**JOHNSONBURG MUNICIPAL AUTHORITY**

**REGULAR MEETING**

**TUESDAY, JANUARY 19, 2021**

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

**ROLL CALL** – In attendance were James Reinsburrow, Charles DeStephano, Dennis Asti, Kenneth Polaski, Earl Park, Thomas J. Weaver, Dan Newell, Richard Brown, Kerri Shaffer, Doug Haupright, (Richard Zeigler, Travis Long, and Josh Gunnett via Zoom).

**REORGANIZATION-** Motion made by Earl Park and seconded by Charles DeStephano to keep the following Board Officers the same as the previous year:

1. **Chairman**- James Reinsburrow
2. **Vice Chairman**- Earl Park
3. **Treasurer**- Richard Zeigler
4. **Secretary**- Kenneth Polaski
5. **Assistant Treasurer/Secretary**- Dennis Asti

Motion carried unanimously.

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 Richard Brown made by Earl Park and seconded by Kenneth Polaski to elect Richard Brown as Solicitor. Motion carried unanimously.

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

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

Motion made by Earl Park and seconded by Thomas J. Weaver to hold regular meetings on the Second Wednesday of each month at 4:00 PM. The location is to be at the Johnsonburg Municipal Authority Office, 601 Market Street, Johnsonburg, PA. Motion carried unanimously.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**- The minutes of the December 8, 2021 Regular Meeting was approved as presented. Motion made by Earl Park and seconded by Thomas J. Weaver; motion carried unanimously.

**APPROVAL OF MINUTES FROM THE SPECIAL MEETING**- The minutes of the January 15, 2021 Special Meeting was approved as presented. Motion made by Earl Park and seconded by Charles DeStephano; motion carried unanimously.

**VISITORS**- Brian Stockman (Ridgway Record Reporter) Al Maletto and Joyce Maletto (Johnsonburg Press Reporter) via Zoom.

**VISITORS COMMENTS**- Joyce Maletto thanked The Board for changing the day and time of the monthly meetings.

**AWARD LAB WORK BID**- Motion made by and seconded by to approve Fairway Laboratories as the Laboratory for Water and Wastewater testing. Motion carried unanimously.

Motion made by Earl Park and seconded by Richard Zeigler to use White Oak Laboratories for Boil Water Testing for logistic purposes. Motion carried unanimously.

**AWARD CHEMICAL BIDS-** Motion made by Earl Park and seconded by Richard Zeigler to approve Sal Chemical company for purchase of water and wastewater chemicals. Motion carried unanimously.

**AWARD RESTORATION WORK-** Motion made by Earl Park and seconded by Dennis Asti to approve Dean Construction for Restoration work. Motion carried unanimously.

**MANAGER’S REPORT****-** December 15, 2020 was the health fair for JMA. Code of Ethics and Conflict of Interest forms for 2021 will be distributed to the JMA Board Members. Covid-19 Grant money has been utilized for Disinfecting. Chapter 94 information has been given to Travis Long. Ken Caldwell was hired at the Chief Water Plant Operator on January 15, 2021 and started on Monday, January 18, 2021.

**ENGINEER’S REPORT** – JHA is awaiting approval from environmental agencies and geotechnical reports which are pending property access for the Waterline Extension Project Permitting packages. Filter 2 media sample needs collected, staff assistance to Brian is necessary to complete task and get samples to Roberts Filter for Analysis. JHA will assist in sample collection in the coming week or two with JMA staff. JHA has continued to work to address the most recent items outlined in DEP COA 2nd amendment, via providing all necessary documentation developed etc. To show JMA’s good faith efforts toward compliance and efforts to stay clear of civil and criminal penalties associated therewith. JHA is completing the 2020 Chapter 110 annual report this month, which is due by March. JHA will be working to transition all reporting over to JMA staff and provide quick QA/QC reviews for compliance. JHA is working with JMA staff to complete the Annual Chapter 94 Waste Load Manage Report and will be completed within the next few weeks. JHA continues to work with the Authority and DEP to address Breach Permit and compliance attainment.

**PROJECT ENGINEER’S REPORT-** GD&F is working with USDA on additional waterline replacement areas. Contract No. 1- Intake Building- continued installing mechanical, HVAC, and plumbing equipment. Flocculation Tank- Continued installing mechanical and HVAC equipment. Control Building- Continued installing mechanical, HVAC, and plumbing equipment. Site Work- Finished the bioretention pond, site has been cut and rough graded, waiting on Spring for topsoil and seeding. The First plant equipment inspection and training held today with equipment startup and training to begin next week. Contract No. 2 is following behind Global connecting equipment as they are installed. Contract No. 3- 3rd Avenue Tank -Coordinating the disinfection, filling, and testing of the tank. Silver Creek- Tank is erected, there were issues with Mid Atlantic damaging the road to the tank. They have installed rip rap in the ruts they made for the winter and plan to return to finish repairing the ruts and returning the road to good condition in the Spring. Contract No. 4- Waterline work between 3rd and 4th Avenue complete. Contractor had to relocate booster stations due to installing the package stations at the wrong locations in the system and replaced the manhole frame and cover on Mary Street that was damaged during paving. Requisition #64 to USDA in the amount of $518,496.06.

