JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING
WEDNESDAY, 10-12-22

The meeting was called to order at 4:00 pm by Chairman James Reinsburrow followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were James Reinsburrow, Charles DeStephano, Jack Fowler, Kenneth Polaski, Earl Park. Richard Zeigler and Rick Brown – excused.
Dan Newell, Ken Caldwell, Corey McCabe, Tracey Mehalko, Chris Everett, Mike DaCanal, (Thomas J. Weaver, Travis Long, participated by via ZOOM).

VISITORS – Joyce Maletto (Johnsonburg Press), Al Maletto, Emil Zaunick, Frank Ferragini, Quinn Cunningham, and Dave Geci (Geci Accounting), Johns Sommers and Cara Hartman (MV&S) - participated by via ZOOM.

VISITOR COMMENTS – Frank Ferragini brough to the board his concerns about a missing railing on the sidewalk on Penn and Chestnut and the lifted sidewalk on First and Chestnut. Frank provided pictures of the issues. Jim Reinsburrow stated that JMA will investigate he issues and see what JMA can do.

2021 AUDIT - Geci Accounting/MV&S – 2021 Audit. Accountants were available for questions. MV&S gave a summary and their control findings. Jack Fowler asked about a corrective action plan and how JMA will address the issues. Geci Accounting gave a presentation of what has been done and the controls that were put in place to avoid future deficiencies. Geci Accounting also noted that most of the deficiencies were a result from the first half of 2021.

EXECUTIVE SESSION – A motion was made to enter executive session at 4:16pm by Earl Park and seconded by Ken Polaski. Motion carried unanimously by members present. A motion was made to exit executive session at 4:35pm by Earl Park and seconded by Ken Polaski. Motion carried unanimously by members present. Personnel and litigation were discussed with no action taken. A motion was made to enter the regular meeting at 4:36pm by Earl Park and seconded by Ken Polaski. Motion carried unanimously by members present.

APPROVAL OF MINUTES– A motion was made by Earl Park and seconded by Jack Fowler to approve meeting minutes from 9-14-22. Motion carried unanimously by members present. A motion was made by Earl Park and seconded by Ken Polaski to approve meeting minutes from 10-4-22. Motion carried unanimously by members present. A motion was made by Ken Polaski and seconded by Jack Fowler to approve meeting minutes from 10-7-22. Motion carried unanimously by members present.

MANAGERS REPORT – Ad has been sent out to newspapers for 2023 JMA: Chemicals, Emergency Excavation, Lab Work, and Restoration. CAT generator maintenance recommendations. GPR – leak detection has been being discussed with JHA. Employer Elections for Medical Benefits were submitted on Friday 10-7-22. 10-13-22 and 10-14-22 Inventory at Powers Run Garage. Congratulations to Corey McCabe for passing the Membrane Filtration Exam and the Non-gaseous Chemical Disinfection Exam. The house on 510 Hazel Road, clean-up/restoration is near completion.
RCAP Solutions submitted a RCDI (Rural Community Development Initiative) grant application and were approved with several utility systems to provide GPS services and GIS mapping at no cost. *Note that RCAP does collect a cost-share form, meaning they track the number of hours of labor that the employee of you or somebody else representing your utility ends up devoting towards the grant project, but again this project/service is at no cost, no catch. Data will be provided to you as a system to do as you want moving forward. With this grant, they will utilize ESRI ArcGIS Software and can assign your community a license in our multi-tenant system agreement with ESRI for the smaller/rural utility systems they work with, provide GPS collecting at mapping grade accuracy and collect photos / uploading drawings of any data we can get our hands on. RCAP is looking to provide on-site GPS collections for one the utilities in this grant on the week of October 24th – 28th. JMA would need a staff member available, in the field. JMA would be looking at a budgetary cost of a $1000.00 fee per year for continued service - managing

data/programming/processing/update (note: the grant would cover the first year). Travis Long and I were on a call with RCAP on 10-11-22. The grant for mapping will continue to be discussed and investigated. Plan is to put this on the November 2022 agenda.

WATER REPORT – Intake complete, new system up and running. Continuing work on punch list items. Final work should be complete this week on plant project. House demolition complete, backfill, topsoil, grass, mulch. New hydrant in front of Community Center. Steps and railing complete on Blaine. Would like to buy a shed for lawnmower, petroleum products, power equipment. Work/service truck. Tires. Registration for towing, new trailer title. Any small projects come to mind for contingency monies? The Silver Creek chlorine station was discussed. Remaining issues with the new water plant were discussed along with the plans to correct.

