

JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING
WEDNESDAY JANUARY 12, 2022

The meeting was called to order at 4:00 pm by Chairman James Reinsburrow followed by Pledge of Allegiance and moment of silence.

ROLL CALL – In attendance were James Reinsburrow, Charles DeStephano, Richard Zeigler, John Fowler, Kenneth Polaski, Earl Park, Thomas J. Weaver, Dan Newell, Richard Brown, Ken Caldwell, Corey McCabe, Tracey Mehalko, Travis Long – JHA, Andy Johnson – GD&F.

VISITORS – Al and Joyce Maletto (Johnsonburg Press), Emil Zaunick, Eric Pogue, Connie Bevacqua, Cindy Muroski, Bart O’Leary and Mike Dacanal.

VISITOR COMMENTS – Connie Bevacqua talked about let water run list. Cindy Muroski commented that she has had issues with her water since March or April of 2021.

A motion was made by Earl Park and seconded by Rick Zeigler to nominate Jim Reinsburrow as JMA Chairman. Motion carried unanimously by members present.

A motion was made by Chuck DeStephano and seconded by Rick Zeigler to nominate Earl Park as JMA Vice Chairman. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Thomas Weaver to nominate Ken Polaski as JMA Secretary. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Chuck DeStephano to nominate Rick Zeigler as JMA Treasurer. Motion carried unanimously by members present.

A motion was made by Chuck DeStephano and seconded by Earl Park to nominate Thomas Weaver as JMA Assistant Secretary Treasurer. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Rick Zeigler to nominate Richard Brown as JMA Solicitor. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Rick Zeigler to nominate Travis Long – JHA Companies as JMA Engineer. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Rick Zeigler to nominate McKeever Varga & Senko JMA Auditor. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Thomas Weaver to nominate CNB and Northwest as JMA Depository. Motion carried unanimously by members present.

EXECUTIVE SESSION – A motion was made by Chuck Destephano and seconded by Thomas Weaver to enter executive session at 4:27 pm. Motion carried unanimously by members present. A motion was made by Thomas Weaver and seconded by Rick Zeigler to exit executive session at 6:06 pm. Motion carried unanimously by members present. Personal was discussed with no action taken. A motion was made by Rick Zeigler and seconded by Earl Park to enter regular meeting at 6:07 pm. Motion carried unanimously by members present.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING – A motion was made by Earl Park and seconded by Rick Zeigler to approve meeting minutes for 12-8-21. Motion carried unanimously by members present.

MANAGERS REPORT – Please welcome John Fowler to the JMA Board of Directors Team. 12-13-1 JMA sign installed on front of office building. JMA had a meeting with DOMTAR on Venners Island sewage service. JMA and DOMTAR will work together in resolving the matter. LIHWAP – Tracey spoke about. Powers Run Dam Breach. Working with American Rivers. March 9, 2022, Lisa from American Rivers will be at board meeting. Co-op reimbursement for co-op student. Explain projects for CBDG Funds/Grants. New meter installs will begin this month. Adrian has started field training on weekends with On-Call employee. The 12-inch line off the 3rd Avenue tank was tied into the tank on 1-4-22. The line will still need tied into the system. Updates will be provided accordingly. Adrian to present ideas on what he would like to do with the old Powers Run water treatment building. 2022 Goals for JMA Staff include: Licenses testing (Dan will provide status of employees). Meter installations. Training programs to staff: Equipment operation, Understanding JMA programs and software, Water and Sewer plant operations.

