



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, June 12, 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 May 8, 2024 REGULAR MEETING
- 8) APPROVAL OF MINUTES FROM THE May 22, 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
 - Jones Township contribute to WWTP upgrade
 - Waterline Extension easements have expired, need redone
 - Transfer Powers Ave. property and dam to the borough
- 18) NEW BUSINESS
- 19) COMMENTS FROM VISITORS
- 20) EXECUTIVE SESSION (If needed)
- 21) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, May 8, 2024

The meeting was called to order at 4:00 p.m. by Vice Chairman TJ Weaver, 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, Chris Everett, Tracey Brown, Solicitor Reith, Travis Long of JHA via ZOOM

VISITORS – None

APPROVAL OF AGENDA - A motion was made by Earl Park and seconded by Eric Poague 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 Earl Park and seconded by Duane Duffy to approve the minutes from the April 10, 2024 Regular Meeting (carried). A motion was made by Eric Poague and seconded by Earl Park to approve the minutes from the May 2, 2024 Special Meeting (carried).

MANAGER’S REPORT – Copy attached

A motion was made by Eric Poague and seconded by TJ Weaver to rebill Jones Township for March and April (and future months that their meter is not working) at an amount equaling the average of the billings three months prior to the meter malfunction, as per the agreement (carried).

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER’S REPORT – Copy attached

SOLICITOR’S REPORT – None

COMMITTEE REPORTS –

- A. Administrative – none
- B. Operations - none
- C. Finance – A motion was made by Eric Poague and seconded by Earl Park to transfer \$100,000 from the Northwest water savings account and \$25,000 from the Northwest payroll account into our current PLGIT account. Also, to open a second PLGIT account, label it sewer, and deposit \$25,000 from the Northwest payroll account and deposit the total balance of the Northwest sewer money market fund. This will close the Northwest sewer money market fund (carried).
- 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 TJ Weaver to approve the Treasurer’s report (carried).

BILLS FOR PAYMENT – A motion was made by Eric Poague and seconded by Tony King to approve the bills for payment in the amount of \$ 81,277.25 (carried).

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 - \$ 8,580.54

Pennvest - \$ 11,718.30

OLD BUSINESS

- Travis Long from JHA said that the Act 57 Rate Study is ongoing
- A motion was made by Tony King and seconded by Duane Duffy to approve the new draft of the bylaws, with a change of date (carried).
- A motion was made by TJ Weaver and seconded by Duane Duffy to have the 3 new trucks undercoated (carried).
- A motion was made by Eric Poague and seconded by TJ Weaver to send Jones Township a letter informing them of the upgrade to our sewer plant and that, according to the terms of the agreement, they owe 27.2% of the cost. Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Duane Duffy – yes, Paul Villella – yes, Eric Poague – yes, Tony King – yes (carried 6-0).
- The Spring St. paving will be completed when we have consistent warmer weather

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Eric Poague and seconded by Paul Villella to adjourn the meeting at 5:17 p.m. (carried).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Wednesday, May 22, 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, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King

TJ Weaver – excused

Also present: Brian Buesink, Tracey Brown, Solicitor Reith

VISITORS – None

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – None

TRANSFER OF POWERS AVE. PROPERTY AND DAM – A motion was made by Tony King and seconded by Earl Park to direct our chairman, solicitor and engineer to meet with the borough president and solicitor concerning the legal matters of this transfer (carried 5-1).

AMEND THE LETTER OF RESPONSIBILITY FOR THE PENNVEST APPLICATION – A motion was made by Tony King and seconded by Eric Poague to amend the PennVest letter of responsibility to reflect the increase in the amount being applied for (carried).

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – A motion was made by Eric Poague and seconded by Earl Park to enter into executive session at 4:50 (carried). A motion was made by Earl Park and seconded by Eric Poague to exit executive session and enter into the regular meeting at 5:02 (carried). Personnel & litigation were discussed with no action taken.

