



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY January 10, 2024
4:00 PM

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- 3) REORGANIZATION

a. Nomination of Chairman

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

b. Nomination of Vice-Chairman

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

c. Nomination of Secretary

Nomination _____ By _____
Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

d. Nomination of Treasurer

Nomination _____ By _____
Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

e. Nomination of Alternate Secretary-Treasurer

Nomination _____ By _____
Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

f. Nomination of Engineer

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

g. Nomination of Solicitor

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

h. Nomination of Auditor

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

i. Nomination of Depository

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

Mr. Fowler:	Mr. Weaver:	Mr. Park:
Mr. Poague:	Mr. Villella:	
Mr. King:	Mr. Duffy:	

- 4) APPROVAL OF AGENDA
- 5) VISITORS COMMENTS on agenda items. (2-minute limit)
- 6) EXECUTIVE SESSION (if needed) Note: discussion is limited to Personnel, Litigation, Property, etc.
- 7) APPROVAL OF MINUTES FROM December 27, 2023 SPECIAL MEETING
- 8) Manager's Report
- 9) Water Report
- 10) Sewer Report
- 11) Engineer's Report
- 12) Solicitor's Report
- 13) Committee Reports
 - a. Administrative
 - b. Operations
 - c. Finance
 - d. Fire Department
 - e. Hiring
 - f. Johnsonburg Borough
 - g. Grants
- 14) Treasurer's Report
 - Approve Treasurer's Report
- 15) Bills for Payment
 - Approve Bills for Payment in amount of \$ 41,761.45
- 16) BOARD DISCUSSION
 - Re-visit the Let Water Run List
 - Resolution on the PENNVEST loan/grant
- 17) BUSINESS AFFAIRS
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (If needed)
- 20) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY
Special Meeting Minutes
Wednesday, December 27, 2023

The meeting was called to order at 4:00 p.m. by Vice-Chairman TJ Weaver, followed by The Pledge of Allegiance and a moment of silence.

ROLL CALL – In attendance were Jack Fowler, TJ Weaver, Rick Zeigler, JR DePanfilis, Eric Poague, Earl Park, Paul Villella
Brian Buesink, Tracey Brown

VISITORS – Mike DaCanal

A motion was made by Eric Poague and seconded by Rick Zeigler to approve the agenda (carried).

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by JR DePanfilis and seconded by Rick Zeigler to enter into executive session at 4:02. A motion was made by Eric Poague and seconded by Rick Zeigler to exit executive session and enter into the regular meeting at 4:43 (carried). Personnel and the 2024 budget were discussed.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Eric Poague and seconded by Earl Park to approve the minutes from the December 13, 2023 Regular Meeting (carried).

2024 BUDGET – A motion was made by Earl Park and seconded by Eric Poague to approve the 2024 budget as presented (carried).

UPDATED EMPLOYEE HANDBOOK – A motion was made by Earl Park and seconded by Rick Zeigler to approved the new handbook as presented (carried).

EMPLOYEE WAGE INCREASES – A motion was made by Earl Park and seconded by TJ Weaver to approve the following wage increases: Brian Buesink, \$0.75; Corey McCabe, \$0.50; Tracey Brown, \$0.50; Chris Everett, \$0.50; Mike DaCanal, \$1.00; Angel Perez, \$1.50; Bryon Gregori, \$3.50; Dalton Stahli, \$0.50; Kristin Green, \$0.50. Roll call vote: TJ Weaver – yes, Rick Zeigler – yes, JR DePanfilis – no, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Jack Fowler – yes (carried 6-1).

COMMENTS FROM VISITORS – Mike DaCanal asked some questions regarding the wage increases.

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING – A motion was made by Earl Park and seconded by Eric Poague to adjourn the meeting at 4:55 p.m. (carried).

Jack Fowler, Chairperson
TLB

DECEMBER 2023/JANUARY 2024

MANAGERS REPORT

1. Blood Drive attended by several JMA employees.
2. Training class scheduled for Chris.
3. Submitted an assessment form to the DEP.
4. Winterized system hydrants continued.
5. Met with 2 companies regarding WiFi @ the WWTP.
6. Pennvest applications for Waterline ext. and L&C inventory to be submitted in February.
7. Repaired leak on Spring Street with assistance from PRWA and THANK YOU!
8. Repaired leaks on Church Street.
9. Repaired leak on Oak Street with the assistance from the borough crew and THANK YOU!
10. New waders ordered for the crew.
11. Contacted Cambria Systems to assist with alarm callouts for Silver Creek Pump Station.
12. Attended JMA special meeting.
13. Attended a training class in Dubois.
14. JMA Christmas/New Year luncheon attended.
15. Met with the Administration Committee to finalize the JMA handbook.
16. PA 1 call form completed.
17. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

