



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, May 8, 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 April 10, 2024 REGULAR MEETING
- 8) APPROVAL OF MINUTES FROM May 2, 2024 SPECIAL MEETING
- 9) Manager's Report
- 10) Water Report
- 11) Sewer Report
- 12) Engineer's Report
- 13) Solicitor's Report
- 14) Committee Reports:
 - a. Administrative
 - b. Operations
 - c. Finance
 - d. Fire Department
 - e. Hiring
 - f. Johnsonburg Borough
 - g. Grants
- 15) APPROVAL OF TREASURER'S REPORT
- 16) APPROVAL OF BILLS FOR PAYMENT
- 17) OLD BUSINESS
 - Act 57 Rate Study
 - Update Bylaws
 - Undercoating JMA vehicles
 - Jones Township contribute to WWTP upgrade
 - Finance committee to meet regarding bank balances and PLGIT
 - Waterline Extension easements have expired, need redone
 - Spring St. paving
- 18) NEW BUSINESS
- 19) COMMENTS FROM VISITORS
- 20) EXECUTIVE SESSION (If needed)
- 21) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, April 10, 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, Tony King

Eric Poague - excused

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

VISITORS – Aljoe Maletto, Joyce Maletto (The Johnsonburg Press), Emil Zaunick

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 – None

APPROVAL OF MINUTES FROM PREVIOUS MEETING – A motion was made by TJ Weaver and seconded by Duane Duffy to approve the minutes from the March 13, 2024 Regular Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

SOLICITOR'S REPORT – Solicitor Reith informed the board that the temporary easements for the Route 219 Extension have expired and will need redone.

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 Earl Park and seconded by TJ Weaver to approve the Treasurer's report (carried). The finance committee will meet to discuss the bank account balances and transferring additional monies to PLGIT.

BILLS FOR PAYMENT – A motion was made by Earl Park and seconded by TJ Weaver to approve the bills for payment in the amount of \$59,556.40 (carried).

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

OLD BUSINESS

- Travis Long from JHA said that the Act 57 Rate Study is ongoing
- Solicitor Reith explained the changes in the new draft of the By-laws

NEW BUSINESS

- Brian will send Jones Township Municipal Authority a letter informing them that they will owe a portion of the wastewater treatment plant upgrade that is currently being done.

COMMENTS FROM VISITORS – Emil Zaunick thanked the board for allowing him to trickle his water in the winter months. Joyce Maletto informed the board that this was her last meeting. The board would like to thank her for her reporting of our board meetings in the Johnsonburg Press through the years.

EXECUTIVE SESSION – A motion was made by Earl Park and seconded by TJ Weaver to enter into Executive Session at 4:53 (carried). A motion was made by TJ Weaver and seconded by Earl Park to exit Executive Session and enter into Regular Meeting at 5:40 (carried). Personnel and litigation were 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 5:41 p.m. (carried).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Thursday, May 2, 2024

The meeting was called to order at 4:02 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, Tony King

TJ Weaver – excused, Eric Poague - excused

Also present: Brian Buesink, Solicitor Reith

VISITORS – None

APPROVAL OF AGENDA - A motion was made by Earl Park and seconded by Tony King to approve the agenda (carried 4-1).

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – None

PENNVEST FUNDING FOR WATERLINE EXTENSION, LETTER OF RESPONSIBILITY – A motion was made by Earl Park and seconded by Paul Villella to approve a letter of responsibility written and edited by Solicitor Reith be forwarded to JHA Companies. Roll call vote: Jack Fowler – yes, Earl Park – yes, Duane Duffy – yes, Paul Villella – yes, Tony King – yes (carried 5-0).

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Earl Park to adjourn the meeting at 4:34 p.m. (carried).

Jack Fowler, Chairperson

TLB

APRIL/MAY 2024

MANAGERS REPORT

1. Investigated piping on Dill Hill.
2. Repaired leak on Dill Hill.
3. Safety clothing given to crew.
4. Registered crew member for certification testing.
5. Cambria Systems to complete cellular service work at the Silver Creek Pump Station.
6. Trailer passed inspection.
7. Cleaned all equipment.
8. JMA sites have all been mowed.
9. Renewed SCADA license for WTP.
10. Ordered and received new jar tester for the WTP.
11. Elcon and Elco onsite @ WWTP for start-up of newly installed panels.
12. Ordered and received new chlorine analyzer for WWTP.
13. Had power issues at the WWTP.
14. Reset internet service at WWTP.
15. Point to Point Wi-Fi completed at WWTP.
16. Met with NFG and electrical contractor regarding gas line service to booster stations.
17. Advertisement placed for old generator and old crew pickup truck.
18. Located existing water and sewer taps on Water Street.
19. Repaired leak on 3rd Avenue.
20. Investigated piping on 3rd and 4th avenue.
21. SAM yearly registration completed.
22. Detected meter malfunction on master meter and it is being corrected.
23. Attended Borough Meeting.
24. General office oversight.
25. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

May 08, 2024

Water Treatment Plant

1. Completed MCIP on filters 1 and 2 weekly.
2. Completed Full CIP on both UF1 and UF 2.
3. Method 334 completed on all handheld chlorine analyzers.
4. Quarterly water samples submitted to lab.
5. All online Turbidity meters were calibrated throughout WTP.
6. Assisted with leak on 3rd Ave as needed.
7. Received Jar tester shipment and is incorporated into operators' regular checks to compile information as discussed.
8. Monthly samples submitted to lab.
9. Made available to Penn Dot water for street sweeping as needed when asked. Working together is important and should continue.
10. Met with JHA for Innovative Technology Report Data Review.
11. Monthly reporting submitted.

