

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
January 9, 2024

**BOARD MEMBERS PRESENT** – Penny Frownfelter, Trevor Kaufman, John McNaughton, Jerry Robinson, and Daniel Barlup.

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

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

**PUBLIC COMMENT** – None

**ENGINEER’S REPORT** – Robert Hasemeier

1. Meter replacement – It has been requested that the credit from Exeter be used for the acquisition of data logger equipment for leak detection. USDA has approved this use of the credit, but the Authority needs to demonstrate that there are enough funds for Well #1 before any money is spent.
2. SRBC – SRBC has completed administrative review of Wells #10 & 14. For Well #1 B&L has submitted AHE and GW applications to SRBC and public notice has been put into the papers. B&L is continuing to work on responses to SRBC’s technical comments.
3. River & Howe Plant – Work is proceeding and there is a coordination meeting scheduled for January 15<sup>th</sup>. PADEP extended the deadline to March 31<sup>st</sup> for completion of the project. The booster pumps have been energized and B&L sent in bacteria results from the Howe Plant blower.
4. Well #1 – DEP returned the application until the SRBC applications have been approved. It will be resubmitted when everything has been completed.
5. Land development/Customers: Dunkin’ – Work is proceeding, and both meter pits have been received. Auto Zone – Hasemeier is continuing to work with the contractor on meter pit requirements. 640 Oliver Street – The meter has been installed in the pit and water has been turned on.
6. Market to 6<sup>th</sup> St – There was a CFA meeting on December 19<sup>th</sup>, the Water Authority did not receive any funds for the 6<sup>th</sup> St project.

7. Pay requisitions/budget info –

Pay req #47	WYElectric	\$6,252.50
Change order #5	WYElectric	\$12,976.16
Change order #5	4M Construction	\$17,423.57 (this is revised change order 6)
Pay app #9	WYElectric	\$15,175.00

**Moved by Kaufman, seconded by McNaughton to approve pay req #47, pay app #9 and change orders for WYElectric and 4M. Motion carried unanimously.**

8. Barton & Loguidice budget reallocation contract, hourly rate change for 2024 and Board approval of B&L as the Authority’s engineer – The documents are included in the Board packet.

**Moved by Robinson, seconded by Kaufman to approve new B&L rates, the contract changes and approval of B&L as the Authority's engineer. Motion carried unanimously.**

9. Hasemeier is searching for grant funds to assist in decommissioning the dam.

**OPERATIONAL REPORT** – Dean Miller

1. Front St wells – The trailer that had the leak has been disconnected from the main. There is work to be completed before the second well can be hooked up.
2. The operations permit for the River Plant has been received from DEP, which will allow the operators to pump water at the same time that water is being processed. Also, part of the well permit has been received from DEP, additional testing will be required when the well is being used.

**SOLICITOR'S REPORT** – Adam Britcher

1. General report – Nothing to report.

**TREASURER'S REPORT** –

1. Delinquent Accounts –

**Moved by McNaughton, seconded by Barlup to approve the December Treasurer's report. Motion carried unanimously.**

**Moved by Robinson, seconded by Barlup to approve the December bills. Motion carried unanimously.**

**Moved by Kaufman, seconded by Robinson to approve the December Adjustment Report. Motion carried unanimously.**

**APPROVAL OF MINUTES** – Moved by Robinson, seconded by McNaughton, to approve the December 12, 2023, regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS** –

1. Triple Crown – The past due balance was paid and the account is now current.

**NEW BUSINESS** –

1. Insurance renewal – Dental and Vision rates remain the same, there is a 6% increase for Capital Blue Cross.

**Moved by McNaughton, seconded by Robinson to accept the 6% increase and renew all health policies. Motion carried unanimously.**

2. Water rates and Schedule of Fees – The base rate for water was increased by \$5.00 effective January 1, 2024. The resolution will be signed at the February meeting.

**Moved by Barlup, and seconded by Robinson, to accept the current water rates, which included the recent \$5.00 base rate change, and the Schedule of Fees. The base rate for 2" and 3" lines will both be included in the \$5.00 base rate change. Motion carried unanimously.**

**BOARD COMMENTS** –

1. Robinson mentioned that Koty Boyer has completed 5 of the required exams for his Operator license.

**ADJOURNMENT** – Moved by Kaufman, seconded by McNaughton, to adjourn the meeting at 6:45 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary