



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, October 9, 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 September 11, 2024 REGULAR MEETING
- APPROVAL OF MINUTES FROM September 30, 2024 SPECIAL 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
 - Jones Township contribute to WWTP upgrade
 - Powers Ave. property and dam
- NEW BUSINESS
 - Award Waterline Extension project
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, September 11, 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, Duane Duffy, Paul Villella, Tony King

Excused: TJ Weaver, Earl Park and Eric Poague

Also present: Brian Buesink, Bryon Gregori, Tracey Brown, Solicitor Brown, Travis Long of JHA

VISITORS – None

APPROVAL OF AGENDA - A motion was made by Tony King 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 Tony King and seconded by Duane Duffy to approve the minutes from the August 14, 2024 Regular Meeting (carried). A motion was made by Duane Duffy and seconded by Paul Villella to approve the minutes from the August 26, 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 – Solicitor Brown said that he is working on the Rt. 219 Waterline Extension easements with Travis Long of JHA.

COMMITTEE REPORTS –

- A. Administrative – none
- B. Operations - none
- C. Finance – none
- D. Fire Department – Jack Fowler requested that they get flow tests when flushing lines
- E. Hiring - none
- F. Johnsonburg Borough - none
- G. Grants – DCED opening LSA grant application in October

TREASURER'S REPORT – A motion was made by Tony King and seconded by Duane Duffy to approve the Treasurer's report (carried).

BILLS FOR PAYMENT – A motion was made by Tony King and seconded by Paul Villella to approve the bills for payment in the amount of \$54,393.95 (carried).

Bank Balances as of: August 31, 2024

Northwest

Payroll - \$ 127,927.30

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 17,562.47

Operating Checking - \$ 395,143.69

Sewer Savings - \$ 52,567.73

Water Savings - \$ 85,320.68

CNB

Savings Acct. - \$ 2,005.21

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

Sewer Checking - \$ 60,273.97

Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 683,175.50

Sewer General Fund - \$ 90,869.55

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,804.69

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

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

OLD BUSINESS

- The Act 57 Rate Study is near completion.
- 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 Duane Duffy to pass the Resolution for the SR 219 Waterline Extension funding (carried).
- A motion was made by Duane Duffy and seconded by Paul Vilella to approve the PMRS MMO for 2025 (carried).
- A motion was made by Paul Vilella and seconded by Duane Duffy to award Musser Sewer & Septic, LLC the job of cleaning the EQ Basin and replacing the diffusers at the WWTP at a cost of \$ 42,950.00 (carried). Tony King requested that we enter into a contract with them that lays out the conditions of the job.

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Tony King to adjourn the meeting at 4:39 p.m. (carried).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Monday, September 30, 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, Duane Duffy, Paul Villella, Eric Poague, Tony King

Earl Park -via Zoom

Also present: Brian Buesink, Tracey Brown, Kristin Green

VISITORS – JMA employees Corey McCabe, Bryon Gregori, Mike DaCanal, Zachary Florio

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – None

2025 EMPLOYEE HEALTH INSURANCE – A motion was made by Eric Poague and seconded by Duane Duffy to approve the 2025 employee health insurance, with no policy changes and a 6% premium increase (carried).

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Paul Villella to adjourn the meeting at 1:08 p.m. (carried).

Jack Fowler, Chairperson
TLB

SEPTEMBER/OCTOBER 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 to be completed by DEP at the WTP.
5. Yearly Hach service agreement renewed for equipment at the WTP and WWTP.
6. Lovibond onsite to calibrate turbidity meters at the WTP.
7. Chlorine booster at the Silver Creek Pump Station is ready for operation.
8. Generators fueled WTP and WWTP.
9. 3 employees signed up for a water training class.
10. PENNVEST meeting attended for waterline extension project.
11. Corresponded with JHA on waterline extension.
12. Attended pre-construction meeting for waterline extension project.
13. Corresponded with the school for the waterline extension project
14. Corresponded with Rick Kirby (DEP) on sampling schedule.
15. Corresponded with DEP sanitarian on water system testing.
16. Corresponded with Pace Labs regarding sample testing.
17. Corresponded with legal counsel.
18. Repaired leak on Silver Creek Road.
19. Repaired leak on Harrison Avenue.
20. Cambria Systems to complete cellular communication service work.
21. Replaced hydrant at the shop on Powers Avenue.
22. Restoration completed at leak sites around system.
23. Generators at booster stations to be completed this month.
24. Paving completed on road cuts.
25. Distribution system inventory being completed by JMA and JHA.
26. Elcon and Elco onsite for electrical work @ WWTP.
27. Filter fabric placed in all drying beds at the WWTP.
28. Parts ordered for WWTP tank cleaning and repair of blower piping.
29. Corresponded with Noble on WWTP sludge disposal.
30. Cleaned all equipment.
31. JMA sites have all been mowed.
32. Attended special meetings.
33. Continental Construction shared as-built distribution system drawings from past projects.
34. Waterline extension bids to be opened and read aloud Monday October 7, 2024 at 5pm.
35. JHA completed monthly reports.
36. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
October 4th, 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. Chemical pump mounted to injection skid and skid moved to Silver Creek pump station, Installation is completed on my end
8. Installed a new fire hydrant @ the Powers Run shop
9. Quarterly samples submitted to lab

Upcoming

Ongoing daily operations

September Sewer Report

9-3-24-- Shawn Birkmire from Konzel Construction came and replaced Wilcox flow meter and the reader.

9-4-24-- Cleveland Brothers Company was in to service generators.

9-5-24-- Mike, Zack, and Corey formed sidewalks on Second Avenue and High Street.

9-9-24-- Mike, Zack, Bryon, and Corey poured concrete sidewalks on Second Avenue and High Street.

9-10-24-- Called by Brian B. @ 1:38am for a major water leak between Cavalier Roofing and Water Street.

9-13-24-- Received a call from Paper Mill about high CL2 in fish hatchery. They wanted to know if we discharged @ intake, simply told him we intake water to plant and don't discharge anything back into river.

9-16-24-- Mike, Zack and Corey replaced latches and cleaned fine band screens. Tommy Goins coming in to replace faulty rubber seals.

9-18-24—Bryon, Mike, and Corey worked on Chlorine booster station at Silver Creek.

9-24-24—Elcon in to do raw pump station upgrade, need to order a part to finish upgrade down the road.



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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
October 2024

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

- Rights-of-Way Easements acquisition efforts:
 - Solicitor Brown and I meet on 9/11/2024 to review Easements and processing. JHA, JMA and Solicitor Brown have been communicating regularly and keeping a spreadsheet of received, pending, possible eminent domain. **Status Pending**
- Funding: PennVEST awarded with \$5,586,470 (non-repayable loan)
- Tentative Schedules:

<u>Settlement Call #1</u>	<u>Thursday 8/29/2024 10:00 AM</u>	COMPLETED
<u>Advertise for Bids</u>	<u>Thursday 9/5/2024</u>	COMPLETED
<u>Pre-bid (optional)</u>	<u>Monday 9/12/2024 at 10:00 AM</u>	COMPLETED
<u>Bid Deadline/ Bid Opening</u>	<u>10/07/2024 at 4:00 PM</u>	<u>PENDING (PennBID and online)</u>
<u>Issue Bid Tabulation & Recommendation</u>	<u>10/09/2024</u>	<u>PENDING (regular monthly meeting)</u>
<u>Issue Notice of Award</u>	<u>10/23/2024</u>	<u>PENDING</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 will be required to be completed on or before
 - JHA meet with JMA staff on 10/2-10/3 to assist in compiling the PDAEP Excel Spreadsheet for the **October 16, 2024**, submission of 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.

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 4/24/2024 informing me that she was beyond pleased that the Bipartisan Infrastructure Law grant for the dam removal was selected for award, and Powers Run Dam was in the request. Once she has a signed contract with the US Fish & Wildlife Service for the grant, she will be in touch with us to make plans.
 - Latest email from Lisa on 8/9/2024 states funds will be available after October 1, however with restrictions for trout waters, construction for dam removal would not commence until summer of 2025
- 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: 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 Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Johnsonburg Municipal Authority

