



- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. ROLL CALL**
- IV. EXECUTIVE SESSION (if requested)**  
*Appropriate areas of discussion are matters of personnel and employment, collective bargaining, real estate, litigation, and other matters, which if conducted in public, would violate privilege.*
- V. APPROVAL OF MINUTES FROM PREVIOUS REGULAR MEETING**  
It is recommended that the minutes from regular meeting on November 10, 2021, be approved.
- VI. APPROVAL OF MINUTES FROM PREVIOUS SPECIAL MEETING**  
It is recommended that the minutes from special meeting on November 22, 2021, be approved.
- VII. COMMENTS FROM VISITORS ON AGENDA RELATED ITEMS ONLY (limit 2 minutes)**
- VIII. MANAGER'S REPORT**
- IX. ENGINEER'S REPORT**
- X. PROJECT ENGINEER'S REPORT**
- XI. SOLICITOR'S REPORT**
- XII. COMMITTEE REPORTS**
  - a. Administration
  - b. Finance
  - c. Fire Department
  - d. Hiring
  - e. Johnsonburg Borough
  - f. Operations
- XIII. OPENING OF SEALED BIDS FOR LAB WORK FOR 2022**  
It is recommended to approve 2022 lab work to \_\_\_\_\_.
- XIV. OPENING OF SEALED BIDS FOR RESTORATION WORK FOR 2022**  
It is recommended to approve 2022 restoration work to \_\_\_\_\_.
- XV. OPENING OF SEALED BIDS FOR EMERGENCY EXCAVATION WORK FOR 2022**  
It is recommended to approve 2022 emergency excavation work to \_\_\_\_\_.
- XVI. APPROVAL FOR ADDITIONAL VALVE AND HYDRANT WORK**  
It is recommended to approve additional valve and hydrant work, based on USDA approval/pricing.  
*This was pre-approved pending a price before final approval. Locations of additional work attached.*
- XVII. APPROVAL FOR HEAT TAPE FOR SEWER LINE ON VENNERS ISLAND**  
This is approved to apply heat tape on Venners Island Bridge for \$17,826.00, based on Engineers recommendation.  
*More discussion is still needed on this matter.*
- XVIII. APPROVAL FOR 12 INCH LINE MATERIALS**  
It is recommended to pay invoices from Continental Construction for 12-inch line (detail attached):  
Invoice# 138660 = \$23,408.00  
Invoice# 138907 = \$30,856.00  
Total = \$54,264.00

**XIX. APPROVAL TO PROVIDE \$1.00 TO EMPLOYEE CARRYING ON-CALL PHONE.**

It is recommended to approve an extra \$1.00 per hour to the JMA employee carrying the On-Call phone during off hours (16 hours).

**XX. APPROVAL TO PROVIDE BOOT ALLOWANCE.**

It is recommended to approve a \$300.00 boot allowance per year per JMA employee.

**XXI. APPROVAL OF ENERGY RATE**

It is recommended to approve energy rate as proposed. Information will be provided at meeting.

**XXII. APPROVAL TO UPGRADE WWTP.**

It is recommended to approve a contractor for the upgrade for the WWTP. Detail will be provided at meeting.

ELCON: \$335,200.00

EMERSON: \$436,480.00

**XXIII. JMA 2022 BOARD MEETING SCHEDULE**

It is recommended to approve the 2022 Board Meeting Schedule.

4:00 PM will continue to be meeting time.

- January 12, 2022
- February 9, 2022
- March 9, 2022
- April 13, 2022
- May 11, 2022
- June 8, 2022
- July 13, 2022
- August 10, 2022
- September 14, 2022
- October 12, 2022
- November 9, 2022
- December 14, 2022

**XXIV. APPROVAL OF TREASURERS REPORT**

It is recommended that the Treasurer's report for November 2021 be approved as presented.

**XXV. APPROVAL OF BILLS**

It is recommended that the enclosed list of bills be approved as presented.

- i. WATER: \$56,973.65
- ii. WASTEWATER: \$50,334.69
- iii. JMA Engineer
  1. Sewer \$3,924.55
  2. Water \$1,244.81
- iv. CONTRACT NO.1 PAY APPLICATION #26: \$31,549.41
- v. CONTRACT NO.2 PAY APPLICATION #14: \$8,700.00
- vi. GD&F INVOICE #72: \$860.00

**XXVI. BUSINESS AFFAIRS**

- a. JMA Operations Team and Borough Public Works to discuss anti-skid on road to new water plant for winter months.

**XXVII. BOARD DISCUSSION**

- a. Customers on Dill Hill – BWN.
- b. Steps on 1<sup>st</sup> and Chestnut. Damage that may have occurred from leaking hydrant.
- c. School to Work Student from Johnsonburg is interested working for JMA. Out of school at 1:00pm.
- d. Jones Township Sewer Rates.

**XXVIII. COMMENTS FROM VISITORS (*limit 2 minutes*)**

**XXIX. EXECUTIVE SESSION (*if requested*)**

*Appropriate areas of discussion are matters of personnel and employment, collective bargaining, real estate, litigation, and other matters, which if conducted in public, would violate privilege.*

**XXX. ADJOURNMENT OF MEETING**

\*The next JMA Board meeting will be January 12, 2022.

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**WEDNESDAY NOVEMBER 10, 2021**

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, Richard Zeigler, Dennis Asti, Kenneth Polaski, Earl Park Thomas J. Weaver, Dan Newell, Richard Brown, Ken Caldwell, Adrian Bevacqua, Corey McCabe, Tracey Mehalko, Mary Leland, Josh Gunnett - GDF, (Travis Long - JHA and Andy Johnson - GDF – participated by via ZOOM).

**VISITORS** – Al Maletto (Johnsonburg Press), Emil Zaunick, Rick Marzella, Jack Fowler

**VISITOR COMMENTS** – James Reinsburrow asked Al Maletto about heat tape on Venners Island bridge. Al Maletto commented that the Borough wants to sell the bridge but does not know when this will happen. There was a discussion about what may need to be done in the future with the bridge.

**EXECUTIVE SESSION** – NONE

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING** – The minutes of the regular meeting on October 13, 2021, was approved as presented. Motion made by Earl Park and seconded by Richard Zeigler; motion carried unanimously by members present.

**MANAGERS REPORT** – Open enrollment for employee benefits, 11-1-21 thru 11-19-21. Boil Water Notice is still in effect for Dill Hill (homes above Dill Hill tank). Residents, please continue to call into the JMA office and provide contact information. Gave presentation on the JMA water system to the Rotary Club on Monday, 11-1-21. JMA has collected \$17,077.41 from the October 2021 arrearage collections. Tracey Mehalko, spoke about how customers have paid down on arrearages and past balances and payment plans are being set up. Discussion between JMA's Solicitor and Jones Twp. Solicitor has begun, this is pertaining to sewer rates with Jones Township. Reminder to water and sewer customers. If you are past due on your water and sewer bill, contact the JMA office to avoid service shut off. The JMA office will be closed on Friday November 12, 2021. Board, please see proposed 2022 budget for your review, I will put on agenda for December 2021. Take some time to review and provide input.

Recommendations: Continue to discuss the sewer plant upgrade, Compensate ON-CALL person \$1.00 per hour for carrying, JMA provide a boot allowance of \$300.00 per year to all staff, Corey will talk about Jetter-Truck and Sucker-Trailer – Corey recommends we no longer use the Jetter-Truck and Sucker-Trailer due to the poor shape and age of the equipment. Start to look at a new ½ ton pick-up truck/trucks. There was a lot of discussion about JMA improvements such as: storage facilities, utilizing current structures, improving current buildings. Discussion on locating water lines. JMA team will continue to have further discussions on managers recommendations. Discussions on potentially looking at high school students that may be interested in joining the JMA team.

**ENGINEERS REPORT** – CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) – USDA FUNDED: JHA will continue to provide any assistance in the finalization/closeout process as applicable. JHA will also be working with JMA to decommission the existing facilities and ensure compliance attainment with the COA. To date the main items of the decommissioning conditions have been satisfied, therein being cutting and capping of lines, deenergizing where required. Further decommissioning will be necessary but shall be done when staffing is available (complete dewatering of tanks, sludge removal, well pump extraction, chemical removal, etc.). JHA continues correspondence with chief water operator on system debugging and operations. Rights-of-Way easements in processing with Solicitor Brown remain ongoing. JHA and Solicitor Brown continue to address easements for the water line extension. Permitting packages being finalized.

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

**WATER:** JHA continues to correspond closely with JMA, operations staff o JHA continues to work closely with JMA Manager and JMA staff to address various items, provide training and keep facilities in compliance status. Attention to DEP items remain ongoing (i.e. monitoring plans, SOP's for new system need to be developed and will work with Ken on this task). JHA has transitioned all reporting over to JMA staff, and simply provides QA/QC reviews and guidance as needed for compliance. General correspondences remain ongoing.

**WASTEWATER:** JHA continues to correspond with operation staff on optimization of facility, questions/comments and any general items of discussion as needed. Worked with Chief Wastewater Operator on annual Form 43 analysis (associated with material disposal at landfill).

**GRANTS AND FUNDING ASSISTANCE:** JHA continues to monitor all grant funding sources and opportunities and will make available said findings to JMA for review and considerations as applicable. Act 13 Grants. Appalachian Regional Commission, Economic Development Grants, etc. American Rivers (i.e. Powers Run Dam Breach), information was submitted to Lisa Segedy on the dam. Correspondence remains ongoing.

**MISCELLANEOUS:** Powers Run Dam Issues – JHA has submitted permits to DEP for Breach Permit and compliance attainment. DEP is reviewing as they had one comment thus far, and that was questioning the stream profile and while there was a sharp drop in the streambed profile. This is likely the result of historical dredging and unauthorized expansion of the impoundment area. DEP has asked for additional survey to validate the stream conditions (work to be performed 11/9-11/10). Regrading of the streambed can occur to address this issue as part of the breach process. Approval Status Pending. Recommendation to sell the generator at Silver Creek water plant.

**PROJECT ENGINEERS REPORT – WATER SYSTEM IMPROVEMENT PROJECT:** 1. Construction Status a. Project Status Updates. Contract No. 1 – Water Treatment Plant, General Construction 1. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16. 2. Work on the rehabilitation on the existing 3rd Ave Tank began the week of 7/30. Began blasting on 8/5. 60% through the blasting. Only found one hole and based on the tank condition believe they may run into additional holes as the blasting continues. Began the repainting of the tank. Exterior painting only the roofing remains. 3. Contractor working to address punch list items. Contractor completed the sidewalk in front of the plant and installed the final stone alleyway on Bergen. 4. AOP was on site to work on CIP valves and adding sampling taps. AOP was on site to address issues with IT tests. Contract No. 2 – Water Treatment Plant, Electrical Construction 1. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16. 2. Continuing to install electrical door openers and security cameras. Contract No. 3 – Water Storage Tank Work. Work is substantially complete per USDA inspection on May 26, 2021. Contract No. 4 – Water Distribution System Improvements 1. Contractor completed installing/replacing valves at locations determined by the Authority. 2. A second list of valves and hydrants is in process to have Continental install. 3. Change Order No. 9 the Final Balancing Change Order needs to be officially voted on and approved. Payment was approved at the 9/8/2021 meeting but the Change Order was not. To avoid any auditing issues, Change Order 9 in the amount of \$60,635.82 should be approved this month. 4. The Authority reports that the easements have been signed and an HOP permit will be submitted to begin construction on the 12" line. 2. Project Payment Applications and RUS Requisition Approvals. USDA-RD Requisition #74 documentation compiled for the month. Requisition #74 to USDA i. Contract No. 1 Pay App #25 - \$ 29,200.00. Contract No. 3 Pay App #10 - \$ 1,000.00. Contract No. 4 Pay App #14 - \$ 136,793.17. GDF Invoice #71 - \$4,989.00. Total \$171,982.17. 3<sup>rd</sup> Avenue tank is currently filling. Josh Gunnett told the JMA team that he will be resigning from GD&F on Friday, 11-12-21. Andy Johnson for GD&F will be taking his place to close out the Water Plant project.

