

JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING
TUESDAY JANUARY 21, 2020

The meeting was called to order at 6:00 P.M. by Vice Chairman Earl Park, followed by Pledge of Allegiance and moment of silence.

REORGANIZATION-

Nomination and Election of Chairman. Nomination for James Reinsburrow made by Charles DeStephano and seconded by Richard Zeigler to elect James Reinsburrow as Chairman. James Reinsburrow accepted with the stipulation family comes first and he will not use vacation. Motion carried. James Reinsburrow abstained.

Nomination and Election of Vice Chairman. Nomination for Earl Park made by Dennis Asti and seconded by Kenneth Polaski to elect Earl Park as Vice Chairman. Motion carried. Earl Park abstained.

Nomination and Election of Secretary. Nomination for Kenneth Polaski made by Earl Park and seconded by Charles DeStephano to elect Kenneth Polaski as Secretary. Motion carried. Kenneth Polaski abstained.

Nomination and Election of Treasurer. Nomination for Richard Zeigler made by Earl Park and seconded by Charles DeStephano to elect Kenneth Polaski as Treasurer. Motion carried. Richard Zeigler abstain.

Nomination and Election of Assistant Secretary/Treasurer. Nomination for Dennis Asti made by Earl Park and seconded by Charles DeStephano to elect Dennis Asti as Assistant Secretary/Treasurer. Motion carried. Dennis Asti abstained.

Nomination and Election of Engineer. Nomination for JHA Companies made by Earl Park and seconded by Kenneth Polaski to elect JHA Companies as Engineer. Motion carried unanimously.

Nomination and Election of Solicitor. Nomination for Meyer Wagner Brown and Kraus made by Earl Park and seconded by Kenneth Polaski to elect Meyer Wagner Brown and Kraus as Solicitor. Motion carried unanimously.

Nomination and Election of Auditor. Nomination for McKeever Varga & Senko made by Earl Park and seconded by Kenneth Polaski to elect McKeever Varga & Senko as Auditor. Motion carried unanimously.

Nomination and Election of Depository. Nomination for Northwest Savings Bank and CNB Bank made by Earl Park and seconded by Kenneth Polaski to elect Northwest Savings Bank and CNB Bank as Depository. Motion carried unanimously.

It is recommended to hold regular meeting on the Third Tuesday of each month at 6:00 PM. The location is to be at the Johnsonburg Municipal Authority Office, 601 Market Street, Johnsonburg, PA with the exception of the December meeting on the Second Tuesday at 6:00 PM. Motion made by Earl Park and seconded by Charles DeStephano to hold the regular meeting on the Third Tuesday of each month at 6:00 PM. The location is to be at the Johnsonburg Municipal Authority Office, 601 Market Street, Johnsonburg, PA, with the exception of the December meeting on the Second Tuesday at 6:00 PM. Motion carried unanimously.

ROLL CALL – In attendance were Earl Park, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler, James Reinsburrow, Thomas J. Weaver, Richard Brown, Lisa Sorg, Kerri Shaffer, Erica Hoffman, Douglas J. Haupright, Josh Gunnett, and Travis Long.

EXECUTIVE SESSION- Charles DeStephano requested an executive session. Motion made by Charles DeStephano and seconded by Earl Park to enter executive session at 6:07 P.M. to discuss personnel, litigation, and land acquisition. Motion carried unanimously.

Motion made by Dennis Asti and seconded by Richard Zeigler to enter regular session at 6:59 P.M. with no decisions made. Motion carried unanimously.

VISITORS- Al Polaski, Al Maletto, and Joyce Maletto (Johnsonburg Press Reporter).

