



**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING AGENDA**  
**WEDNESDAY, March 12, 2025**  
**4:00 PM**

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- ROLL CALL
- APPROVAL OF AGENDA
- VISITORS COMMENTS on agenda items (2-minute limit)
- EXECUTIVE SESSION (if needed) Note: discussion is limited to Personnel, Litigation, Property, etc.
- APPROVAL OF MINUTES FROM February 12, 2025 REGULAR MEETING
- Manager's Report
- Water Operator's Report
- Sewer Operator's Report
- Engineer's Report
- Solicitor's Report
- Committee Reports:
  - a. Administrative
  - b. Operations
  - c. Finance
  - d. Fire Department
  - e. Hiring
  - f. Johnsonburg Borough
  - g. Grants
- APPROVAL OF TREASURER'S REPORT
- APPROVAL OF BILLS FOR PAYMENT
- OLD BUSINESS
  - Investment policy needed to open another PLGIT account
- NEW BUSINESS
  - Add Brian and Tracey as check signers
  - Designate JMA employee to oversee waterline extension project and report monthly progress
  - Vennor's Island
  - Discuss purchase of new plow
  - Resolution to adopt Section 504 Grievance Procedure as required by the USDA. Example attached
  - Resolution of SR 219 Waterline Extension as required by PennVest
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, February 12, 2025**

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** – Jack Fowler, TJ Weaver via ZOOM, Earl Park, Paul Villella, Tony King

Duane Duffy – excused, Eric Poague – excused

Also present: Bryon Gregori, Tracey Brown, Solicitor Brown via ZOOM, Travis Long of JHA via ZOOM

**VISITORS** – Tracy Crowe from the Ridgway Record

**APPROVAL OF AGENDA** - A motion was made by Earl Park and seconded by Tony King 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 Earl Park and seconded by Paul Villella to approve the minutes from the January 8, 2025 Regular Meeting (carried).

**MANAGER'S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

- A motion was made by TJ Weaver and seconded by Earl Park to have Solicitor Brown send a letter to ELCON stating that the last RTU of the sewer plant upgrade must be complete by the end of the month, and that the operating license that was applied for by ELCON be transferred to JMA at project completion (carried).

**ENGINEER'S REPORT** – Copy attached

**SOLICITOR'S REPORT** – None

**COMMITTEE REPORTS** –

- 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 Earl Park and seconded by Paul Villella to approve the Treasurer's report (carried).

**BILLS FOR PAYMENT** – A motion was made by Earl Park and seconded by Paul Villella to approve the bills for payment in the amount of \$ 148,980.02 (carried).

**Bank Balances as of: January 31, 2025**

**Northwest**

Payroll - \$ 147,241.21

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,865.12

Operating Checking - \$ 310,052.92

Sewer Savings - \$ 52,578.72

Water Savings - \$ 75,806.00

**CNB**

Savings Acct. - \$ 3,882.25

Water Project Checking (COA) - \$ 96,286.63

Sewer Checking - \$ 42,977.97

Waterline Extension - \$ 14.00

**PLGIT**

General Fund - \$ 697,170.17

Sewer General Fund - \$ 92,730.99

**Debt Payments**

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,792.28

CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20

Pennvest (Sewer)- \$ 8,580.54

Pennvest (Sewer)- \$ 11,718.30

**OLD BUSINESS**

- The Finance Committee will meet regarding the need to implement an investment policy for JMA. They will come to the March meeting with a recommendation on the policy and opening an additional PLGIT account.

**NEW BUSINESS**

- A motion was made by Tony King and seconded by Earl Park to nominate TJ Weaver as Vice-Chairman (carried, TJ Weaver abstained).
- A motion was made by Earl Park and seconded by Paul Villella to have Dan Newell removed and Tracey Brown added as the QuickBooks Administrator for JMA (carried).
- A motion was made by Earl Park and seconded by Paul Villella to approve the JHA Additional Work Authorization on the Rt. 219 Waterline Ext. (carried).
- A motion was made by Earl Park and seconded by Paul Villella to have the JMA crew continue to add grease dissolver to the sewer issue behind the Community Building. Travis Long at JHA will apply for a grant to cover the cost of properly grading and replacing the sewer line (carried).

