

The regular monthly meeting of the Altoona Water Authority Board of Directors was held on Thursday, January 19, 2017 in the board room at the Administrative Office. Mr. Schirf called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Attendance:

Mr. Schirf, Mr. Ake, Mr. Neugebauer, Mrs. Marcinko & Mr. Strohm were present, constituting a quorum in accordance with AWA Bylaws. All AWA Board of Directors meetings are conducted in accordance with the PA Sunshine Laws. AWA Staff representatives attending were, Mark Perry, Mike Sinisi, Gina DeRubeis, Ron Becher and Kathy Gabella

Mr. Schirf welcomed Mr. Strohm to the Board and welcomed Mayor Pacifico and Mr. Clapper to the meeting.

Nomination/Election of Officers

Mr. Schirf turned the meeting over to Alan Krier, Esq. for the purpose of the election of officers. Attorney Krier opened the floor for the election of officers for the calendar year of 2017.

Mr. Krier asked the nominations for board officers. Mr. Neugebauer nominated the following officers:

- Mr. William E. Schirf, Chairman
- Mr. William Neugebauer, Vice-Chairman
- Mr. Frank C. Ake, Secretary
- Mrs. Marla Marcinko, Treasurer
- Mr. Omar Strohm, Asst. Secretary/Asst. Treasurer

Mr. Krier asked if there were any other nominations. Hearing none Mr. Krier asked for a motion to close the nominations. Mrs. Marcinko made a motion to close the nominations. Mr. Ake seconded the motion. Mr. Krier called the question. Mr. Krier declared the officers are elected by consensus. The meeting was turned back over to Mr. Schirf the newly elected Chairman.

Mr. Neugebauer made a motion to reappoint the firm of Jubelirer, Carothers, Krier and Halpern as solicitors for 2017 under the same terms and conditions now in effect. Mr. Ake seconded the motion. Mr. Neugebauer called the question. Motion passed with a vote of 5-0.

Mr. Neugebauer made a motion to reappoint the engineering firm of Gwin, Dobson & Foreman, Inc. for 2017 under the same terms and conditions now in effect. Mr. Ake seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 5-0.

Approval of the Minutes:

Mrs. Marcinko made a motion to approve the minutes as tentatively corrected pending review of the tape of the December 19, 2016 meeting. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. The motion passed with a vote of 5-0. Subsequent to the review of the tape no additions were necessary. Therefore the minutes were approved as submitted.

Unfinished Business:

1. Bellwood Reservoir – the plans for the modification of the dam are complete. The dam safety permit application will be filed with DEP at the end of the month. This will be a six (6) to twelve (12) month process until the Authority receives final approval. There will be a presentation on this at February's meeting. An Engineering Agreement for the Bellwood Treatment Plant upgrades will also be ready for board signature for February's meeting. The Authority is doing pilot studies with two (2) different types of membrane filtrations.
2. 31st Street Maintenance Storage Yard Building –the design for the building is approximately 90% complete. The specifications and bid documents are being prepared to advertise for bid sometime in February. The goal is to start the actual work in the spring. There has already been public comment on how much better the property looks.
3. Bellmeade Civic Association Interconnection – this interconnection is in service. It was suggested to the BCA to use the minimum amount of water since they are paying a minimum usage monthly fee. The BCA has agreed to do this to keep the line fresh.
4. Billing/Customer Service Part Time Billing Supervisor – staff would like to do an audit on the top fifty (50) larger accounts to look at their usage five years ago versus their usage now. Also a large number of accounts are in suspense therefore it is being suggested a closer look into why the properties are suspended. There are two (2) department clerks retiring within the next year. It is recommended the Billing/Customer Service Part Time Billing Supervisor position to be extended another year.

Requisition Approval:

Mr. Schirf asked Mrs. DeRubeis for the Financial Report and the Requisitions/Authorizations. Mrs. DeRubeis gave her report and then asked for approval of the following requisitions.

Requisitions #60 Water Division Construction Fund totaling – \$56,046.84

Requisition #2015-24 Water Division Capital Project Fund totaling - \$115,709.71

Requisition #2016-10 Water Revenue Surplus Fund totaling \$87,147.38

Mrs. Marcinko made a motion to approve the requisitions. Mr. Neugebauer seconded the motion. Mr.

Schirf called the question. Motion passed with a vote of 5-0.

New Business:

1. There is an area at the Bellwood Reservoir that needs to be clear cut to build the spillway for the dam and have a staging area for the construction. Since this has to be done, it was decided to see if a selective cut would be profitable. There is approximately eighteen acres four of which need to be cleared and the balance to be the selective cut. The forester would like to get the prospectus out and award the highest responsible bidder.

Mr. Neugebauer made a motion to authorize the prospectus of the Bellwood timber sale for bid and to authorize Mark A. Perry, General Manager to accept the highest responsible bidder and execute the Timber Sales Agreement

Mr. Ake seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 5-0.

2. Resolution #17-01-842 for the disposition of the 2009 records

Mrs. Marcinko made a motion to approve resolution 17-01-842. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 5-0

3. Resolution #17-01-843 authorizing the conveyance to the City of Altoona of all right title and interest of the Authority in and to the Water System and Sewer System including all real estate and improvements thereto excluding motor vehicles titled to the Authority, certain tools and equipment and executory Intermunicipal and bulk service type agreements assigning certain permits, licenses, easements, agreements, rights of way and similar instruments; all conditioned upon the guaranty by the City of Authority debt and the pledge of the city of its full faith and credit and taxing power to secure said debt and the leasing to the Authority of the water and sewer systems in accordance with lease agreements to be executed by the City and Authority at the time of transfer, which leases are hereby approved, and authorizing the Chairman or Vice Chairman to execute the agreement of conveyance and the water and sewer system leases, attached hereto, and such deeds, bills of sale and other documents as are necessary and proper to complete said asset transfer and lease back and authorizing the Secretary or Assistant Secretary to attest the signature of the Chairman as is appropriate.

Mr. Krier added part (d) under Section1 to include any guarantee agreements between the City and the Authority guaranteeing the debt of the Authority.

Mrs. Marcinko made a motion to approve resolution 17-01-843. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 5-0

4. Resolution #17-01-844 to approve and adopt the twenty year capital improvement plan for the water and sewer systems

Mr. Neugebauer made a motion to approve resolution #17-01-844. Mr. Ake seconded the motion. Discussion followed concerning the twenty year plan; it was felt twenty years is too open ended. It was discussed using a five year plan would be more useful. After further discussion it was decided the document would be used as a needs assessment to be used by staff.

Mr. Ake and Mr. Neugebauer withdrew their motions.

5. Motion to submit Pennvest letter for transfer approval – a letter has been prepared to send to Pennvest for their consent to transfer the water and sewer assets to the City of Altoona.

Mrs. Marcinko made a motion to submit the letter to Pennvest. Mr. Ake seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 5-0.

Other Business:

There was discussion concerning the By-Laws of the Authority and the job descriptions of each board member. Board job descriptions should be part of the By-Laws. A sub-committee will be created to review and amend the By-Laws and job descriptions. It was suggested that Mr. Strohm and key staff be appointed to this committee.

Media Questions and Public Comment

The board and staff addressed questions from Bill Kibler from the Altoona Mirror.

Adjournment:

No further business was brought before the Board. The meeting was adjourned at 10:31a.m. The next meeting will be held on Thursday, February 16, 2017 at 9:00 a.m. in the Board Room at the Administrative Office Building located at 900 Chestnut Avenue.

Secretary/Assistant Secretary

/klg