**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, October 11, 2023**

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

**ROLL CALL** – In attendance were Jack Fowler, TJ Weaver, JR DePanfilis, Eric Poague, Paul Villella

Earl Park and Rick Zeigler were excused

Brian Buesink, Corey McCabe, Chris Everett, Tracey Brown, Peter Reith, Travis Long of JHA (ZOOM)

**VISITORS** – Brian Stockman (Ridgway Record), Aljoe Maletto, Joyce Maletto (Johnsonburg Press)

A motion was made by JR DePanfilis and seconded by Eric Poague to amend the agenda to advertise for bids for generators (carried).

**VISITOR COMMENTS (on agenda related items)** – None

**EXECUTIVE SESSION** – A motion was made by Eric Poague and seconded by TJ Weaver to enter into executive session at 4:03 (carried). A motion was made by JR DePanfilis and seconded by Eric Poague to exit executive session and enter into the regular meeting at 4:28 (carried). Personnel and litigation were discussed with no decisions made.

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

**MANAGER’S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

**ENGINEER’S REPORT** – Copy attached

A motion was made by Eric Poague and seconded by JR DePanfilis to apply for funding for the Rt. 219 waterline extension project (carried).

**SOLICITOR’S REPORT** – Solicitor Reith informed the board that a lot on Bergen St. has been gifted to the Municipal Authority, so long as we cover the cost of the deed transfer.

A motion was made by Eric Poague and seconded by JR DePanfilis to amend the agenda to include the transfer of the gifted Bergen St. property (carried). A motion was made by Eric Poague and seconded by TJ Weaver to approve the transfer of the Bergen St. property at the cost of the Authority (carried).

**COMMITTEE REPORTS**

1. Administrative - none
2. Operations - none
3. Finance – Jack Fowler commented that the budget for next year needs to be done soon
4. Fire Department - none
5. Hiring - none
6. Johnsonburg Borough - none
7. Grants - none

**TREASURER’S REPORT** – A motion was made by Eric Poague and seconded by TJ Weaver to approve the Treasurer’s report (carried).

**BILLS FOR PAYMENT** – A motion was made by Eric Poague and seconded by TJ Weaver to pay the bills in the amount of $ 90,555.93 (carried).

**Bank Balances as of: September 30, 2023**

**Northwest**

Sewer Money Market - $ 64,291.15

Payroll - $ 153,051.72

Water Pennvest - $ 510.67

Sewer Pennvest - $ 2,026.81

Operating Checking - $ 104,219.05

Sewer Savings - $ 52,543.58

Water Savings - $ 224,358.53

**CNB**

CD - $ 26,130.83

Savings Acct. - $ 11,239.11

Water Project Checking (COA) - $ 100,538.63

Sewer Checking - $ 5,745.17

Waterline Extension - $ 14.00

**PLGIT**

General Fund - $ 503,694.06

**Debt Payments**

CNB Mortgage - $ 327.92

CNB Line of Credit Interest - $ 1,439.66

CNB WWTP Upgrade - $ 3,459.20

Pennvest - $ 15,529.32

Pennvest - $ 8,580.54

Pennvest - $ 11,718.30

**BOARD DISCUSSION –**

-A meeting with Tammy Cappo of Mutual Benefits Services to review the employee health insurance for 2024 was requested.

-A motion was made by Eric Poague and seconded by TJ Weaver to approve the purchase of $35 Elk County Foods gift certificates for employees for Thanksgiving (carried).

-A motion was made by JR DePanfilis and seconded by Eric Poague to pay Kappe Associates, Inc. $11,855.00 for the mixer at Zeigler’s tank that Brian had a quote for at last month’s meeting (carried).

-There was discussion on beginning to charge customers for sending past due notices. Solicitor Reith will look into this and provide an update at next month’s meeting.

**BUSINESS AFFAIRS** –

-A motion was made by JR DePanfilis and seconded by Eric Poague to advertise for bids for generators (carried).

**COMMENTS FROM VISITORS –** Aljoe Maletto questioned why there is no discount for paying on time. He also asked why the meter readings sometimes are more than 30 days apart. He suggested that we check for lead lines when the water line is replaced on Spring Street.

**EXECUTIVE SESSION –** None.

**ADJOURMENT OF MEETING**- A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 5:22 p.m. (carried).

Jack Fowler, Chairperson

TLB