



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY January 8, 2025
4:00 PM

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- 3) REORGANIZATION

- Nomination of Chairman

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Vice-Chairman

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Secretary

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Treasurer

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Alternate Secretary-Treasurer

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Engineer

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Solicitor

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Auditor

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

- Nomination of Depository

Nomination _____ By _____

Motion _____ Second _____

Roll Call Vote: _____ Ayes _____ Nays _____ Abstain _____

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 December 11, 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 the Treasurer's Report

15) Approval of the bills for payment

16) OLD BUSINESS

- Investment Policy needed to open additional PLGIT account

17) NEW BUSINESS

- Approval of Occupancy Agreement between JMA and Buffalo & Pittsburgh Railroad, Inc.
- Approval of Agreement between JMA and C&R Directional Drilling, LLC for Construction Contract

18) COMMENTS FROM VISITORS

19) EXECUTIVE SESSION (If needed)

20) ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, December 11, 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, Duane Duffy, Paul Villella, Tony King

Earl Park – excused, Eric Poague – excused

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

VISITORS – Tracy Crowe from the Ridgway Record

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

VISITOR COMMENTS (on agenda related items) – None

EXECUTIVE SESSION – A motion was made by TJ Weaver and seconded by Tony King to enter into Executive Session at 4:01 (carried 4-1). A motion was made by TJ Weaver and seconded by Tony King to exit Executive Session and enter into regular meeting at 4:16 (carried 4-1). Litigation and personnel were discussed with no action taken.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Tony King and seconded by Duane Duffy to approve the minutes from the November 13, 2024 Regular Meeting (carried). A motion was made by Duane Duffy and seconded by TJ Weaver to approve the minutes from the November 26, 2024 Special Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

SOLICITOR'S REPORT – Solicitor Brown reported on his efforts in obtaining the easements for the Rt. 219 Waterline Ext. project.

- A motion was made by Tony King and seconded by Duane Duffy to approve payments of \$203 to Kenneth Winters and \$250 to Thomas & Lindsay Launer for just compensation for their easements (carried).

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 TJ Weaver and seconded by Tony King to approve the Treasurer's report (carried).

BILLS FOR PAYMENT – A motion was made by Tony King and seconded by Paul Villella to approve the bills for payment in the amount of \$ 86,442.71 (carried).

Bank Balances as of: November 30, 2024

Northwest

Payroll - \$ 133,178.27

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 17,564.74

Operating Checking - \$ 417,282.66

Sewer Savings - \$ 52,574.26

Water Savings - \$ 145,186.25

CNB

Savings Acct. - \$ 8,047.39

Water Project Checking (COA) - \$ 96,286.63

Sewer Checking - \$ 49,896.37

Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 691,751.81

Sewer General Fund - \$ 92,010.29

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,792.29

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

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

OLD BUSINESS

- Travis Long of JHA reported that the ACT 57 rate study was complete. A copy of the study was given to each board member. He reported that our current water/sewer rates are where they should be according to the study.
- There was discussion on the delay in opening the new PLGIT account that was voted on last month. JMA's auditors indicated that JMA should have an investment policy in place for this type of investing. This was tabled until next month's meeting. Tracey will try to obtain guidance on what the investment policy should include.

NEW BUSINESS

- A motion was made by TJ Weaver and seconded by Duane Duffy to approve & advertise the dates for the 2025 meetings: 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10 (carried).
- A motion was made by Duane Duffy and seconded by Tony King to approve a \$1/hour raise for each employee and an additional 3 paid vacation days in 2025, 1 additional paid day in 2026 & 1 additional paid day in 2027 (carried).
- A motion was made by Duane Duffy and seconded by TJ Weaver to approve the 2025 budget as presented at last month's meeting (carried).
- A motion was made by TJ Weaver and seconded by Tony King to approve the Professional Services Agreement between JMA and Solicitor Brown pertaining to the Waterline Extension Project, as required by PENNVEST (carried).
- A motion was made by Duane Duffy and seconded by TJ Weaver to approve the Settlement Agreement and Release between JMA and Continental Construction, Inc. Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Duane Duffy – yes, Paul Villella – yes, Tony King – yes. Earl Park & Eric Poague – excused (carried 5-0).

COMMENTS FROM VISITORS – Tracy Crowe of the Ridgway Record was welcomed. The JMA employees thanked the board for the raises for 2025.

