



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, December 11, 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 November 13, 2024 REGULAR MEETING
- APPROVAL OF MINUTES FROM November 26, 2024 SPECIAL 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
 - Act 57 Rate Study
 - Issue with last month's motion to open an additional PLGIT account
- NEW BUSINESS
 - Approve dates of 2025 board meetings: 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10
 - Approve employee raises for 2025
 - Approve the 2025 budget
 - Approve Professional Services Agreement between JMA and Solicitor Brown pertaining to the waterline extension project, as required by PENNVEST
 - Approve the Settlement Agreement and Release between the Johnsonburg Municipal Authority and Continental Construction, Inc.
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, November 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, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King

Also present: Brian Buesink, Tracey Brown, Solicitor Brown, AJ Coval of JHA via ZOOM

VISITORS – JR DePanfilis

APPROVAL OF AGENDA – A motion was made by Earl Park and seconded by TJ Weaver to approve the agenda (carried).

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by TJ Weaver and seconded by Earl Park to enter into executive session at 4:03 (carried). A motion was made by Eric Poague and seconded by Earl Park to exit executive session and enter into regular meeting at 4:42 (carried). Litigation and personnel were discussed with no action taken.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Earl Park and seconded by TJ Weaver to approve the minutes from the October 7, 2024 Special Meeting (carried). A motion was made by Earl Park and seconded by Duane Duffy to approve the minutes from the October 9, 2024 Regular Meeting (carried).

MANAGER’S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached.

- A motion was made by Eric Poague and seconded by Tony King confirming that the restoration work pertaining to Joan Park’s easement has been completed to her satisfaction (Carried, Earl Park abstained)

ENGINEER’S REPORT – Copy attached

SOLICITOR’S REPORT – None

COMMITTEE REPORTS –

- Administrative – TJ Weaver reported that they met and discussed raises for 2025.
-A motion was made by Tony King and seconded by Earl Park to support the Administrative Committee’s recommendation of a \$1/hour raise for all employees for 2025. This also includes 3 additional vacation days in 2025 and 1 additional vacation day for each of the next two years (carried).
- Operations - none
- Finance – Duane Duffy commented that he doesn’t think Jack Fowler, as the Board Chairman, should be doing the budget. There was also discussion on moving money into PLGIT.
-A motion was made by Eric Poague and seconded by TJ Weaver to authorize Tracey to open a new PLGIT account, designated as a water account, with \$100,000 from our Northwest Bank operating account (carried).
- Fire Department – none
- Hiring - none
- Johnsonburg Borough – The stones that wash out of the alley behind First Ave. after heavy rain were discussed
- Grants – none

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

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 \$ 140,013.48 (carried).

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 - \$ 8,580.54
Pennvest - \$ 11,718.30

OLD BUSINESS

- The Act 57 Rate Study is wrapped up and under review.

NEW BUSINESS

- A motion was made by Earl Park and seconded by Eric Poague to give JMA employees a \$50 Elk County Foods gift certificate for the holidays (carried).
- The preliminary 2025 budget was handed out. It was decided that the board members would look it over and bring their thoughts on it to the December meeting.
- Eric Poague informed the Board that Tracy Crowe is going to be covering events in Johnsonburg for The Ridgway Record. She will be attending our meetings and reporting them in the paper.

COMMENTS FROM VISITORS – None.

EXECUTIVE SESSION – None.

ADJOURNMENT OF MEETING- A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 6:03 p.m. (carried).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY
Special Meeting Minutes
Tuesday, November 26, 2024

The meeting was called to order at 1:00 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 via ZOOM
Tony King – excused, Earl Park - excused
Also present: Brian Buesink, Tracey Brown, Corey McCabe

VISITORS – None

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

PASS RESOLUTIONS TO APPLY FOR LSA GRANTS – A motion was made by TJ Weaver and seconded by Duane Duffy to pass resolutions to apply for the following LSA grants (carried):

- Clarion Road waterline replacement in the amount of \$557,542
- Main Street water line replacement in the amount of \$461,786

COMMENTS FROM VISITORS – Corey McCabe thanked the board for the gift cards given to the employees for Thanksgiving.

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Eric Poague to adjourn the meeting at 1:03 p.m. (carried).

Jack Fowler, Chairperson
TLB

NOVEMBER/DECEMBER 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. Chlorine booster at the Silver Creek Pump Station is ready for operation.
6. Generators completed and ready for service at all booster stations.
7. 1 employee attending a 12-week water training class.
8. Paperwork submitted by JHA on additional pipe work for waterline replacement project.
9. Corresponded with JHA on waterline extension.
10. Corresponded with the school for the waterline extension.
11. Corresponded with DEP sanitarian on water system testing and WTP.
12. Corresponded with Pace Labs regarding sample testing.
13. Corresponded with Noble Environmental.
14. Renewed yearly Hach service agreement.
15. Repaired leak on Elk Avenue.
16. Road repairs made on Elk Avenue and Spring Street prior to asphalt plant closing for winter.
17. Cambria Systems completed cellular communication service work.
18. Restoration completed at leak sites around system.
19. Elcon and Elco to be onsite for electrical work at the WWTP next week.
20. Cleaned all equipment.
21. Put plow on dump truck for winter.
22. JMA sites plowed as necessary.
23. Completed restoration of leak sites.
24. Completed street opening permits for the Borough.
25. Attended special meeting.
26. Attended Borough meeting.
27. JHA completed monthly reports.
28. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
December 5th, 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. Lacy from DEP in for a plant inspection/assessment.
8. Met with Thorwart Electric, all lift stations backup generators installed and running properly.
9. Implemented daily testing for manganese, iron, phosphate and alkalinity.
10. Cambria Systems in and changed comms from radio to cellular, so far working flawlessly.
11. Dug sewer leak on Spring St. with Corey. Dug for water leak on Elk Ave with Angel.

Upcoming

Ongoing daily operations

Jar testing in the sediment basins

November Sewer Report

11-4-24—Corey, Mike & Zach cleaned 2 drying beds after work from EQ.

11-5-24—Corey & Mike cleaned 3rd drying bed from EQ cleaning. Clarion & Spring sewer problem. Angel had a camera in line and it was collapsed after our clean out. It is our problem.

11-7-24—Spring & Clarion sewer problem fixed by Bryon & Corey. Having problems with reading to RAS and WAS pumps. Called Elcon and reading on and off.

11-8-24—Elco came in and replaced fuses for that system. There is a problem with computer system.

11-18-24—Mike replaced shocks in safety system in Skid Steer.



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

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
DECEMBER 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.
 - Significant praise goes to Rich Brown, Brian Buesink and Tracey Brown for the dedication to communications and efforts to secure the easements.
 - Less than 5 remain outstanding **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>

- JMA and JHA are meeting with the contractor on December 17th as an unofficial preconstruction meeting to review construction techniques, logistics and to meet their team.
- 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 per JMA directive. PennVEST does have a program that is very high grant dollars for lead line replacement. **To be determined.**

WATER

- JHA corresponded via phone support intermittently over the last month.
 - Innovative Technology Permit Item Review Data continues, with two outstanding items remaining (3rd avenue tank water quality testing and documentation of refurbishment), Hydrant function summary. **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**
- 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 are required (status of completion week of December 16th)
 - Updates to the operation and maintenance plan are required (status of completion week of December 16th)
 - Additional monitoring logs and calibration logs are being requested, JHA will work with operations staff to develop and place within the operations floor
 - 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.
 - Overall DEP was very pleased with the status and progress made over the past year.
- Recommendation for system maintenance
 - JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.
- ACT 57 rate study has been completed and is attached under separate cover.

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 October.

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.
 - JHA in concert with JMA has submitted DCED- LSA grant applications for continuation of waterline improvements throughout town. Anticipate notices on award in the 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 –
 - I 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



JOHNSONBURG MUNICIPAL AUTHORITY
601 Market St.
Johnsonburg, PA 15845
814-965-4218

Bank Balances as of: November 30, 2024

Northwest

Payroll - \$ 133,178.27
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 17,564.74
Operating Checking - \$ 417,282.66
Sewer Savings - \$ 52,574.26
Water Savings - \$ 145,186.25

CNB

Savings Acct. - \$ 8,047.39
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 49,896.37
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 691,751.81
Sewer General Fund - \$ 92,010.29

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,792.29
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
November 1 through December 4, 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,523.07	0.00	63,523.07
1300002 · Sales Domestic - Sewer	0.00	56,795.95	56,795.95
1301001 · Sales Commercial-Water	44,123.51	0.00	44,123.51
1301002 · Sales Commercial - Sewer	0.00	46,092.96	46,092.96
Total Income	107,646.58	102,888.91	210,535.49
Expense			
1350002 · Collections - Labor	0.00	2,142.30	2,142.30
1351002 · Collection System	0.00	3,185.50	3,185.50
1352002 · Sewer - Treatment - Labor	0.00	21,173.83	21,173.83
1353002 · Sewer - Treatment Chemicals	0.00	5,588.00	5,588.00
1356002 · Sewer - Treatment System	0.00	251.70	251.70
1357002 · Sewer - Sampling	0.00	1,480.00	1,480.00
1360002 · Pumping Labor	0.00	3,678.40	3,678.40
1365002 · Supervision	3,060.80	3,060.78	6,121.58
1367002 · Clerical	3,267.98	3,221.48	6,489.46
1369002 · Automotive	1,121.84	1,121.83	2,243.67
1371002 · Office	904.60	615.40	1,520.00
1375002 · Payroll Taxes	3,049.20	1,047.69	4,096.89
1376002 · ADP Payroll Fees	22.85	22.85	45.70
1381000 · Diversified Billing Fees	3,765.00	3,765.00	7,530.00
1385002 · Legal	5,009.75	312.50	5,322.25
1393002 · Engineering	27,680.38	320.63	28,001.01
1394002 · General Expenses	1,354.64	785.44	2,140.08
1394003 · Employee Work Boot Reimbursemen	246.27	250.00	496.27
1397002 · Employee Insurance	5,904.80	5,904.79	11,809.59
1398002 · Insurance	2,398.42	2,398.42	4,796.84
355001 · Water - Purification - Chemical	6,911.07	0.00	6,911.07
356001 · Water - Purification System	3,004.00	0.00	3,004.00
368001 · Water- Distribution - Labor	3,522.00	0.00	3,522.00
375001 · Water - Distribution System	18,321.94	0.00	18,321.94
389001 · Utilities	1,838.86	4,343.69	6,182.55
68300 · Travel and Meetings	40.20	40.20	80.40
Total Expense	91,424.60	64,710.43	156,135.03
Net Ordinary Income	16,221.98	38,178.48	54,400.46
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	601.64	0.00	601.64
1315002 · Penalties Imposed - Sewer	0.00	579.19	579.19
Total Other Income	601.64	579.19	1,180.83
Other Expense			
1403002 · Interest Expense	3,592.73	2,921.46	6,514.19
Total Other Expense	3,592.73	2,921.46	6,514.19
Net Other Income	-2,991.09	-2,342.27	-5,333.36
Net Income	13,230.89	35,836.21	49,067.10

Unpaid Bills - December 2024

Water bills	\$	26,433.89
Sewer bills	\$	10,183.00
Water/Sewer split	\$	41,324.07
Waterline Ext. (JHA)	\$	8,501.75
Total of Unpaid Bills	\$	86,442.71