



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, November 13, 2024
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 October 7, 2024 SPECIAL MEETING
- APPROVAL OF MINUTES FROM October 9, 2024 REGULAR MEETING
- Manager's Report
- Water Report
- Sewer 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
 - Act 57 Rate Study
- NEW BUSINESS
 - Holiday gift certificates from Elk County Foods for employees
 - Preliminary 2025 Budget
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Monday, October 7, 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.

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

TJ Weaver - excused

Also present: Brian Buesink, Tracey Brown, AJ Coval from JHA, Kathleen Mooney from JHA via Teams

VISITORS – JR DePanfilis, Rick Marzella

APPROVAL OF AGENDA - A motion was made by Eric Poague and seconded by Duane Duffy to approve the agenda (carried).

OPENING OF BIDS FOR WATERLINE EXTENSION PROJECT – Electronic bids were opened and read aloud by AJ Coval of JHA.

Bidder	Base Bid	Hot Tap Bid	Bid Total
C&R Directional Boring	\$3,264,366.00	\$15,000.00	\$3,279,366.00
Continental Construction	\$3,322,793.00	\$19,275.00	\$3,341,768.00
W.A. Petrakis Contracting	\$3,333,333.00	\$20,000.00	\$3,353,333.00
Greenland Construction	\$4,770,000.00	\$16,750.00	\$4,786,750.00
Underground Innovations	\$4,930,148.00	\$50,000.00	\$4,980,148.00
Dave Roman Excavating	\$5,334,167.50	\$30,000.00	\$5,364,167.50

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Eric Poague and seconded by Earl Park to adjourn the meeting at 5:45 p.m. (carried).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, October 9, 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.

ROLL CALL – Jack Fowler, TJ Weaver via ZOOM, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King
Also present: Brian Buesink, Bryon Gregori, Tracey Brown, Solicitor Brown, Travis Long and Kathleen Mooney of JHA via ZOOM

VISITORS – JR DePanfilis

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 MEETINGS – A motion was made by Duane Duffy and seconded by Tony King to approve the minutes from the September 11, 2024 Regular Meeting (carried). A motion was made by Tony King and seconded by Duane Duffy to approve the minutes from the September 30, 2024 Special 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 – Jack Fowler requested flow tests when flushing lines & said that the fire dept. would like to know how many hydrants are going in on the Rt. 219 Waterline Extension Project
- E. Hiring - none
- F. Johnsonburg Borough - none
- G. Grants – none

TREASURER'S REPORT – A motion was made by Eric Poague and seconded by Earl Park to approve the Treasurer's report (carried).

BILLS FOR PAYMENT – A motion was made by Eric Poague and seconded by Tony King to approve the bills for payment in the amount of \$82,228.42 (carried).

Bank Balances as of: September 30, 2024

Northwest

Payroll - \$ 141,206.41
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,862.06
Operating Checking - \$ 385,064.28
Sewer Savings - \$ 52,569.88
Water Savings - \$ 125,274.97

CNB

Savings Acct. - \$ 12,198.50
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 56,814.77
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 686,120.31
Sewer General Fund - \$ 91,261.24

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,787.99
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30

OLD BUSINESS

- The Act 57 Rate Study is wrapped up and under review.
- Solicitor Reith is reviewing a letter to be sent to JTMA.
- There was a short conversation on the Powers Ave. property and dam.

NEW BUSINESS

- A motion was made by Tony King and seconded by Paul Vilella to award the Route 219 Waterline Extension Project to C & R Directional Boring, LLC in the amount of \$ 3,279,366 (carried).

COMMENTS FROM VISITORS – JR DePanfilis asked if there was an inspector for the Route 219 Waterline Ext. job.

EXECUTIVE SESSION – A motion was made by Earl Park and seconded by Eric Poague to enter into executive session at 5:25 (carried). A motion was made by Eric Poague and seconded by Paul Vilella to exit executive session at 5:47 (carried). A motion was made by Eric Poague and seconded by Earl Park to enter into regular meeting at 5:47 (carried). Litigation was discussed with no action taken.

ADJOURNMENT OF MEETING – A motion was made by Eric Poague and seconded by Duane Duffy to adjourn the meeting at 5:48 p.m. (carried).