ADJOURNMENT OF MEETING- A motion was made by Earl Park and seconded by Duane Duffy to adjourn the meeting at 5:03 p.m. (carried).

Jack Fowler, Chairperson
TLB

MAY/JUNE 2024

MANAGERS REPORT

1. Repaired sewer on Little Alley.
2. Corresponded with Rick Kirby.
3. Talked with contractor regarding getting water for work in town.
4. Training class attended by Mike.
5. Crew member attended certification testing.
6. Cambria Systems to complete cellular service work at the Silver Creek Pump Station.
7. NFG to be onsite soon for gas service work.
8. Right to know paperwork submitted.
9. Cleaned all equipment.
10. JMA sites have all been mowed.
11. Repaired leaking well head on Powers Avenue.
12. Spoke with legal counsel on pending work.
13. Elcon and Elco onsite @ WWTP for start-up of newly installed electric panels.
14. PLGIT accounts set up.
15. Removed sludge from Equilization Basin at the WWTP.
16. Obtaining prices for removing excess grit in Equalization Basin at the WWTP.
17. Obtaining prices for vehicle undercoating.
18. Obtaining prices for concrete work.
19. Repaired curb box on Water Street and 3rd Avenue.
20. Repaired water service on 3rd Avenue
21. Replaced hydrant on Water Street.
22. Removed pipe from the intersection at Market Street and Center Street.
23. Repaired leak on 2nd Avenue.
24. Corresponded with JHA on PENNVEST application.
25. Letter sent to Jones Township.
26. Adjusted bill sent to Jones Township regarding meter malfunction on master meter.
27. Met with Travis (JHA) and school officials regarding waterline extension.
28. JHA completed Consumer Confidence Report.
29. Working with ACS regarding computer for WTP.
30. Met with borough reps regarding Powers Run Dam.
31. Borough street permits submitted.
32. Attended Borough Meeting.
33. Attended JMA special meeting.
34. Attended Administration meeting.
35. Complied with DEP Public Notification.
36. General office oversight.
37. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

Jun 12, 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. 2nd Quarter PFAS samples submitted to lab.
5. Assisted with leak on 2rd Ave as needed.
6. Hydrant on Water St replaced.
7. Monthly samples submitted to lab.
8. Capped Well on Powers Ave that was leaking.
9. Scheduled CL2 Online Analyzer quarterly servicing for next week.
10. SCADA computer updates were completed.
11. Rebuilt chemical transfer pump with parts on hand.
12. Ace Viking scheduled to come look at high service pumps for servicing and look at a packing issue on one of the pumps in the Intake building. More to follow.
13. Made available to borough water for street sweeping.
14. Met with JHA for Innovative Technology Report Data submission to DEP.
15. Monthly reporting submitted.

Upcoming

Ongoing daily operations

Ace Viking servicing pumps throughout WTP.

Hach on-site to service CL2 Analyzers.

May Sewer Report

5-11-24—Found break in sewer line located in alley between High St and Legion Ave. PA one called.

5-3-24—Found a broken belt in blower room, replaced belt and fixed problem. 5-8-24 sewer line fixed.

5-7-24—Called to power run playground for possible problem with our old well. Made a call to Tom Geer, Jake Fedus, Earl Parks and Jim DeAngelo about old well. Jim D confirmed it was our old well.

5-14-24—Contacted Tony from Waste Management about hauling our own waste. Tracey set up account so we are good to go. Also sent in survey about service, was contacted by representative and we are receiving \$1,200 back and we are exempt from that charge going forward.

5-23-24—The water guy came in and calibrated our final effluent chlorination channel meter.

5-29-24—M & M called about tie in for #5 paper machine @ Mill, checked pipe coming in and invert inside manhole. Took pictures and measurements for manhole.

5-30-24—Buerk Septic Service was in to suck down EQ basins so we can trouble shoot problems with fine bubbler system. Found 18 broken diffusers and a large quantity of grit in EQ, trying to get quotes on removal and to fix diffusers.



