



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY February 14, 2024
4:00 PM

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- 3) ROLL CALL
- 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 January 10, 2024 REGULAR MEETING
- 8) Manager's Report
- 9) Water Report
- 10) Sewer Report
- 11) Engineer's Report
- 12) Solicitor's Report
- 13) Committee Reports: New Committees to be assigned
 - 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 \$ 80,233.34
- 16) BOARD DISCUSSION
- 17) BUSINESS AFFAIRS
 - Update signers on accounts at Northwest and CNB
 - 2022 Audit Complete
 - CD at CNB Bank is maturing
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (If needed)
- 20) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY
Regular Meeting Minutes
Wednesday, January 10, 2024

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.

REORGANIZATION

A motion was made by Earl Park and seconded by Eric Poague to nominate Jack Fowler as Chairman.

Roll call vote: Jack Fowler – abstain, TJ Weaver – yes, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Tony King – yes, Duane Duffy – yes (carried 6-0).

A motion was made by Earl Park and seconded by Eric Poague to nominate TJ Weaver as Vice-Chairman.

Roll call vote: Jack Fowler – yes, TJ Weaver – abstain, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Tony King – yes, Duane Duffy – yes (carried 6-0).

A motion was made by Tony King and seconded by Eric Poague to nominate Earl Park as Secretary.

Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Earl Park – abstain, Eric Poague – yes, Paul Villella – yes, Tony King – yes, Duane Duffy – yes (carried 6-0).

A motion was made by Earl Park and seconded by Eric Poague to nominate Duane Duffy as Treasurer.

Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Earl Park – yes, Eric Poague – yes, Paul Villella – yes, Tony King – yes, Duane Duffy – abstain (carried 6-0).

A motion was made by Earl Park and seconded by Eric Poague to nominate Paul Villella as Alternate Secretary-Treasurer. Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Earl Park – yes, Eric Poague – yes, Paul Villella – abstain, Tony King – yes, Duane Duffy – yes (carried 6-0).

A motion was made by Earl Park and seconded by Eric Poague keep the same Engineer (Travis Long, JHA), the same Solicitor (Peter Reith), the same auditor (McKeever, Varga and Senko) and the same depositories (CNB, Northwest and PLGIT) (carried).

A motion was made by Eric Poague and seconded by Earl Park to adjourn the reorganizational meeting and enter into the regular meeting (carried).

VISITORS – Aljoe Maletto, Joyce Maletto (The Johnsonburg Press)

Chairman Fowler welcomed new Board Members, Duane Duffy and Tony King.

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – None

APPROVAL OF MINUTES FROM PREVIOUS MEETING – A motion was made by Eric Poague and seconded by TJ Weaver to approve the minutes from the December 27, 2023 Special Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

SOLICITOR'S REPORT – A motion was made by Eric Poague and seconded by TJ Weaver to have Solicitor Reith, Brian and Tracey get together to work on revising the payment rules and regulations to better align with our current collection procedures (carried).

COMMITTEE REPORTS – Chairman Fowler will have the new committee appointments at next month's meeting.

- A. Administrative – none
- B. Operations - none
- C. Finance – none
- D. Fire Department - none
- E. Hiring - none
- F. Johnsonburg Borough - none
- G. 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 Earl Park to approve the bills for payment in the amount of \$ 41,761.45 (carried).

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 Waterline Ext. LOC (interest only) - \$ 1,396.94
CNB WWTP Upgrade LOC - \$ 3,459.20
Pennvest - \$ 15,529.32 (last payment)
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30
USDA Loan - \$ 129,287.00

BOARD DISCUSSION – The "Let Water Run List" was discussed. A motion was made by Earl Park and seconded by TJ Weaver to have Brian, Tracey and Chris make a decision on who can let their water run in the winter, based on individual circumstances. Those who are told they may let their water run will have their consumption monitored closely and they will be informed if they go over the minimum (Carried 6-1, Eric Poague - no).

A motion was made by Eric Poague and seconded by TJ Weaver to approve the Resolution to apply for PENNVEST funding for the Waterline Extension and the Lead/Copper Line Upgrade. Roll call vote: Earl Park- yes, TJ Weaver – yes, Paul Villella – yes, Duane Duffy – yes, Tony King – yes, Eric Poague – yes, Jack Fowler – yes (carried 7-0).

New Board Member Tony King asked questions about the responsibility of the Board and its members.

A motion was made by Eric Poague and seconded by TJ Weaver to have each Board Member receive JMA's Rules and Regulations, JMA's Bylaws, JMA's Employee Handbook, a copy of the budget and a PA DCED publication called "Municipal Authorities in PA" in January of each year (carried).

BUSINESS AFFAIRS – none

COMMENTS FROM VISITORS – Aljoe Maletto asked questions about the Powers Run Dam removal.

EXECUTIVE SESSION – A motion was made by Eric Poague and seconded by TJ Weaver to enter into Executive Session at 5:20 (carried). A motion was made by Earl Park and seconded by Eric Poague to exit Executive Session and enter into Regular Meeting at 6:14 (carried). Personnel & litigation were discussed with no action taken.

