

NEWPORT BOROUGH WATER AUTHORITY  
REGULAR MEETING MINUTES  
February 13, 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, Madelyn Grun

1. SRBC – Responses have been provided to their questions and comments. Two adjoining well owners have indicated that they may dispute the application, stating low well levels.
2. River & Howe Plant – The work is proceeding. There was a partial inspection so that permanent piping could be installed. Martz will install the SCADA system next week. On Friday the 16<sup>th</sup>, DEP will be onsite for an inspection and then, hopefully, the operating permit will be issued.
3. Well #1 – The CBDG funds need to be spent by March 1<sup>st</sup>. There is \$27,000 left of the funds that could not be used because of the deadline. Work can’t be completed until the permit has been received, but DEP has still not issued it. The goal is to have Well #1 functional by the end of the calendar year but that is not certain. The treatment tank will have to be backwashed once a week, so Martz is working to make that an automatic function.
4. Land development/Customers – AutoZone will be sending in the application and the \$2,200 fee. Dunkin’ is under construction and the meter pits have been installed.
5. Market to 6<sup>th</sup> St – Justin found two water leaks and is still looking for additional leaks but has been unable to pinpoint an exact location. A leak expert was called to search, but nothing has been found yet. Hasemeier is still looking for funding opportunities for the 6<sup>th</sup> Street project, but nothing has been found yet. The water main on 6<sup>th</sup> Street is very shallow and extremely fragile so the planned PennDot work on this section will damage the main.
6. Pay requisitions/budget info – A budget handout was included with the Board packet, showing remaining USDA funds of \$174,581.81 and \$76,552.87 CBDG funds.

Pay req #48	B&L	\$107,816.16
Pay req #49	Martz	\$3,536.94
Pay req #50	Martz	\$23,419.98
Pay req #51	4-M	\$8,041.40
Pay app #10	Pyrz	\$19,360.00
Pay app #11	4-M	\$46,000.00
Pay app #12	WYElectric	\$36.00

**Moved by McNaughton, seconded by Barlup, to approve the above listed USDA Pay Requisitions and CBDG Pay Applications. Motion carried unanimously.**

**OPERATIONAL REPORT** – Dean Miller

1. Front Street wells – The last well will be installed on Monday, the 26<sup>th</sup> and then the line can be abandoned.
2. John Brady has approved funds for the leak detection Fixed Base System, but it cannot be purchased until the other projects have been completed. The system is expected to cost \$38,900. Excavating was done in front of the plant and it has been determined that the hydrant is faulty and will be replaced.
3. There was a DEP inspection last week and there will be an additional inspection next week during which the Howe Plant will be turned on at times.
4. Koty Boyer has completed some of his classes and still needs operating experience to receive his certification.
5. AutoZone is in progress, but the Authority has not received the final payment of \$2,200.
6. The lead line asset report is due in October.

**SOLICITOR'S REPORT** – Adam Britcher

1. Nothing to report.

**TREASURER'S REPORT** –

1. Delinquent Accounts –

**Moved by Kaufman, seconded by Robinson to approve the February Treasurer's report. Motion carried unanimously.**

**Moved by Barlup, seconded by McNaughton to approve the February bills. Motion carried unanimously.**

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

**APPROVAL OF MINUTES** – Moved by McNaughton, seconded by Robinson to approve the January 9, 2024, regular meeting minutes. Motion carried unanimously.

**OLD BUSINESS** –

1. Insurance renewal – The Capital Blue Cross rates have gone up, so a more cost-effective option is to change coverage to a similar plan with a higher deductible.

**Moved by Kaufman, seconded by McNaughton to change coverage to the Gold plan with the \$3,000 deductible. Motion carried unanimously.**

2. Resolution 2024-1 for Rate Schedule & Schedule of Fees

**Moved by Robinson, seconded by Kaufman to approve Resolution 2024-1 for the current Rate Schedule & Schedule of Fees. Motion carried unanimously.**

3. Rules and Regulations –

**Moved by Kaufman, seconded by Barlup to approve Resolution 2024-2 for the current Rules and Regulations. Motion carried unanimously.**

**ADJOURNMENT** – Moved by Kaufman, seconded by Barlup to adjourn the meeting at 7:50 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary