



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY March 13, 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 February 14, 2024 REGULAR MEETING
- 8) Manager's Report
- 9) Water Report
- 10) Sewer Report
- 11) Engineer's Report
- 12) Solicitor's Report
- 13) Committee Reports:
 - a. Administrative
 - b. Operations
 - c. Finance
 - d. Fire Department
 - e. Hiring
 - f. Johnsonburg Borough
 - g. Grants
- 14) APPROVAL OF TREASURER'S REPORT
- 15) APPROVAL OF BILLS FOR PAYMENT
- 16) NEW BUSINESS
 - Discuss tap fees
- 17) OLD BUSINESS
 - Approve 2022 Audit
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (If needed)
- 20) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY
Regular Meeting Minutes
Wednesday, February 14, 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, Earl Park, Duane Duffy via ZOOM, Paul Villella, Eric Poague, Tony King
Also present: Corey McCabe, Chris Everett, Tracey Brown, Solicitor Reith, Travis Long of JHA via ZOOM

VISITORS – Aljoe Maletto, Joyce Maletto (The Johnsonburg Press), JR DePanfilis, Representative Mike Armanini

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

VISITOR COMMENTS (on agenda related items) – Representative Armanini spoke on his support of the Waterline Ext. project

EXECUTIVE SESSION – None

APPROVAL OF MINUTES FROM PREVIOUS MEETING – A motion was made by Earl Park and seconded by Eric Poague to approve the minutes from the January 10, 2024 Regular Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

A motion was made by Tony King and seconded by TJ Weaver to send a letter to the school requesting a letter from them in support of the Waterline Ext. project. Tony and Brian will deliver the letter to the school in person (carried).

SOLICITOR'S REPORT – Solicitor Reith suggested that the Administrative Committee meet with Brian and Tracey to work on updating our Rules & Regulations. He also said our Bylaws need updated. He is willing to do a re-write draft. He said that non-board members can be voted secretary or treasurer of the board, but our bylaws say differently.

COMMITTEE REPORTS – Chairman Fowler assigned the new committees for 2024. There was an error, so they will be announced at the March 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 Earl Park to approve the Treasurer's report with a corrected date of January 31, 2024 for the bank balances listed (carried, Duane Duffy abstained).

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 \$ 80,233.34 (carried).

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 - \$ ~~5407,202.62~~ correct

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 Waterline Ext. LOC (interest only) - \$ 1,463.06

CNB WWTP Upgrade LOC - \$ 3,459.20

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

BOARD DISCUSSION – Earl Park asked about the fire hydrants that need replaced. Brian and Angel should get together and make a plan to get these done.

BUSINESS AFFAIRS – A motion was made by Eric Poague and seconded by TJ Weaver to name Jack Fowler, TJ Weaver, Earl Park and Duane Duffy as signers on all bank accounts at Northwest and CNB Bank (carried).

The 2022 Audit is complete and was passed out to the board members. They will review it and discuss next month.

A motion was made by Eric Poague and seconded by Earl Park to move the money from a maturing CD into our PLGIT account to receive a higher interest rate (carried).

COMMENTS FROM VISITORS – JR DePanfilis commented that he thinks the agenda should contain a section for old business. Aljoe Maletto said that a copy of the audit needs to be on file at the borough office.

EXECUTIVE SESSION – A motion was made by Earl Park and seconded by Eric Poague to enter into Executive Session at 5:19 (carried). A motion was made by Eric Poague and seconded by Earl Park to exit Executive Session and enter into Regular Meeting at 5:55 (carried). Personnel & litigation were discussed with no action taken.

ADJOURNMENT OF MEETING – A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 5:56 p.m. (carried).

Jack Fowler, Chairperson
TLB

FEBRUARY/MARCH 2024

MANAGERS REPORT

1. General office oversight.
2. Training class attended by Chris.
3. Training class attended by Bryon.
4. Wi-Fi installation to take place @ WWTP.
5. PA 1 call training class to be attended by crew in March.
6. Serviced Excavator.
7. Cleaned all equipment.
8. Dalton's truck did not pass inspection and getting prices to repair it.
9. Bryon's truck passed inspection.
10. Installed brake caliper, rotors, and rear brakes on Bryon's truck.
11. Trailer passed inspection.
12. Talked again with Noble Environmental rep regarding WWTP Grit/Sludge form.
13. Form 43 accepted by Nobel Environmental for WWTP Grit/Sludge disposal.
14. Hydrant replaced on Mill Street.
15. Repaired leak on Center Street.
16. Office furnace was serviced.
17. Matured CD funds transferred to PLIGIT.
18. Contacted Cambria Systems again to assist with alarm callouts for Silver Creek Pump Station and Trenton is gathering information for a quote on cellular service for communications versus radio read.
19. NFG Field Supervisor visited all Booster Station sites to measure for gas line installation to a meter set for Generators.
20. LSA applications are currently being reviewed and I reached out to both State Representative Mike Armanini and Senator Cris Dush to get their support. Both are sending support documents.
21. Appointment scheduled to get a price quote for mixer installation at Ziegler Tank.
22. Received correspondence on 12" waterline from 3rd Avenue tank.
23. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

March 13, 2024

Water Treatment Plant

1. Completed MCIP on filters 1 and 2 weekly.
2. Completed Full CIP on both UF1 and UF 2.
3. Water Leak on Center St repaired. Utilized emergency digger due to short staff at the time. No issues.
4. Attended Operator Training Classes.
5. PFAS samples completed and sent to Lab.
6. Monthly samples submitted to lab.
7. Jar Testing completed with chemical provider to further develop treatment process.
8. Working with Elgin Program Design Contractor on Intake Building system to develop alarm for system power issues. More to follow.
9. Silver Creek Pump Building still having alarm issues, 6 call-outs since they were on-site last month. More to follow.
10. Spoke with Pumpman, putting proposal together for pumps throughout water treatment process to be serviced. Its only a proposal at this point.
11. Met with JHA for Innovative Technology Report Data Review.
12. Replaced Tubing on CL-17's at Water Plant as needed for maintenance.
13. Monthly reporting submitted.

Upcoming

Back-up computer for WTP

Calibration Columns at WTP

Ongoing daily operations

Licensing exams scheduled for 22 Mar

Distribution

Installation of mixer into Zeigler Tank. Update: Spoke with Electrician (Matt Vaughn) and he has us scheduled to put together what is needed for the work.

February Sewer Report

2-5-24—Elco was in to start on install of 5 RTUs.

2-7-24—Elco set all 5 RTUs.

2-8-24—Corey McCabe & Mike DaCanal fixed utility water line break above pipe gallery.

2-9-24—Corey McCabe, Bryon Gregori, & Dalton Stahli went and fixed Nittany Minit Mart curb box.

2-12-24—Heritage Environmental was in to do maintenance on chlorine heads in CL2 room.

2-13-24—Tim Kendrick from Gilson Engineering was in to check our MDS safety meters, ordered 2 meters.

2-14-24—Bryon Gregori was over to learn how to do weekly composite training.

Corey, Bryon & Dalton came over and helped fix utility water line in pipe gallery.

2-15-24—Elco finished #3 RTU in control room, waiting on Elcon to start now.

Checked house at 124 East Avenue sewer line at clean out. Our side is good to go, their side seemed to have a cap on it. Took new measurement on clean out and put them in book. Call by paper mill @ 6pm stating we had major leak. Called guys out plus M & M guy to fix leak. Jim Fedorko, a sales rep from LB Water on fix. He came out & stayed for 2 hours of his own time to help. It was a team effort by Corey, Mike, Chris Everett, Dalton, Jason Severance and Jim Fedorko.

2-20-24—Bryon & Mike worked on backhoe to fix a leaking anti-freeze line, had a hole in line, they replaced it.

2-26-24—Put plug in discontinued sewer line down at Vennor Island manhole.

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
MARCH 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 May 8, 2024. JHA conducted a teams call with NWRO of DEP, and PennVEST on March 6th to review the elements of DEP that forced the February application period to be missed. DEP has reassigned a new technical reviewer in lieu of Dr. Kim, which was seen as a positive by all. PennVEST took the opportunity to push back on DEP and inform Dr. Kim that elements he was commenting upon could not be funded by the PennVEST program reiterating those items JHA had already pushed back on. The DEP gov't liaison also made note of Representative Armananini's interest and support in the project, so your voices are being heard!
 - 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 February 2024 and has uploaded it to DWELR. No issues or exceedances
 - Corresponded with Chris regarding the chemical dosing and jar testing and commend his efforts to develop a coagulation dosage strategy in line with water quality conditions.
- Mixer delivery and installation status for the new Zeigler Tank are ongoing unknown. I have reviewed the information Chris has provided from Kappe. As we were not involved or asked to comment upon the quote, we would have specified longer cord length. Herein, it is necessary to order another 50 ft of cord so Elco or whomever the Authority assigns can connect to the control panel on the ground. – **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 not spoken further with Elco, and trusts everything is progressing satisfactory for Corey.
- JHA continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, and one violation was noted for January data specific to monthly average total suspended solids. This was associated with the high flows received at the facility.
- 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 completed the annual Chapter 94

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 St.
Johnsonburg, PA 15845
814-965-4218

Bank Balances as of: February 29, 2024

Northwest

Sewer Money Market - \$ 64,462.11
Payroll - \$ 146,574.67
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,856.76
Operating Checking - \$ 111,161.16
Sewer Savings - \$ 52,554.51
Water Savings - \$ 214,867.55

CNB

CD - \$ 26,159.50
Savings Acct. - \$ 2,462.15
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 3,949.17
Waterline Extension - \$ 15,498.43

PLGIT

General Fund - \$ 515,369.04

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest (Waterline Ext.) - \$ 1,499.34
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest - \$ 8,580.54
Pennvest - \$ 11,718.30

Johnsonburg Municipal Authority

Profit & Loss by Class

February 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,461.64	0.00	63,461.64
1300002 · Sales Domestic - Sewer	0.00	56,377.46	56,377.46
1301001 · Sales Commercial-Water	44,035.96	0.00	44,035.96
1301002 · Sales Commercial - Sewer	0.00	55,319.10	55,319.10
Total Income	107,497.60	111,696.56	219,194.16
Expense			
1350002 · Collections - Labor	0.00	2,850.90	2,850.90
1351002 · Collection System	0.00	1,076.50	1,076.50
1352002 · Sewer - Treatment - Labor	0.00	20,517.58	20,517.58
1353002 · Sewer - Treatment Chemicals	0.00	6,909.74	6,909.74
1356002 · Sewer - Treatment System	0.00	3,764.00	3,764.00
1357002 · Sewer - Sampling	0.00	809.90	809.90
1360002 · Pumping Labor	0.00	2,696.10	2,696.10
1367002 · Clerical	1,795.63	1,731.88	3,527.51
1369002 · Automotive	772.66	772.66	1,545.32
1371002 · Office	636.16	636.14	1,272.30
1373002 · Advertising	15.00	15.00	30.00
1375002 · Payroll Taxes	3,710.37	1,309.88	5,020.25
1376002 · ADP Payroll Fees	42.71	42.71	85.42
1381000 · Diversified Billing Fees	1,813.00	1,813.00	3,626.00
1393002 · Engineering	3,310.00	470.00	3,780.00
1394002 · General Expenses	2,066.86	2,193.19	4,260.05
1395002 · Administrative Expenses	22.50	22.50	45.00
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	3,188.79	3,188.80	6,377.59
355001 · Water - Purification - Chemical	4,280.99	0.00	4,280.99
356001 · Water - Purification System	2,960.15	0.00	2,960.15
375001 · Water - Distribution System	13,361.01	60.02	13,421.03
389001 · Utilities	6,813.38	23,879.75	30,693.13
Total Expense	51,446.86	81,417.90	132,864.76
Net Ordinary Income	56,050.74	30,278.66	86,329.40
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	778.45	0.00	778.45
1315002 · Penalties Imposed - Sewer	0.00	718.68	718.68
Total Other Income	778.45	718.68	1,497.13
Other Expense			
1403002 · Interest Expense	1,570.05	1,809.99	3,380.04
Total Other Expense	1,570.05	1,809.99	3,380.04
Net Other Income	-791.60	-1,091.31	-1,882.91
Net Income	55,259.14	29,187.35	84,446.49