



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, February 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 January 8, 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
 - Nomination of Vice-Chairman
 - Designate Tracey as Primary Administrator for Quickbooks
 - JHA Additional Work Authorization regarding Rt. 219 Waterline Ext.
 - Sewer issue behind Community Building
 - Vennor's Island
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, January 8, 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.

PRESENT – Jack Fowler, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King

Also present: TJ Weaver via ZOOM, Brian Buesink, Corey McCabe, Bryon Gregori, AJ Coval of JHA via ZOOM, Solicitor Rick Brown

VISITORS – Tracy Crowe from the Ridgway Record

REORGANIZATION -

A motion was made by Earl Park and seconded by Eric Poague to nominate Jack Fowler as Chairman (carried 5-0, Jack Fowler abstained).

A motion was made by Earl Park and seconded by Eric Poague to table the nomination of a Vice-Chairman until the February meeting (carried 6-0)

A motion was made by Eric Poague and seconded by Duane Duffy to nominate Earl Park as Secretary (carried 5-0, Earl Park abstained).

A motion was made by Earl Park and seconded by Eric Poague to nominate Duane Duffy as Treasurer (carried 5-0, Duane Duffy abstained).

A motion was made by Earl Park and seconded by Eric Poague to nominate Paul Villella as Alternate Secretary-Treasurer (carried 5-0, Paul Villella abstained).

A motion was made by Earl Park and seconded by Tony King to nominate JHA as the engineer for JMA (carried 6-0).

A motion was made by Eric Poague and seconded by Duane Duffy to nominate Attorney Richard Brown as JMA Solicitor (carried 6-0).

A motion was made by Earl Park and seconded by Eric Poague to table the nomination of an auditor (carried 6-0).

A motion was made by Eric Poague and seconded by Duane Duffy to nominate CNB, Northwest and PLGIT as JMA depositories (carried 6-0).

APPROVAL OF AGENDA - A motion was made by Earl Park and seconded by Duane Duffy 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 Duane Duffy to approve the minutes from the December 11, 2024 Regular Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

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 Eric Poague and seconded by Tony King to approve the Treasurer's report (carried).

BILLS FOR PAYMENT – A motion was made by Earl Park and seconded by Eric Poague to approve the bills for payment in the amount of \$ 81,165.62 (carried).

Bank Balances as of: December 31, 2024

Northwest

Payroll - \$ 146,945.58
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,864.32
Operating Checking - \$ 295,766.22
Sewer Savings - \$ 52,576.49
Water Savings - \$ 55,853.60

CNB

Savings Acct. - \$ 5,995.88
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 46,437.17
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 694,500.87
Sewer General Fund - \$ 92,375.94

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,734.47
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30
USDA loan - \$ 129,287.00

OLD BUSINESS

- The Investment policy needed to open an additional PLGIT account was tabled.

NEW BUSINESS

- A motion was made by Earl Park and seconded by Eric Poague to approve the Occupancy Agreement between JMA and the Buffalo & Pittsburgh Railroad pertaining to the Rt. 219 waterline extension project (carried).
- A motion was made by Earl Park and seconded by Eric Poague to approve the Agreement between JMA and C&R Directional Drilling, LLC for a construction contract pertaining to the Rt. 219 waterline extension project (carried).

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Eric Poague and seconded by Duane Duffy to adjourn the meeting at 5:11 p.m. (carried).

Jack Fowler, Chairperson
TLB

JANUARY/FEBRUARY 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. Drained and cleaned sedimentation basin at the WTP.
7. Chlorine booster at the Silver Creek Pump Station is ready for operation.
8. Generator placed at the Silver Creek Pump Station for backup power.
9. Researched deed for Silver Creek Pump Station.
10. 1 employee attending a 12-week water training class.
11. Paperwork submitted by JHA on additional waterline replacement under PENNVEST project.
12. Survey crew from JHA did field work for Clarion Road waterline project.
13. We received approval under the PENNVEST grant to add Clarion Road waterline.
14. We received denial under PENNVEST grant for Elk Avenue/Main Street waterline.
15. Renewed FCC radio application.
16. Attended health screening for JMA employees.
17. Corresponded with JHA on waterline extension.
18. Corresponded with Pace Labs regarding sample testing.
19. Corresponded with Scinor regarding membrane filter replacement cartridges.
20. Corresponded with Elcon and Elco on WWTP electrical upgrade.
21. Repaired leak on Water Street.
22. Repaired service on Blaine Avenue.
23. Found sump pump on Cobb Street tied into the sanitary sewer, resident was reminded to remove same.
24. 2012 Chevy passed inspection.
25. Placed order for a new computer for WTP.
26. Vennors Island pump station discussion. Need to resolve this.
27. Manhole behind community center discussion. Need to resolve this.
28. Cambria Systems installation of cellular communications going well.
29. Restoration completed at leak sites around system.
30. Elcon and Elco to be onsite for electrical work at the WWTP week of February 24.
31. Corresponded with Elcon.
32. New battery installed in Skid Steer.
33. New door lock system ordered for JMA office building. Old system is outdated.
34. Cleaned all equipment.
35. JMA sites plowed as necessary.
36. Completed street opening permits for the Borough.
37. JHA completed monthly reports.
38. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
For January 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
8. Thorwart electric in to install the final backup generator at the silver creek lift station
9. Completed quarterly method 334
10. Matt Vaughn in to check a tripped motor breaker for sediment basin 1
11. Ordered a new motor and replaced it on one of peristaltic pumps
12. Working with kathleen from JHA on plant optimization goals
13. Worked with Jan C concerning main computer issues at the plant

Upcoming

Ongoing daily operations

Jar testing in the sediment basins

January Sewer Report

1-2-25—Received call from Kelly from Jones Township about their pump stations back up and not working properly, checked building 80 and main injector where Jones dumps in and everything on our side was working properly. Then received a call from Brent Morgan, Jones Sewer operator, his pumps went down. Call from Mitch from Pipe Eye needed a place to dump sewage, 26 loads in a 30 hour period, total gallons 45,500.

1-9-25—Started collecting chapter 94 report for the year.

1-13-25—Corey and Brian had a meeting with Elcon about why they didn't show up to finish upgrade. Elcon put new date of February 10th -14th for final RTU 5 Aeration. "2-4-25- Haven't confirmed if they are coming yet. Sent email @ 8am 2-4-25". Sucked out Venner's Island "Froze up".

1-17-25—Elcon had to refresh license to get Corey remote access renewed.

1-27-25—Sucked out Venner's Island again.

1-30-25—Major sewer back up again behind Community Building. Pipe Eye in to suck out and jet.

1-31-25—Elco in to replace relay in Building 80 pump station, working properly now.



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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
FEBRUARY 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 & 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>

- **Settlement has been pushed out to March 27, 2025.**
- **Construction starts postponed 1-month**
- PennVEST has approved the inclusion of Clarion Avenue into the project. JHA will be providing an Additional Work Authorization (AWA) for \$51,000 to include the plan sheets, permit amendments and essential PennVEST processing.
- 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

- JHA corresponded via phone support intermittently over the last month.
 - The Innovative Technology Permit approved; Operations permit issued.
- 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 **(Being Completed 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 2nd 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, sampling to commence upon PADEP approval)**
- Recommendation for system maintenance
 - JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.
 - Continued training via manufacture on intake screen compressor system.

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 continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, with **NO** violations occurring for December 2024
 - Missed 2024 WETT Testing.
 - 2025 WETT Testing will be scheduled.
- 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). PADEP is presently reviewing, one comment on Group 2 pollutants needed values recalculated for ug/L vs mg/L and has been completed.

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://dcled.pa.gov/programs/pa-small-water-sewer/>
 - Grants are \$30,000 to \$500,000 w/ 15% matching contribution.
 - Possible 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.

- Follow up with American Rivers will occur in Quarter 2 to learn of specific requirements, logistics, etc.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read "Travis J. Long".

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: 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

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Pennvest Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Johnsonburg Municipal Authority
Profit & Loss by Class
January 2025

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	64,235.67	0.00	64,235.67
1300002 · Sales Domestic - Sewer	0.00	56,254.70	56,254.70
1301001 · Sales Commercial-Water	39,721.27	0.00	39,721.27
1301002 · Sales Commercial - Sewer	0.00	61,169.92	61,169.92
Total Income	103,956.94	117,424.62	221,381.56
Expense			
1350002 · Collections - Labor	0.00	237.90	237.90
1351002 · Collection System	437.50	9,864.07	10,301.57
1352002 · Sewer - Treatment - Labor	0.00	9,508.87	9,508.87
1353002 · Sewer - Treatment Chemicals	0.00	10,660.50	10,660.50
1356002 · Sewer - Treatment System	0.00	24.51	24.51
1357002 · Sewer - Sampling	0.00	2,080.00	2,080.00
1365002 · Supervision	3,124.80	3,124.80	6,249.60
1367002 · Clerical	2,492.89	2,492.89	4,985.78
1369002 · Automotive	562.81	562.81	1,125.62
1371002 · Office	722.14	722.15	1,444.29
1373002 · Advertising	35.60	35.60	71.20
1375002 · Payroll Taxes	4,051.51	1,474.57	5,526.08
1376002 · ADP Payroll Fees	22.85	22.85	45.70
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	3,463.75	200.00	3,663.75
1392002 · Accounting Fees	1,500.00	1,500.00	3,000.00
1393002 · Engineering	20,889.54	182.50	21,072.04
1394002 · General Expenses	1,276.64	1,163.38	2,440.02
1397002 · Employee Insurance	6,255.37	6,255.36	12,510.73
1398002 · Insurance	2,345.90	2,345.88	4,691.78
355001 · Water - Purification - Chemical	6,185.92	0.00	6,185.92
356001 · Water - Purification System	4,732.17	0.00	4,732.17
375001 · Water - Distribution System	3,947.91	437.50	4,385.41
389001 · Utilities	11,354.53	12,821.56	24,176.09
396003 · Pension Expense	9,029.50	9,029.50	18,059.00
Total Expense	84,363.83	76,629.70	160,993.53
Net Ordinary Income	19,593.11	40,794.92	60,388.03
Other Income/Expense			
Other Income			
103000 · Interest Income	2.40	3.03	5.43
1315001 · Penalties Imposed - Water	597.43	0.00	597.43
1315002 · Penalties Imposed - Sewer	0.00	527.77	527.77
Total Other Income	599.83	530.80	1,130.63
Other Expense			
1403002 · Interest Expense	1,857.16	1,949.80	3,806.96
Total Other Expense	1,857.16	1,949.80	3,806.96
Net Other Income	-1,257.33	-1,419.00	-2,676.33
Net Income	18,335.78	39,375.92	57,711.70

