

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
December 22, 2022

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

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

MEETING CALLED TO ORDER – by Chairwoman Penny Frownfelter at 5:30 P.M.

PUBLIC COMMENT – None

ENGINEER'S REPORT – Robert Hasemeier

1. Meter replacement – The Authority has received another delivery of meters and scheduling for installation is being coordinated with Newman Plumbing.
2. SRBC – SRBC were out this week for a review, so are now waiting for the final results.
3. Howe and River Plant – There is concern about keeping the River Plant operating, Hasemeier will contact PennVest to discuss the possibility of obtaining grant funds for the purchase of new membranes for the River Plant.
4. Well #1– Hasemeier is still waiting to hear from SEDA-COG about CBDG funding. He will need approval from the Board and authorization of Board members to sign the contracts. There is one bidder for the electrical work (\$71,870) and one bidder for mechanical work (\$285,000). USDA requires a permit for the work on Well #1 and will also need 12 months of testing before it would be approved. The issue is that there are not enough funds left in the loan to replace the two vessels for chemical treatment, they need all new piping and valves. There will be more details by the next meeting, possibly could have an add on to the loan. There is a summary detailing the work that has been done and what will be required for Well #1's operation, included in the Board packet.

Moved by McNaughton, seconded by Robinson to approve a Notice of Intent to award the bids for Well #1 for the electrical and mechanical work. Motion carried unanimously.

Moved by McNaughton, seconded by Fahnestock to authorize Board Officers to sign contracts and documents for the Well #1 bids. Motion carried unanimously.

5. 5th Street project – The project went very well and was concluded in a timely manner. Sidewalk & curb repair will be about \$3,000 and costs will be divided between water and sewer. Sewer owes the Authority \$9,000 for their portion of the sidewalks.
6. Land development customers – Two fuel tanks have been placed on the site of the proposed development in Bretz Court, but there has been no communication between the developers and the Authority.
7. Pay requisitions/budgets – Requisitions #16 and #17, plus Pay Application #2 need Board approval.

Moved by Fahnestock, seconded by McNaughton to approve Requisition #16 for B&L. Motion carried unanimously.

Moved by McNaughton, seconded by Robinson to approve Requisition #17 for Exeter. Motion carried unanimously.

Moved by Robinson, seconded by McNaughton to approve pay application #2 for Mid-State Paving work under the PennVest loan. Motion carried unanimously.

8. PADEP report/consent order – Hasemeier is keeping up with the Consent Order and the Board approval of the Notice of Intent will keep it moving forward. Everything will need to be completed by the end of March and John Brady has indicated that he will not hold up the process.
9. 6th Street grant application – The project consists of replacing the water main on Market from 5th to 6th and 6th to Oliver. To complete the project a Small Water & Sewer Grant was applied for with a 15%, about \$90,000, matching portion coming from PennVest.

Moved by Robinson, seconded by McNaughton to approve resolution 2022-5 to approve the application. Motion carried unanimously.

10. An updated Capital Projects listing, with estimated costs, is included in the Board packet.

OPERATIONAL REPORT – Dean Miller

1. There was a 30,000 gallon per day leak in a water main located between Giant and Burger King. The break has been found and repaired.
2. The meters are being taken apart and some brass was turned into a recycler this week.
3. There was a meeting onsite with SRBC this week. They have found some discrepancies with the flow meter and the graphs.
4. Howe fire hydrants – The reports have been sent to Howe township.
5. 59 Red Hill Road has a water line exposed and a certified letter was sent. There has no response to the letter, so water was shut off today. There was concern that with the freezing temperatures, the pipe would break resulting in a lot of water loss for the system.
6. There have been some inquiries regarding high reads on the new meters. The meters were tested before they were installed, and the accuracy of the meter is listed inside each meter. There is a need for new language and updated costs for testing of the new meters. Customers will be charged for the removal and re-installation of the meter to be tested, plus the costs of testing. Miller will obtain costs for testing meters to aid the discussion at January's meeting.

SOLICITOR'S REPORT – Adam Britcher

1. Howe Township has expressed concern that the Authority will be able to provide water for a proposed building project.
2. 300 Bretz Court – There was discussion regarding installation of a meter pit, previous letters sent and best way to move forward.

3. Howe Dam – There has been interest so a bidding process will be advertised, after a dollar amount has been set. Tabled for the January meeting.

Moved by Fahnestock, seconded by McNaughton to place an advertisement for the sale of the dam. Motion carried unanimously.

TREASURER'S REPORT –

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

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

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

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

OLD BUSINESS –

1. Water app from Master Meter – Hasemeier confirmed that the Master Meter app which would allow customers to track their water usage is not available because the fixed system would have cost \$60,000 for each radio tower. Two or three towers would be needed to give adequate coverage.
2. Buffalo Crossing PLGIT acct – The funds have been transferred into the general account and the account closed.
3. Audit 2021/2022 – Fieldwork has been completed and the audit is continuing offsite. Information from PMRS will not be included in the audit as they are still running behind.

NEW BUSINESS –

1. November 30th a tree fell on a power pole, which sent a power surge and fried a panel at Well #10. The repairs have been completed for about \$2,300.
2. PPL right of way – Frownfelter signed documents agreeing that PPL can on Authority property

Executive Session called at 6:30 p.m.

Executive Session ended at 6:40 p.m.

BOARD COMMENTS –

1. Robinson said the owner of 105, 107 and 109 N Front questioned being billed for all 3 properties, even though two of them are vacant. The monthly base rate is billed regardless of occupancy or water usage.
2. Interviews for Miller and Frownfelter need to be arranged at several engineering firms.
3. Fahnestock stated that the Newport Library director has contacted him for separation of the water connection at 305 N Third St.

ADJOURNMENT – Moved by McNaughton, seconded by Robinson to adjourn the meeting at 7:00 P.M.
Motion carried unanimously.

Debra Kunish
Recording Secretary