Jack Fowler, Chairperson
TLB

OCTOBER/NOVEMBER 2024

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. Filter plant performance evaluation completed by DEP at the WTP.
5. Cleaned sludge drying beds at the WWTP.
6. EQ Basin cleaning completed at WWTP.
7. Chlorine booster at the Silver Creek Pump Station is ready for operation.
8. Generators completed and ready for service at all booster stations.
9. 3 employees attended a water training class.
10. Received LSA grant for Cedar Street waterline replacement project.
11. Corresponded with JHA on waterline extension.
12. Corresponded with the school for the waterline extension project
13. Corresponded with Rick Kirby (DEP) on sampling schedule.
14. Corresponded with DEP sanitarian on water system testing.
15. Corresponded with Pace Labs regarding sample testing.
16. Angels truck inspected.
17. Repaired leak on Terra Cotta Road.
18. Conducted system wide hydrant flushing.
19. Winterized hydrants throughout system.
20. Cambria Systems to complete cellular communication service work.
21. Repaired leak and sewer line on Harrison Avenue.
22. Restoration completed at leak sites around system.
23. Repaired sewer on Spring Street.
24. Paving completed on road cuts.
25. Distribution system inventory completed and submitted by JMA and JHA.
26. Elcon and Elco onsite for electrical work @ WWTP.
27. Cleaning of Equalization Basin completed at the WWTP.
28. Parts ordered for Raw Pump Station.
29. Cleaned all equipment.
30. JMA sites have all been mowed.
31. Completed restoration of leak sites.
32. Completed street opening permits for the Borough.
33. Attended administration meeting.
34. Copies made of as-built drawings from Continental Construction.
35. Met with property owner regarding waterline extension easement.
36. JHA completed monthly reports.
37. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

November 2024

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. DEP in for a 3-day plant assessment
8. Travis and Kathleen from JHA and Jan Cornelius in for the plant assessment
9. Implemented daily testing for manganese, iron, phosphate and alkalinity

Upcoming

Ongoing daily operations

Jar testing in the sediment basins

October Sewer Report

10-1-24- Vennor's Island pump staying running 3 times as long as normal. Contacted the Paper Mill and they found a toilet was running nonstop, fixed it and pump station running normal.

10-3-24-Buerks was in to suck out Chlorination channel. Elco came in and replaced Ups power supply for Head Works.

10-7-24- Elcon & Elco in to do RTU # 4 Ras upgrade.

10-8-24- Johnson Run pump station not running every Monday like it should. Corey & Mike reset and back up and running.

10-10-24-Elcon worked till 11:30 am, left but raw pump station or RTU #4 Ras not complete. Called Brian B. and he came over and talked to Elcon about problems.

10-11-24-Waiting on call from Elcon about update. No communication. Corey, Mike & Dalton cleaned EQ for preparation of rehab work for Monday.

10-14-24-Todd Musser and crew are here to clean EQ tanks, worked till 6pm. Mike & Corey helped out cleaning.

10-15-24-Crew finished cleaning one EQ and started replacing diffusers.

10-16-24- Finished both north & south EQs done. Had them vac out yard pump station. Never been done.

10-17-24-Called and left message for Elcon about finishing Raw & Ras before moving on with another RTU.

10-22-24-Called by Borough about manhole on Harrison Avenue. Top was 50% off center, so we moved it back over center and anchored it so it wouldn't move again. Checked next manhole down street and found one of the contractors hit our line and filled our manhole with pee gravel. Borough helped us out and jetted line while we sucked it out and fixed it. Thanks to Tommy and Judd from Borough. Meter Guy in to calibrate pressure transducer@ Raw pump station.

10-23-24- Corey & Zach cleaned out clarifier.

10-31-24-Bryon, Zach & Mike spread pavement millings at Earl Parks house driveway.



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

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
NOVEMBER 2024**

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

- Rights-of-Way Easements acquisition efforts:
 - Legal, JMA and JHA have been working well together and with those landowners that will need easements. **Status Pending**
- Funding: PennVEST awarded with \$5,586,470 (non-repayable loan)
 - Settlement Process ongoing
- 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>Issue Notice to Proceed</u>	<u>3/1/2025</u>	<u>PENDING</u>
<u>Construction Start</u>	<u>3/15/2025</u>	<u>PENDING</u>
<u>Substantial Completion</u>	<u>12/10/2025</u>	<u>270 days</u>
<u>Final Completion</u>	<u>03/15/2026</u>	<u>365 days</u>

- 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 was completed and uploaded to DWELR
 - JHA has been working with JMA to send out the required notices to customers based on the lead line inventory.
 - JHA and JMA are monitoring all sources of funding for any lead line inventory and will pursue them accordingly per JMA directive. PennVEST does have a program that is very high grant dollars for lead line replacement.