ADJOURNMENT OF MEETING- A motion was made by Earl Park and seconded by Eric Poague to adjourn the meeting at 6:15 p.m. (carried).

Jack Fowler, Chairperson
TLB

JANUARY 2024/FEBRUARY 2024

MANAGERS REPORT

1. General office oversight.
2. Training classes attended by Chris.
3. Training class form submitted for Bryon.
4. PA 1 call training class form submitted for the crew
5. Met with DEP rep on a self-assessment form.
6. Assisted with WTP operations.
7. Water map copies given to Angel for system and valve information.
8. PA 1 call form updated.
9. Hydraulic hoses replaced on plow truck.
10. JMA sites have all been plowed.
11. Serviced Skid Steer.
12. Changed oil in Angels truck.
13. New battery placed in Daltons truck.
14. Rewired pump at WWTP.
15. Talked with Noble rep regarding WWTP Grit/Sludge form.
16. Form 43 submitted to Noble.
17. All handbooks have been signed and placed in each employee file.
18. Met again with 2 companies regarding WiFi @ the WWTP.
19. Met with computer company regarding yearly service plan.
20. Met with Neptune water meter rep.
21. Hydrant on Mill Street froze and broke.
22. PA 1 call placed for hydrant replacement on Mill Street.
23. Repaired leak on Elk Avenue.
24. Street opening permits completed for the Borough.
25. Attended Borough Council meeting.
26. Evaluate water service potential for a resident on the avenues.
27. Repaired curb-box at Nittany Minit Mart.
28. Contacted Cambria Systems again to assist with alarm callouts for Silver Creek Pump Station.
29. Cambria Systems rep onsite to work on Silver Creek Pump Station alarm callouts.
30. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

February 14, 2024

Water Treatment Plant

1. Completed MCIP on filters 1 and 2 weekly.
2. Completed Full CIP on both UF1 and UF 2.
3. Dalton Stahli is now in on-call rotation.
4. Attended Operator Training Classes.
5. PFAS training attended, held by DEP.
6. Quarterly samples submitted to lab.
7. Quarterly Method 334 completed on chlorine analyzers.
8. Monthly TOC samples submitted.
9. Quarterly TTHM/HAA5 samples submitted.
10. Cambria Systems on site to add auto-resets to pumps at S.C. Pump building to see if it helps alleviate the comms issue we have been having resulting in call-outs. Update: Tuesday 2/13/24 pumps at SC Building had to be reset yet again for same issue. More to follow after speaking to Cambria.
11. Intake building did have to have power recycled 1 time this month for No PLC Response. I have reported this to contractor to see what next step is.
12. The Pumpman was on-site to assist with a turbidity meter issue along with looking at the different types of high-volume pumps throughout the WTP for service scheduling. MTF.
13. Electrician installed thermostat on the battery heat wraps in the Generator at the water plant.
14. Monthly reporting submitted.

Distribution

1. Elk Ave waterline repair completed.
2. Brickyard curbbox maintenance.
3. Confirmed both tanks in use at 3rd Ave site.
4. BG changed fluids in work truck that were due.
5. Shop equipment maintenance and clean-up.
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

Status on generators for lift stations?

Plan for installation of mixer into Zeigler Tank?

Back-up computer for WTP status?

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

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

Calibration of Day Tank sensors at WTP.

January Sewer Report

1-4-24--General Fire Protection came in and serviced all fire extinguishers.

1-5-24—Power issues at Building 80. Elco came in, found problem to be battery charger on generator and ordered a replacement.

1-10-24—Problem with West Center Street pump station. Couldn't reset float system. Elco came in to problem shoot. We replaced float, its back up and running.

1-11-24—Bryon, Corey, Mike were trouble shooting flow meter in pipe gallery. Bryon found a wire was loose and fixed the problem.

1-15-24—Vennor Island pump station had problems, figured out a line was frozen going across the river. Dave Jones fixed Kubota floor problems.

1-19-24—Dalton came over to sewer treatment plant to learn how to reset plant after a phase failure. reset whole plant.

1-22-24—Took pump #2 from Vennor Island to Tempco to rebuild.

1-23-24—Corey repaired radiator in Kubota. It was falling completely out of machine.

1-26-24—Had to replace Yard pump station compressor motor. Ordered new motor to replace one used from EG controls.

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
FEBRUARY 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, had one conversation this month on the procedural process to wrap up the outstanding items- **Status Pending**
- Permits have been Received.
- Funding:
 - JHA continues to compile the necessary documentation for the PennVEST application due **February 15, 2024**, which will then be announced for award and details April/May 2024. NWRO of DEP is being overly focused on the Uniform Environmental Review and that process may result in the continuation of the application into the spring. Application will be submitted regardless in February.
 - 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.