WASTE-WATER REPORT – 9-2-22: Ken and Corey took dump truck to DuBois to get combination weight and registration. 9-9-22: Pipe Eye was notified that 2 manholes were still leaking. They are going to come back and fix. 9-15-22: CAT was in to perform maintenance on generators at West Center, Main Injector, building 80, Johnson Run and Raw Pump Station. Recommendations were sent to Dan Newell for future maintenance. 9-19-22; Hach was in to calibrate and service CL-17. 9-22-22: Replaced sewer line @ 127 Grove Street. The line was installed by JMA, incorrectly, originally. New plumbing inside as well as main line outside. 9-27-22: Dave Jones was in to look at a job for pre-treatment upgrade. Fabricate up a system to lift gear box and remove old one. 9-30-22: Had a contractor (Mike- Keyless and Camera) in from Kane to look at security camera system. (Recommendation of contractor was from Dan Newell)

ENGINEERS REPORT – CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) USDA FUNDED: JHA continues to monitor the punch list finalization/project closeout process. JHA continues correspondence with chief water operator on various items pertaining to finalization of funding resources. The innovative technology report was submitted to DEP on 9/13/2022. Copies have been provided to JMA. Status Pending. CAPITAL IMPROVEMENTS PROJECTS (WATER DISTRIBUTION SYSTEM EXTENSIONS AND REPLACEMENTS) – PLANNED PENNVEST FUNDED: Rights-of-Way easements in processing with Solicitor Brown remain ongoing. Ongoing with Solicitor Brown. Permitting packages being finalized (on-track) o Funding opportunities to be reviewed with lending agencies to identify best available packages. WATER: JHA continues routine correspondence with JMA and it operations staff. Permit amendment package for the chlorination booster system at the Long Level Road station has been submitted. Approval status Pending JHA reviewed bid advertisement for 2023 services with Manager. 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. JHA has been in correspondence with Chief Operator on Water Quality changes, no action required at this time. 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. Various funding opportunities will be available end of 2022 and 2023. Discussion on projects should be had evaluate best available funding opportunity, etc. MISCELLANEOUS: Powers Run Dam Permit issued – Awaiting grant funding opportunities through American Rivers. Status Pending. Last correspondence from American Rivers pertained to their internal grant's submission process and letters of recommendation for said project.

PROJECT ENGINEERS REPORT – NONE

SOLICITORS REPORT- NONE

COMMITTEE REPORTS –

- Administration - none
- Finance – **CAPEX** – Earl Park made comment about starting a CAPEX fund for water/sewer needs. Plan is to put this on the agenda for a future meeting.
- Fire Department - none
- Hiring – **Laborer Position** – Jim Reinsburrow made comment that JMA has been interviewing.
- Johnsonburg Borough - none

DRAFT

- Operations – **Water Meters** – JMA staff continues to put in new meters, appointments are being made. **12-inch line (HOP Permit)** – JMA will apply for the extension.

APPROVAL TO HIRE A LABORER: Three calls were made for a motion to hire a laborer. No motion was made.

APPROVAL OF GIFT CARDS: A motion was made by Earl Park and seconded Jack Fowler approve $35.00 gift cards, for Thanksgiving, from Elk County Foods to all JMA employees. Motion carried unanimously by members present.

APPROVAL CORRECT RAIN GUTTERS A motion was made by Earl Park and seconded Ken Polaski to approve the quote for $6,200.00 from M&M contracting to divert rain gutter down spouts and replace a portion of sidewalk per JMA office building (Bridge Street side). Motion carried unanimously by members present.

LEAK STUDY: The quote for $7125.00 for a leak study per Engineers request was reviewed and this will be put on a later agenda.

APPROVAL OF TREASURERS REPORT (financial snapshot) - A motion was made by Earl Park and seconded Ken Polaski to approve the September Financial Summary as presented. Motion carried unanimously by members present.

Northwest

Sewer Money Market - $ 64,246.16
Payroll - $ 73,497.26
Water Pennvest - $ 510.67
Sewer Pennvest - $ 37,854.03
Operating Checking - $ 158,716.62
Sewer Savings - $ 76,696.51
Water Savings - $ 835,622.82

CNB

CD - $ 26,016.16
Savings Acct. - $ 10,049.51
Water Project Checking (COA) - $ 243,168.51
Sewer Checking - $ 9,732.21
Waterline Extension - $ 14.00

Debt Payments Due

CNB Mortgage - $ 327.92
CNB Line of Credit Interest - $ 856.85
Pennvest - $ 15,529.32
Pennvest - $ 8,580.54
Pennvest - $ 11,718.30

APPROVAL OF BILLS A motion was made by Jack Fowler and seconded by Ken Polaski to approve bills as presented. Motion carried unanimously by members present.
WATER:$59,129.86
WASTEWATER: $68,499.16

BUSINESS AFFAIRS

- Discussion on advertising for a solicitor, accounting, billing, and engineering. A motion was made by Earl Park and seconded by Jack Fowler to amend the agenda to advertise for a solicitor. Motion carried unanimously by members present. A motion was made by Jack Fowler and seconded by Earl Park to advertise for a solicitor for an effective start date of 1-1-23. Jack Fowler made comment that now is not a good time to make changes to accounting, billing and engineering at JMA.
- Invoice from Continental Construction for $3192.00 for 120 feet of pipe, they are claiming, came from their stock. This will be put on a future agenda.

DRAFT

BOARD DISCUSSION – None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURMENT OF MEETING- Motion made by Earl Park and seconded by Ken Polaski, to adjourn the meeting at 6:13 PM. Motion carried unanimously by members present.

Kenneth Polaski,
Secretary
DJN

DRAFT