different dates but DEP did not accept them. The timely completion of the Howe plant project is unknown at this point.
5. The deadline for the lead line inventory is October 2024. The requirement is to know pipe material before and after every meter. This will be inventoried during the meter change out. Pipe materials at the connection to the water main will also need to be reported. Construction records describing work and materials may be accepted.
6. Fairground – The meter was monitored daily during the fair and a little over 20,000 gallons has been used as of September 7th. The meter will be checked to make sure it is locked and secure.

SOLICITOR'S REPORT – Britcher is absent.

TREASURER'S REPORT –

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

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

Moved by Kaufman, seconded by Fahnestock to approve the August Adjustment Report. Motion carried unanimously.

APPROVAL OF MINUTES – Moved by Fahnestock, seconded by Robinson to approve the August 8, 2022 regular meeting minutes. Motion carried unanimously with the following adjustment – Minutes to reflect that the letter to 300 Bretz Court will be sent after Britcher reviews the Rules and Regulations.

OLD BUSINESS –

1. EDU's vs Pipe Size for billing – EDU's are used for multi-family dwellings. Billing is determined by the $\frac{3}{4}$ " rate times the number of EDU's. Commercial properties are billed strictly by the pipe size and water consumption, not by the number of businesses on the water line.
2. Bulk Water charge – Robinson stated that there is interest in businesses buying bulk water from the Authority.

NEW BUSINESS –

1. PPL right of way document – Britcher has reviewed the document, regarding access to a PPL pole which is near the water tank, and Frownfelter will sign.
2. SelecTech annual agreement – The agreement remains the same as in previous years and is approved by Board.
3. PRV generator – There is currently a stationary generator at the River Plant. A mobile generator could be considered so that it can be used at the Howe Plant or Well #1. Miller will evaluate the options and report to the Board.
4. 2022-2023 Budget – The budget discussion is tabled for the October 4th meeting.
5. The property at 114 Market Street will be up for tax sale in September. The Board will determine the amount to be paid on past due water/sewer bills when the specifics of the property sale and future use are determined.

ADJOURNMENT – Moved by Kaufman, seconded by Robinson to adjourn the meeting at 7:42 P.M.
Motion carried unanimously.

Debra Kunish
Recording Secretary