**SOLICITORS REPORT-** Silver Creek is being surveyed. JMA will need to look at options with the potential sale of this property in the future.

**COMMITTEE REPORTS –**

- a. Administration – no report
- b. Finance– no report
- c. Fire Department– no report
- d. Hiring – Hiring of Distribution Technician
- e. Johnsonburg Borough– no report
- f. Operations– no report

**APPROVAL OF BILLS** - A motion was made by Earl Park and seconded by Chuck DeStephano to approve bills as presented. Motion carried unanimously by members present.

WATER: \$96,217.67

WASTEWATER: \$54,384.18

JMA Engineer

- Sewer \$284.63
- Water \$3,934.25

CONTRACT NO.1 PAY APPLICATION #25: \$29,200.00

CONTRACT NO.3 PAY APPLICATION #10: \$1,000.00

CONTRACT NO.4 PAY APPLICATION #14: \$136,793.17

GD&F INVOICE #71: \$4,989.00

**OPENING OF SEALED BIDS FOR LAB WORK FOR 2022** – All bids were rejected due to irregularities. Request for Lab Work will be sent out for bid again.

**OPENING OF SEALED BIDS FOR RESTORATION WORK FOR 2022** – No bids came in. Request for Restoration Work will be sent out for bid again.

**OPENING OF SEALED BIDS FOR EMERGENCY EXCAVATION WORK FOR 2022** - No bids came in. Request for Restoration Work will be sent out for bid again.

**OPENING OF SEALED BIDS FOR CHEMICALS FOR 2022** – Current bids for Chemicals will go to Water/Sewer Chief and operations team for review. Recommendation will be brought to the board after review.

**APPROVAL TO APPLY HEAT TAPE TO VENNERS ISLAND BRIDGE** – This will be tabled till a future board meeting. This is due to information from the Borough, regarding the potential sale of the bridge.

**APPROVAL FOR CHANGE ORDER NUMBER #9** – A motion was made by Earl Park and seconded by Richard Zeigler to approve change order #9 for \$60,635.82 to Continental Construction. Motion carried unanimously by members present.

**APPROVAL FOR ADDITIONAL VALVE AND HYDRANT WORK** - A motion was made by Earl Park and seconded by Richard Zeigler to approve additional valve and hydrant work, contingent on USDA approval and pricing. Motion carried unanimously by members present.

qty	size	location
1	4"	1st and Chestnut
1	6"	2nd and Chestnut
2	6"	2nd and Bridge
2	6"	3rd and Bridge
2	4"	Shawmut (Dead End)
1	4"	Ridgway Alley
1	4"	Short - between 1st and High
1	4"	4th and Bridge
2	4"	High and Cobb
Tie in 8" @ shop (powers Run) - (2) 8" valves and (1) hydrant		
(1) hydrant - 1st Ave - between Bridge and Spruce		
(1) hydrant - 1st Ave - between Cobb and Short		
(1) hydrant - High and Spruce		
(1) hydrant - High and Bridge		

**APPROVAL TO PROVIDE A TURKEY FOR THANKSGIVING FOR JMA STAFF** – A motion was made by Earl Park and seconded by Richard Zeigler to amend the purchase a turkey for JMA staff and offer a \$35.00 gift certificate from Elk County Foods; motion carried unanimously by members present. A motion was made by Earl Park and seconded by Chuck DeStephano to approve the \$35.00 gift certificate from Elk County Foods; motion carried unanimously by members present.

**APPROVAL TO PURCHASE GENERATORS** – A motion was made by Chuck DeStephano and seconded by Thomas Weaver to purchase 5 generators per recommendation of GD&F in the amount of \$20,561.00 under USDA monies. Motion carried unanimously by members present.

**APPROVAL OF TREASURERS REPORT (financial snapshot)** - A motion made by Earl Park and seconded by Thomas Weaver to approve the 10-31-21 treasurers report as presented; motion carried unanimously by members present.