Profit & Loss by Class

September 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,566.69	0.00	63,566.69
1300002 · Sales Domestic - Sewer	0.00	56,830.97	56,830.97
1301001 · Sales Commercial-Water	42,550.50	0.00	42,550.50
1301002 · Sales Commercial - Sewer	0.00	48,752.75	48,752.75
Total Income	106,117.19	105,583.72	211,700.91
Expense			
1350002 · Collections - Labor	0.00	1,975.43	1,975.43
1351002 · Collection System	0.00	4,170.00	4,170.00
1352002 · Sewer - Treatment - Labor	0.00	21,512.90	21,512.90
1353002 · Sewer - Treatment Chemicals	0.00	2,794.00	2,794.00
1356002 · Sewer - Treatment System	0.00	919.05	919.05
1357002 · Sewer - Sampling	0.00	1,520.00	1,520.00
1360002 · Pumping Labor	0.00	1,914.10	1,914.10
1367002 · Clerical	1,811.57	1,715.95	3,527.52
1369002 · Automotive	660.31	660.31	1,320.62
1371002 · Office	842.62	842.63	1,685.25
1373002 · Advertising	525.10	0.00	525.10
1375002 · Payroll Taxes	2,293.89	717.80	3,011.69
1376002 · ADP Payroll Fees	45.70	45.70	91.40
1385002 · Legal	815.00	540.00	1,355.00
1392002 · Accounting Fees	3,962.50	3,962.50	7,925.00
1393002 · Engineering	12,734.12	891.88	13,626.00
1394002 · General Expenses	689.05	550.86	1,239.91
1395002 · Administrative Expenses	26.59	26.59	53.18
1397002 · Employee Insurance	6,239.61	6,239.61	12,479.22
1398002 · Insurance	500.34	500.33	1,000.67
355001 · Water - Purification - Chemical	6,598.24	0.00	6,598.24
356001 · Water - Purification System	2,092.40	0.00	2,092.40
368001 · Water- Distribution - Labor	7,275.40	0.00	7,275.40
375001 · Water - Distribution System	31,900.42	0.00	31,900.42
389001 · Utilities	7,761.52	7,658.27	15,419.79
68300 · Travel and Meetings	35.15	35.15	70.30
Total Expense	86,809.53	59,193.06	146,002.59
Net Ordinary Income	19,307.66	46,390.66	65,698.32
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	588.18	0.00	588.18
1315002 · Penalties Imposed - Sewer	0.00	544.33	544.33
Total Other Income	588.18	544.33	1,132.51
Other Expense			
1403002 · Interest Expense	1,855.03	2,052.22	3,907.25
Total Other Expense	1,855.03	2,052.22	3,907.25
Net Other Income	-1,266.85	-1,507.89	-2,774.74
Net Income	18,040.81	44,882.77	62,923.58

Unpaid Bills - October 2024

Water bills	\$	41,032.96
Sewer bills	\$	16,156.69
Water/Sewer split	\$	25,038.77

Total of Unpaid Bills	\$	82,228.42
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October 9, 2024

Johnsonburg Municipal Authority
Attn: Board Members
601 Market Street
Johnsonburg, PA 15845

**RE: Contract 1: State Route 219 Waterline Extension – General-Mechanical
Engineers Recommendation for Award of Contract**

Dear Board:

Pursuant to the recent bids received, October 7, 2024, for the Contract 1: State Route 219 Waterline Extension – General-Mechanical Work, please allow the following to serve as our letter of recommendation, and statement of the validity of the bid.

JHA Companies here with conditionally recommends the following:

- Award Contract to **C&R Directional Boring, LLC**
 - Based on the overall nature of the water system and inability to isolate the proposed connection at Silver Creek, we recommend at this time authorizing the Base Bid plus Alternate amount of **\$3,279,366**.
 - C&R Directional Boring, LLC's total contract price is **\$3,279,366**. The Base Bid price of \$3,264,366 was added to the Bid Alternate 1 – Hot Tap at Silver Creek amount of \$15,000.
- This contractor via documentation provided within their bid package, coupled with a cursory conversation with references, project experience, capabilities, work quality, and past work experience, said contractor can complete this project as proposed.

We trust this information as summarized adequately addresses the request for recommendation and allows for the approval to proceed. Upon acceptance thereof, formal notice of award will be issued, and the execution of the contract documents between the Authority, Contractor, Attorney, PennVest and JHA will occur.

Should the Village have any questions, please do not hesitate to contact our office at your convenience.

Respectfully Submitted,
JHA COMPANIES

A handwritten signature in black ink that reads "Kathleen Mooney".

Kathleen Mooney, EIT
Environmental Engineer in Training