**COMMENTS FROM VISITORS** – None

**EXECUTIVE SESSION** – None

**ADJOURNMENT OF MEETING**- A motion was made by Earl Park and seconded by Tony King to adjourn the meeting at 5:10 p.m. (carried).

Jack Fowler, Chairperson  
TLB

## FEBRUARY/MARCH 2025

### MANAGERS REPORT

1. WTP and WWTP operations going well.
2. All daily and monthly sampling completed at the WTP and WWTP.
3. Corresponded with JHA and Jan on WTP operations as needed.
4. Corresponded with JHA on Filter plant performance evaluation paperwork for the WTP.
5. Corresponded with JHA on LT-2 sampling at WTP.
6. Received new operating permit for WTP.
7. HACH to be onsite to evaluate a chlorine analyzer at the WTP.
8. Attended Borough meeting.
9. Maintenance on Kubota being completed.
10. Replaced hydrant on 3<sup>rd</sup> Avenue.
11. Several frozen meters were replaced with new.
12. Sewer repair planned for 3<sup>rd</sup> Avenue in spring.
13. 1 employee attending a 12-week water training class.
14. Paperwork submitted by JHA on additional waterline replacement under PENNVEST project.
15. Finalized PENNVEST check list.
16. Meeting held with a JMA, Borough, and Travis regarding sewer line replacement behind JCC.
17. DEP performed inspection at the WWTP.
18. Corresponded with JHA on waterline extension.
19. Corresponded with Pace Labs regarding sample testing.
20. Placed order for a new computer for WTP.
21. Cambria Systems installation of cellular communications going well.
22. Restoration completed at leak sites around system.
23. Corresponded with Elcon and Elco on WWTP electrical upgrade.
24. Elcon and Elco to be onsite for electrical work at the WWTP week of March 10.
25. New door lock system ordered for JMA office building and will be installed soon.
26. Cleaned all equipment.
27. JMA sites plowed as necessary.
28. Completed street opening permits for the Borough.
29. JHA completed monthly reports.
30. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

## Water Report

For Feb 2025

### **Water Treatment Plant**

1. Completed MCIP on filters 1 and 2 weekly.
2. Full CIP's done on both filter racks.
3. Monthly samples submitted to lab.
4. Monthly reporting submitted to JHA.
5. Monitored plant operations.
6. Chemicals ordered and added as needed.
7. Ongoing trouble with the filtered side CL-17, looking at getting a replacement or a different type, Hach coming in on March 21<sup>st</sup>.
8. TEC compressor in to diagnose a sluggish motor in the intake building, recommends installing a check valve due to back pressure from the tank.
9. Univar in for jar testing. Bryon, Zach, Corey and Mike present to learn the process.
10. Working with Kathleen from JHA on plant optimization goals.
11. Working with Jan C concerning main computer issues at the plant.
12. Jim F. ordering a new check valve for CIP rack to replace broken one. Ordered a backup also.

### **Upcoming**

Ongoing daily operations

## February Sewer Report 2025

2-2-25- DS called to Third Avenue to unplug clean out. 405 Third Ave on going problems on our side clean out. Going to replace 20 ft of line in spring.

2-6-25-Kanawha Scale company was in to calibrate scientific scale.

2-7-25-Buerk's in to vacuum out Venner's Island pump station.

2-10-25-Talked to Travis & Mike Porter about some solution for Venner's Island problem.

2-14-25-Took Kubota to Dubois to see what problem was. Also got a price on new one. Price to fix was \$4,479.33. New one was \$35,388.50.

2-17-25- Did wet testing that I missed last year. Sample line for our sample froze up. CM, BG, MD & AP replaced line.

2-19-25-Scheduled yearly maintenance program with Heritage Environmental.

2-20-25-MD & CM at water plant for demonstration on jar testing by Scott Brungard from Univar Solutions.

2-24-25-Buerk's in to suck out Venner's Island again. \$800.00 every time they come.

2-26-25-CM & MD 11pm to make adjustment to wet weather condition, also checked pump station.