Northwest

Sewer Money Market - \$64,205.00

Payroll - \$6,485.80

Water Pennvest - \$2,658.95

Sewer Pennvest - \$37,852.14

Operating Checking - \$317,337.82

Sewer Savings - \$76,656.79

Water Savings - \$1,155,819.77

CNB

CD - \$25,902.01

Savings Acct. - \$22,112.15

Water Project Checking (COA) - \$282,104.59

Sewer Checking - \$9,953.84

Waterline Extension - \$12.00

August Debt Payments Due

CNB Mortgage - \$284.84

Pennvest - \$2,148.32

Pennvest - \$15,529.32

Pennvest - \$8,580.54

Pennvest - \$11,718.30

**BUSINESS AFFAIRS** – Ken Caldwell talked about the installation of the 12" line from the 3<sup>rd</sup> Ave. tank. He presented a solution, looking forward, on the installation of an additional T at the 3<sup>rd</sup> Ave. tank. Rick Marzella from Continental was present to confirm cost and installation. The JMA team collectively agreed that Caldwell's idea was a smart decision looking ahead. The cost for the upgrade is \$3,975.09 for parts. Continental indicated that installation cost will not be an issue. A motion was made by Denny Asti and seconded by Richard Zeigler to vote to add to the agenda the additional T at the 3<sup>rd</sup> Ave. tank; motion carried unanimously by members present. A motion was made by Richard Zeigler and seconded by Chuck DeStephano to purchase the additional T at the 3<sup>rd</sup> Ave. tank; motion carried unanimously by members present. Discussion was had on who will monitor the road to the new water plant during winter months. Al Maletto stated that he would have to take it to a Borough meeting and the possibility of putting anti-skid on the road would be discussed. The house on 510 Glenn Hazel Road, which JMA has purchased, was discussed and steps moving forward will be reviewed by the JMA team.

**BOARD DISCUSSION** – Denny stated that his term at JMA is up after next month. Denny Asti spoke about former employees and unemployment. He spoke about past practices and data at Sewage Treatment Plant.

**COMMENTS FROM VISITORS** – Al Maletto asked a question on the JMA P&L statement pertaining to a negative amount in water for the month of October. Dan Newell explained that this was due to the amount paid to Dean Construction for the work that was performed pre paving project.

**EXECUTIVE SESSION** – None

**ADJOURNMENT OF MEETING**- Motion made by Rick Zeigler and seconded by Chuck DeStephano to adjourn the meeting at 5:45 PM. Motion carried unanimously by members present.

Kenneth Polaski,  
Secretary  
DJN

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**SPECIAL MEETING**  
**WEDNESDAY NOVEMBER 22, 2021**

The meeting was called to order at 10:00 am by Chairman James Reinsburrow followed by Pledge of Allegiance and moment of silence.

**ROLL CALL** – In attendance were James Reinsburrow, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler – excused, Earl Park- excused Thomas J. Weaver- via zoom Richard Brown – via zoom, Dan Newell, Tracey Mehalko.

**APPROVAL OF JMA 2022 BUDGET** – A motion was made by Chuck DeStephano and seconded Ken Polaski by to approve the 2022 JMA Budget. Motion Carried unanimously by members present.

**APPROVAL OF WATER LINE EXTENSION PROJECT INVOICE** – A motion by Ken Polaski and seconded by Chuck DeStephano to approve the Water Line Extension Project Invoice for \$4,089.40. Motion Carried unanimously by members present.

**VISITORS** – Brian Stockman – Ridgway Record

**COMMENTS FROM VISITORS** – Brian Stockman inquired about cost for Heat Tape on Venners Island. Brian Stockman asked about 2 quotes for WWTP upgrade.

**BUSINESS AFFAIRS** – Discussion on Venners Island and delay in materials. Corey McCabe's recommendation on upgrading WWTP and heat tape on Venners Island. There was a motion made by Chuck DeStephano and seconded by Ken Polaski to amend agenda to include heat tape to Venners Island Bridge. Motion Carried unanimously by members present. Then a motion was made by Chuck DeStephano and seconded by Ken Polaski to approve the installation of heat tape at Venners Island Bridge at a cost of \$17,826.00 contingent upon recommendation from Travis Long by 11-26-21. Motion Carried unanimously by members present.

**BOARD DISCUSSION** – The WWTP upgrade will be put on 12-8-21 agenda, quote needs reviewed. There was some open discussion on JMA staff pertaining to structure.

**EXECUTIVE SESSION** – NONE

**ADJOURNMENT OF MEETING**- Motion made by Denny Asti and seconded by Chuck DeStephano to adjourn the meeting at 10:40 AM. Motion carried unanimously by members present.

Kenneth Polaski,  
Secretary  
DJN





JOHNSONBURG MUNICIPAL AUTHORITY

601 Market Street • Johnsonburg, Pennsylvania 15845 • (814) 965-4218

**Manager's Report:**

- Tracey will talk about LIHWAP (low-income household water assistance program).
- The Borough has requested for JMA to have a discussion on any future projects on Julia, Grove, and W. Center Street with in the next 5 years.
- JMA was awarded \$10,000.00 towards medical insurance for December 2021.
- Reminder to JMA employees: bi-weekly payroll effective January 2022.

**Recommendation:**

- Signage for WWTP entrance
- Flag for Powers Run Field Office



www.jhacompanies.com

MONTROSE OFFICE  
466 South Main Street  
Montrose, PA 18801  
(570) 278-3100  
fax (570) 278-3114

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)  
ENGINEERS REPORT  
DECEMBER 2021**

**CAPITAL IMPROVEMENTS PROJECT (WATER TREATMENT, STORAGE AND DISTRIBUTION) – USDA FUNDED:**

- JHA will continue to provide any assistance in the finalization/closeout process as applicable.
- JHA continues to work with JMA on decommissioning processing.
  - Further decommissioning will be necessary but shall be done when staffing is available (complete dewatering of tanks, sludge removal, well pump extraction, chemical removal, etc.)
- JHA continues correspondence with chief water operator on various items (operation, 12" line replacement, reports, performance, compliance, etc.).