VISITORS COMMENTS- None

MANAGER'S REPORT- The Pennsylvania Department of Labor & Industry has published the authority/municipal bidding thresholds for 2020. Under Act 90 of 2011, the bidding thresholds are adjusted annually based on the Consumer Price Index for all Urban Consumers. The bidding thresholds for municipal authorities have increased by 1.7% effective January 1, 2020. The IRS standard mileage rate effective January 1, 2020 has gone down from \$.585 to \$.575. Stackpole Hall Foundation will be continuing the Work Study Program this summer with an hourly wage of \$10.00. Stackpole Hall reimburses 40% and the PA State Work Study Program reimburses 50%. The deadline for submittal was January 17, 2020. PMAA has sent out this year's schedule for Board Member Training. Waste Transportation Safety Program Authorization renewal application is due by the end of March 2020. 2019 NPDES Biosolids Annual Report is Due in February 2020. Chapter 94 Report is due March 1, 2020. Water Allocation Report is due March 31, 2020. Act 13 Grant deadline is March 1, 2020. Grant requests must be a minimum of \$1,000 up to the maximum of \$10,000. PADEP form 26R is due soon and is in progress along with the PADEP Biennial Report. As of January 14, 2020, any computers running Windows 7 will still function, but Microsoft will no longer provide technical support for any issues, software updates, and security updates or fixes. A quote was given by RAK for one update and new computers. PADEP was in on January 13, 2020 through January 16, 2020 for a Comprehensive Performance Evaluation and will be in the office the week of January 27, 2020. Notices and maps were sent to the Authority about Land Vest marking a timber sake within the water shed in the next few weeks and harvesting within the next year. The final plans for the proposed Harrison Avenue water line and wastewater line relocation are being made and the Authority is working with the Borough on these plans. The HACH appointments for the next year have already been scheduled to avoid any more violations for late maintenance/calibration on the HACH equipment. The Cadillac Tax for the medical insurance has been fully repealed. PA Rural Water Association 2020 Annual Conference will be held at the Penn Stater Conference Center & Hotel in State College, March 24-27, 2020. PA One Call System Member Database Verification has been completed and submitted. First Earth Disturbance Inspection Report was received for the Water Treatment Facility project. A few issues were found, and the next inspection should be the beginning of February 2020. The construction company fixing the sewer line behind the Community Building found that the existing 6" Lateral to the Johnsonburg Community Building was installed with approximately .9' of reverse fall between the cleanout in the sidewalk and the 8" VCP line where it was connected onto. It was also determined that two additional lateral were tied into the 6" lateral, and as part of the construction company's contract with Elk County Planning, a manhole was installed on the line to permit future access to those three lines. The elevation was taken in the existing manhole cs-103 in the middle of the northbound lane in North Center Street and determined there to be .8" of fall between it and the existing lateral and the new manhole. The construction company felt that the best way to remedy the fact that the 6" lateral pipe was improperly installed uphill is to core a new hole into the manhole in the North Center Street, rework the existing flow channel, and run new 8" PVC sewer to connect the new manhole to the existing system, at approximately .5% grade. A price was given to the Authority, from the construction company to complete the work, assuming all permitting would be taken care of by the Municipal Authority. Jim Reinsburrow suggested putting in an E1 Pump behind the Community Building and pumping the wastewater to the street. Earl Park asked DJ. Hauptright if the line behind the Community Building has ever plugged before and DJ stated it has plugged before. Travis Long suggested adding a chemical to help dissolve the grease. Brenda Adams-Weyant, The Consulting Recreation Planner, had sent more information in for the boards review and presented at last month's meeting. Richard Brawn contacted her, and we are waiting to see who owns the road down to the river from the Mapping System at the Courthouse.

ENGINEER'S REPORT – JHA has completed the environmental field work and all site survey work associated with the proposed water system extension and looping project. Field review of data and preliminary alignments has been conducted with modifications being evaluated to further enhance the distribution grid work and reduce overall construction costs. JHA is still waiting comment back from DEP on their position to the matter of Supervisory Control and Data Acquisition system with the

new plant under construction. JHA participated in two of the three-day comprehensive filter plant evaluations conducted by DEP. Modifications to the consent order and agreement are expected. Modification in operations are expected, being incorporation of alarms and recording instrumentation, and enhancement to data generation, else manning of the plants 24/7 or production in batch operation will be mandated by PADEP. Additional Staff training is going to be required by PADEP. A full report will be forthcoming from DEP on their findings. Alan Poyer has inquired the status of submission of the quarterly reports for the Toxic Reduction Evaluation Plan. JHA provided a summary to JMA in October and respectfully requested clarification from DEP as to why this was being required when JMA specifically selected option a, acceptance of the effluent limits, yet DEP was mandating the TRE. Status is pending.

PROJECT ENGINEER’S REPORT- Progress Meeting Number 4 was held on January 21, 2020. Contract No. Plant General Construction progress is as follows: Clearwell wall pours continuing, Floc/Sed tank mat slabs and wall pours continuing, beginning to tie rebar for the floc/sed tanks mat slab, met with AOP on Monday January 13, 2020 to discuss plant controls sequencing, and working with AOP on preliminary membrane comments and controls sequences. Contract No. 2 Plant Electrical Construction submittals are ongoing. Contract No. Tank Work have requested a determination if Silver Creek tank is to be constructed or not and have requested that the construction be on hold until February/March 2020. Contract No. 4 Distribution System Improvements submittals are ongoing and met with the Borough Engineer to discuss the Harrison Avenue project that is in design for the spring/summer construction. James Reinsburrow asked what is the sequence of timeline that they will do the line on Water Street Extension and is Josh Gunnett going to push the Contractors to do Water Street first. Josh explained they will do Water Street Extension, but the Borough would like Harrison Avenue first. James Reinsburrow asked how the contractors are doing with the intake stream. Josh Gunnett told Mr. Reinsburrow the contractors started the Jersey Barriers on January 21, 2020 and will continue to install these throughout the week. Requisition #50 to USDA in the amount of \$195,677.38

SOLICITOR’S REPORT- None

FOREMAN’S REPORT – James Reinsburrow asked DJ Haupright when the hydrant will be replaced on Cushing Avenue. DJ said when it warms up. Charles DeStephano asked how Water Street Extension was during the power outage. DJ said good.

