

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
March 14, 2023

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

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

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

PUBLIC COMMENT – None

ENGINEER'S REPORT – Robert Hasemeier

1. Meter replacement – There has been communication with Newman Plumbing, they will schedule the remaining meter replacements when all meters are received. Exeter Supply reported that all backordered meters are expected to be delivered in April.
2. 5th Street & PennVest loan – The Sewer Authority has been invoiced and the funds have been received by the Water Authority. As soon as PennVest finishes pay outs, the project can be closed.
3. SRBC – Nothing to report.
4. River & Howe bid documents – The contracts are ready for Board signatures. The Board will need to decide if builder's risk insurance will be required. The aerator equipment for the Howe Plant has a \$60,000 value, but the Authority will not be charged until the equipment is installed. Per Britcher, insurance is not required. Also, Y Electrical, the contractor, has a million dollar secondary policy and the Authority must approve the policy. The Board is okay with this.

Moved by Fahnestock, seconded by McNaughton to purchase builder's risk insurance up to \$10,000. Motion carried unanimously.

5. PADEP report on consent order – The report is required to be submitted by April 1st. DEP has responded to an extension request that not having the funds to complete the work is not an excuse.
6. Well #1- The permit application is still in progress and will be completed in about 3 weeks. CBDG is requiring the funds to be spent by September 30th. The lab data has been received, there is no arsenic and barely detectable manganese,
7. Land development/customers – Nothing to report.
8. Market to 6th St & 6th St – There has been no news regarding the grant application. PennVest has indicated that it is unlikely there will be funding available due to the amount of funds required for the project. There will be a determination made regarding distribution of Small Water grant funds by the end of April. The calculation for grant funds is \$300 per rate payer or about \$240,000 for an amortized value, spread over 10 years, based on about 800 customers.
9. Pay requisition/budget – Req #19 for B&L in the amount of \$5,946.25 and Pay app #1 for Well #1 for Heritage Environmental.

Moved by Fahnestock, seconded by Kaufman to approve pay requisition #19 for payment of B&L in the amount of \$5,946.25. Motion carried unanimously.

Moved by Robinson, seconded by McNaughton to approve pay application #1 for Well #1 in the amount of \$9,091.00 for Heritage Environmental. Motion carried unanimously.

10. PennDot PA route 34 – PennDot has requested the location of the water line on Fahnestock’s lot. The water line is 19 feet from the catch basin.
11. There is an amendment for the Board to sign to allow B&L to do administrative work to clean up line items, also allows for a \$95,000 increase.

Moved by Kaufman, seconded by McNaughton to approve the amendment allowing B&L to complete administrative work and allow a \$95,000 increase. Motion carried unanimously.

OPERATIONAL REPORT – Dean Miller

1. There was a leak at the trailer park, the water was going through the meter. The leak has been fixed and the water has been turned back on.
2. The purchase orders for the chemical feed equipment have been sent and some of the equipment has been received.
3. Once every 9 years the Authority is required to test for uranium. That testing was missed in 2022, so a Tier 3 notice was issued, and notice was put on the March water bills. The testing was done and came back negative. Testing will not be required for another 9 years.
4. A property that is being developed had a leak, this was repaired and the pipe broke again in a different place. A boil water notice was issued and sampling is being done. The developers are using heavy equipment on very unstable soil which is what resulted in the pipe breaks. The developer did not hit the water main, but they were very close. There are only two customers beyond the break. The pipe is 100 years old. Frownfelter requested temporary operator help from Miller’s company.

SOLICITOR’S REPORT – Adam Britcher

1. General report – There are two upcoming sheriff sales in April, for the Kanagy and Neidig properties.
1. 112-114 Market St – A proposal has been received by a developer who has expressed interest in purchasing and rehabilitating the building. The developer is asking for a reduction of the \$75,000 balance on the account. Britcher stated that the Authority would require a development plan, an expense report and a performance bond to ensure that the project is completed. In addition, Britcher will put a lien on the property that would be released when the project was completed.

TREASURER’S REPORT –

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

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

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

APPROVAL OF MINUTES – Moved by McNaughton, seconded by Kaufman to approve the February 14, 2023, regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. The audit is complete and presented to the Board. Frownfelter will speak with Craig Witmer about a water rate review.

Moved by McNaughton, seconded by Kaufman to accept the 2021-2022 audit. Motion carried unanimously.

2. McDonald's restaurant – The meter at this location has been damaged several times. The Board is in agreement that the next time the meter is damaged, water service will be suspended until an acceptable way to protect the meter is proposed and installed.

NEW BUSINESS –

2. Insurance renewal – There is no rate increase for Capital Blue or United Concordia insurance.

Moved by Robinson, seconded by Kaufman to approve the insurance renewal. Motion carried unanimously.

3. Shed – There is a wooden shed sitting on an unused lot which stores an air compressor and other items inside. The shed will need to be emptied before it can be removed from the lot. The decision regarding the shed is tabled for now.
4. Water Operator work schedule – The Board agreed that Justin may work a straight 8 hours with a paid lunch break.

BOARD COMMENTS –

1. Lead service lines will need to be mapped by 2024. Miller has the DEP spreadsheet, and the process of mapping was started during the 5th St project.

ADJOURNMENT – Moved by Kaufman, seconded by Fahnestock to adjourn the meeting at 7:14 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary