



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, September 11, 2024
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) Note: discussion is limited to Personnel, Litigation, Property, etc.
- APPROVAL OF MINUTES FROM August 14, 2024 REGULAR MEETING
- APPROVAL OF MINUTES FROM August 26, 2024 SPECIAL MEETING
- Manager's Report
- Water Report
- Sewer 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
 - Act 57 Rate Study
 - Jones Township contribute to WWTP upgrade
 - Powers Ave. property and dam
- NEW BUSINESS
 - Resolution of Rt. 219 Waterline Extension
 - Approve PMRS Minimum Municipal Obligation (MMO) for 2025
 - Approve cleaning of EQ Basin at WWTP
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, August 14, 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: Corey McCabe, Solicitor Reith, Travis Long of JHA via Zoom

VISITORS – JR DePanfilis

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 MEETING – A motion was made by Eric Poague and seconded by Duane Duffy to approve the minutes from the July 10, 2024 Regular Meeting (carried).

MANAGER’S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER’S REPORT – Copy attached

SOLICITOR’S REPORT – Solicitor Reith spoke about his upcoming resignation. He said that he has been working with Brian on a JTMA response letter.

COMMITTEE REPORTS –

- A. Administrative – none
- B. Operations - none
- C. Finance – none
- D. Fire Department – Jack Fowler thanked JMA for the “dummy” fire hydrant for practice purposes
- 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 – Tabled until after executive session

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

OLD BUSINESS

- The Act 57 Rate Study is near completion. A motion was made by Eric Poague and seconded by TJ Weaver to table this until next month (carried).
- A motion was made by Eric Poague and seconded by TJ Weaver to table the discussion regarding Jones Township and the wastewater treatment plant upgrade (carried).
- A motion was made by Eric Poague and seconded by Earl Park to table the discussion regarding the Powers Ave. property and dam (carried).

NEW BUSINESS – None

COMMENTS FROM VISITORS – JR DePanfilis suggested that JMA offer Jones Township Municipal Authority financing for their part of the wastewater treatment plant upgrade.

EXECUTIVE SESSION – A motion was made by Eric Poague and seconded by Earl Park to enter into executive session at 4:35 (carried 6-1). A motion was made by Duane Duffy and seconded by Eric Poague to exit executive session at 5:15 (carried). Personnel and litigation were discussed with no action taken.

BILLS FOR PAYMENT - A motion was made by Eric Poague and seconded by Earl Park to pay the bills in the amount of \$ 61,463.42. This excludes the \$ 25,666.41 invoice from Elcon (carried).

A motion was made by Eric Poague and seconded by Earl Park to reach out to Elcon to request a meeting to review the wastewater treatment plant upgrade project with the Operations Committee & Corey (carried).

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Paul Villella to adjourn the meeting at 5:30 p.m. (carried 6-1).

Jack Fowler, Chairperson
TLB

JOHNSONBURG MUNICIPAL AUTHORITY

Special Meeting Minutes

Monday, August 26, 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

VISITORS – None

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – None

RESIGNATION OF SOLICITOR REITH – A motion was made by Earl Park and seconded by Eric Poague to accept, with regret, the resignation of Solicitor Reith (carried).

HIRE NEW SOLICITOR - A motion was made by Duane Duffy and seconded by Eric Poague to hire Rick Brown as solicitor at a rate of \$250/hour (carried).

NEW BUSINESS - None

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Tony King to adjourn the meeting at 4:24 p.m. (carried).

Jack Fowler, Chairperson
TLB

AUGUST/SEPTEMBER 2024

MANAGERS REPORT

1. WTP and WWTP 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. Hach onsite to calibrate chlorine analyzers at the WTP and WWTP.
5. Chlorine booster installation started at the Silver Creek Pump Station.
6. Generators serviced for WTP and WWTP.
7. Bryon to attend a water training class.
8. PENNVEST meeting attended for waterline extension project.
9. Corresponded with JHA on waterline extension.
10. Corresponded with Rick Kirby (DEP) on sampling schedule.
11. Corresponded with Pace Labs regarding sample testing.
12. Corresponded with legal.
13. Repaired leak on Clarion Road.
14. Repaired leak on Harrison Avenue.
15. Cambria Systems to complete cellular service work.
16. Repaired hydrant at the shop on Powers Run.
17. Restoration completed by Angel and Dalton at leak sites around system.
18. Concrete restoration completed by Corey, Mike, and Zach at leak sites around system.
19. Paving completed on Spring Street along with other road cuts.
20. Corresponded with the school on easement for the waterline extension project.
21. Elcon and Elco work @ WWTP will continue at the end of September.
22. Removed old piping from WWTP.
23. Corresponded with Noble on WWTP sludge disposal.
24. Cleaned all equipment.
25. JMA sites have all been mowed.
26. Attended special meeting.
27. Attended borough meeting.
28. Adjusted bill sent to Jones Township regarding meter malfunction on master meter.
29. Meter was replaced by the meter guy.
30. JHA completed monthly reports.
31. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
September 6, 2024

Water Treatment Plant

1. Completed MCIP on filters 1 and 2 weekly.
2. Quarterly calibrations done on CL-17s.
3. Monthly samples submitted to lab.
4. Monthly reporting submitted to JHA
5. Monitored plant operations
6. Chemicals ordered and added as needed.
7. Chemical pump mounted to injection skid and skid moved to Silver Creek pump station, installation is in process.
8. Working on installing a new fire hydrant @ the Powers Run shop.

Upcoming

Ongoing daily operations

Working on installing chlorine injection pump for Silver Creek station

August Sewer Report

8-2-24—Zach came over to learn on call checks for weekend. Bryon installed fuel tank in work truck. We fueled the main injector, West Center and Building 80 pump station.

8-14-24—Finished fueling Johnson Run and Raw pump stations.

8-15-24—Ace Viking came in to do yearly maintenance on centrifugal blowers.

8-29-24—Corey, Mike and Zach cut out all the old piping in drying beds.



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

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:
 - Transitioning from Solicitor Reith to Solicitor Brown, with a meeting being had on 9/11/2024 at 14:00 hrs to ensure Easement processing proceeds expeditiously. **Status Pending**
- 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>	COMPLETED
<u>Advertise for Bids</u>	Thursday 9/5/2024	COMPLETED
<u>Pre-bid (optional)</u>	<u>Monday 9/12/2024 at 10:00 AM</u>	<u>SCHEUDELD</u>
<u>Bid Deadline/ Bid Opening</u>	10/03/2024 at 4:00 PM	<u>PENDING</u>
<u>Issue Bid Tabulation & Recommendation</u>	<u>10/08/2024</u>	<u>PENDING</u>
<u>Issue Notice of Award</u>	<u>10/23/2024</u>	<u>PENDING</u>
<u>Issue Notice to Proceed</u>	<u>3/1/2025</u>	<u>PENDING</u>
<u>Construction Start</u>	3/15/2025	<u>PENDING</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. Please note the October completion date is rapidly approaching for spreadsheet completion and upload to DEP.**
 - JHA and JMA are monitoring all sources of funding for any lead line inventory and will pursue them accordingly per JMA directive. PennVEST does have a program that is very high grant dollars for lead line replacement.

WATER

- JHA corresponded via phone support intermittently over the last month.
 - Innovative Technology Permit Item Review Data continues. **Status Pending**
- Continued assistance in operations, training, and general support.
 - JHA has completed the required monthly operations report for August 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. Travis will follow up with Brian B. and Angel.**
 - 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.

WASTEWATER:

- JHA continues routine correspondence with JMA, and its operation staff.
 - JHA has had no further correspondence with JMA on the ongoing electrical work at WWTP and issues therewith. Awaiting directions on further action steps necessary.
- 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.

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. DCED- LSA grant applications are to be opening in October.
- 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: August 31, 2024

Northwest

Payroll - \$ 127,927.30
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 17,562.47
Operating Checking - \$ 395,143.69
Sewer Savings - \$ 52,567.73
Water Savings - \$ 85,320.68

CNB

Savings Acct. - \$ 2,005.21
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 60,273.97
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 683,175.50
Sewer General Fund - \$ 90,869.55

Debt Payments

CNB Mortgage - \$ 327.92
CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,804.69
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
August 2024

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	63,843.32	0.00	63,843.32
1300002 · Sales Domestic - Sewer	0.00	57,009.83	57,009.83
1301001 · Sales Commercial-Water	45,768.31	0.00	45,768.31
1301002 · Sales Commercial - Sewer	0.00	50,424.50	50,424.50
Total Income	109,611.63	107,434.33	217,045.96
Expense			
1350002 · Collections - Labor	0.00	3,258.00	3,258.00
1351002 · Collection System	0.00	2,540.82	2,540.82
1352002 · Sewer - Treatment - Labor	0.00	21,007.77	21,007.77
1353002 · Sewer - Treatment Chemicals	0.00	12,977.50	12,977.50
1356002 · Sewer - Treatment System	0.00	667.90	667.90
1357002 · Sewer - Sampling	0.00	1,530.00	1,530.00
1360002 · Pumping Labor	0.00	2,502.80	2,502.80
1367002 · Clerical	1,700.00	1,700.00	3,400.00
1369002 · Automotive	2,068.52	2,068.52	4,137.04
1371002 · Office	725.02	650.02	1,375.04
1375002 · Payroll Taxes	2,113.22	741.77	2,854.99
1376002 · ADP Payroll Fees	45.02	45.01	90.03
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1393002 · Engineering	1,653.75	112.50	1,766.25
1394002 · General Expenses	1,530.42	950.40	2,480.82
1397002 · Employee Insurance	5,569.98	5,569.98	11,139.96
1398002 · Insurance	2,312.66	2,312.68	4,625.34
355001 · Water - Purification - Chemical	9,503.71	0.00	9,503.71
356001 · Water - Purification System	2,371.72	0.00	2,371.72
368001 · Water- Distribution - Labor	4,345.70	0.00	4,345.70
375001 · Water - Distribution System	4,189.48	0.00	4,189.48
389001 · Utilities	529.45	1,179.63	1,709.08
68300 · Travel and Meetings	10.04	10.04	20.08
Total Expense	40,551.19	61,707.84	102,259.03
Net Ordinary Income	69,060.44	45,726.49	114,786.93
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	597.81	0.00	597.81
1315002 · Penalties Imposed - Sewer	0.00	555.23	555.23
Total Other Income	597.81	555.23	1,153.04
Other Expense			
1403002 · Interest Expense	1,872.25	2,245.10	4,117.35
Total Other Expense	1,872.25	2,245.10	4,117.35
Net Other Income	-1,274.44	-1,689.87	-2,964.31
Net Income	67,786.00	44,036.62	111,822.62

**RESOLUTION OF
SR 219 WATERLINE EXTENSION**

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE GENERAL
FUNDS OR SHORT-TERM BORROWED FUNDS USED TO CONSTRUCT
IMPROVEMENTS TO ITS WATER DISTRIBUTION SYSTEM WITH FUNDS
RECEIVED FROM THE PENNSYLVANIA INFRASTRUCTURE
INVESTMENT AUTHORITY**

WHEREAS, Johnsonburg Municipal Authority ("Funding Recipient") has determined that construction of improvements to the WATER DISTRIBUTION SYSTEM located in the Johnsonburg Borough and Ridgway Township, Elk County, Pennsylvania (the "Project"), are necessary; and

WHEREAS, in order to finance the costs of the Project, the Funding Recipient has issued or intends to issue its Funding Agreement to the Pennsylvania Infrastructure Investment Authority ("PENNVEST") in the maximum principal forgiveness loan amount of \$5,586,470.00 (the "PENNVEST Funding Agreement").

WHEREAS, Funding Recipient intends to pay Project costs, on an interim basis, using its GENERAL FUNDS OR SHORT-TERM BORROWED FUNDS until the proceeds of the PENNVEST Funding Agreement are received;

NOW, THEREFORE, the Funding Recipient hereby declares as follows:

Pursuant to federal requirements set forth at 26 C.F.R. § 1.150-2, the Funding Recipient officially intends to reimburse its GENERAL FUNDS OR SHORT-TERM BORROWED FUNDS for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Funding Agreement up to the maximum principal amount of \$5,586,470.00.

ATTEST:

Board Secretary

Board Chairman

(SEAL)

DATE: _____

**The Minimum Municipal Obligation Worksheet (MMO)
Johnsonburg Municipal Authority Pension Plan (24-048-8 N)**

for Plan Year 2025

CHARGES

Estimated 2024 W-2 Payroll

For Covered Plan Members:

(A) 439,149.00

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) 0.1225

RESULT: (A) * (B) =

(C) 53,796.00

Administrative Charge (PMRS Determined)

of Plan Members times \$20:

(D) 440.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 0.00

TOTAL CHARGES: (C) + (D) + (E) =

(F) 54,236.00

CREDITS

Repeat Estimated 2024 W-2 Payroll

For Covered Plan Members:

(A) 439,149.00

Employee Contribution Rate

Expressed as a Decimal (PMRS Determined)

(G) 0.0500

RESULT: (A) * (G) =

(H) 21,957.00

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 14,220.00

TOTAL CREDITS: (H) + (I) =

(J) 36,177.00

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2023 Actuarial Valuation)

(MMO) 18,059.00

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = **(Please round numbers to dollars)**

Prepared By: Tracey Brown (Name)

Tracey Brown (Signature)

Office Admin (Title)

(814) 965-4218 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 7, 2024. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

Unpaid Bills - September 2024

Water bills	\$	14,241.63
Sewer bills	\$	10,320.00
Water/Sewer split	\$	29,832.32

Total of Unpaid Bills \$ **54,393.95**