**SOLICITOR’S REPORT**- None

**FOREMAN’S REPORT** – None

**COMMITTEE REPORTS –**

1. Administration- None
2. Finance- None
3. Fire Department- None
4. Hiring- None
5. Johnsonburg Borough- None
6. Operations- None
7. Union- None

**APPROVAL OF TREASURER’S REPORT-**

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| Revenue Fund- Water & Sewer | $ 236,026.99 |
| Municipal Savings Account- Water | $ 1,090,527.67 |
| Municipal Savings Account- Sewer | $ 76,592.95 |
| Insured Money Funds | $ 64,167.57 |
| Payroll Fund- Northwest | $ 11,627.64 |
| Payroll Fund- CNB | $ 11,257.62 |
| Certificate of Deposit-Sewer- CNB | $ 25,765.45 |
| Hunt Water Sales-CNB-Savings | $ 23,247.54 |
| Line of Credit- Checking | $ 75812.19 |
| Line of Credit- Waterline Extension | $12.00 |

Motion made by Dennis Asti and seconded by Thomas J. Weaver, to accept the Treasurer’s report for December 31, 2020, as presented and placed on file for audit; motion carried unanimously.

**APPROVAL OF BILLS-**

Revenue Fund- Water $31,744.20

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

Revenue Fund- Sewer $13,229.58

A motion was made by Thomas J. Weaver and seconded by Earl Park, to approve the sewer bills. Motion carried.

COA $4,839.14

A motion was made by Earl Park and seconded by Dennis Asti to approve the COA bills. Motion carried unanimously.

Project Engineer $31,381.00

A motion was made by Earl Park and seconded by Dennis Asti to approve the Project Engineer bill. Motion carried unanimously.

Contact No. 1 Pay Application $202,839.94

A motion was made by Earl Park and seconded by Dennis Asti to approve the Contract No. 1 Pay Application bills. Motion carried unanimously.

Contract No. 2 Pay Application $107,301.51

A motion was made by Earl Park and seconded by Dennis Asti to approve the Contract No. 2 Pay Application bills. Motion carried unanimously.

Contract No. 4 Pay Application $172,136.47

A motion was made by Earl Park and seconded by Dennis Asti to approve the Contract No. 4 Pay Application bills. Motion carried unanimously.

Waterline Extension Project $8,121.25

A motion was made by Earl Park and seconded by Thomas J. Weaver to approve the Waterline Extension Project bills. Motion carried unanimously.

**BUSINESS AFFAIRS** – None

**BOARD DISCUSSION-** None

**COMMENTS FROM VISITORS**- Al Maletto asked Josh Gunnett if the Generator 250 kw L3 Phase has enough power to pump water to the town.

**EXECUTIVE SESSION**- Motion made by Earl Park and seconded by Thomas J. Weaver to enter executive session at 7:10 P.M.; motion carried unanimously. Motion made by Earl Park and seconded by Thomas J. Weaver to exit executive session at 8:38 P.M.; carried unanimously. Discussed personnel and legal issues with no decisions made. Motion made by Earl Park and seconded by Thomas J. Weaver to enter regular session at 8:40 P.M.; motion carried unanimously.

Motion made by Earl Park and seconded by Thomas J. Weaver to hire Erica Hoffman part-time Office Assistant to a full-time salary position with wages dated back to January 1, 2021. Motion carried unanimously.

Motion made by Charles DeStephano and seconded by Thomas J. Weaver to raise water/sewer rates 2.5% each way. Motion carried unanimously.

Motion made by Thomas J. Weaver and seconded by Charles DeStephano to give all hourly employees a $0.70 raise effective January 1, 2021. Motion carried unanimously.

Motion made by Earl Park and seconded by Thomas J. Weaver to give Kerri Shaffer, Office Administrator a $0.50 raise effective January 1, 2021. Motion carried unanimously.

**ADJOURMENT OF MEETING**- Motion made by Dennis Asti and seconded by Richard Zeigler to adjourn the meeting at 8:48

P.M. Motion carried unanimously.

Kenneth Polaski,

Secretary

KLS