JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
Wednesday, October 14, 2026
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): Discussion is limited to Personnel, Litigation, Property, etc.
- APPROVAL OF MINUTES FROM THE September 9, 2026 REGULAR 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
    - Approve Revised Waterline Extension Pay Request #14
    - Approve firearms policy/employee handbook update
    - Modify Retiree Health Insurance policy
- NEW BUSINESS
    - 2027 Health Insurance Open Enrollment
- BOARD DISCUSSION
    - November meeting will be on Tuesday, Nov. 10th
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY
Regular Meeting Minutes
Wednesday, September 9, 2026

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.

PRESENT – Jack Fowler, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King
Excused – TJ Weaver
Also present: Brian Buesink, Corey McCabe, Bryon Gregori, Tracey Brown, Solicitor Brown via ZOOM and Travis Long of JHA via ZOOM

VISITORS – Doug Martonik (Ridgway Record)

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

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Eric Poague and seconded by Earl Park to approve the minutes from the August 12, 2026 Regular Meeting (carried). A motion was made by Eric Poague and seconded by Duane Duffy to approve the minutes from the September 4, 2026 Special Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

SOLICITOR'S REPORT – None. The Board asked Solicitor Brown to compose a letter to be sent to the two Powers Ave. property owners who did not return their signed leases.

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 Eric Poague and seconded by Earl Park to approve the Treasurer's report as presented (carried).

BILLS FOR PAYMENT – A motion was made by Tony King and seconded by Eric Poague to approve the bills for payment in the amount of $ 115,880.72 (carried).

Bank Balances as of: August 31, 2026

Northwest

Payroll - $ 76,262.11
Water Pennvest - $ 510.67
Sewer Pennvest - $ 37,879.61
Operating Checking - $ 250,040.60
Sewer Savings - $ 52,620.25
Water Savings - $ 67,060.38

CNB

Savings Acct. - $ 15,189.10
Water Project Checking (COA) - $ 40,829.93
Sewer Checking - $ 10,928.38
Waterline Extension - $ 14.20

PLGIT

General Fund - $ 845,246.15
Sewer General Fund - $ 251,563.38
Water General Fund - $ 258,296.34

Debt Payments

CNB Draw Loan (WWTP Upgrade) - $ 3,459.20 and $ 1,500.00 (JTMA payment)
Pennvest (Sewer)- $ 8,580.54
Pennvest (Sewer)- $ 11,718.30

OLD BUSINESS

- A motion was made by Earl Park and seconded by Duane Duffy to approve the 2027 PMRS MMO as presented (carried).
- A motion was made by Eric Poague and seconded by Earl Park to pass a resolution approving the grant application for the canoe/kayak access, within the parameters presented to the Board (carried).
- A motion was made by Earl Park and seconded by Duane Duffy to accept the bid from C & R Directional Boring in the amount of $ 428,945.00 for the Center St. Transite Pipe Replacement. A grant was received for $ 100,000 and JMA will fund the additional amount with funds from the PLGIT account (carried).
- A motion was made by Eric Poague and seconded by Earl Park to have Travis at JHA look for grant funding for the remaining transite pipe (carried).
- A motion was made by Duane Duffy and seconded by Paul Villella to adopt a policy to extend JMA health insurance to retirees at no cost to JMA. The retiree will pay 100% of the premium (carried).
- A motion was made by Eric Poague and seconded by Earl Park to table the firearms policy/employee handbook update until next month (carried).

NEW BUSINESS - None

BOARD DISCUSSION – Tracey informed the Board that it is open enrolment time for JMA health insurance. There is a meeting with the Benefits Trust scheduled on Monday, September 21, 2026 at 9:00 am. Board members were asked to attend.

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 5:02 p.m. (carried).