EXECUTIVE SESSION – None.

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by TJ Weaver to adjourn the meeting at 4:58 p.m. (carried).

Jack Fowler, Chairperson
TLB

DECEMBER/JANUARY 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. Filter plant performance evaluation completed by DEP at the WTP.
5. Met with DEP on the Filter plant performance evaluation. We received a Satisfactory Rating.
6. Drained and cleaned sedimentation basin at the WTP.
7. Chlorine booster at the Silver Creek Pump Station is ready for operation.
8. Generators completed and ready for emergency service at all booster stations.
9. 1 employee attending a 12-week water training class.
10. Paperwork submitted by JHA on additional waterline replacement under PENNVEST project.
11. We received approval under the PENNVEST grant to add Clarion Road waterline.
12. We received denial under PENNVEST grant for Elk Avenue/Main Street waterline.
13. Attended pre-construction meeting for waterline extension.
14. Christmas gathering held for JMA staff.
15. Corresponded with JHA on waterline extension.
16. Corresponded with the school for the waterline extension.
17. Corresponded with DEP sanitarian on water system testing and WTP.
18. Corresponded with Pace Labs regarding sample testing.
19. Corresponded with Stackpole.
20. Corresponded with Elcon on WWTP electrical upgrade.
21. Repaired leak on Water Street.
22. Repaired 2 curb boxes.
23. Cambria Systems installation of cellular communications going well.
24. Restoration completed at leak sites around system.
25. Elcon and Elco to be onsite for electrical work at the WWTP next week.
26. Pipe-Eye unplugged sanitary sewer on Ridgway Avenue.
27. Hach onsite to service equipment at the WTP and WWTP.
28. Cleaned all equipment.
29. JMA sites plowed as necessary.
30. Completed street opening permits for the Borough.
31. JHA completed monthly reports.
32. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
for December 2024

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. Vicky in from DEP for a plant inspection/assessment (results and recommendations).
8. Drained and cleaned the west sediment basin.
9. TEC in to fix oil leak on the in-plant air compressor also did a early pm on both compressors.
10. Meter guy in to calibrate all flow meters.
11. Hach in to calibrate all color I meters and cl-17s.
12. Jeff Shatz in to look at fixing pump on filter 1.
13. Zach and Bryon did 90 mandatory calibrations on all turbidity meters.
14. Dug for leaks on Water St.

Upcoming

Ongoing daily operations

Jar testing in the sediment basins

December Sewer Report

12-3-24—Elco in to investigate fuses blowing on updated computer system on RAS/WAS in pipe gallery.

12-4-24—Corey & Mike took dump truck to garage in St. Mary's to fix the plow, they replaced coil and adjusted quill.

12-9-24—Having problems with Fine band screen. Elco was in to assess the problem, needs a new board controller. PLC needs replaced.

12-12-24—Meter Guy was in to do calibration on Eff flow #2 and Raw influent also. Mike put in winter diesel additive 911 mix in all generators.

12-16-24—Checked Venner's Island pump station and the crossing pipe was froze going across the river. Called Paper mill to notify them of the problem, need to make a decision on insulating pipe or some other compromise.

12-17-24—Elcon in to finish Raw RTU #1. Call from customer about possible sewer back up on Ridgway Avenue & Garfield Street. Main line had obstruction, so called Pipe Eye to cleanout line.

12-18-24—Elcon in to finish RAS/WAS RTU # 4. Buerk's in to pump out Venner's Island due to problems with fine band screen, vortex mixer, auger compactor and upgrades quality of our final effluent has suffered. Testing results are showing also.

12-19-24—Elco put in PLC in pre-treatment to fix fine band screen and the auger compactor problem, back to normal process. Elcon back in working on RAS/WAS RTU #4, figured out a wiring problem with Elco also.

12-30-24—Venner's Island was thawed so we put pump back in working condition.



MONTROSE OFFICE
466 South Main Street
Montrose, PA 18801
(570) 278-3100
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JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
JANUARY 2025

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

- Rights-of-Way Easements acquisition efforts:
 - Essentially completed. Excellent work by Solicitor Brown, Tracey and Brian. Team work prevailed!
- Funding: PennVEST awarded with \$5,586,470 (non-repayable loan)
 - Settlement **Process ongoing**

• Tentative Schedules:

| | | |
|--|-------------------------------------|------------------|
| <u>Settlement Call #1</u> | <u>Thursday 8/29/2024 10:00 AM</u> | <u>COMPLETED</u> |
| <u>Advertise for Bids</u> | <u>Thursday 9/5/2024</u> | <u>COMPLETED</u> |
| <u>Pre-bid (optional)</u> | <u>Monday 9/12/2024 at 10:00 AM</u> | <u>COMPLETED</u> |
| <u>Bid Deadline/ Bid Opening</u> | <u>10/07/2024 at 4:00 PM</u> | <u>COMPLETED</u> |
| <u>Issue Bid Tabulation & Recommendation</u> | <u>10/09/2024</u> | <u>COMPLETED</u> |
| <u>Issue Notice of Award</u> | <u>10/23/2024</u> | <u>COMPLETED</u> |
| <u>Issue Notice to Proceed</u> | <u>3/1/2025</u> | <u>PENDING</u> |
| <u>Construction Start</u> | <u>3/15/2025</u> | <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> |

- JMA and JHA along with Borough staff met with the contractor on December 17th as an unofficial preconstruction meeting to review construction techniques, logistics and to meet their team.
 - Key takeaways were reviewing routes, directional drilling opportunities and cost savings, issues concern of the Borough and JMA staff.
 - The meeting was very productive for all and established good groundwork for commencement of the project this spring.
 - Discussions with possible additional Change Order work were also had as JMA and JHA continue to work with PennVEST to fully utilize the grant funds awarded. C&R
 - **PennVEST has approved the inclusion of Clarion Avenue into the project. JHA will work to include the plan sheets and permit documents into the Change Order for C&R.**
- Other future projects to monitor funding opportunities
 - Lead Line Replacement – Lead Service Line Inventory has been completed on time, and DEP required letters have been submitted,
 - 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. **To be determined.**

WATER

- JHA corresponded via phone support intermittently over the last month.

- The Innovative Technology Permit Review Data continues, with two outstanding items remaining (3rd avenue tank water quality testing and documentation of refurbishment), Hydrant function summary. **Status Pending**
- JMA and JHA meet with DEP on November 21, 2024, as the sanitarian wanted to conduct an annual inspection. The meeting went very well, wherein a few of the outstanding violations were able to be deleted.
 - Updates to the comprehensive monitoring plan
 - Updates to the operation and maintenance plan
 - Additional monitoring logs and calibration logs are being developed in concert with JMA Staff.
 - Assurance of calibration verification of the turbidimeters is required. Calibration is occurring, but the display screens are not retaining the calibration dates. JHA will work with staff to address and get any extra training provided.
 - JHA is compiling the 2nd round of LT2 Cryptosporidium sampling for the East Branch source. 12-month sampling period to commence.
 - Overall, DEP was very pleased with the status and progress made over the past year.
- 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 **NO** violations occurring for November.

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 in concert with JMA has submitted DCED- LSA grant applications for continuation of waterline improvements throughout town. Anticipate notices on award in the fall of 2025.
- JHA and JMA Manager continue to review projects for various funding options as they become available- **Status On-going**

MISCELLANEOUS:

- Powers Run Dam Permit issued –
 - I received an email from Lisa Hollingsworth-Segedy on 10/25 informing me that she was requesting a full set of plans to prepare for bidding, and then 11/8 to inquire if we would participate in a pre-bid meeting, of which all parties will gladly participate.
 - Construction will not commence until June of 2025 as Powers Run is a natural reproducing trout waters.
- 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: December 31, 2024

Northwest

Payroll - \$ 146,945.58
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,864.32
Operating Checking - \$ 295,766.22
Sewer Savings - \$ 52,576.49
Water Savings - \$ 55,853.60

CNB

Savings Acct. - \$ 5,995.88
Water Project Checking (COA) - \$ 96,286.63
Sewer Checking - \$ 46,437.17
Waterline Extension - \$ 14.0

PLGIT

General Fund - \$ 694,500.87
Sewer General Fund - \$ 92,375.94

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 Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30
USDA loan - \$ 129,287.00

Unpaid Bills - January 2025

| | | |
|------------------------------|-----------|------------------|
| Water bills | \$ | 12,388.52 |
| Sewer bills | \$ | 13,041.63 |
| Water/Sewer split | \$ | 45,645.40 |
| Waterline Ext. (JHA) | \$ | 10,090.07 |
| Total of Unpaid Bills | \$ | 81,165.62 |