COMMITTEE REPORTS –

- a. Administration- None
- b. Finance- None
- c. Fire Department- None
- d. Hiring- Add to page 7 letter h. to hire Michael DaCanal.
- e. Johnsonburg Borough- None
- f. Operations- None
- g. Union- None

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING- The minutes of the December 10, 2019 Regular Meeting was approved as presented. Motion made by Dennis Asti and seconded by Earl Park; motion carried unanimously.

APPROVAL OF MINUTES FROM THE SPECIAL MEETING- The minutes of the January 6, 2020 Special Meeting was approved as presented. Motion made by Earl Park and seconded by Charles DeStephano: motion carried unanimously.

APPROVAL OF TREASURER’S REPORT-

Revenue Fund- Water & Sewer	\$ 348,407.03
Municipal Savings Account- Water	\$ 885695.72
Municipal Savings Account- Sewer	\$ 61,439.76
Insured Money Funds	\$ 63,994.57
Payroll Fund	\$ 13,130.67

Certificate of Deposit-Sewer- CNB	\$ 25,716.15
Hunt Water Sales-CNB-Savings	\$ 23,173.62
Line of Credit- Checking	\$ 25,450.01

Motion made by Earl Park and seconded by Dennis Asti to accept the Treasurer’s report for December 31, 2019, as presented and placed on file for audit; motion carried unanimously.

APPROVAL OF BILLS-

Revenue Fund- Water \$57,434.85

A motion was made by Earl Park and seconded by Richard Zeigler to approve the water bills. Motion carried unanimously.

Revenue Fund- Sewer \$20,614.95

A motion was made by Earl Park and seconded by Kenneth Polaski to approve the sewer bills. Motion carried unanimously.

Water Project- CO & A \$195,677.38

A motion was made by Earl Park and seconded by Richard Zeigler to approve the Water Project-CO&A bills. Motion carried unanimously.

BUSINESS AFFAIRS –

It is recommended to (approve/not approve) the purchase of a new computer, new laptop, and upgrade one computer with travel time quoted by RAK Computer Associates. Motion made by Earl Park and seconded by Richard Zeigler to approve the purchase of a new computer, new laptop, and upgrade one computer with travel time quoted by RAK Computer Associates. Motion carried unanimously.

It is recommended to (approve/not approve) the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008. Motion made by Earl Park and second by Richard Zeigler to approve the disposition of records as set forth in the Municipal Records manual approved on December 16, 2008. Motion carried unanimously.

It is recommended to set the reimbursement for mileage at the current rate established annually by the Internal Revenue Service as of the meeting date. Motion made by Earl Park and seconded by Richard Zeigler to set the reimbursement for mileage at the current rate established annually by the Internal Revenue Service as of the meeting date. Motion carried unanimously.

It is recommended to (approve/ not approve) the draft budget for 2020. Motion made by Earl Park and seconded by Richard Zeigler to approve the draft budget for 2020. Motion carried unanimously.

It is recommended to _____ the sewer line behind the Johnsonburg Community Building. Motion made by Earl Park and seconded by Charles DeStephano to table until the February meeting. Motion carried unanimously.

It is recommended to (approve/not approve) sending (number of employees) to the PA Rural Water Association Conference. Motion made by Earl Park and seconded and Richard Zeigler to approve sending two employees to the PA Rural Water Association Conference. Motion carried unanimously.

It is recommended to (approve/not approve) the three positions for Stackpole Hall Summer Workers. Motion made by Earl Park and seconded by Kenneth Polaski to approve the three positions for Stackpole Hall Summer Workers. Motion carried unanimously.

It is recommended to hire _____ as Laborer at a rate of \$14.00 per hour. Motion made by Charles DeStephano and seconded Kenneth Polaski to hire Michael DaCanal as a laborer at a rat of \$14.00 per hour as soon as completion of paperwork. Roll Call Vote: Charles DeStephano- yes, Richard Zeigler-yes, Kenneth Polaski-yes, Earl Park-yes, Dennis Asti-no, Thomas J. Weaver- No, and James Reinsburrow-abstained. Motion carried.

BOARD DISCUSSION- None

COMMENTS FROM VISITORS- None

EXECUTIVE SESSION –Motion made by Thomas J. Weaver and seconded by Dennis Asti to enter into executive session at 7:55 PM. to discuss personnel. Motion carried unanimously.

Motion made by Earl Park and seconded by Kenneth Polaski to enter into regular session at 9:09 PM. Motion carried unanimously.

BUSINESS AFFAIRS-

Motion made by Thomas J. Weaver and seconded by Dennis Asti to pay Corey McCabe for his vacation pay. Motion carried unanimously.

ADJOURNMENT OF MEETING- Motion made by Earl Park and seconded by Dennis Asti to adjourn the meeting at 9:12 PM.

Motion carried unanimously.

Kenneth Polaski,
Secretary