2-27-25-DEP, Melanie Lewis, in to do a full inspection of sewer treatment plant.

2-28-25-Called Elcon. computer system down. Tony called back; computer upgraded so we couldn't get in. Fixed that but can't receive alarm calls all weekend, had to monitor all weekend on phone.



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

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)  
ENGINEERS REPORT  
MARCH 2025**

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

- Rights-of-Way Easements acquisition efforts:
  - Completed.
- Funding: PennVEST awarded with \$5,586,470 (non-repayable loan)
  - Settlement **Process ongoing**
  - **Dates extended for inclusion of**

- Tentative Schedules:

<u>Settlement Call #1</u>	<u>Thursday 8/29/2024 10:00 AM</u>	<u>COMPLETED</u>
<u>Advertise for Bids</u>	<u>Thursday 9/5/2024</u>	<u>COMPLETED</u>
<u>Pre-bid (optional)</u>	<u>Monday 9/12/2024 at 10:00 AM</u>	<u>COMPLETED</u>
<u>Bid Deadline/ Bid Opening</u>	<u>10/07/2024 at 4:00 PM</u>	<u>COMPLETED</u>
<u>Issue Bid Tabulation &amp; Recommendation</u>	<u>10/09/2024</u>	<u>COMPLETED</u>
<u>Issue Notice of Award</u>	<u>10/23/2024</u>	<u>COMPLETED</u>
<u>PennVEST Settlement</u>	<u>3/27/2025</u>	<u>PENDING</u>
<u>Issue Notice to Proceed</u>	<u>4/1/2025</u>	<u>PENDING</u>
<u>Construction Start</u>	<u>4/15/2025</u>	<u>PENDING</u>
<u>Substantial Completion</u>	<u>1/10/2026</u>	<u>270 days</u>
<u>Final Completion</u>	<u>02/24/2026</u>	<u>365 days</u>

- PennVEST has approved the inclusion of Clarion Avenue into the project.
  - Permit amendments and essential PennVEST processing ongoing.
- Other future projects to monitor funding opportunities
  - Lead Line Replacement – Lead Service Line Inventory has been completed on time, and DEP required letters have been submitted,
  - JHA and JMA are monitoring all sources of funding for any lead line inventory and will pursue them accordingly to JMA directive. PennVEST does have a program that is very high grant dollars for lead line replacement. **To be determined.**
- Connection Procedures for NEW customers shall be developed and distributed to the potential new customers before 4/1/2025.

**WATER**

- JMA and JHA meet with DEP on November 21, 2024, as the sanitarian wanted to conduct an annual inspection. The meeting went very well, wherein a few of the outstanding violations were able to be deleted.
  - Updates to the comprehensive monitoring plan (**Completed**)
  - Updates to the operation and maintenance plan (**Completed, to be submitted this month**)
  - Additional monitoring & calibration logs being developed in concert with JMA Staff. (**Completed**)

- Assurance of calibration verification of the turbidimeters is required. Calibration is occurring, but the display screens are not retaining the calibration dates. JHA will work with staff to address and get any extra training provided. **(Completed)**
- JHA is compiling the 2<sup>nd</sup> round of LT2 Cryptosporidium sampling, wherein a sampling plan is being composed and will require PADEP approval. Once approved, East Branch source, 12 months of sampling twice (2) per month shall commence. **(Submitting this month, waiting on confirmation letter from the lab as is required for the DEP submission, sampling to commence upon PADEP approval)**
- JHA has been in correspondence with staff and manager on operational issues, monitoring compliance and system optimization.
- Recommendation for system maintenance
  - JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.

#### **WASTEWATER:**

- JHA continues routine correspondence with JMA, and its operation staff.
  - JHA has had no further correspondence with JMA on the ongoing electrical work at WWTP and issues therewith. Awaiting directions on further action steps necessary.
  - JHA reviewed a request for receipt of groundwater from an UST removal project in Pennfield and recommends to **NOT** accept receiving. The estimated volume was 60,000 to 100,000 gallons of potentially gasoline laden waters.
- JHA continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, with **NO** violations occurring for January 2024
- PADEP is currently reviewing the NPDES renewal application submitted by JHA in September of 2021 (submittal due date was 01/01/2022 with expiration of 6/30/2022).
- **Chapter 94:** completed and submitted via electronically on 2/28/2025. Electronic and hard copies will be sent to JMA for office copy and plant copy.