WATER

- JHA corresponded via phone support intermittently over the last month.
 - Innovative Technology Permit Item Review Data continues. **Status Pending**
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for September 2024 and has uploaded it to DWELR. No issues or exceedances
- The chlorination booster system at the Long Level Road station has been **Approved**.
 - JHA has been updated and informed that work has been completed. JHA will complete a construction certification form (10-7-2024) and submit, **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.

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 September.

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. DCED- LSA grant applications are to be opening in October.
- JHA and JMA Manager are reviewing projects for various funding options- **Status On-going**

MISCELLANEOUS:

- Powers Run Dam Permit issued –
 - Received an email from Lisa Hollingsworth-Segedy on 10/25 informing me that she was requesting a full set of plans to prepare for bidding, and then 11/8 to inquire if we would participate in a pre-bid meeting, of which all parties will gladly participate.
 - Construction will not commence until June of 2025 as Powers Run is a natural reproducing trout waters.
- Unaccounted for Water Study should remain ongoing to review system records, and in-house leak detection shall be routine ongoing practice when able.

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: October 31, 2024

Northwest

Payroll - \$ 128,574.02
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,862.83
Operating Checking - \$ 415,165.14
Sewer Savings - \$ 52,572.11
Water Savings - \$ 145,230.30

CNB

Savings Acct. - \$ 10,154.38
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 53,355.57
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 689,024.04
Sewer General Fund - \$ 91,647.47

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,773.03
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Johnsonburg Municipal Authority

Profit & Loss by Class

October 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,093.21	0.00	63,093.21
1300002 · Sales Domestic - Sewer	0.00	56,050.87	56,050.87
1301001 · Sales Commercial-Water	38,596.89	0.00	38,596.89
1301002 · Sales Commercial - Sewer	0.00	48,705.38	48,705.38
Total Income	101,690.10	104,756.25	206,446.35
Expense			
1350002 · Collections - Labor	0.00	1,453.30	1,453.30
1351002 · Collection System	0.00	26,506.95	26,506.95
1352002 · Sewer - Treatment - Labor	0.00	20,190.88	20,190.88
1353002 · Sewer - Treatment Chemicals	0.00	5,771.71	5,771.71
1356002 · Sewer - Treatment System	0.00	8,255.95	8,255.95
1357002 · Sewer - Sampling	0.00	1,740.00	1,740.00
1360002 · Pumping Labor	0.00	3,028.20	3,028.20
1367002 · Clerical	1,707.97	1,707.97	3,415.94
1369002 · Automotive	459.94	459.92	919.86
1371002 · Office	756.16	756.17	1,512.33
1373002 · Advertising	38.05	0.00	38.05
1375002 · Payroll Taxes	2,140.94	719.05	2,859.99
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	1,121.50	37.50	1,159.00
1393002 · Engineering	14,285.39	3,035.34	17,320.73
1394002 · General Expenses	1,308.64	1,649.29	2,957.93
1394003 · Employee Work Boot Reimbursemen	250.00	0.00	250.00
1397002 · Employee Insurance	5,904.80	5,904.79	11,809.59
1398002 · Insurance	826.34	826.33	1,652.67
355001 · Water - Purification - Chemical	4,585.24	0.00	4,585.24
356001 · Water - Purification System	270.60	0.00	270.60
368001 · Water- Distribution - Labor	6,314.20	0.00	6,314.20
375001 · Water - Distribution System	8,019.52	0.00	8,019.52
389001 · Utilities	4,599.34	11,704.12	16,303.46
68300 · Travel and Meetings	0.00	42.68	42.68
Total Expense	54,566.83	95,718.35	150,285.18
Net Ordinary Income	47,123.27	9,037.90	56,161.17
Other Income/Expense			
Other Income			
103000 · Interest Income	2,909.06	389.23	3,298.29
1315001 · Penalties Imposed - Water	601.28	0.00	601.28
1315002 · Penalties Imposed - Sewer	0.00	592.38	592.38
Total Other Income	3,510.34	981.61	4,491.95
Other Expense			
1403002 · Interest Expense	1,798.98	1,992.22	3,791.20
Total Other Expense	1,798.98	1,992.22	3,791.20
Net Other Income	1,711.36	-1,010.61	700.75
Net Income	48,834.63	8,027.29	56,861.92

Unpaid Bills - November 2024

Water bills	\$	31,807.95
Sewer bills	\$	30,737.99
Water/Sewer split	\$	51,446.49
Waterline Ext. (JHA)	\$	26,021.05
Total of Unpaid Bills	\$	140,013.48