**CAPITAL IMPROVEMENTS PROJECTS (WATER DISTRIBUTION SYSTEM EXTENSIONS AND REPLACEMENTS) – PLANNED PENNVEST FUNDED:**

- Rights-of-Way easements in processing with Solicitor Brown remain ongoing.
  - JHA and Solicitor Brown continue to address easements for the water line extension, and will be having a meeting review and discuss.
- Permitting packages being finalized and to be submitted by year end.

**WATER**

- JHA continues to correspond closely with JMA, operations staff
  - JHA continues to work closely with JMA Manager and JMA staff to address various items, provide training and keep facilities in compliance status.
    - Attention to DEP items remain ongoing (i.e. monitoring plans, SOP's for new system need to be developed and will work with Ken on this task)
- JHA has transitioned all reporting over to JMA staff, and simply provides QA/QC reviews and guidance as needed for compliance.
  - JHA recommends submitting notice to DEP terminating reporting requirements for Powers Run and Silver Creek now that decommissioning is complete. This helps ensure reporting violations do not occur.
- General correspondences remain ongoing

**WASTEWATER:**

- JHA continues to correspond with operation staff on optimization of facility, questions/comments and any general items of discussion as needed.
- Worked with Chief Wastewater Operator on annual Form 43 analysis (associated with material disposal at landfill).

**GRANTS AND FUNDING ASSISTANCE:**

- JHA continues to monitor all grant funding sources and opportunities and will make available said findings to JMA for review and considerations as applicable.
  - Act 13 Grants
  - Appalachian Regional Commission, Economic Development Grants, etc.
  - American Rivers (i.e. Powers Run Dam Breach), information was submitted to Lisa Segedy on the dam. Correspondence remains ongoing and will be followed up with again this month.
- JHA and JMA will be corresponding with a Grants Consultant this week, that JMA Manager has identified to see if options exist.

**MISCELLANEOUS:**

- Powers Run Dam Issues – DEP review remains ongoing. Additional survey to validate the stream conditions (work completed 11/9). Approval Status Pending,

Wishing you and your families all a wonderful and blessed holiday and great year ahead!

**RESPECTFULLY SUBMITTED,**



**Travis J. Long, CEP, LO**  
**Director of Water/Wastewater Systems Engineering**



## ENGINEERS REPORT

TO: Johnsonburg Municipal Authority  
FROM: Andrew Johnson, P.E., Senior Project Engineer/Corporate Treasurer  
DATE: December 8, 2021

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### WATER SYSTEM IMPROVEMENT PROJECT

#### 1. Construction Status

##### a. Project Status Updates

- i. Contract No. 1 - Water Treatment Plant, General Construction
  1. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16.
  2. Work on the rehabilitation on the existing 3<sup>rd</sup> Ave Tank began the week of 7/30. Began blasting on 8/5. 60% through the blasting. Only found one hole and based on the tank condition believe they may run into additional holes as the blasting continues. Began the repainting of the tank. Exterior painting only the roofing remains.
  3. **Contractor working to address punch list items. Contractor paved the driveway, obtained a temporary building occupancy permit while waiting on the building signs.**
  4. **Contractor to begin the construction of Silver Creek Vault Structure the second week of December.**
  5. **Southern Corrosion is still waiting on DEP approval to dispose the blasting material.**
- ii. Contract No. 2 - Water Treatment Plant, Electrical Construction
  1. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16.
  2. **Continuing to install electrical door openers and security cameras. To install a security camera on the flocculation and sedimentation tank, a new outlet is required. The cost to add a new outlet is \$1,095.47. The work was completed on 11/10 and 11/11 per instruction of JMA Manager.**
- iii. Contract No. 3 - Water Storage Tank Work
  1. Work is substantially complete per USDA inspection on May 26, 2021.
  2. Final completion documents should be signed and submitted to USDA for contract closeout.
- iv. Contract No. 4 - Water Distribution System Improvements
  1. **A second list of valves and hydrants was submitted to Continental for pricing to install under USDA.**
  2. The Authority reports that the easements have been signed and an HOP permit was submitted to begin construction on the 12" line. **HOP Permit received 11/18/21**

#### 2. Project Payment Applications and RUS Requisition Approvals

- a. USDA-RD Requisition #75 documentation compiled for the month
- b. Requisition #75 to USDA
  - i. **Contract No. 1 Pay App #26 - \$ 31,549.41**
  - ii. **Contract No. 2 Pay App #14 - \$8,700.00**
  - iii. **GDF Invoice #72 - \$ 860.00**
  - iv. **Total \$ 41,109.41**

#### 3. Silver Creek Pressure Reducing Vault

- a. Coordinated and assisted with making modifications to pressure reducing valve to allow water to be returned to system when pump station isn't running. This will improve tank water quality and improve efficiency. W.C. Weil Company provided parts and labor at no charge to Authority.

<b>ADDITIONAL WORK</b>		
<b>QTY</b>	<b>Size</b>	<b>Location</b>
1	4"	1st and Chestnut
1	6"	1st and Chestnut
2	6"	2nd and Bridge
2	6"	3rd and Bridge
Tie-in 8" @ Powers Run (in front of shop) - (2) 8" valves, 1 hydrant		
6" tie-in on Bridge and High		
2	4"	Shawmut - Dead End
1	4"	Ridgway and Alley
1	4"	Short between 1st Ave and High
1	4"	4th and Bridge
2	4"	High and Cobb
(1) hydrant - 1st Ave - between Bridge and Spruce		
(1) hydrant - 1st Ave - between Cobb and Short		
(1) hydrant - High and Short		
(1) hydrant - High and Spruce		
(1) hydrant - High and Bridge		
(1) hydrant - Clarion and Main		
(1) hydrant - In front of Joey Kojancic		
10" to 12" tie-in on Zeigler tank road		

