



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, July 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 June 12, 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
 - Jones Township contribute to WWTP upgrade
 - Transfer Powers Ave. property and dam to the borough
- 17) NEW BUSINESS
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (If needed)
- 20) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, June 12, 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, Corey McCabe, Chris Everett, Tracey Brown, Travis Long of JHA via ZOOM

VISITORS – None

APPROVAL OF AGENDA - A motion was made by Eric Poague and seconded by Tony King 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 May 8, 2024 Regular Meeting (carried). A motion was made by Eric Poague and seconded by Duane Duffy to approve the minutes from the May 22, 2024 Special 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 Earl Park to rescind last month’s carried motion to pay Elcon \$25,666.41 for the WWTP upgrade project. Making this payment will be revisited when they have further completed the project (carried).

ENGINEER’S REPORT – Copy attached

SOLICITOR’S REPORT – None

COMMITTEE REPORTS –

- A. Administrative – They met since the last meeting. Will discuss in executive session.
- B. Operations - none
- C. Finance – none
- D. Fire Department - none
- E. Hiring - none
- F. Johnsonburg Borough - none
- G. Grants – Brian & TJ are working on a grant from the Johnsonburg Endowment Fund for a fire hydrant

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

BILLS FOR PAYMENT – A motion was made by Eric Poague and seconded by Duane Duffy to approve the bills for payment in the amount of \$ 89,075.18 (carried).

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

OLD BUSINESS

- Travis Long from JHA said that the Act 57 Rate Study is ongoing
- Jones Township Municipal Authority's contribution to the WWTP upgrade was discussed
- The easements for the waterline extension project will be mailed this week
- The transfer of Powers Ave. property and dam to the Borough was discussed

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – A motion was made by TJ Weaver and seconded by Eric Poague to enter into executive session at 4:50 (carried). A motion was made by Tony King and seconded by Eric Poague to exit executive session at 5:58 (carried). A motion was made by Eric Poague and seconded by TJ Weaver to enter into regular meeting at 5:59 (carried). Personnel and litigation were discussed with no action taken.

A motion was made by TJ Weaver and seconded by Eric Poague to offer Chris Everett \$ 1,940 now with an additional 5 vacation days (15 total) and another \$ 1,940 increase upon receipt of his certification. Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Earl Park – yes, Duane Duffy – yes, Paul Villella – yes, Eric Poague – yes, Tony King – yes. (carried 7-0).

ADJOURNMENT OF MEETING- A motion was made by TJ Weaver and seconded by Duane Duffy to adjourn the meeting at 6:01 p.m. (carried).

Jack Fowler, Chairperson
TLB

JUNE/JULY 2024

MANAGERS REPORT

1. WTP operations going well.
2. All monthly sampling completed at the WTP and WWTP completed.
3. Corresponded with JHA on WTP operations.
4. WTP SCADA access obtained.
5. Repaired water leak High Street.
6. Repaired water leak near Piedmont.
7. Located and repaired curb box on East Avenue.
8. Located and repaired curb box on Powers Avenue.
9. Corresponded with Rick Kirby (DEP) on new WTP Operator.
10. Repaired main office door.
11. Permission given to the Johnsonburg Fire Department to wash down Market Street from Bridge Street to Spruce Street by old theatre.
12. Camera access for WTP complete.
13. Cambria Systems set up cellular service account for the Silver Creek Pump Station.
14. NFG onsite for gas service work at our Booster Stations.
15. Cleaned all equipment.
16. JMA sites have all been mowed.
17. Corresponded with JHA on waterline extension.
18. Spoke with legal counsel on pending work.
19. Elcon and Elco onsite @ WWTP for start-up of newly installed electric panels.
20. Met with Geci and Associates regarding Audit Prep.
21. Vehicle undercoating complete.
22. Obtaining prices for concrete work.
23. Adjusted bill sent to Jones Township regarding meter malfunction on master meter.
24. JHA completed monthly reports.
25. Working with ACS for computer for WTP.
26. The Driveway Company completed street patch work.
27. Borough street permits submitted.
28. Attended Hiring Committee meeting.
29. Submitted CDBG application.
30. General office oversight.
31. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

June Sewer Report

6-1-24—Part of upgrade switched automatically from #3 PD blower to #1 PD blower.

6-4-24—Corey came in got dump & mini excavator loaded up and ready for leak on 3rd Ave.

6-5-24—Elcon in to start on upgrade for # 2 Head Works.

6-6-24—Computer system for Head Works is up and running @ 5pm.

6-12-24—Corey & Bryon up at Earl Parks to finish up grading but ended up talking to Earl. He said he would talk to Brian B, manager.

6-17-24—Board member TJ Weaver stopped to see how everything was going.

6-18-24—Corey, Bryon, Mike cleaned out drying beds in preparation of the cleaning of EQ. Jim from Hach was in to install new CL-17.

6-20-24—Mike & Corey got a couple loads of sand to rebuild drying beds.

6-21-24—Helped Bryon do blow offs on Dill Hill and Terra Cotta Road.

6-24-24—did one calls and shut offs. Cleaned valve box @ 161 East Ave.

6-25-24—Corey, Mike, Bryon found right curb box for 161 East Ave with the help of Al Polaski. Called to shut off water on 33 Powers Ave curb box was under pavement, it was a team effort from Bryon, Mike & Corey.

6-26-24—Elcon in to do Chlorine Building upgrade. Elcon here @ 6am. Tommy Goin's in from Muffin Monster, he confirmed that grit system is working properly, also checked fine band system that they rebuilt less than a year ago, found faulty rubber components, coming back to right the wrong.

6-27-24—RAS pumps running but not pumping. Bled air off and started working properly. Meter Guy had to replace meter in Chlorination Channel. Elcon finished up @ 5:30pm.

6-28-24—Elcon finished up connecting phones to graphics and Win-911 systems. Corey went to water plant to help Bryon set up communication with Scott Brungard from Univar. Bryon explained what happen when we get a rain event and how to counter act it on system. Mike did two one calls on Powers Ave and Silver Creek.



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

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
JULY 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 the July 17th board meeting 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.

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**
 - Bryan and Dalton are doing well and communicating as needed!
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for June 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**

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,

A handwritten signature in black ink, appearing to read "Travis J. Long", written in a cursive style.

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: June 30, 2024

Northwest

Payroll - \$ 107,167.44
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 17,560.96
Operating Checking - \$ 278,121.19
Sewer Savings - \$ 52,563.27
Water Savings - \$ 45,414.26

CNB

Savings Acct. - \$ 6,027.88
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 128,792.37
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 676,978.11
Sewer General Fund - \$ 90,045.23

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,627.38
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30
USDA loan - \$ 129,287.00

Johnsonburg Municipal Authority

Profit & Loss by Class

June 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	65,487.46	0.00	65,487.46
1300002 · Sales Domestic - Sewer	0.00	58,109.66	58,109.66
1301001 · Sales Commercial-Water	40,175.81	0.00	40,175.81
1301002 · Sales Commercial - Sewer	0.00	51,334.81	51,334.81
Total Income	105,663.27	109,444.47	215,107.74
Expense			
1350002 · Collections - Labor	0.00	2,978.60	2,978.60
1352002 · Sewer - Treatment - Labor	0.00	19,562.30	19,562.30
1356002 · Sewer - Treatment System	0.00	7,469.78	7,469.78
1357002 · Sewer - Sampling	0.00	1,530.00	1,530.00
1360002 · Pumping Labor	0.00	2,466.20	2,466.20
1367002 · Clerical	1,707.97	1,707.97	3,415.94
1369002 · Automotive	585.37	585.38	1,170.75
1371002 · Office	848.30	848.28	1,696.58
1375002 · Payroll Taxes	2,017.85	731.04	2,748.89
1376002 · ADP Payroll Fees	42.72	42.70	85.42
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1393002 · Engineering	7,425.63	294.37	7,720.00
1394002 · General Expenses	1,189.76	1,205.18	2,394.94
1394003 · Employee Work Boot Reimbursen	172.99	125.00	297.99
1397002 · Employee Insurance	6,657.65	6,657.65	13,315.30
1398002 · Insurance	497.82	497.82	995.64
355001 · Water - Purification - Chemical	2,545.19	0.00	2,545.19
356001 · Water - Purification System	86.20	0.00	86.20
368001 · Water- Distribution - Labor	6,381.40	0.00	6,381.40
375001 · Water - Distribution System	2,254.10	0.00	2,254.10
389001 · Utilities	8,106.17	8,700.53	16,806.70
68300 · Travel and Meetings	12.66	12.65	25.31
Total Expense	42,414.28	57,297.95	99,712.23
Net Ordinary Income	63,248.99	52,146.52	115,395.51
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	638.02	0.00	638.02
1315002 · Penalties Imposed - Sewer	0.00	608.47	608.47
Total Other Income	638.02	608.47	1,246.49
Other Expense			
1403002 · Interest Expense	1,696.00	1,703.14	3,399.14
Total Other Expense	1,696.00	1,703.14	3,399.14
Net Other Income	-1,057.98	-1,094.67	-2,152.65
Net Income	62,191.01	51,051.85	113,242.86

Unpaid Bills - July 2024

Water bills	\$	4,829.58
Sewer bills	\$	20,002.09
Water/Sewer split	\$	21,423.05
ELCON (WWTP upgrade)	\$	25,666.41
JHA (Waterline Ext)	\$	4,661.75
Total of Unpaid Bills	\$	76,582.88