Jack Fowler, Chairperson
TLB

SEPTEMBER/OCTOBER 2026

MANAGER'S REPORT

1. WTP and WWTP operations going well.
2. All daily and monthly sampling completed at the WTP and WWTP.
3. Corresponded with JHA on WTP and WWTP operations as needed.
4. Continued LT-2 testing per DEP at the WTP, this has now been completed.
5. Continued additional sample testing per DEP at WWTP.
6. DEP completed an inspection at the WTP.
7. Received new truck.
8. Decals placed on new truck.
9. New truck to be undercoated next week.
10. One employee attended DEP certification testing.
11. Adjusted valve boxes on Willow Street.
12. Jim working out well in his new role with JMA.
13. Received new surge protectors at the WWTP.
14. Installed new effluent valve at the WWTP.
15. Sealed cracks in driveway to WWTP.
16. Cleaned Floc tank at the WTP.
17. Locating sanitary sewer lines behind senior center.
18. Working with NFG on new gas line project along Center Street.
19. LB Water updated computer system for meter reads.
20. JMA mural painted on second floor door at the office.
21. Signed Notice of Award for Center Street Waterline Project.
22. PA DOT Highway Occupancy Permit received for the Center Street Waterline Project.
23. Center Street Waterline Project to start soon.
24. Community Center Sewer Project to start soon.
25. Met with AWWA rep regarding Safe Water Initiative.
26. 2 lease letters sent to Powers Avenue residents.
27. Water meter to be installed soon on new 12" waterline to the elementary school.
28. Renewed Hach service agreement for compliance reporting.
29. Received new auto flush valve for Powers Avenue.
30. Met with a resident on Launer Road regarding storm drain issue.
31. Met with a resident on Route 219 regarding a sewer clean out.
32. MBS insurance meeting held September 21.
33. Audit prep ongoing.
34. Sludge collection system installed at the WTP.
35. Cleaned sed basin at the WTP.
36. Received estimate to demo old bldg. at Powers Avenue shop.
37. Paving completed for system street restoration.
38. Hach serviced chlorine analyzer at WTP.
39. Signed Pennvest payment request for waterline extension.
40. Restoration completed at leak sites around system.

Water Report

For September 2026

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. Zach and Bryon helped with Distribution projects
8. Installed new heater for CIP tank
9. Brentwood installed new chain and flights in the west basin
10. Jim G. from TEC in to do PM on all compressors
11. Zach and Corey cleaned the west basin
12. Zach, Angel, Jimmy and Bryon drained the mixer and effluent tanks in the Sedimentation Building for cleaning
13. Installed a needle Valve on the bubbler air line to help regulate air pressure
14. Did quarterly method 334 on all chlorine analyzers
15. DEP inspection went smooth

Upcoming projects

Ongoing daily operations

Install insulating mats in the sed basins

September Sewer Report 2026

9-1-26-Elco into install Mission upgrade to Building 80 and label Johnson Run.

9-2-26-Elco into install Mission upgrade to Vennor Island, completed. Missing pieces for rest of upgrades, called Mission, pieces are on their way.

9-3-26-Dalton got remote access to computer system.

9-9-26-Call from paper mill (TC) no contact or call letting them know about waterline install, said they owned the alley. Also have 36" line that is in road and is not marked. Corey & Dalton cut tree up across Johnson Run Road. Dalton replaced plexiglass in viewer of yard pump station controller.

9-14-26-Corey met with meter guy to do calibration on Jones Township meter @ Building 80.

9-17-26- Dalton cleaned and swept up electrical and main buildings.

9-18-26-Angel & Jimmy noticed a lot of water flowing though manhole @ Kriegel's garage. Dyed PennDOT manholes on Powers Run and camera'd, view part of end of Powers Run. Catch basins went to creek. Could only camera 2 houses because there are no manholes on west side of Powers Ave.

9-21-26- Corey & Dalton can't see plant on phones. Called Elcon and they are looking into issue. Meeting for insurance, no action taken.

9-24-26-Got new transmitter for wand, tried it down in alley behind senior center. Works great!! Corey, Dalton, Bryon and Zach were all there.

9-28-26-Major power outage/dip. Shut and opened valves in plant. Dalton closed them manually. Called Elcon and they are looking into it.

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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
October 14, 2026

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

- Funding: PennVEST awarded with $5,586,470 (non-repayable loan)
  - Settlement **Completed**
  - **PennVEST asked for some additional information to transfer the money to construction – to be completed and sent on 9/8. Due to this, no pay requests or applications to approve or sign this month.
  - Project Closeout Phase Underway -**Status Pending**

- Schedules:
  - Final Completion: 9/16/2026 (est.), Punchlist and minor change order items remain
  - PennVEST asked for some additional information to transfer the money to construction – This was completed and talked to Brendan (PennVest) he will approve this week. So, we can send a pay request for all but CO#13 and CO#14.