# INVOICE

## CONTINENTAL CONSTRUCTION, INC.

PO BOX 126  
RIDGWAY, PA 15853-0126  
PHONE: 814-776-6126  
FAX: 814-776-6121

**BILL TO:** Johnsonburg Municipal Authority  
601 Market Street  
Johnsonburg, PA 15845

**PAYMENT TERMS:** Upon Receipt  
**INVOICE NUMBER:** 1929

**INVOICE DATE:** 12/2/2021  
**PURCHASE ORDER NUMBER:** Verbal

QUANTITY	UNIT	DESCRIPTION	PRICE EACH	AMOUNT
2040.0	LF	RE: Waterline Extension from Tank to Old Route 219 12" M&I 4710 DIPS DR11 C906 PC200 Pipe (Invoice #'s 138660 and 138907 are attached)	26.60	54,264.00

**TOTAL AMOUNT DUE THIS INVOICE:** 54,264.00

# Catalone Pipe & Supply Company

P. O. Box 45  
Penfield, PA 15849

# Invoice

Date	Invoice #
10/11/2021	138660

**Bill To:**

Continental Construction, Inc.  
39144 Portland Mills Road  
P. O. Box 126  
Ridgway, PA 15853

**Ship To:**

Pick Up at Charter

Customer P.O. No.	Customer Phone	Rep	Ship Via	Terms
Johsonburg Extension	814-776-6126	DG	Direct	Net 30

Quantity	U/M	Description	Price Each	Amount
640	ft	12" M&I 4710 DIPS DR11 C906 PC200 (40) BLUE STRIPE	26.60	17,024.00
240	ft	12" M&I 4710 DIPS DR11 C906 PC200 F714 (40) BLACK	26.60	6,384.00

1.5% per month (18% per annum) finance charge on accounts not paid within 30 days.

**\$23,408.00**

Sales Tax (6.0%) \$0.00

**Balance Due \$23,408.00**

**Phone #**

814-637-5851

**Fax #**

814-637-5852

**E-mail**

catalonepipe@windstream.net

# Catalone Pipe & Supply Company

P. O. Box 45  
Penfield, PA 15849

# Invoice

<b>Date</b>	<b>Invoice #</b>
11/4/2021	138907

**Bill To:**

Continental Construction, Inc.  
39144 Portland Mills Road  
P. O. Box 126  
Ridgway, PA 15853

**Ship To:**

Pick Up at Charter

<b>Customer P.O. No.</b>	<b>Customer Phone</b>	<b>Rep</b>	<b>Ship Via</b>	<b>Terms</b>
Johsonburg Extension	814-776-6126	DG	Direct	Net 30

Quantity	U/M	Description	Price Each	Amount
1,160	ft	12" M&I 4710 DIPS DR11 C906 PC200 F714 (40) BLUE STRIPE	26.60	30,856.00

1.5% per month (18% per annum) finance charge on accounts not paid within 30 days.

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>
814-637-5851	814-637-5852	catalonepipe@windstream.net

	<b>\$30,856.00</b>
<b>Sales Tax (6.0%)</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$30,856.00</b>