#### **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.
  - PA Small Water and Sewer Grant Program via DCED is open February 3, April 30, 2025
    - <https://dced.pa.gov/programs/pa-small-water-sewer/>
    - Grants are \$30,000 to \$500,000 w/ 15% matching contribution.
    - Per the meeting Sewer Line Replacement from the Community Center, anything else, can be discussed.
  - DCED- LSA grant applications for continuation of waterline improvements throughout town submitted fall of 2024 are expected to be reviewed and issuance of any approvals on or before fall of 2025.
- JHA and JMA Manager continue to review projects for various funding options as they become available-  
**Status On-going**

#### **MISCELLANEOUS:**

- Powers Run Dam Permit issued –
  - Construction commences in June of 2025 as Powers Run is a natural reproducing trout water.
  - JHA has sent an email to Lisa to request a schedule to update the board accordingly.

**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: February 28, 2025**

**Northwest**

Payroll - \$ 147,333.49  
Water Pennvest - \$ 510.67  
Sewer Pennvest - \$ 37,865.88  
Operating Checking - \$ 304,947.14  
Sewer Savings - \$ 52,580.74  
Water Savings - \$ 95,758.93

**CNB**

Savings Acct. - \$ 1,764.97  
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**PLGIT**

General Fund - \$ 699,575.35  
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**Debt Payments**

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Pennvest Loan (Sewer) - \$ 11,718.30

## Johnsonburg Municipal Authority

## Profit &amp; Loss by Class

February 2025

	01 - WATER	02 - SEWER	TOTAL
<b>Ordinary Income/Expense</b>			
Income			
1300001 · Sales Domestic - Water	65,934.92	0.00	65,934.92
1300002 · Sales Domestic - Sewer	0.00	59,124.80	59,124.80
1301001 · Sales Commercial-Water	42,634.32	0.00	42,634.32
1301002 · Sales Commercial - Sewer	0.00	51,699.49	51,699.49
<b>Total Income</b>	<b>108,569.24</b>	<b>110,824.29</b>	<b>219,393.53</b>
Expense			
134001 · Bad Debt - water	118.91	0.00	118.91
134002 · Bad Debt - sewer	0.00	952.17	952.17
1350002 · Collections - Labor	0.00	65.70	65.70
1351002 · Collection System	0.00	5,193.00	5,193.00
1352002 · Sewer - Treatment - Labor	0.00	4,724.47	4,724.47
1353002 · Sewer - Treatment Chemicals	0.00	2,949.49	2,949.49
1356002 · Sewer - Treatment System	0.00	197.37	197.37
1357002 · Sewer - Sampling	0.00	1,400.00	1,400.00
1365002 · Supervision	1,570.40	1,570.40	3,140.80
1367002 · Clerical	1,220.00	1,220.00	2,440.00
1369002 · Automotive	2,476.24	2,476.23	4,952.47
1371002 · Office	585.91	585.93	1,171.84
1375002 · Payroll Taxes	2,052.69	729.02	2,781.71
1376002 · ADP Payroll Fees	45.70	45.70	91.40
1376003 · Bank Service Charges	50.00	0.00	50.00
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1385002 · Legal	712.50	212.50	925.00
1393002 · Engineering	20,169.97	916.25	21,086.22
1394002 · General Expenses	1,611.91	982.62	2,594.53
1395002 · Administrative Expenses	60.00	0.00	60.00
1397002 · Employee Insurance	6,168.96	6,168.96	12,337.92
1398002 · Insurance	2,398.41	2,398.42	4,796.83
355001 · Water - Purification - Chemical	852.25	0.00	852.25
356001 · Water - Purification System	2,548.63	0.00	2,548.63
375001 · Water - Distribution System	1,987.83	0.00	1,987.83
389001 · Utilities	3,436.40	15,416.24	18,852.64
<b>Total Expense</b>	<b>49,949.21</b>	<b>50,086.97</b>	<b>100,036.18</b>
<b>Net Ordinary Income</b>	<b>58,620.03</b>	<b>60,737.32</b>	<b>119,357.35</b>
<b>Other Income/Expense</b>			
Other Income			
103000 · Interest Income	2,408.11	322.69	2,730.80
1315001 · Penalties Imposed - Water	545.94	0.00	545.94
1315002 · Penalties Imposed - Sewer	0.00	522.84	522.84
<b>Total Other Income</b>	<b>2,954.05</b>	<b>845.53</b>	<b>3,799.58</b>
Other Expense			
1403002 · Interest Expense	1,856.63	1,924.42	3,781.05
<b>Total Other Expense</b>	<b>1,856.63</b>	<b>1,924.42</b>	<b>3,781.05</b>
<b>Net Other Income</b>	<b>1,097.42</b>	<b>-1,078.89</b>	<b>18.53</b>
<b>Net Income</b>	<b>59,717.45</b>	<b>59,658.43</b>	<b>119,375.88</b>

