



**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING AGENDA**  
**WEDNESDAY April 10, 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 March 13, 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) OLD BUSINESS
  - Act 57 Rate Study
  - Update Bylaws
- 17) NEW BUSINESS
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (if needed)
- 20) ADJOURN

**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, March 13, 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, Tony King  
Earl Park – excused, Eric Poague - excused

Also present: Brian Buesink, Corey McCabe, Chris Everett, Tracey Brown, Travis Long of JHA via ZOOM

**VISITORS** – Aljoe Maletto, Joyce Maletto (The Johnsonburg Press)

**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 MEETING** – A motion was made by TJ Weaver and seconded by Tony King to approve the minutes from the February 14, 2024 Regular Meeting with a correction to the typographical error on the bank balances (carried).

**MANAGER'S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

**ENGINEER'S REPORT** – Copy attached

**SOLICITOR'S REPORT** – Solicitor Reith was not present.

**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 TJ Weaver 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 Duane Duffy to approve the bills for payment in the amount of \$81,781.55 (carried).

**Bank Balances as of: February 29, 2024**

**Northwest**

Sewer Money Market - \$ 64,462.11  
Payroll - \$ 145,574.67  
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 Only (Waterline Ext.) - \$ 1,499.34  
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20  
Pennvest - \$ 8,580.54  
Pennvest - \$ 11,718.30

**NEW BUSINESS** – A motion was made by Paul Vilella and seconded by TJ Weaver to approve that an Act 57 Rate Study be done to determine appropriate fees to charge for water and sewer taps (carried).

**OLD BUSINESS** – A motion was made by TJ Weaver and seconded by Paul Vilella to approve the 2022 Audit completed by McKeever, Varga and Senko (carried).

The board would like to thank Representative Mike Armanini for his help and support on the funding of the Route 219 North Waterline Extension and the LSA Grant applications.

**COMMENTS FROM VISITORS** – Aljoe Maletto commented that training for the board members may be helpful.

**EXECUTIVE SESSION** – A motion was made by TJ Weaver and seconded by Paul Vilella to enter into Executive Session at 5:35 (carried). A motion was made by Duane Duffy and seconded by TJ Weaver to exit Executive Session and enter into Regular Meeting at 5:58 (carried). Litigation was discussed with no action taken.

**ADJOURNMENT OF MEETING**- A motion was made by Duane Duffy and seconded by Tony King to adjourn the meeting at 6:14 p.m. (carried).

Jack Fowler, Chairperson  
TLB

MARCH/APRIL 2024

MANAGERS REPORT

1. General office oversight.
2. Certification testing (WTP) attended by Chris.
3. Annual PRWA Conference attended by Corey.
4. Training class attended by entire crew.
5. Registered Mike for a training class.
6. Attended grant information seminar.
7. Replaced 2" gaskets on Dill Hill Booster Pumps.
8. Investigated piping on Dill Hill.
9. Safety clothing given to crew.
10. Contacted Cambria Systems again to assist with alarm callouts for Silver Creek Pump Station.
11. Cambria Systems to complete cellular service work at the Silver Creek Pump Station.
12. Removed brush under steps alongside of JMA office.
13. Chris's truck passed inspection.
14. Installed brake caliper, rotors, and rear brakes on dump truck.
15. Dalton's truck repaired and will be inspected Monday.
16. Cleaned all equipment.
17. JMA website updated.
18. Renewed SCADA license for WTP and WWTP.
19. Switched lab testing services for WWTP.
20. Ended service with previous testing lab for WWTP.
21. Investigating additional sampling at WWTP if needed for compliance.
22. Elcon and Elco to be onsite next week for start-up of newly installed panels.
23. Added DR900 bench tester to the Hach service plan.
24. Paperwork completed for gas line service to booster stations.
25. Catch basin repaired at Powers Run.
26. Pump work completed Vennor's Island.
27. Advertisement to be placed for generator and old crew pickup truck.
28. Mixer installed at Zeigler Tank.
29. Electrical work completed at Zeigler Tank.
30. Mixer warranty information submitted to manufacturer.
31. Pipework below 3<sup>rd</sup> Avenue completed.
32. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