## JOHNSONBURG MUNICIPAL AUTHORITY

601 Market Street • Johnsonburg, Pennsylvania 15845 • (814) 965-4218

### **Johnsonburg Municipal Authority**

Bank Balances as of: 11-30-21

#### **Northwest**

Sewer Money Market - \$ 64,208.69

Payroll - \$ 11,944.85

Water Pennvest - \$ 2,658.96

Sewer Pennvest - \$ 37,852.57

Operating Checking - \$ 281,054.48

Sewer Savings - \$ 76,663.09

Water Savings - \$ 1,103,801.42

#### **CNB**

CD - \$ 25,930.42

Savings Acct. - \$ 21,017.70

Water Project Checking (COA) - \$ 276,269.60

Sewer Checking - \$ 9,953.84

Waterline Extension - \$ 12.00

#### **August Debt Payments Due**

CNB Mortgage - \$284.86

Pennvest - \$2,148.32

Pennvest - \$15,529.32

Pennvest - \$8,580.54

Pennvest - \$11,718.30

## Johnsonburg Municipal Authority

## Profit &amp; Loss by Class

November 2021

12/06/21

Accrual Basis

	01 - WATER	02 - SEWER	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1300001 · Sales Domestic - Water	62,145.98	0.00	62,145.98
1300002 · Sales Domestic - Sewer	0.00	51,572.18	51,572.18
1301001 · Sales Commercial-Water	10,213.59	0.00	10,213.59
1301002 · Sales Commercial - Sewer	0.00	16,451.75	16,451.75
1302001 · Sales Industrial-Water	16,772.60	0.00	16,772.60
1302002 · Sales Industrial - Sewer	0.00	25,044.75	25,044.75
<b>Total Income</b>	<b>89,132.17</b>	<b>93,068.68</b>	<b>182,200.85</b>
<b>Expense</b>			
1350002 · Collections - Labor	728.38	274.50	1,002.88
1351002 · Collection System	0.00	3,698.72	3,698.72
1352002 · Sewer - Treatment - Labor	0.00	4,611.68	4,611.68
1353002 · Sewer - Treatment Chemicals	0.00	5,640.00	5,640.00
1355002 · Sewer - Treatment Utilities	0.00	309.00	309.00
1356002 · Sewer - Treatment System	0.00	6,593.84	6,593.84
1363002 · Pumping Main	0.00	1,692.00	1,692.00
1365002 · Supervision	3,173.07	4,096.14	7,269.21
1367002 · Clerical	1,179.00	1,035.00	2,214.00
1369002 · Automotive	3,321.17	3,320.16	6,641.33
1371002 · Office	451.22	451.22	902.44
1373002 · Advertising	1,247.84	1,178.84	2,426.68
1375002 · Payroll Taxes	1,251.06	687.16	1,938.22
1376003 · Bank Service Charges	95.24	0.00	95.24
1381000 · Diversified Billing Fees	2,930.50	2,930.50	5,861.00
1385002 · Legal	637.00	637.00	1,274.00
1393002 · Engineering	3,934.25	284.63	4,218.88
1394002 · General Expenses	662.27	347.50	1,009.77
1394003 · Employee Work Boot Reimbursemen	172.50	112.49	284.99
1395002 · Administrative Expenses	36.82	36.81	73.63
1397002 · Employee Insurance	5,694.95	5,694.94	11,389.89
1398002 · Insurance	4,506.46	4,506.43	9,012.89
353001 · Water- Purification - Labor	1,862.44	0.00	1,862.44
355001 · Water - Purification - Chemical	2,676.54	0.00	2,676.54
356001 · Water - Purification System	1,626.20	0.00	1,626.20
368001 · Water- Distribution - Labor	7,443.50	0.00	7,443.50
375001 · Water - Distribution System	8,369.81	0.00	8,369.81
378001 · Water - Distribution - Meters	95.79	0.00	95.79
389001 · Utilities	4,877.64	2,196.13	7,073.77
<b>Total Expense</b>	<b>56,973.65</b>	<b>50,334.69</b>	<b>107,308.34</b>
<b>Net Ordinary Income</b>	<b>32,158.52</b>	<b>42,733.99</b>	<b>74,892.51</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
103000 · Interest Income	25.97	10.42	36.39
1314002 · Non Operating Income	1,603.51	0.00	1,603.51
1315001 · Penalties Imposed - Water	878.89	0.00	878.89
1315002 · Penalties Imposed - Sewer	0.00	578.69	578.69
<b>Total Other Income</b>	<b>2,508.37</b>	<b>589.11</b>	<b>3,097.48</b>
<b>Other Expense</b>			
1403002 · Interest Expense	52,152.70	1,936.18	54,088.88
<b>Total Other Expense</b>	<b>52,152.70</b>	<b>1,936.18</b>	<b>54,088.88</b>
<b>Net Other Income</b>	<b>-49,644.33</b>	<b>-1,347.07</b>	<b>-50,991.40</b>
<b>Net Income</b>	<b>-17,485.81</b>	<b>41,386.92</b>	<b>23,901.11</b>

**Johnsonburg Municipal Authority**  
**Water Transaction Detail**  
**November 2021**

Water	Date	Name	Memo	Split	Amount
General Expenses	11/03/2021		payroll 1 dated 11/3/21	102003 · Payroll - NW 1522	\$ 120.00
	11/03/2021		payroll 2 dated 11/3/21	102003 · Payroll - NW 1522	\$ (20.00)
	11/03/2021		payroll 3 dated 11/3/21	102003 · Payroll - NW 1522	\$ 20.00
	11/03/2021		payroll 4 dated 11/3/21	102003 · Payroll - NW 1522	\$ (20.00)
	11/03/2021		payroll 5 dated 11/3/21	102003 · Payroll - NW 1522	\$ 20.00
	11/04/2021	Johnsonburg Borough	Permit for sign out front	200001 · Water- Accounts Payable	\$ 5.00
	11/11/2021	Board of Directors	director fees @ 75 per director	104001 · Operating Checking NW 0111	\$ 262.50
	11/23/2021	Waste Management Corporate Services, Inc.	Water plant 8 yard dumpster	200001 · Water- Accounts Payable	\$ 274.77
<b>Total - General Expenses</b>					\$ 662.27
Automotive					
<b>Total - Automotive</b>					\$ 3,321.17
Office					
<b>Total - Office</b>					\$ 451.22

**Johnsonburg Municipal Authority**  
**Sewer Transaction Detail**  
**November 2021**

Sewer		Date	Name	Memo	Split	Amount
General Expenses		11/03/2021		payroll 1 dated 11/3/21	102003 · Payroll - NW 1522	\$ 80.00
		11/03/2021		payroll 6 dated 11/3	102003 · Payroll - NW 1522	\$ (60.00)
		11/03/2021		payroll 7 dated 11/3	102003 · Payroll - NW 1522	\$ 60.00
		11/04/2021	Johnsonburg Borough	Permit for sign out front	200001 · Water- Accounts Payable	\$ 5.00
		11/11/2021	Board of Directors	director fees @ 75 per director	104001 · Operating Checking NW 0111	\$ 262.50
<b>Total - General Expenses</b>						<b>\$ 347.50</b>
Automotive						
		11/01/2021	United Refining Company	fuel	200001 · Water- Accounts Payable	\$ 444.33
		11/04/2021	Johnsons Tire Service	4 Wrangler tires	200001 · Water- Accounts Payable	\$ 406.50
		11/10/2021	GROFF TRACTOR & EQUIPMENT, LLC	service, replace tires, fluid leak: Model 430 NAM411430	200001 · Water- Accounts Payable	\$ 1,664.08
		11/11/2021	Johnsons Tire Service	tires, 2011 Chevy truck	200001 · Water- Accounts Payable	\$ 406.00
		11/12/2021	PaperCity Transfer Inc.	2004 Ford inspection, bumper, light	200001 · Water- Accounts Payable	\$ 399.25
<b>Total - Automotive</b>						<b>\$ 3,320.16</b>
Office						
		11/02/2021	KOS, Inc	monthly service agreement	200001 · Water- Accounts Payable	\$ 20.71
		11/03/2021	Karolee		104001 · Operating Checking NW 0111	\$ 30.00
		11/10/2021	Karolee		104001 · Operating Checking NW 0111	\$ 30.00
		11/11/2021	Canon Financial Services, Inc	Dec contract charge	200001 · Water- Accounts Payable	\$ 55.40
		11/16/2021	Advanced Computer Solutions	24" monitor	200001 · Water- Accounts Payable	\$ 97.45
		11/17/2021	VISA	file folders, background check, white out, first aid kits, storage organizer	104001 · Operating Checking NW 0111	\$ 157.66
		11/17/2021	Karolee		104001 · Operating Checking NW 0111	\$ 30.00
		11/24/2021	Karolee		104001 · Operating Checking NW 0111	\$ 30.00
<b>Total - Office</b>						<b>\$ 451.22</b>