**Unpaid Bills - March 2025**

Water bills	\$	8,290.45
Sewer bills	\$	5,139.67
Water/Sewer split	\$	35,680.28
Waterline Ext. (JHA)	\$	14,847.80
<b>Total of Unpaid Bills</b>	<b>\$</b>	<b>63,958.20</b>

FB 2025

FEWEL

Estimate #41392

JOHNSONBURG WATER AUTHORITY

JOHNSONBURG, PA 15845

Phone:

Vehicle : No Vehicle

VIN :

Fleet #/Driver :

Created : 2/19/2025 12:18:13 PM EST

Labor/Notes

Technician	Reference	Description	Price
INST		Undercarriage & Wiring Installation	\$750.00
IT IS COMMON FOR ANY EXCESS FLUID TO DRAIN FROM THE VENT CAP UNDER THE COVER. THIS WILL END AFTER 2-3 USES.			

Parts	Code	Reference	Description	Condition	Unit Price	Price
	BOS	STB3236	Blade Crate, 9' Str Bld Super		\$2,402.85	\$2,402.85
	BOS	Note: BC #				
	BOS	STB15020B	Plow Box, RT3-STR, SH2 Super, SL3		\$5,790.00	\$5,790.00
	BOS	Note: Serial #				
	BOS	LTA10200	Uc, Rt3, Ford, 2017 & Up		\$820.00	\$820.00
	BOS	STB9602	Control, Handheld, Smarttouch2, STB		\$360.00	\$360.00
	BHK	MSC25012	KIT-WIRING, RT3 SH2, 12V, FORD F250-600, 23+		\$410.00	\$410.00
	BOS	HYD1835	HYDRAULIC FLUID QT		\$12.99	\$38.97
	--	DIS	DISCOUNT		\$2,771.82	(\$2,771.82)
	--	DIS	MUNICIPAL DISCOUNT		\$607.20	(\$607.20)
	BOS	MSC1565	SNOW DEFLECTOR		\$320.00	\$320.00

Labor	\$750.00
Parts	\$6,803.80 less discount: \$41.00
	\$6,762.80

Estimate	\$7,512.80
PAYMENT	\$0.00
BALANCE DUE	\$7,512.80

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. All Vehicles left over 24 hrs. after repairs are completed WILL INCUR A \$25.00 PER DAY STORAGE FEE. 12 Month or 12000 Mile Warranty On Repairs.

Customer Signature

**From:** McKnight, Mathew - RD, PA <[mathew.mcknight@usda.gov](mailto:mathew.mcknight@usda.gov)>  
**Sent:** Monday, March 3, 2025 9:37 AM  
**To:** Tracey Brown <[tbrown@jburgma.com](mailto:tbrown@jburgma.com)>  
**Subject:** Grievance Procedure

Good Morning Tracy,

We have a new requirement in association with your loan with USDA, see attached. Please prepare this for the authority and have the board adopt it by resolution, at your earliest convenience. Please send me a copy for the file when complete. Don't hesitate to reach out with any questions.

Have a great day!