Summary of work completed on SR 219 Extension

UPDATE:

- **Punchlist, Restoration Items and Minor Change Order Items remain prior to final PennVEST closeout and DEP inspection.**
- JHA completed the punch list walk through on June 11, 2026 with JMA Staff.

Pending Change Orders:

- Change Order #12 – Adjusting Change Order was approved.
- Change Order #13 – Concrete Bottoms in Air Release Manholes are approved by DEP and just waiting final review and money transfer from PennVest. Should be week of 10/12.
- Change Order #14 – Ultrasonic Flow Meter Installation and appurtenances is approved by DEP and just waiting final review and money transfer from PennVest. Should be week of 10/12.

WATER

- **Sedimentation Basins:** (**STATUS PENDING**)
  - The sedimentation basin insulating covers have been Delivered.
    - Installation remains - **STATUS PENDING**

- **General Operations: (Ongoing)**
  - JHA remains in correspondence with staff and manager on operational issues, monitoring compliance and system optimization.

- JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.

- **DEP Filter Plant Performance Evaluation:**
  - The water system inspection that September 15-16 went very well. Minor follow up items had been requested by DEP, being the O&M and Emergency Response Plan, JHA submitted copies on 9/28/2026, same day as her request.
  - Great work by the JMA team!

GRANT PROJECTS

- JHA staff also initiated the well development siting.
  - Hydrogeologists are working on fracture trace analysis and will provide recommendations on well location, prepare pre-drill plan, and sanitary survey.
  - JHA, JMA and solicitor Brown will then work together to coordinate with Land Vest for site access permissions, easement, etc.
- DCED LSA Projects

  - **Center Street Transite Replacement**
    - Preconstruction meeting to be held at 11:00 am on 10/16.
    - Work should start within a couple of weeks after.
    - C&R Directional Drilling is the low bidder.

  - **Community Center Sewer Line**
    - Manhole was delivered last week to site.
    - Bucktail Excavating indicated that they are wrapping up a couple projects and will be on site the week of November 9, 2026. Project time should be a week.

WASTEWATER:

- JHA continues routine correspondence with JMA, and its operation staff.
- JHA continues to provide NPDES reporting oversight and guidance. Monthly reporting was completed, with **No** violation occurring for August 2026.
  - Average flow 0.404 MGD, max flow 0.904 MGD (evident of summer months and dry conditions as average flow is down significantly from past months)
- GP-5 permit for the aerial crossing at the Vennor Island bridge for the insulation and heat tracing work Domtar
  - **(Permit Approved, Installation Status on hold as Domtar has elected to pump per discussions at June 2026 meeting)**

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.
  - LSA Gaming Monies
    - **DCED Small water sewer grants will not be open or funded in 2026, will be reopened in 2027**
    - **DCED LSA grants opened September 1 and close November 30, 2026**
      - Possible Projects – Continuation of Center ST to Grant St (Continuation of a phased project)

- Grant St across River to Blaine (Continuation of phased project)
- West Center St continuation of upsizing, perhaps all the way to Main St to provide redundancy. (Continuation of a phased project)
- Additional Funding for Well Tie-in to Plant (continuation of a phased project)
- Any other projects favored by the board.
- JHA will submit grant applications in concert with pursuing the waterline projects with PennVEST as directed at the August 202g meeting.