## Water Report

April 10, 2024

### **Water Treatment Plant**

1. Completed MCIP on filters 1 and 2 weekly.
2. Completed Full CIP on both UF1 and UF 2.
3. HACH Rep on-site to conduct quarterly calibration of online chlorine analyzers.
4. Attended Operator Training Classes.
5. Attended operator licensing examination, awaiting results 4-6 weeks.
6. Truck was sent in for annual inspection, still waiting for guidance on undercoating.
7. Monthly samples submitted to lab.
8. Cambria Systems back on-site due to issues with the Silver Creek Pump Building.
9. Mixer Installation has been installed into Zeigler Tank. Daily Chlorine data is being collected to determine effectiveness.
10. Attended PA 1 Call Training
11. Made available to the Borough Team water for flushing as needed when asked. Working together is important and should continue.
12. Met with JHA for Innovative Technology Report Data Review.
13. Monthly reporting submitted.

### **Upcoming**

Ongoing daily operations

Calibration of Online Turbidity Meters throughout Water Plant.

Quarterly Sample Submissions

Pumpman servicing pumps throughout WTP (TBD)

### **Jar Testing**

Have spoken previously about our chemical supplier coming to the water plant for jar testing on a few occasions to determine dosing for our raw water chemicals. We did have a Jar tester that was from the old water plant and I have tried to bring that back to life, unfortunately without success. It also is not made any longer. Pricing on these runs anywhere from \$2000 to \$4000 with a comparable one being about \$3500 to what we had, and what I have seen at other places. This process is something that has been brought up by DEP in the past about why it was not being conducted already and it is of mine and also our Engineer's Travis Long's opinion that we should look at purchasing one and implementing one into weekly use to better refine our chemical addition practices. I can provide information to Brain Buesink about available Jar Testers.

## Sewer Report March 2024

3-5-24—Corey & Mike worked on storm drain in driveway at powers run shop.

Called by Borough about water collecting in front of Paper Mill, located after tracks but before mill office, no chlorine in water, observed large quantity of water coming from steam pipe.

3-6-24—Corey & Mike went to see Kersey sewage treatment plant.

3-7-24—Corey & Bryon worked on old utility truck brakes.

3-12-24—Corey, Mike & Bryon worked on mini excavator quick connects, got it working and switched buckets.

3-14-24—Corey & Mike worked on expanding driveway for chemical deliveries. Brian Buesink stopped over to take a look also.

3-19-24—Mike put up new signs at all pump stations and around sewer fence.

3-20-24—Reset raw flow meter in control room, keeping an eye on problem with control.

3-25-24—Corey, Mike & Bryon put in mixer in Zeigler tank. Corey, Mike & Bryon also rebuilt pump in Vennor's Island pump station.

3-26-24—Corey & Mike dug electrical line for mixer at Zeigler tank.

3-28-24—Bryon checked all electrical for pump #2 at Vennor Island, all working and up running properly.



MONTROSE  
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**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)  
ENGINEERS REPORT  
APRIL 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.
  - 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.
- JHA will be scheduling a meeting with the school board to discuss the project schedules, review line routing and connection to the school with representatives, and has provided assurance as to hydrant connection requirements.

**WATER**

- JHA corresponded via phone support intermittently over the last month.
  - Innovative Technology Permit Item Review 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**
  - Coagulation dosage conversation
  - Congratulations to Chris on passing several subclasses for water certification licensing!!!!
- 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
  - Mixer installation and water quality status at Zeigler Tank.
- 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.
- Annual Chapter 110 reporting completed, no issues to report.
- JHA will be addressing the 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 and submitted last month, no issues to report.

**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. Sent an update request via email on 4/5/2024 **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: March 31, 2024**

**Northwest**

Sewer Money Market - \$ 64,516.71  
Payroll - \$ 150,434.93  
Water Pennvest - \$ 510.67  
Sewer Pennvest - \$ 17,558.66  
Operating Checking - \$ 171,395.43  
Sewer Savings - \$ 52,556.74  
Water Savings - \$ 214,826.65

**CNB**

Savings Acct. - \$ 11,772.47  
Water Project Checking (COA) - \$ 96,286.63  
Sewer Checking - \$ 21,489.97  
Waterline Extension - \$ 14.00