**Mathew McKnight**

Area Specialist

Crawford Area Office | Water and Environmental Programs



U.S. DEPARTMENT OF AGRICULTURE

Rural Development

14699 North Main Street Ext., Meadville, PA 16335

p: (814) 547-5944 | f: (855) 827-7510

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## Tracey Brown

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**From:** McKnight, Mathew - RD, PA <mathew.mcknight@usda.gov>  
**Sent:** Friday, March 7, 2025 2:33 PM  
**To:** Tracey Brown  
**Subject:** RE: Grievance Procedure  
**Attachments:** Example of a Section 504 Procedure that Incorporates Due Process \_ HHS.docx

Good Afternoon Tracy,  
Yes, please fill in the blanks to make it for the authority, some of them are up to the discretion of the board. See attached. Please forward the approved resolution when complete.  
Have a great weekend!

**Mathew McKnight**  
Area Specialist  
Craword Area Office | Water and Environmental Programs



U.S. DEPARTMENT OF AGRICULTURE

Rural Development  
14699 North Main Street Ext., Meadville, PA 16335  
p: (814) 547-5944 | f: (855) 827-7510

**From:** Tracey Brown <tbrown@jburgma.com>  
**Sent:** Friday, March 7, 2025 1:44 PM  
**To:** McKnight, Mathew - RD, PA <mathew.mcknight@usda.gov>  
**Subject:** RE: Grievance Procedure

Hi Mathew,

I'm in need of some clarification. Do you need me to modify the attached document so it pertains to the Johnsonburg Municipal Authority, have our board vote to adopt it and return it to you? If so, do you happen to have the word file of the document rather than a pdf? It would just be a little easier for me.

Thank you,



Tracey Brown  
Office Administrator  
Johnsonburg Municipal Authority  
601 Market Street  
Johnsonburg, PA 15845  
(814) 965-4218  
[tbrown@jburgma.com](mailto:tbrown@jburgma.com)

# Example of a Section 504 Grievance Procedure that Incorporates Due Process Standards

## SECTION 504 GRIEVANCE PROCEDURE

It is the policy of **(insert name of facility/agency)** not to discriminate on the basis of disability. **(Insert name of facility/agency)** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of **(insert name, title, tel. no. of Section 504 Coordinator)**, who has been designated to coordinate the efforts of **(insert name of facility/agency)** to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for **(insert name of facility/agency)** to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### Procedure:

- Grievances must be submitted to the Section 504 Coordinator within **(insert timeframe)** of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of **(insert name of facility/agency)** relating to such grievances.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the **(Administrator/Chief Executive Officer/Board of Directors/etc.)** within 15 days of receiving the Section 504 Coordinator's decision. The **(Administrator/Chief Executive Officer/Board of Directors/etc.)** shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

**(Insert name of facility/agency)** will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.



**RESOLUTION OF  
SR 219 WATERLINE EXTENSION**

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE GENERAL  
FUNDS USED TO CONSTRUCT IMPROVEMENTS TO ITS WATER  
DISTRIBUTION SYSTEM WITH FUNDS RECEIVED FROM THE  
PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY**

WHEREAS, Johnsonburg Municipal Authority ("Funding Recipient") has determined that construction of improvements to the WATER DISTRIBUTION SYSTEM located in in the Johnsonburg Borough and Ridgway Township, Elk County, Pennsylvania (the "Project"), are necessary; and

WHEREAS, in order to finance the costs of the Project, the Funding Recipient has issued or intends to issue its Funding Agreement to the Pennsylvania Infrastructure Investment Authority ("PENNVEST") in the maximum principal forgiveness loan amount of \$5,586,470.00 (the "PENNVEST Funding Agreement").

WHEREAS, Funding Recipient intends to pay Project costs, on an interim basis, using its GENERAL FUNDS until the proceeds of the PENNVEST Funding Agreement are received;

NOW, THEREFORE, the Funding Recipient hereby declares as follows:

Pursuant to federal requirements set forth at 26 C.F.R. § 1.150-2, the Funding Recipient officially intends to reimburse its GENERAL FUNDS for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Funding Agreement up to the maximum principal amount of \$5,586,470.00.

**ATTEST:**

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board Chairman

(SEAL)

DATE: \_\_\_\_\_