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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
JUNE 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: PennVEST Submitted and awaiting July award notification process.
- 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 and JMA met with the school district on May 29 and had a productive meeting for connection. Will be providing a schedule of project progression for their review and coordination efforts as the project progresses.

WATER

- JHA corresponded via phone support intermittently over the last month.
 - Innovative Technology Permit Item Review Data continues. **Status Pending**
 - Coagulation dosage conversation **On-going**
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for May 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. 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 Consumer Confidence Report completed and provided to the office for upload.

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, with two violations being the geometric mean and instantaneous max for the coliform sampling. Resultant of equipment failure, but Corey did a great job minimizing the overall effects of the facility issues and communicated frequently showing great leadership.

- JHA is working to coordinate with a contractor to perform seal injection into the clarifier cracks as identified and conveyed by Corey. – **Status Pending**
- Corresponded with Corey and Brian on Equalization Basin maintenance.

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: May 31, 2024

Northwest

Payroll - \$ 152,296.93
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,859.02
Operating Checking - \$ 184,282.75
Sewer Savings - \$ 52,561.12
Water Savings - \$ 174,746.57

CNB

Savings Acct. - \$ 7,972.39
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 132,251.57
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 649,000.61
Sewer General Fund - \$ 64,655.51

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,573.60
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

May 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	64,239.02	0.00	64,239.02
1300002 · Sales Domestic - Sewer	0.00	57,007.81	57,007.81
1301001 · Sales Commercial-Water	42,063.14	0.00	42,063.14
1301002 · Sales Commercial - Sewer	0.00	56,375.76	56,375.76
Total Income	106,302.16	113,383.57	219,685.73
Expense			
1350002 · Collections - Labor	0.00	2,303.75	2,303.75
1351002 · Collection System	0.00	3,489.11	3,489.11
1352002 · Sewer - Treatment - Labor	0.00	28,410.22	28,410.22
1353002 · Sewer - Treatment Chemicals	0.00	6,354.44	6,354.44
1357002 · Sewer - Sampling	0.00	1,424.00	1,424.00
1360002 · Pumping Labor	0.00	4,263.60	4,263.60
1367002 · Clerical	2,589.85	2,589.85	5,179.70
1369002 · Automotive	511.54	511.54	1,023.08
1371002 · Office	439.93	439.93	879.86
1375002 · Payroll Taxes	3,107.17	1,059.92	4,167.09
1376002 · ADP Payroll Fees	42.70	42.72	85.42
1376003 · Bank Service Charges	50.00	0.00	50.00
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1385002 · Legal	1,280.00	1,280.00	2,560.00
1393002 · Engineering	6,627.50	265.00	6,892.50
1394002 · General Expenses	803.27	947.27	1,750.54
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	15,605.00	15,605.00	31,210.00
355001 · Water - Purification - Chemical	1,654.50	0.00	1,654.50
356001 · Water - Purification System	3,567.95	0.00	3,567.95
375001 · Water - Distribution System	3,030.53	0.00	3,030.53
389001 · Utilities	1,596.78	9,920.84	11,517.62
Total Expense	49,446.87	87,447.34	136,894.21
Net Ordinary Income	56,855.29	25,936.23	82,791.52
Other Income/Expense			
Other Income			
103000 · Interest Income	25.72	3.00	28.72
1315001 · Penalties Imposed - Water	725.28	0.00	725.28
1315002 · Penalties Imposed - Sewer	0.00	694.55	694.55
Total Other Income	751.00	697.55	1,448.55
Other Expense			
1403002 · Interest Expense	1,640.52	1,758.12	3,398.64
Total Other Expense	1,640.52	1,758.12	3,398.64
Net Other Income	-889.52	-1,060.57	-1,950.09
Net Income	55,965.77	24,875.66	80,841.43