**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, August 13, 2025**

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 via ZOOM, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King

Also present: Brian Buesink, Corey McCabe, Bryon Gregori, Tracey Brown, Travis Long of JHA via ZOOM, Solicitor Brown via ZOOM

**VISITORS** – None

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

**COMMENTS FROM VISITORS** – None

**EXECUTIVE SESSION** – A motion was made by Eric Poague and seconded by Earl Park to enter into Executive Session at 4:03 (carried). A motion was made by Eric Poague and seconded by Earl Park to exit Executive Session and enter the Regular Meeting at 4:53 (carried). Personnel was discussed with no action taken.

A motion was made by Duane Duffy and seconded by Eric Poague to approve moving Tracey Brown to a salary position at $55,280/year. She will receive 5 additional vacation days and her cell phone stipend will increase to $60/month. This is effective 8/14/2025. Roll call vote: Jack Fowler – yes, TJ Weaver – no vote, Earl Park – yes, Duane Duffy – yes, Paul Villella – yes, Eric Poague – yes, Tony King – yes (carried 6-0).

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS** – A motion was made by Earl Park and seconded by Duane Duffy to approve the minutes from the July 9, 2025 Regular Meeting (carried).

**MANAGER’S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

**ENGINEER’S REPORT** – Copy attached

A motion was made by Earl Park and seconded by Paul Villella to proceed with the survey and easement drafting update for Powers Ave. properties (carried).

**SOLICITOR’S REPORT** – None

**COMMITTEE REPORTS** –

1. Administrative – none
2. Operations – none
3. Finance – none
4. Fire Department – none
5. Hiring – none
6. Johnsonburg Borough – The borough would like a meeting with our committee to discuss the issue of storm water in the sanitary sewer
7. 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 Earl Park and seconded by Eric Poague to approve the bills for payment in the amount of $ 48,283.58 (carried).

**Bank Balances as of: July 31, 2025**

**Northwest**

Payroll - $ 164,367.92

Water Pennvest - $ 510.67

Sewer Pennvest - $ 37,869.73

Operating Checking - $ 292,215.46

Sewer Savings - $ 52,591.75

Water Savings - $ 66,242.47

**CNB**

Savings Acct. - $ 3,806.71

Water Project Checking (COA) - $ 40,829.93

Sewer Checking - $ 22,222.77

Waterline Extension - $ 477,908.47

**PLGIT**

General Fund - $ 712,557.70

Sewer General Fund - $ 94,777.69

Water General Fund - $ 101,216.01

**Debt Payments**

CNB Mortgage - $ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - $ 1,734.47

CNB Draw Loan (WWTP Upgrade) - $ 3,459.20

Pennvest (Sewer)- $ 8,580.54

Pennvest (Sewer)- $ 11,718.30

**OLD BUSINESS**

* A motion was made by Eric Poague and seconded by Earl Park to approve PennVest Pay Request #3 in the amount of $ 915,216.43 (carried).
* A motion was made by Earl Park and seconded by Eric Poague to not approve payment of ELCON invoice #401913 in the amount of $ 57,080.00 until the punch list is completed (carried). A motion was made by Earl Park and seconded by Eric Poague to approve payment when the job is completed to Corey and Brian’s satisfaction (carried).
* A motion was made by Paul Villella and seconded by Eric Poague to pay off the mortgage loan with CNB in the amount of $ 22,252.94 (carried).

**NEW BUSINESS**

* A motion was made by Earl Park and seconded by Eric Poague to purchase a 2024 Ford F150 for $42,430 and to place the truck we will take out of service on Municibid to sell (carried).

**BOARD DISCUSSION** – Earl Park would like a letter & bill sent to the Jones Township Municipal Authority for their portion of the sewer plant upgrade. He would like this on the agenda for next month. Eric Poague asked when the Jones Township meter calibration is due.

**COMMENTS FROM VISITORS –** None

**EXECUTIVE SESSION –** A motion was made by Tony King and seconded by Eric Poague to enter into executive session at 6:00 (carried). A motion was made by Duane Duffy and seconded by Eric Poague to exit Executive Session and enter the Regular Meeting at 6:15 (carried). Personnel was discussed with no decisions made.

**ADJOURNMENT OF MEETING**- A motion was made by Earl Park and seconded by Duane Duffy to adjourn the meeting at 6:16 p.m. (carried).

Jack Fowler, Chairperson

TLB