Upcoming

Ongoing daily operations

Move forward with the Silver Creek booster setup.

Pumpman servicing pumps throughout WTP.

April Sewer Report

4-3-24—Wet weather event. Pump station in float mode. Bryon came in to check plant and all pump stations. Corey came in to check computer system, problems with raw meter.

4-9-24—Repaired manhole on Rolfe Lane, repaired manhole on Water Street by putting 2 inch riser on it.

4-10-24—Helped at Dill Hill Tank to remove tee and cap off line.

4-11-24—Wet weather event. Corey came in early 5:50am to get testing done so we could get jump on upgrade. Elcon in at 7am, worked until 6:30pm.

4-12-24—Wet weather event, 2.02 inches of rainfall. Elcon in for upgrade. Pump station in float mode

4-13-24—Corey checked plant and started reducing valves and aeration and clarifier.

4-15-24—ACS in to update Win 911 system. Bryon and Mike took backhoe tire off and got it fixed at Challenger Transport.

4-16-24—Mike used skid steer to clean up piles of dirt and grass from winter.

4-17-24—Elco was in and finished next RTU for Elcon to start "Control Room".

4-22-24—Power dip, no air in aeration and EQ since 4-21-24 at 9:41am. Still looking for reason for either no call or problem with computer system, waiting on information from Brian Buesink. Tested blower with turning power off to main and it called. Elco came into trouble shoot problem with call system,

4-24-24—Switched over Cl2 channels. 2 ½ loads of water taken out and put in Digest 2A.

4-28-24—Corey came in check settleables and clarifier to see if anything changed.

4-29-24—Power dip, called Bryon and he received call from sewer plant. Ordered bugs, changed return rate and talked to several operators about different changes and advice. Brian Little from PA Rural Water is going to stop by 4-30-24. Got a call about clogged sewer line between High Street and Legion Avenue in alley, clogged up, had Beurks in to suck out line and augured out line, clean and camera it. broken tile in pipe, tried to get it out.



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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
MAY 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, Easement plats and descriptions provided- **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 **On-going**
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for March 2024 and has uploaded it to DWELR. No issues or exceedances
- 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.

- JHA will be addressing the public notices required for various elements of operations, monitoring etc. to clear said elements with DEP. **Need to schedule some time with Brian to review records from past manager.**

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 continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, and no violations was noted for March data.
- JHA is working to coordinate with a contractor to perform seal injection into the clarifier cracks as identified and conveyed by Corey. – **Status Pending**

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 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.
- Unaccounted for Water Study is 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: April 30, 2024

Northwest

Sewer Money Market - \$ 64,569.59
Payroll - \$ 165,204.76
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,858.25
Operating Checking - \$ 147,735.61
Sewer Savings - \$ 52,558.89
Water Savings - \$ 254,786.30

CNB

Savings Acct. - \$ 9,858.46
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 18,030.77
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 546,440.34

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,605.94
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Unpaid Bills - May 2024	
Water bills	\$ 21,735.17
Sewer bills	\$ 14,093.59
Water/Sewer split	\$ 18,759.00
ELCON (WWTP upgrade)	\$ 25,666.41
Total of Unpaid Bills	\$ 80,254.17

Johnsonburg Municipal Authority

Profit & Loss by Class

April 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,108.54	0.00	63,108.54
1300002 · Sales Domestic - Sewer	0.00	56,655.63	56,655.63
1301001 · Sales Commercial-Water	43,337.29	0.00	43,337.29
1301002 · Sales Commercial - Sewer	0.00	57,813.72	57,813.72
Total Income	106,445.83	114,469.35	220,915.18
Expense			
1350002 · Collections - Labor	0.00	615.25	615.25
1351002 · Collection System	0.00	1,706.08	1,706.08
1352002 · Sewer - Treatment - Labor	0.00	9,842.66	9,842.66
1353002 · Sewer - Treatment Chemicals	0.00	7,702.78	7,702.78
1356002 · Sewer - Treatment System	0.00	478.92	478.92
1357002 · Sewer - Sampling	0.00	998.80	998.80
1360002 · Pumping Labor	0.00	689.70	689.70
1367002 · Clerical	850.00	850.00	1,700.00
1369002 · Automotive	754.71	754.71	1,509.42
1371002 · Office	750.12	750.10	1,500.22
1375002 · Payroll Taxes	1,047.01	361.37	1,408.38
1376002 · ADP Payroll Fees	21.35	21.36	42.71
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1393002 · Engineering	2,621.25	313.59	2,934.84
1394002 · General Expenses	1,469.54	6,796.40	8,265.94
1394003 · Employee Work Boot Reimbursemen	0.00	250.00	250.00
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	216.50	216.50	433.00
355001 · Water - Purification - Chemical	8,952.27	0.00	8,952.27
356001 · Water - Purification System	7,938.50	0.00	7,938.50
375001 · Water - Distribution System	1,441.25	0.00	1,441.25
378001 · Water - Distribution - Meters	3,336.10	0.00	3,336.10
389001 · Utilities	19,318.05	13,766.43	33,084.48
68300 · Travel and Meetings	0.00	267.08	267.08
Total Expense	57,256.80	54,921.88	112,178.68
Net Ordinary Income	49,189.03	59,547.47	108,736.50
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	752.14	0.00	752.14
1315002 · Penalties Imposed - Sewer	0.00	683.40	683.40
Total Other Income	752.14	683.40	1,435.54
Other Expense			
1403002 · Interest Expense	69.66	1,756.47	1,826.13
Total Other Expense	69.66	1,756.47	1,826.13
Net Other Income	682.48	-1,073.07	-390.59
Net Income	49,871.51	58,474.40	108,345.91