ENGINEERS REPORT: JHA continues to provide any assistance in the finalization/closeout process as applicable. ○ Comments were provided to GDF for inclusion in their punch list items and correspondences with the contractor. JHA continues to work with JMA on decommissioning processing. Correspondence has been had with chief water operator on ensuring DEP has Powers Run and Silver Creek WTP's listed as inactive to cease the generation of reporting requirements. NPDES permit for the Silver Creek WTP needs to be requested for termination/inactivation to ensure no further monitoring is required. Lagoon and storage tank need pumped and hauled to WWTP for final disposal. Ensure coordination with Chief Wastewater Operator is had. JHA continues correspondence with chief water operator on various items (operation, 12" line replacement, reports, performance, compliance, etc.). Rights-of-Way easements in processing with Solicitor Brown remain ongoing. JHA and Solicitor Brown continue to address easements for the water line extension and will be having ongoing meetings to review and discuss. Permitting packages being finalized and to be submitted by 1st quarter 2022. JHA continues to correspond closely with JMA, operations staff. JHA continues to work closely with JMA Manager and JMA staff to address various items, provide training and keep facilities in compliance status. Attention to DEP items remain ongoing (i.e. monitoring plans, SOP's for new system need to be developed and will work with Ken on this task). All updated monitoring plans have been completed and will be submitted to DEP before 1/12/2022. JHA has transitioned all reporting over to JMA staff, and simply provides QA/QC reviews and guidance as needed for compliance. JHA recommends JMA submit notice to DEP terminating reporting requirements for Powers Run and Silver Creek now that decommissioning is complete. This helps ensure reporting violations do not occur. General correspondences remain ongoing. JHA has worked with JMA staff to address extension of the temporary permit for the temporary pump located near the WWTP to assist pressurization on Dill Hill. Permit has been submitted and correspondence has been had on winterization means and methods. JHA continues to correspond with operation staff on optimization of facility, asset management and routine questions/comments and any general items of discussion as needed. JHA has maintained ongoing correspondence with chief wastewater operation on evaluation of the Wilcox flow meter as directed by board. It has been located and evaluated. Existing meter is a parshall flume, which is the correct metering application for sewage flow condition. A parshall flume is an open channel flow metering device is a fix hydraulic structure within a manhole, which is an economical and accurate way of measure flow in open channels and non-full pipes. Based on information shared with JMA & JHA, the meter is apparently calibrated annual, but only the electronic head portion of the ultrasonic unit. This is not the full and correct methodology for calibration. Wilcox relayed that their entity stated the meter could not be calibrated beyond the method they were currently perform, which is not correct. Corey invited your meter calibration company "The Meter Guy" to visit the site, and it was quickly noted that settings of the ultrasonic unit were not correct, and infield calibration was required. Corey shared the contact information of "The Meter Guy" with Wilcox and reaffirmed the meter can be and needs to be calibrated. As of the week of January 4th, the Meter Guy had not been contacted by Wilcox for services to be rendered. In short, the meter is of acceptable type for measuring of wastewater flows; the meter needs to be calibrated immediately for assurance of accuracy and establishment of acceptable records and invoicing moving forward, with annual calibration required at a minimum. Routine inspection of the meter shall occur, be it be Wilcox or JMA, at least weekly to ensure the flume if clear and free of debris that would otherwise affect meter accuracy. Trending of flow data is necessary after calibration. JHA continues to monitor all grant funding sources and opportunities and will make available said findings to JMA for review and considerations as applicable. Act 13 Grants ○ Appalachian Regional Commission, Economic Development Grants, etc. American Rivers (i.e. Powers Run Dam Breach),

information was submitted to Lisa Segedy on the dam. Correspondence remains ongoing and will be followed up with again this month. Lisa and I will be discussing more this week. Powers Run Dam Issues – DEP review remains ongoing. Additional survey to validate the stream conditions (work completed 11/9). Approval Status Pending. Travis recommended a system wide leak detection to address potential leak issues that may be affecting the water system.

PROJECT ENGINEERS REPORT – Water Treatment Plant, General Construction. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16. Contractor working to address punch list items. Contractor installed signage on intake screen. Contractor waiting on materials for construction of Silver Creek Vault Structure planned to start mid-January. Southern Corrosion has disposed of the blasting material and submitted invoicing. Contract No. 2 — Water Treatment Plant, Electrical Construction. Substantially complete per contract with the DEP operating permit. Substantial as of 8/16. Continued to install electrical door openers and security cameras. Kronenwetter submitted materials they planned on using for emergency generator connections at pump stations. GDF reviewed and approved. Contract No. 3 — Water Storage Tank Work. Work is substantially complete per USDA inspection on May 26, 2021. Final Completion documents have been signed and submitted to USDA for contract closeout. Contract No. 4 — Water Distribution System Improvements. The attached list was developed by the Authority and provided to Continental for pricing for additional work. Continental's price for the additional work was \$251,605, billed on actual work completed. The list and price have been submitted to USDA for approval to use funds. Waiting on USDA's approval. Work continuing for the line from the Tank to SR 219. Project Payment Applications and RUS Requisition Approvals. USDA-RD Requisition #76 documentation compiled for the month. Requisition #76 to USDA. Contract No. 1 Pay App #27 - \$ 184,813.68. GDF Invoices \$2,000.00

SOLICITORS REPORT- no report

COMMITTEE REPORTS –

- a. Administration – no report
- b. Finance– no report
- c. Fire Department– no report
- d. Hiring – Chuck DeStephano commented on a co-op student.
- e. Johnsonburg Borough– no report
- f. Operations– no report

A motion was made by Earl Park and seconded by Thomas Weaver to approve UNIVAR as 2022 JMA chemical supplier. Motion carried unanimously by members present.

A motion was made by John Fowler and seconded by Earl Park to approve M&M Contracting, Dean Construction and The Driveway Company as 2022 JMA restoration/emergency excavation contractor. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Thomas Weaver to approve Fairway Labs as 2022 JMA lab work contractor. Motion carried unanimously by members present.

Approval for a scrubber for the new water plant was tabled till next meeting.

A motion was made by Earl Park and seconded by Rick Zeigler to approve a \$300.00 clothing allowance to all JMA staff. Motion carried unanimously by members present.

Approval for a \$0.50 raise to all JMA staff was tabled to a later date.

Approval to repurpose the generator at Silver Creek was tabled until JMA receives a cost.

A motion was made by Rick Zeigler and seconded by Earl Park to approve the general manager and the office administrator to sign checks for \$5000.00 and under. Motion carried unanimously by members present.

Approval to upgrade security at the JMA office is tabled till another meeting.

Approval to hire a school to work student. A motion was made by John Fowler and seconded by Ken Polaski to table the hiring of a school to work student. Roll Call vote: James Reinsburrow - yes, Charles DeStephano - no, Richard Zeigler - yes, John Fowler - yes, Kenneth Polaski - yes, Earl Park - no, Thomas J. Weaver – was not present for this vote. Approved to table by a 4 to 2 majority vote.

A motion was made by Earl Park and seconded by Rick Zeigler to approve additional valve and hydrant work pending USDA approval. Motion carried unanimously by members present.

A motion was made by Earl Park and seconded by Chuck DeStephano to approve a donation of \$20.00 to the Wilcox Fire Department. Roll Call vote: James Reinsburrow - no, Charles DeStephano - yes, Richard Zeigler - no, John Fowler - yes, Kenneth Polaski - yes, Earl Park - yes, Thomas J. Weaver – was not present for this vote. Approved by a 4 to 2 majority vote.

APPROVAL OF TREASURERS REPORT - A motion was made by Earl Park and seconded by Chuck DeStephano to approve the Treasurer's report for December 2021. Motion carried unanimously by members present.

Northwest

Sewer Money Market - \$ 64,212.51

Payroll - \$ 18,368.03

Water Pennvest - \$ 2,658.96

Sewer Pennvest - \$ 37,852.64

Operating Checking - \$ 204,953.15

Sewer Savings - \$ 76,667.82

Water Savings - \$ 1,103,819.46

CNB

CD - \$ 25,930.42

Savings Acct. - \$ 20,025.22

Water Project Checking (COA) - \$ 318,195.01

Sewer Checking - \$ 9,953.84

Waterline Extension - \$ 12.00

December Debt Payments Due

CNB Mortgage - \$ 284.86

CNB Line of Credit Interest - \$ 707.79

Pennvest - \$ 2,148.32

Pennvest - \$ 15,529.32

Pennvest - \$ 8,580.54

Pennvest - \$ 11,718.30

APPROVAL OF BILLS - A motion was made by Rick Zeigler and seconded by Earl Park to approve bills as presented. Motion carried unanimously by members present.

WATER: \$63,679.14

WASTEWATER: \$58,584.35

CONTRACT NO.1 PAY APPLICATION #27: \$184,813.68

GD&F INVOICE #73: \$2000.00

BUSINESS AFFAIRS – The meter for Wilcox sewer was discussed. A motion was made by Rick Zeigler and seconded by Earl Park to amend the agenda to add the approval to have JMA solicitor contact a rate/usage analyst to investigate Wilcox's sewer usage. A motion was made by Earl Park and seconded by Rick Zeigler to approve JMA solicitor to contact a rate/usage analyst to investigate Wilcox's sewer usage. Motion carried unanimously by members present. A motion was made by John Fowler and seconded by Rick Zeigler to amend the agenda to add the installation of a connection on Bridge Street to increase water flow. A motion was made by John Fowler and seconded by Rick Zeigler to approve the installation of a connection on Bridge Street to increase water flow. Roll Call vote: James Reinsburrow - yes, Charles DeStephano - yes, Richard Zeigler - yes, John Fowler - yes, Kenneth Polaski - yes, Earl Park - yes, Thomas J. Weaver – yes. A motion was made by Rick Zeigler and seconded by Ken Polaski to amend the agenda, per Engineers request, to rescind the let water run list. Roll Call vote: James Reinsburrow - yes,

1-12-22

Charles DeStephano - no, Richard Zeigler - yes, John Fowler - yes, Kenneth Polaski - yes, Earl Park - yes, Thomas J. Weaver - no. Approved by a 5 to 2 majority vote. A motion was made by Earl Park and seconded by Rick Zeigler to rescind the let water run list per engineer's request. Roll Call vote: James Reinsburrow - yes, Charles DeStephano - no, Richard Zeigler - yes, John Fowler - yes, Kenneth Polaski - yes, Earl Park - yes, Thomas J. Weaver - no. Approved by a 5 to 2 majority vote.

BOARD DISCUSSION – none

COMMENTS FROM VISITORS – none.

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- Motion made by Rick Zeigler and seconded by Chuck DeStephano to adjourn the meeting at 7:36 PM. Motion carried unanimously by members present.

Kenneth Polaski,
Secretary
DJN