January 10, 2024

Water Treatment Plant

1. Completed MCIP on filters 1 and 2 weekly
2. Completed Full CIP on both UF1 and UF 2
3. Continue working with Dalton Stahli at the WTP and get him further up to speed on the system.
4. Attended Operator Training Classes
5. Flow meters calibrated at WTP
6. Hach on-site to calibrate Chlorine meters at WTP and maintained by staff.
7. Monthly TOC samples submitted to White Oaks Lab.
8. Still waiting for Cambria Systems to provide update on Communication issue with Zeigler tank pumps timing out causing call-outs.
9. Swapped out communication cables in Intake building with Shielded Cat Cables to see if it will prevent timing out issue due power glitch.
10. Generator batteries and heat wraps were replaced at the WTP. CE also asked the Electrician to install a thermostat on the wraps to prevent them from running no stop when not needed to allow for longer life span.
11. Monthly reporting submitted

Distribution

1. Spring St waterline repair completed.
2. Church St waterline repair completed.
3. Oak St after hours water line repair completed.
4. BG arranged for training on leak detection equipment.
5. Received components for the Zeigler Tank mixer, currently looking at options for installation due to type of tank and the lack of current electric for the unit.
6. Distro Team conducted blow-offs throughout the system as needed.
7. Meters continue to be installed and meter readings completed this month without problems.
8. One-Calls continue to be completed.

Upcoming

January timeframe for the Pumpman to be on-site wot look at pumps throughout WTP for operational and serviceable needs.

Boost Station Chlorinator, Calibration Columns installed at WTP, Hydrant replacements.

Ongoing daily operations, meter installs, one-calls and work orders.

Thank you to the Borough Team for helping out on the after-hours callout for the leak on Oak St. To my knowledge, an attempt was made to reach our emergency contractor by the manager and no answer was received which forced us to waste time and look elsewhere. Thankfully the borough came thru and helped us with what was needed.



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JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
JANUARY 2024

SR-219 EXTENSION CAPITAL IMPROVEMENTS PROJECTS (WATER DISTRIBUTION SYSTEM EXTENSIONS AND REPLACEMENTS) – PLANNED PENNVEST FUNDED:

- Rights-of-Way Easements acquisition efforts:
 - Ongoing with Solicitor Reith- **Status Pending**
- Permits have been Received.
- **Funding :**
 - JHA continues to compile the necessary documentation for the PennVEST application due February 2024, which will then be announced for award and details April/May 2024.
 - LSA grants submitted, and awaiting notice of award (dates to be determined) – Status Pending
- Other future projects to monitor funding opportunities:
 - Lead Line Replacement – Pending the completion of the Lead Service Line Inventory (Note: The DEP excel spreadsheet for the inventory will be required to be completed on or before October 2024.
- JHA and JMA are monitoring all sources and will pursue accordingly per JMA directive.

SR-219 SOUTHBOUND REPLACEMENT (CONTINENTAL CONSTRUCTION ISSUE ARE)

- No change in status of project since last month.
- **Status Pending**

WATER

- JHA corresponded via phone support intermittently over the last month.
- Continued assistance in operations, training, equipment setup, maintenance and general support.
 - JHA has completed the required monthly operations report for December 2023 and has uploaded to DWELR. Training with Chris remains ongoing relative to reporting.
 - Corresponded with Chris regarding the generator failures and understood that issues has been resolved.
- Mixer delivery and installation status for the new Zeigler Tank ongoing unknown – **Status Pending**
- **The chlorination booster system at the Long Level Road** station has been **Approved**. Construction can commence per directive of staff and receipt of materials.
 - JHA has assisted in the ordering and forward progression system completion – **Status pending receipt of components, latest update is the skid and chemical feed pump are have been received, and calibration column, tubing and fittings shipping this week. Operational status remains unknown but should be completed promptly**
 - Upon completion JHA will need to complete a **construction certification form** for the work done in conformance with the permit. **Status Pending**
- Recommendation for system maintenance
 - JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.

- Data continues to be collected for submission of additional supporting data for the Innovative Technology Permit later this year. **Status Pending**
- JHA will be working on the annual Chapter 110 reporting due on or before March 31, 2024.

WASTEWATER:

- JHA continues routine correspondence with JMA, and its operation staff.
 - Monitoring ongoing electrical work at the WWTP and addressing staff questions as needed.
- JHA continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, and no violations occurred in the month of October.
- JHA is working to coordinate with a contractor to perform seal injection into the clarifier cracks as identified and conveyed by Corey. – **Status Pending**
- JHA has sent out the annual questionnaire for Chapter 94 reporting which is due on or before March 31, 2024.

GRANTS AND FUNDING ASSISTANCE:


- JHA continues to monitor all grant funding sources and opportunities, in concert with those identified by JMA for review and considerations as applicable.

MISCELLANEOUS:

- Powers Run Dam Permit issued – Received an update from American Rivers on Awaiting grant funding 1/4/2024 stating that they have included Powers Run dam construction in a request for funding a multiple dam package through the Bipartisan Infrastructure Law. The proposal made the first cut in the state-level review process and is now being considered at the Regional level. I should know the results of that review next month. **Status Pending**
- Unaccounted for Water Study
 - An ongoing review of system records, and in-house leak detection shall be had.
 - JHA and JMA staff need to continue to review and track usage for Board discussion

Wednesday 1/10/2024 is our corporate annual meeting which I will be attending. The meeting is to be concluding between 4 and 4:30. I will join the zoom call as soon as possible. My sincere apologies.

RESPECTFULLY SUBMITTED,



Travis J. Long, CEP, LO
Vice-President & Director of Environmental Services



JOHNSONBURG MUNICIPAL AUTHORITY
601 Market St.
Johnsonburg, PA 15845
814-965-4218

Bank Balances as of: December 31, 2023

Northwest

Sewer Money Market - \$ 64,356.56
Payroll - \$ 164,561.21
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 2,027.13
Operating Checking - \$ 57,203.34
Sewer Savings - \$ 52,550.20
Water Savings - \$ 154,952.39

CNB

CD - \$ 26,159.50
Savings Acct. - \$ 6,066.56
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 10,867.57
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 510,752.90

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest - \$ 1,396.94
CNB WWTP Upgrade - \$ 3,459.20
Pennvest - \$ 15,529.16
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30
USDA loan - \$ 129,287.00

Johnsonburg Municipal Authority

Profit & Loss by Class

December 2023

01/10/24

Accrual Basis

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,236.75	0.00	63,236.75
1300002 · Sales Domestic - Sewer	0.00	56,167.51	56,167.51
1301001 · Sales Commercial-Water	43,046.72	0.00	43,046.72
1301002 · Sales Commercial - Sewer	0.00	47,827.05	47,827.05
Total Income	106,283.47	103,994.56	210,278.03
Expense			
1350002 · Collections - Labor	0.00	1,708.00	1,708.00
1351002 · Collection System	0.00	7,695.25	7,695.25
1352002 · Sewer - Treatment - Labor	0.00	29,558.75	29,558.75
1353002 · Sewer - Treatment Chemicals	0.00	2,794.00	2,794.00
1356002 · Sewer - Treatment System	0.00	1,487.40	1,487.40
1357002 · Sewer - Sampling	0.00	1,204.00	1,204.00
1360002 · Pumping Labor	0.00	3,047.50	3,047.50
1367002 · Clerical	2,490.01	2,490.01	4,980.02
1369002 · Automotive	573.63	573.63	1,147.26
1371002 · Office	666.64	666.62	1,333.26
1373002 · Advertising	89.25	89.25	178.50
1375002 · Payroll Taxes	3,055.31	1,069.05	4,124.36
1376002 · ADP Payroll Fees	42.71	42.71	85.42
1381000 · Diversified Billing Fees	1,813.00	1,813.00	3,626.00
1385002 · Legal	409.50	0.00	409.50
1393002 · Engineering	3,529.75	180.00	3,709.75
1394002 · General Expenses	3,249.26	3,413.65	6,662.91
1394003 · Employee Work Boot Reimbursemen	591.74	320.61	912.35
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	780.41	780.40	1,560.81
349003 · Payroll - Miscellaneous	50.00	60.00	110.00
356001 · Water - Purification System	187.00	0.00	187.00
375001 · Water - Distribution System	39,503.32	0.00	39,503.32
378001 · Water - Distribution - Meters	522.85	0.00	522.85
389001 · Utilities	4,162.38	10,514.62	14,677.00
68300 · Travel and Meetings	118.43	0.00	118.43
Total Expense	68,492.84	76,166.10	144,658.94
Net Ordinary Income	37,790.63	27,828.46	65,619.09
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	636.03	0.00	636.03
1315002 · Penalties Imposed - Sewer	0.00	582.82	582.82
Total Other Income	636.03	582.82	1,218.85
Other Expense			
1403002 · Interest Expense	49,708.01	1,854.37	51,562.38
Total Other Expense	49,708.01	1,854.37	51,562.38
Net Other Income	-49,071.98	-1,271.55	-50,343.53
Net Income	-11,281.35	26,556.91	15,275.56