water = \$ 1244.81

sewer = \$ 3924.55



**JHA Companies**

466 S. Main Street,  
 Montrose, PA 18801  
 Tel: (844) 542-4757 Fax: (844) 366-2646  
 admin@jhacompanies.com  
 www.jhacompanies.com

**Invoice**

**Invoice Date:** Dec 3, 2021  
**Invoice Num:** 31987  
**Billing Through:** Nov 30, 2021

Mr. Dan Newell  
 Johnsonburg Municipal Authority  
 601 Market Street  
 Johnsonburg, PA 15845

**JMA Engineering Services Retainer (2018-479) - Managed by (Travis J. Long)**

**Professional Services**

<u>Date</u>	<u>Activity ID</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
11/4/2021	Proj Lead I:	Water: Correspondence on Reporting and Operations	1.50	\$146.00	\$219.00
11/4/2021	Proj Lead I:	Wastewater: correspondence	0.25	\$146.00	\$36.50
11/8/2021	Proj Lead I:	Wastewater: Correspondence with Corey on Form 43 and Equipment Bids	0.50	\$146.00	\$73.00
11/8/2021	Proj Lead I:	General: Engineers Report, Work Order Examples, Monthly Meeting	0.50	\$146.00	\$73.00
11/8/2021	Sr. Technician:	Wastewater: Going over DMR with Cory	0.50	\$103.50	\$51.75
11/9/2021	Proj Lead I:	General: Engineers Report, Work Order Examples, Monthly Meeting	1.00	\$146.00	\$146.00
11/9/2021	Survey Crew 2:	Powers Dam: Port to Port	12.00	\$144.00	\$1,728.00
11/10/2021	Proj Lead I:	General: Engineers Report, Work Order Examples, Monthly Meeting	1.75	\$146.00	\$255.50
11/12/2021	Engineer III:	Powers Dam: Dam Breach	0.50	\$121.00	\$60.50
11/12/2021	Sr. Technician:	Powers Dam: import additional survey and up update surface	1.50	\$103.50	\$155.25
11/12/2021	Sr. Technician:	Powers Dam: import additional survey and up update surface	0.50	\$103.50	\$51.75
11/15/2021	Engineer III:	Powers Dam: Dam Breach Resubmission	4.25	\$121.00	\$514.25
11/15/2021	Proj Lead I:	Water: Form U Completion	1.00	\$146.00	\$146.00
11/15/2021	Proj Lead I:	Water: Operations Correspondence	1.00	\$146.00	\$146.00
11/16/2021	Proj Lead I:	Water: Form U Completion	0.50	\$146.00	\$73.00
11/16/2021	Sr. Technician:	Wastewater: OCT DMR to go over with cory	0.75	\$103.50	\$77.63
11/17/2021	Proj Lead I:	Water: Operations Correspondence	0.25	\$146.00	\$36.50
11/17/2021	Proj Lead I:	Wastewater: Correspondence with DEP on Vener Island PS.	1.00	\$146.00	\$146.00
11/17/2021	Sr. Technician:	Wastewater: On the phone with Corey going over greenport reporting and forms	2.25	\$103.50	\$232.88
11/18/2021	Proj Lead I:	Water: Operations Correspondence	1.50	\$146.00	\$219.00
11/18/2021	Sr. Technician:	Wastewater: Uploaded DMR to Greenport and documents	0.50	\$103.50	\$51.75
11/22/2021	Proj Lead I:	Wastewater: Venners Island PS Evaluation	2.50	\$146.00	\$365.00
11/23/2021	Proj Lead I:	Wastewater: Venners Island PS Evaluation	0.50	\$146.00	\$73.00
11/30/2021	Proj Lead I:	Wastewater: Venner Island Pump Station Correspondence	0.25	\$146.00	\$36.50

**Total Service Amount:** \$4,967.76

**Reimbursable Expenses:**

<u>Date</u>	<u>Expense ID</u>	<u>Description</u>	<u>Units</u>	<u>Cost Rate</u>	<u>Amount</u>
11/9/2021	Mileage:	Mileage T43	360.00	\$0.56	\$201.60
<b>Total Expenses:</b>					<b>\$201.60</b>



**JHA Companies**

466 S. Main Street,  
Montrose, PA 18801  
Tel: (844) 542-4757 Fax: (844) 366-2646  
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**Invoice**

**Invoice Date:** Dec 3, 2021  
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Mr. Dan Newell  
Johnsonburg Municipal Authority  
601 Market Street  
Johnsonburg, PA 15845

**JMA Engineering Services Retainer (2018-479) -** Managed by (Travis J. Long)

**Amount Due This Invoice:**

*This invoice is due on 1/2/2022*



[Click here to pay this invoice via Plug n Pay](#)

**Account Summary**

Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
31593	10/31/2021	\$4,218.88	\$4,218.88	\$0.00

Thank you for your business!