**PLGIT**

General Fund - \$ 544,025.39

**Debt Payments**

CNB Mortgage - \$ 327.92  
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,469.36  
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**  
 March 2024

|   | 01 - WATER              | 02 - SEWER              | TOTAL                    |
|---|-------------------------|-------------------------|--------------------------|
| <b>Ordinary Income/Expense</b>            |                         |                         |                          |
| <b>Income</b>                             |                         |                         |                          |
| 1300001 · Sales Domestic - Water          | 61,877.93               | 0.00                    | 61,877.93                |
| 1300002 · Sales Domestic - Sewer          | 0.00                    | 55,051.24               | 55,051.24                |
| 1301001 · Sales Commercial-Water          | 39,308.60               | 0.00                    | 39,308.60                |
| 1301002 · Sales Commercial - Sewer        | 0.00                    | 38,059.31               | 38,059.31                |
| <b>Total Income</b>                       | <u>101,186.53</u>       | <u>93,110.55</u>        | <u>194,297.08</u>        |
| <b>Expense</b>                            |                         |                         |                          |
| 1350002 · Collections - Labor             | 0.00                    | 624.10                  | 624.10                   |
| 1351002 · Collection System               | 0.00                    | 1,382.27                | 1,382.27                 |
| 1352002 · Sewer - Treatment - Labor       | 0.00                    | 10,309.71               | 10,309.71                |
| 1353002 · Sewer - Treatment Chemicals     | 0.00                    | 2,717.50                | 2,717.50                 |
| 1360002 · Pumping Labor                   | 0.00                    | 1,421.20                | 1,421.20                 |
| 1367002 · Clerical                        | 850.01                  | 850.01                  | 1,700.02                 |
| 1369002 · Automotive                      | 609.52                  | 609.52                  | 1,219.04                 |
| 1371002 · Office                          | 565.54                  | 601.55                  | 1,167.09                 |
| 1375002 · Payroll Taxes                   | 1,489.87                | 492.64                  | 1,982.51                 |
| 1381000 · Diversified Billing Fees        | 1,813.00                | 1,813.00                | 3,626.00                 |
| 1393002 · Engineering                     | 2,525.00                | 702.50                  | 3,227.50                 |
| 1394002 · General Expenses                | 750.00                  | 516.00                  | 1,266.00                 |
| 1394003 · Employee Work Boot Reimbursemen | 125.10                  | 0.00                    | 125.10                   |
| 1397002 · Employee Insurance              | 6,657.65                | 6,657.65                | 13,315.30                |
| 1398002 · Insurance                       | 216.50                  | 216.50                  | 433.00                   |
| 355001 · Water - Purification - Chemical  | 8,771.95                | 0.00                    | 8,771.95                 |
| 356001 · Water - Purification System      | 170.59                  | 0.00                    | 170.59                   |
| 375001 · Water - Distribution System      | 2,556.66                | 0.00                    | 2,556.66                 |
| 389001 · Utilities                        | 5,391.27                | 13,967.85               | 19,359.12                |
| <b>Total Expense</b>                      | <u>32,492.66</u>        | <u>42,882.00</u>        | <u>75,374.66</u>         |
| <b>Net Ordinary Income</b>                | 68,693.87               | 50,228.55               | 118,922.42               |
| <b>Other Income/Expense</b>               |                         |                         |                          |
| <b>Other Income</b>                       |                         |                         |                          |
| 1315001 · Penalties Imposed - Water       | 515.54                  | 0.00                    | 515.54                   |
| 1315002 · Penalties Imposed - Sewer       | 0.00                    | 487.35                  | 487.35                   |
| <b>Total Other Income</b>                 | 515.54                  | 487.35                  | 1,002.89                 |
| <b>Other Expense</b>                      |                         |                         |                          |
| 1403002 · Interest Expense                | 1,535.03                | 1,736.96                | 3,271.99                 |
| <b>Total Other Expense</b>                | 1,535.03                | 1,736.96                | 3,271.99                 |
| <b>Net Other Income</b>                   | -1,019.49               | -1,249.61               | -2,269.10                |
| <b>Net Income</b>                         | <u><u>67,674.38</u></u> | <u><u>48,978.94</u></u> | <u><u>116,653.32</u></u> |