- **Outstanding Grants:** Previously submitted PA Small Water and Sewer Grant Program via DCED submitted **(AWARDED)**

Project	Amount Requested	Amount Awarded
• **Johnsonburg Municipal Authority - Center Street Sewer Rehabilitation for Community Center**	**$90,000**	**$75,632**
• **Johnsonburg Municipal Authority - Center Street Asbestos Pipe Replacement**	**$495,000**	**$100,000**
• **Johnsonburg Municipal Authority - Groundwater Well Testing & Development**	**$478,000**	**$100,000**

MISCELLANEOUS:

- Powers Avenue Auto Flushing Valve. Est. Fee $15,000 – Status Pending

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, 2026

Northwest
Payroll - $ 76,039.26
Water Pennvest - $ 510.67
Sewer Pennvest - $ 37,880.36
Operating Checking - $ 183,893.59
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Savings Acct. - $ 15,207.83
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PLGIT
General Fund - $ 847,914.89
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Debt Payments
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Johnsonburg Municipal Authority
Profit & Loss by Class
September 2026

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,603.63	0.00	63,603.63
1300002 · Sales Domestic - Sewer	0.00	56,576.85	56,576.85
1301001 · Sales Commercial-Water	46,618.14	0.00	46,618.14
1301002 · Sales Commercial - Sewer	0.00	52,136.41	52,136.41
Total Income	110,221.77	108,713.26	218,935.03
Expense			
1351002 · Collection System	0.00	1,623.39	1,623.39
1352002 · Sewer - Treatment - Labor	0.00	11,345.74	11,345.74
1353002 · Sewer - Treatment Chemicals	0.00	3,953.00	3,953.00
1356002 · Sewer - Treatment System	0.00	2,866.30	2,866.30
1357002 · Sewer - Sampling	0.00	2,424.50	2,424.50
1365002 · Supervision	3,240.80	3,240.80	6,481.60
1367002 · Clerical	2,880.47	2,880.47	5,760.94
1369002 · Automotive	1,762.88	1,762.88	3,525.76
1371002 · Office	572.81	572.81	1,145.62
1375002 · Payroll Taxes	2,467.83	799.86	3,267.69
1376002 · ADP Payroll Fees	72.88	72.88	145.76
1381000 · Diversified Billing Fees	1,939.00	1,939.00	3,878.00
1385002 · Legal	250.00	250.00	500.00
1392002 · Accounting Fees	8,537.50	8,537.50	17,075.00
1393002 · Engineering	15,943.86	2,071.25	18,015.11
1394002 · General Expenses	971.73	1,170.93	2,142.66
1395002 · Administrative Expenses	57.82	25.81	83.63
1397002 · Employee Insurance	6,910.25	6,910.26	13,820.51
353001 · Water- Purification - Labor	7,625.10	0.00	7,625.10
355001 · Water - Purification - Chemical	105.96	0.00	105.96
356001 · Water - Purification System	22,939.75	0.00	22,939.75
368001 · Water- Distribution - Labor	9,106.15	0.00	9,106.15
375001 · Water - Distribution System	9,723.33	0.00	9,723.33
389001 · Utilities	1,585.70	17,500.86	19,086.56
Total Expense	96,693.82	69,948.24	166,642.06
Net Ordinary Income	13,527.95	38,765.02	52,292.97
Other Income/Expense			
Other Income			
1315001 · Penalities Imposed - Water	505.63	0.00	505.63
1315002 · Penalties Imposed - Sewer	0.00	482.03	482.03
Total Other Income	505.63	482.03	987.66
Other Expense			
1403002 · Interest Expense	0.00	1,340.90	1,340.90
Total Other Expense	0.00	1,340.90	1,340.90
Net Other Income	505.63	-858.87	-353.24
Net Income	**14,033.58**	**37,906.15**	**51,939.73**

Unpaid Bills - October 2026

Water bills	$	62,594.03
Sewer bills	$	14,834.59
Water/Sewer split	$	27,426.49
Total of Unpaid Bills	$	104,855.11

Following is a firearm policy to be included in the employee handbook following approval of the board.

From Rick Brown dated 4/9/26

The possession, transfer, sale or use of any firearm is strictly prohibited on all Authority property, including without limitation, buildings, project sites and Authority vehicles. With the exception of law enforcement, this policy shall apply to all employees, contractors and visitors regardless of whether such person has a permit to carry a firearm. Any employee who becomes aware of a violation of this policy shall notify his or her supervisor immediately. Violations of this policy may lead to disciplinary action, including without limitation, termination.

Added by Jack Fowler 10/12/26

During the legal hunting season employees may secure permission to secure a firearm used for used for hunting in their personal vehicles. Firearm must be secured out of sight within the vehicle and may not be removed from the vehicle on Authority property.