

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
October 11, 2022

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

OTHERS PRESENT – Adam Britcher (Solicitor). Robert Hasemeier and Dean Miller are absent.

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

PUBLIC COMMENT – Paul Britcher from the Fairgrounds asked about billing based on the size of the pipe vs the ¾” rate times 2 EDU’s. The Board discussed the issue and agreed to adopt this policy.

Moved by Kaufman, seconded by McNaughton to change the billing policy for the Fairground and other businesses to one EDU based on the pipe size. Multiple dwelling complexes will remain as they are currently billed, which is the number of EDU’s times the ¾” pipe size rate. Motion carried unanimously.

ENGINEER’S REPORT – Robert Hasemeier is absent. An engineer’s report is included in the Board packet.

1. Meter replacement – The meter change out has been going well and 751 new meters have been installed. Newman is now installing bigger size meters and working on some of the problem sites that require more time. Letters need to be sent to 300 Bretz Court and to McDonald’s requiring a meter pit to ensure meters are not damaged and are accessible to the Authority during business hours. Britcher will send a letter to the owner of the property that encased their meter in concrete.
2. Pay requisitions & pay applications – Requisition #13 is for Newman Plumbing in the amount of \$86,535 and Requisition #14 for B&L in the amount of \$22,729.45.

Moved by Robinson, seconded by McNaughton to approve pay requisitions #13 and #14. Motion carried unanimously.

3. Pay applications from the PennVest loan, #1 for Mid-State Paving in the amount of \$26,850.55, and #3 in the amount of \$3,780 for B&L. #2 for Modern Pump in the amount of \$36,850.35 from the CBDG funds.

Motion by Kaufman and seconded by McNaughton to approve the pay applications for Mid-State paving, B&L and Modern Pump. Motion carried unanimously.

4. The new Consent Order deadline is March 31st. The USDA loan matures February 1st and the plan is to refinance in March.

OPERATIONAL REPORT – Dean Miller is absent.

1. 214/216 Mulberry St – The requirements to eliminate one EDU have not been met. The owners will need to abandon one water line and properly turn the property into one dwelling

SOLICITOR'S REPORT – Adam Britcher

1. General report – Teal and Tittler properties are up for sheriff sale.

TREASURER'S REPORT –

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

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

Moved by Robinson, seconded by McNaughton to approve the September Adjustment Report. Motion carried unanimously.

APPROVAL OF MINUTES – Tabled for approval next month.

NEW BUSINESS –

1. Guaranteed Energy Savings Act – Someone will come from Pittsburgh and present to the Board. They will collaborate with the Engineer and the Operations Manager and then select a contractor to complete the work, in this way the bid process can be eliminated.
2. Credit/Debit card/ACH processing – Municipay will no longer be compatible with MuniLink, effective early 2023. MuniLink has been absorbing the cost of ACH processing and will stop doing this. Invoice Cloud will be the only third-party processor allowed and they will charge customers for each ACH transaction. The change over will take 90 days.
3. 2022-2023 budget – Raises were discussed and approved; and the budget was finalized. A revised budget will be included in the November Board packet.

BOARD COMMENTS –

1. Frownfelter stated that the Buffalo Crossing project has been abandoned. The funds remaining in the escrow account belong to the Authority due to numerous invoices from B&L for this project.
2. Dale Beaver is asking for the most recent fire hydrant inspection logs.
3. There has been an individual expressing interest in the property at 114 Market Street. Britcher stated that developers would need to take out a performance bond to ensure that projects are completed as planned.

ADJOURNMENT – Moved by Kaufman, seconded by McNaughton to adjourn the meeting at 7:44 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary