



**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING AGENDA**  
**WEDNESDAY, August 14, 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 July 10, 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
  - Powers Ave. property and dam
- 17) NEW BUSINESS
- 18) COMMENTS FROM VISITORS
- 19) EXECUTIVE SESSION (If needed)
- 20) ADJOURN

**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, July 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, Eric Poague, Tony King

Also present: Brian Buesink, Corey McCabe, Tracey Brown

**VISITORS** – Ryan Thiry, Aljoe Maletto, Linda Vanatta, Mark Young, Jane Ferragine, Dennis Ferragine, Renee Thiry

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

**VISITOR COMMENTS (on agenda related items)** – Ryan Thiry spoke on behalf of himself and the other Powers Ave. residents in attendance. Their concern is that JMA is considering giving our Powers Ave. property to the Borough. They wanted it to be known that they are interested in purchasing it. Ryan presented a petition signed by many Powers Ave. residents stating the same.

**EXECUTIVE SESSION** – A motion was made by Eric Poague and seconded by Earl Park to enter into executive session at 4:22 (carried). A motion was made by Duane Duffy and seconded by Eric Poague to exit executive session at 5:07 (carried). A motion was made by Eric Poague and seconded by Earl Park to enter back into regular meeting at 5:08 (carried). Personnel, litigation and property were discussed with no action taken.

A motion was made by Eric Poague and seconded by TJ Weaver to promote Bryon Gregori to Water Operator in Training at an annual salary of \$55,000 and 15 annual vacation days. He will not be in the on-call rotation, but will still do digging and leak/emergency call outs (carried). Later a motion was made by Eric Poague and seconded by Earl Park to clarify that this is to be retroactive back to June 20, 2024 (carried).

A motion was made by Eric Poague and seconded by TJ Weaver to authorize our General Manager to offer a general laborer position to Zachary Florio at a rate of \$18/hour with 6 annual vacation days. He will be in the on-call rotation (carried).

**APPROVAL OF MINUTES FROM PREVIOUS MEETING** – A motion was made by Earl Park and seconded by Duane Duffy to approve the minutes from the June 12, 2024 Regular Meeting (carried).

**MANAGER'S REPORT** – Copy attached

**WATER REPORT** – None

**SEWER REPORT** – Copy attached

**ENGINEER'S REPORT** – Copy attached

**SOLICITOR'S REPORT** – Solicitor Reith said that the easements for the Route 219 waterline extension project were sent out and are slowly being returned.

**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 (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 \$ 76,582.88 (carried).

**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 - \$ 8,580.54  
Pennvest - \$ 11,718.30  
USDA loan - \$ 129,287.00

**OLD BUSINESS**

- The Act 57 Rate Study is ongoing
- The transfer of Powers Ave. property and dam to the Borough was discussed. Many Powers Ave. residents were at the meeting to show their interest in purchasing the land.

**NEW BUSINESS** – TJ Weaver asked where we are at with the lead line study project.

**COMMENTS FROM VISITORS** – None

**EXECUTIVE SESSION** – A motion was made by Earl Park and seconded by Eric Poague to enter into executive session at 5:40 (carried). A motion was made by Earl Park and seconded by Eric Poague to exit executive session at 5:47 (carried). Personnel and litigation were discussed with no action taken.

A motion was made by Eric Poague and seconded by Earl Park to modify the earlier motion regarding Zachary Florio to include a pay increase to \$19/hour along with any JMA yearly cost of living increase on January 1, 2025, after successfully completing his probationary period. 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 Eric Poague and seconded by Duane Duffy to adjourn the meeting at 5:57 p.m. (carried).

Jack Fowler, Chairperson  
TLB

JULY/AUGUST 2024

MANAGERS REPORT

1. WTP 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. Jan Cornelius onsite for SCADA training at the WTP.
5. WTP tour conducted for Portage Authority. Bryon, Jan, and Zach did a great job with this.
6. Monthly sample schedule provided by Pace/Fairway labs.
7. DEP onsite at the WWTP for meet and greet with the new sanitarian. Corey and Mike did an outstanding job showing her the entire operation of the plant.
8. PENNVEST paperwork filled out for waterline extension project.
9. Yearly CCR sent to the DEP and placed on the JMA website.
10. Located and repaired another curb box on Powers Avenue.
11. Corresponded with Rick Kirby (DEP) on sampling schedule.
12. New sewer tap paid for and installed on VFW road. \*The customer contacted me after the job was completed and said everyone with JMA involved with the project were very professional and courteous.
13. Repaired water leak on VFW road.
14. Gave an old hydrant to the Johnsonburg Fire Department for training purposes.
15. Water service renewed on Center Street.
16. Renewed service agreement for existing system generators.
17. Cambria Systems set up cellular service account for the Silver Creek Pump Station.
18. Generators have been ordered for our Water Booster Stations.
19. Dump truck inspected along with replaced front ball joints and leaking axel seals.
20. Cleaned all equipment.
21. JMA sites have all been mowed.
22. Trimmed bushes along Powers Avenue at the shop.
23. Corresponded with JHA on waterline extension.
24. Received a \$5.5 million dollar grant from Pennvest for the waterline extension project to the elementary school.
25. Group photo taken with State Rep Mike Armanini, Travis Long with JHA Companies, Johnsonburg Area School District officials, Johnsonburg Borough Council officials, JMA Board Members, and JMA Employees for publication.
26. Elcon and Elco cancelled work @ WWTP for start-up of newly installed electric panels.
27. Met with Geci and Associates regarding Audit Prep.
28. Held a meet and greet with our new employee Zach.
29. Attended administrative meeting.
30. Adjusted bill sent to Jones Township regarding meter malfunction on master meter.
31. Responded to JTMA questions.
32. JHA completed monthly reports.
33. Working with ACS for computer for WTP.
34. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

## **July Water Report**

1. Completed MCIP on filters 1 and 2 weekly
2. Completed full CIP on both UF1 and UF2
3. Method 334 completed on all handheld chlorine analyzers
4. Monthly samples submitted to lab
5. Ace Viking adjusted packing on raw pump
6. Monthly reporting submitted to JHA
7. Monitored plant operations
8. Chemicals ordered and added as needed

### **Upcoming:**

Ongoing daily operations

Working on installing chlorine injector pump for Silver Creek station

## July Sewer Report

7-1-24—Meter Guy was in to replace old meter on chlorination channel and in stilling well.

7-2-24—Dalton took gray Ford to get under coated in Ridgway.

7-10-24—Noticed Building 80 pump running non stop from home so came in at 6 am and reset station. Pump running normal now.

7-17-24—Emailed Tommy Goin's about rehab for fine band screen, responded with a shipping date of 8-12-24.

7-18-24—Replaced battery pack for mission control system.

7-23-24—Was asked about old fire hydrant for fire company. We took old hydrant up for training purposes for fire company.

7-24-24—Corey, Mike, Dalton & Bryon all on job at VFW Road for new sewer tap. Got some key information from Al Polaski.

7-26-24—Replaced GC valve on fine band screen, also had to replace fuses in electrical box.

7-30-24—Gave Zack F tour of plant and showed him around the building. Also received call from DEP, Melanie, my new sanitarian, coming for a visit 7-31-24, not an inspection.

7-31-24—DEP visit went good with no problems.



MONTROSE OFFICE  
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Montrose, PA 18801  
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JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)  
ENGINEERS REPORT  
AUGUST 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 awarded with \$5,586,470 (non-repayable loan)
- Tentative Schedules:

<u>Settlement Call #1</u>	<u>Thursday 8/29/2024 10:00 AM</u>	
<u>Advertise for Bids</u>	<u>Thursday 9/5/2024</u>	
<u>Pre-bid (optional)</u>	<u>Monday 9/23/2024 at 10:00 AM</u>	
<u>Bid Deadline/ Bid Opening</u>	<u>10/03/2024 at 4:00 PM</u>	
<u>Issue Bid Tabulation &amp; Recommendation</u>	<u>10/08/2024</u>	
<u>Issue Notice of Award</u>	<u>10/23/2024</u>	
<u>Issue Notice to Proceed</u>	<u>3/1/2025</u>	
<u>Construction Start</u>	<u>3/15/2025</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>

- 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**
  - Bryan and Dalton continue to do very well, and communication is very good. Much appreciated
- 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 understands the ELCON company issues, and is prepared to support JMA as necessary to enforce work completion per cost, etc. JHA has spoken with some other controllers to learn
- 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.
  - Latest email from Lisa on 8/9/2024 states funds will be available after October 1, however with restrictions for trout waters, construction for dam removal would not commence until summer of 2025
- 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**  
**Vice-President & Director of Environmental Services**





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

**Bank Balances as of: July 31, 2024**

**Northwest**

Payroll - \$ 122,913.74  
Water Pennvest - \$ 510.67  
Sewer Pennvest - \$ 37,860.57  
Operating Checking - \$ 286,712.61  
Sewer Savings - \$ 52,565.50  
Water Savings - \$ 85,367.06

**CNB**

Savings Acct. - \$ 4,133.90  
Water Project Checking (COA) - \$ 96,286.63  
Sewer Checking - \$ 99,666.76  
Waterline Extension - \$ 14.00

**PLGIT**

General Fund - \$ 680,075.36  
Sewer General Fund - \$ 90,457.20

**Debt Payments**

CNB Mortgage - \$ 327.92  
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,574.89  
CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20  
Pennvest Loan (Sewer) - \$ 8,580.54  
Pennvest Loan (Sewer) - \$ 11,718.30

## Johnsonburg Municipal Authority

## Profit &amp; Loss by Class

July 2024

	01 - WATER	02 - SEWER	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1300001 · Sales Domestic - Water	64,041.68	0.00	64,041.68
1300002 · Sales Domestic - Sewer	0.00	57,131.63	57,131.63
1301001 · Sales Commercial-Water	40,614.27	0.00	40,614.27
1301002 · Sales Commercial - Sewer	0.00	50,652.33	50,652.33
<b>Total Income</b>	<b>104,655.95</b>	<b>107,783.96</b>	<b>212,439.91</b>
<b>Expense</b>			
1350002 · Collections - Labor	0.00	3,650.30	3,650.30
1351002 · Collection System	0.00	13,176.90	13,176.90
1352002 · Sewer - Treatment - Labor	0.00	20,981.78	20,981.78
1353002 · Sewer - Treatment Chemicals	0.00	5,973.99	5,973.99
1356002 · Sewer - Treatment System	0.00	445.45	445.45
1357002 · Sewer - Sampling	0.00	2,174.00	2,174.00
1360002 · Pumping Labor	0.00	1,776.50	1,776.50
1367002 · Clerical	1,731.88	1,731.88	3,463.76
1369002 · Automotive	1,161.93	1,161.93	2,323.86
1371002 · Office	600.75	544.32	1,145.07
1375002 · Payroll Taxes	1,959.16	740.66	2,699.82
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1385002 · Legal	1,380.00	1,380.00	2,760.00
1393002 · Engineering	1,688.12	823.13	2,511.25
1394002 · General Expenses	747.45	687.44	1,434.89
1394003 · Employee Work Boot Reimbursemen	51.99	0.00	51.99
1397002 · Employee Insurance	4,645.34	4,645.34	9,290.68
1398002 · Insurance	500.33	500.34	1,000.67
355001 · Water - Purification - Chemical	6,311.17	0.00	6,311.17
356001 · Water - Purification System	1,723.80	0.00	1,723.80
368001 · Water- Distribution - Labor	4,158.80	0.00	4,158.80
375001 · Water - Distribution System	1,659.41	0.00	1,659.41
389001 · Utilities	5,209.89	16,711.03	21,920.92
<b>Total Expense</b>	<b>35,412.52</b>	<b>78,987.49</b>	<b>114,400.01</b>
<b>Net Ordinary Income</b>	<b>69,243.43</b>	<b>28,796.47</b>	<b>98,039.90</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
116002 · Sewer - TAP Fees	0.00	2,656.00	2,656.00
1315001 · Penalties Imposed - Water	665.34	0.00	665.34
1315002 · Penalties Imposed - Sewer	0.00	622.97	622.97
<b>Total Other Income</b>	<b>665.34</b>	<b>3,278.97</b>	<b>3,944.31</b>
<b>Other Expense</b>			
1403002 · Interest Expense	1,640.79	2,259.52	3,900.31
<b>Total Other Expense</b>	<b>1,640.79</b>	<b>2,259.52</b>	<b>3,900.31</b>
<b>Net Other Income</b>	<b>-975.45</b>	<b>1,019.45</b>	<b>44.00</b>
<b>Net Income</b>	<b>68,267.98</b>	<b>29,815.92</b>	<b>98,083.90</b>

**Unpaid Bills - August 2024**

Water bills	\$	20,066.45
Sewer bills	\$	10,106.25
Water/Sewer split	\$	19,182.29

Waterline Ext. bills:

JHA	\$	1,841.25
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<b>Total of Unpaid Bills</b>	<b>\$</b>	<b>51,196.24</b>
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