Unpaid Bills - February 2025

Water bills	\$	16,139.99
Sewer bills	\$	26,819.57
Water/Sewer split	\$	43,069.31
Waterline Ext. (JHA)	\$	7,494.45
COA (Thorwart Electrical)	\$	55,456.70
Total of Unpaid Bills	\$	148,980.02



ADDITIONAL WORK AUTHORIZATION (AWA)

February 7, 2025

Johnsonburg Municipal Authority
Attn: Brian Buesink, Manager
601 Market Street
Johnsonburg, PA 15845
EM: bbuesink@jburgma.com
Project Name: SR 219 Waterline Extension
JHA Project ID: 2018-479-02
Proposal Date: 9/10/2024
Agreement Date: 9/11/2024
AWA-01

SCOPE OF ADDITIONAL SERVICES

Regarding the Authority's State Route 219 Waterline Extension Project and pursuant to PennVest's approval of the written change of scope request submitted on December 4, 2024 for waterline replacement above and beyond what was in the original scope of this project, please allow JHA to present this Additional Work Authorization for the survey, design, permitting, inspection, and construction management of the Clarion Road waterline replacement to be included as part of the State Route 219 project.

This additional work authorization applies the same scope of services listed in the Engineering Agreement referenced above (Proposal for Professional Services) and dated September 10, 2024, to the specific portion of the Authority's water distribution system on Clarion Road. The additional estimated fee covers additional engineering work relating to Clarion Road.

DELIVERABLES

Contract Drawings
NPDES Permit Minor Amendment
PennDOT HOP Permit Minor Amendment

FEE **\$51,000**

The ESTIMATED FEE for the work outlined above is \$51,000 to be billed at our hourly rates.

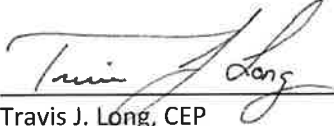
To initiate work, please electronically sign this Work Authorization. If preferred, Client may print, sign and return to JHA Companies, 466 South Main Street, Montrose, PA. The General Terms & Conditions signed and agreed to in the original contract are still in effect and are hereby made a part of this Agreement.

Additional Work Authorization for State Route 219 Waterline Extension
Johnsonburg Municipal Authority
Borough of Johnsonburg, Elk County, Pennsylvania
JHA Project ID: 2018-479-02 SR 219

Client Signature

Date

Client Name, Title (please print or type)



Travis J. Long, CEP

Vice President and Director of Environmental Services

Estimated Fee: \$51,000



2025 Hourly Rate Schedule

Project Assistant.....	\$80.00
Technician III.....	\$85.00
Technician II	\$95.00
Technician I.....	\$105.00
Sr. Technician.....	\$120.00
Designer III	\$100.00
Designer II.....	\$115.00
Designer I	\$130.00
Sewage Enforcement Officer.....	\$110.00
Professional Surveyor III / Engineer III / Biologist.....	\$135.00
Professional Surveyor II / Engineer II	\$155.00
Professional Surveyor I / Engineer I	\$180.00
2-Person Survey Crew	\$175.00
GPS (gnss) 1-Person Survey Crew	\$190.00
GPS (gnss) 2-Person Survey Crew	\$220.00
Project Leader III.....	\$140.00
Project Leader II	\$170.00
Project Leader I.....	\$190.00
Director.....	\$220.00

Reimbursable Expenses

Mileage	IRS Rate
Special Mailings & Delivery	Subject to Priority, Weight & Distance
Per Diem / Meals & Incidentals / Lodging	Federal Rate
Drone Flight.....	\$350.00/Day
Mapping-Grade GPS	\$95.00/Day
Subconsultant Services	Cost Plus 15%
Field Supplies (Stakes, Flagging, Nails)	Cost Plus 15%
Agency Fees	Cost Plus 15%

Rates are portal to portal.

Invoices are due upon receipt. A service charge of 1.5% per month (18% annually) will be added to invoices over 30 days past due. See General Terms & Conditions for full terms.

When requested or required, overtime will be charged at a rate of 1.4 times the published rates above.

Effective January 1 to December 31, 2025