

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority
377 Cedarcrest Drive
Duncansville, PA 16635

Wednesday, December 3, 2025

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority, held on Wednesday, December 3, 2025, was called to order at 7:00 p.m. by Chairman Edward Silveti.

Ed announced that Ted Ventre passed away on November 25, 2025, adding that Ted was always a gentleman who enjoyed serving on the Authority Board for 19 years. Ted will be missed.

In attendance were 4 Authority Members as follows: Edward Silveti, Robin Cadwallader, Rodney Patterson, and Jacob Wible.

Also in attendance were Tim McGaw, Manager; Katie McGaw, Administrative Assistant; Pat Fanelli, Solicitor; and Dave Cunningham, Engineer.

Motion was made to approve the Minutes of the Regular Monthly Meeting of November 5, 2025. MOTION: Wible SECOND: Patterson VOTE: 4 Yes.

While the Board Members were looking over the Financial Reports, Jacob Wible asked about a vendor named Houchens Food. Katie explained that Ace Hardware is owned by Houchens Food. Jacob also inquired as to what PASCDU is. Katie informed him that the PA SCDU is the state agency who receives wage garnishments for child support. Motion was made to approve the Payroll & Bills for November 2025. MOTION: Wible SECOND: Cadwallader VOTE: 4 Yes.

Ed Silveti moved that the evening's Agenda be amended to include two additional items, Motion to appoint a Vice Chairman to the Authority and Motion on Calendar Year 2026 Staff Wages/Salaries. The motion was seconded by Mr. Wible and approved unanimously.

Jacob Wible asked to open discussion about BTWSA Office Hours. Tim explained the Office Hours are 7 a.m. – 3 p.m., but the Drive-Up is closed at 2:45 p.m. due to computer backups and shutdowns. Katie explained we have had varying office hours throughout the years, ranging from 8 a.m. - 4 p.m. (closed 12-1) and Spring/Summer or Fall/Winter seasonal hours. Jacob proposed expanding the office hours from 7 a.m. – 4 p.m. and inquired if it would be possible to stagger the office staff's schedule by 1 hour where one would work from 7 a.m. – 3 p.m. and the other from 8 a.m. – 4 p.m. Katie requested clarification on scheduling logistics whenever one of the secretaries has a scheduled vacation or is out sick and inquired if the intention was to have the available secretary work an hour of overtime or only have the office open for one shift in that instance. Katie further commented that she believed that customers would be confused if the office were sometimes open from 7 a.m. – 3 p.m. or 8 a.m. – 4 p.m. dependent on which secretary was available. Jacob suggested the part-time secretary could fill in during these instances in order to keep the schedule consistent. Tim commented this might not be the best option. Jacob asked if there is a written job description for the part-time position. Tim

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said that there is no job description for the position. Robin Cadwallader recalled that in the past the doors were unlocked during office hours for customers to pay their bills at the indoor window and asked if the doors are currently locked. Tim explained that locking doors during office hours has been the policy since the COVID-19 pandemic. Tim added that whenever doors were unlocked during business hours, chatty customers would talk about non-business for extended durations. Ed Silvetti advised that whenever someone works with the public, they need to use discretion and exercise professional politeness to excuse themselves from non-business-related discussions whenever it is distracting from productivity. Robin suggested that the doors be unlocked during business hours since the pandemic is over. Tim expressed concern about potentially sick customers transmitting illness when inside the office. Robin proposed that the customers could come inside the office to conduct their business through the interior window so that it could mitigate pathogen transmission. No action was taken at this time, but the consensus was to revisit this issue at a subsequent meeting.

Pat Fanelli, Solicitor, stated that he had nothing new to report regarding the Hickey matter. No date has been set for the Board of View Hearing. But the transfer of the Mindy Sue Kern property should be finalized soon, possibly as early as next week.

Dave Cunningham reported that he and Pat Fanelli have updated the Easement Agreements for the Reservoir Road Wastewater Expansion Project and will be sending them to Trina Illig with a list of dates for when our office will be holding meetings for property owners within the project area. Jacob asked if the easements were drawn with consideration to where the current on-lot wells are located and if they were designed to mitigate any potential water quality degradation during construction and as a completed system. Dave assured the Board that the easements took into consideration the present well locations and explained that there are excavation execution requirements when near a well. He further explained that the final product will be concrete encased to mitigate any leakage that could compromise well quality. Dave gave an update on the needs assessment study for DEP. He said that the study is ready to be sent out and that he is working with Judy Ward's office to expediate the review through the DEP's legislative liaison.

Dave reported the Commonwealth Financing Authority has not met to discuss the 2024 LSA applications. Our 2024 application requests a Statewide Local Share Assessment grant of \$759,000 to be used for the Stowell Farm Interceptor. This meeting has been pushed to January 2026. In the meantime, our 2025 LSA application has been submitted for the same project with some revisions and additions.

There was discussion, but no action, regarding a Capital Improvement Project for 2026.

Dave Cunningham distributed copies of the 2025 Annual Report and 2026 Recommended Budget.

In his monthly update, Tim McGaw reported an inquiry with Dean Accounting relative to their ability in performing municipal audits, resulting in a confirmation of this ability. Tim also stated that he contacted the manager of Altoona Water Authority who told him they will not impose a rate increase on BTWSA this year. Further, according to Tim, BTWSA responded to a sewer backup on Orchard Drive in November. With

coordination from Able Plumbing, BTWSA was able to clear the roots from the customer's lateral. However, more work still needs to be done on this line, and there are a cedar tree and a shed over our sewer right-of-way on this property. Tim has spoken with the property owner about removal of the tree and moving the shed, but he would like Pat Fanelli to draft a letter to the homeowner with some type of deadline attached so that BTWSA can dig this up in the spring and make the necessary repairs.

Ed Silveti stated that our Authority needs to name a Vice Chairman who can take over for the Chairman in the event of his absence. Motion was made to nominate Jacob Wible as Vice Chairman of the Authority. MOTION: Silveti SECOND: Patterson VOTE: 4 Yes.

The meeting was recessed into Executive Session at 7:52 p.m. to discuss a Personnel matter.

Ed Silveti reconvened the Regular Meeting at 8:10 p.m.

Motion was made to approve a 2026 Employee Wage and Salary Increase as presented in the amended version of Iteration #2. The approved Wage and Salary Increase will take effect 1/1/2026. MOTION: Silveti SECOND: Wible VOTE: 4 Yes.

Jacob Wible asked if the Township of Blair could hold their monthly meeting in the BTWSA Conference Room again this month since the flooring installation and furniture placement are still not complete at the Township building. Tim assured Jacob that our conference room would be available for them on December 9, 2025.

Ed announced the BTWSA Reorganization Meeting will be held on January 7, 2026, at 7 p.m. with the BTWSA Regular Monthly Meeting following.

Motion was made (at 8:14 p.m.) to adjourn the Meeting. MOTION: Cadwallader SECOND: Patterson VOTE: 4 Yes.

Signed as Secretary/Treasurer,



Robin L. Cadwallader