WATER

- JHA corresponded via phone support intermittently over the last month.
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for January 2024 and has uploaded it to DWELR. No issues or exceedances
 - Corresponded with Chris regarding the icing issue with the intake screen, and Chris has handled that very well.
- 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 has 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. JHA has corresponded with Jan Cornelius on multiple occasions to ensure the documentation remains forthcoming and is being addressed per DEP requirements.. **Status Pending**
- JHA will be working on the annual Chapter 110 reporting due on or before March 31, 2024.
- JHA will be addressing the Tier 3 public notices required for various elements of operations, monitoring etc. to clear said elements with DEP.

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 has spoken with Elcon, after many attempts, as Corey experienced, and late January/early February Elcon was on site to commence installation.
- JHA continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, and no violations occurred in the month of January.
- 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.
- JHA has completed the Form 43 Analysis response to Nobel Environmental (Green Tree landfill).

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. **(No response received per the above in February to date) 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.

RESPECTFULLY SUBMITTED,



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



JOHNSONBURG MUNICIPAL AUTHORITY

601 Market Street
Johnsonburg, PA 15845
814-965-4218

2024 Committee Appointments

Administrative

TJ Weaver, Chairman
Tony King
Eric Poague

Finance

Eric Poague, Chairman
Jack Fowler
Tony King

Operations

Jack Fowler, Chairman
Tony King
Earl Park

Hiring

Duane Duffy, Chairman
Paul Vilella
Earl Park

Johnsonburg Borough

Paul Vilella, Chairman
TJ Weaver
Eric Poague

Grants

TJ Weaver, Chairman
Duane Duffy
Paul Vilella

Fire Department

Earl Park, Chairman
Jack Fowler
Duane Duffy

Jack Fowler, Chairman
March 14, 2024



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

Bank Balances as of: January 31, 2024

Northwest

Sewer Money Market - \$ 64,411.07
Payroll - \$ 145,374.32
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,856.04
Operating Checking - \$ 107,202.62
Sewer Savings - \$ 52,552.43
Water Savings - \$ 194,909.80

CNB

CD - \$ 26,159.50
Savings Acct. - \$ 4,284.79
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 7,408.37
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 513,145.53

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest - \$ 1,463.06
CNB WWTP Upgrade - \$ 3,459.20
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30

Johnsonburg Municipal Authority

Profit & Loss by Class

January 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	62,991.17	0.00	62,991.17
1300002 · Sales Domestic - Sewer	0.00	56,511.07	56,511.07
1301001 · Sales Commercial-Water	41,089.14	0.00	41,089.14
1301002 · Sales Commercial - Sewer	0.00	49,490.18	49,490.18
Total Income	104,080.31	106,001.25	210,081.56
Expense			
1350002 · Collections - Labor	0.00	2,332.28	2,332.28
1351002 · Collection System	0.00	3,280.20	3,280.20
1352002 · Sewer - Treatment - Labor	0.00	20,766.42	20,766.42
1353002 · Sewer - Treatment Chemicals	0.00	7,741.90	7,741.90
1355002 · Sewer - Treatment Utilities	0.00	2,397.60	2,397.60
1356002 · Sewer - Treatment System	0.00	1,363.20	1,363.20
1360002 · Pumping Labor	0.00	2,281.10	2,281.10
1367002 · Clerical	1,690.01	1,690.01	3,380.02
1369002 · Automotive	455.73	455.73	911.46
1371002 · Office	788.32	788.34	1,576.66
1373002 · Advertising	41.00	41.00	82.00
1375002 · Payroll Taxes	3,822.54	1,362.36	5,184.90
1376002 · ADP Payroll Fees	118.91	118.91	237.82
1376003 · Bank Service Charges	70.00	0.00	70.00
1381000 · Diversified Billing Fees	1,813.00	1,813.00	3,626.00
1393002 · Engineering	10,771.78	0.00	10,771.78
1394002 · General Expenses	1,568.73	1,333.71	2,902.44
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	986.00	985.99	1,971.99
355001 · Water - Purification - Chemical	6,255.23	0.00	6,255.23
356001 · Water - Purification System	1,443.20	0.00	1,443.20
375001 · Water - Distribution System	3,339.83	0.00	3,339.83
389001 · Utilities	5,090.42	1,347.74	6,438.16
396003 · Pension Expense	10,259.50	10,259.50	20,519.00
68300 · Travel and Meetings	24.79	24.80	49.59
Total Expense	55,196.64	67,041.44	122,238.08
Net Ordinary Income	48,883.67	38,959.81	87,843.48
Other Income/Expense			
Other Income			
103000 · Interest Income	2,415.38	56.74	2,472.12
1314002 · Non Operating Income	558.20	0.00	558.20
1315001 · Penalties Imposed - Water	821.80	0.00	821.80
1315002 · Penalties Imposed - Sewer	0.00	768.62	768.62
Total Other Income	3,795.38	825.36	4,620.74
Other Expense			
1403002 · Interest Expense	1,534.27	1,836.60	3,370.87
Total Other Expense	1,534.27	1,836.60	3,370.87
Net Other Income	2,261.11	-1,011.24	1,249.87
Net Income	51,144.78	37,948.57	89,093.35