**JOHNSONBURG MUNICIPAL AUTHORITY**

**REGULAR MEETING**

**WEDNESDAY JULY 14, 2021**

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, Richard Zeigler, Charles DeStephano, Dennis Asti, Kenneth Polaski, Earl Park, Thomas J. Weaver, Dan Newell, Richard Brown, Ken Caldwell, Mary Leland (Travis Long and Josh Gunnett via ZOOM).

**EXECUTIVE SESSION** – Motion was made by Richard Zeigler and seconded by Charles DeStephano to enter executive session at 4:03 pm to discuss personnel. Motion carried unanimously. Motion was made by Richard Zeigler and seconded by Thomas J. Weaver to exit executive session at 4:28 pm. Motion carried unanimously. Motion made by Charles DeStephano and seconded by Richard Zeigler to enter regular session at 4:29 pm Motion carried unanimously. Personnel discussion in Executive session to hire an Office Administrator (Tracey Mehalko) pending all required paperwork. No decisions were made.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING** – The minutes of the regular meeting on June 9, 2021, was approved as presented. Motion made by Earl Park and seconded by Richard Zeigler; motion carried unanimously. The minutes of the special meeting on June 22, 2021, was approved as presented. Motion made by Richard Zeigler and seconded by Charles DeStephano; motion carried unanimously.

**VISITORS** – James DePanfilis, Al Maletto, Joyce Maletto (Johnsonburg Press Reporter), Brian Stockman (Ridgway Record Reporter), Tracey Mehalko and Emil Zaunick.

**VISITOR COMMENTS** – None

**MANAGERS REPORT** - The new billing program with Diversified Technology is in motion at JMA and is working well. Instruction has been sent to all customers with detail of steps moving forward. Customer concerns are minimal and reconciled as needed. The new water plant continues to be under review with DEP. Please refer to attached GD&F timelines/reports to DEP.JMA continues to work with JHA Companies on transition of water and sewer reporting to DEP. Valve replacements on First Avenue and Chestnut was completed on June 9, 2021. JMA continues to implement controls within the water and sewer system to ensure compliance. The DOMTAR water line will be tested/ready by week ending 7-17-21.

**ENGINEERS REPORT** - JHA continues to assist JMA and GD&F with facility commissioning and DEP Correspondences. Specific focus and attention is paramount to prompt addressing of DEP comments so as to ensure operations permit issuance, and minimizing any opportunity for DEP to turn deliverable timeliness against JMA. Rights-of-Way easements in processing with Solicitor Brown remain ongoing. JHA and Solicitor Brown continue to address easements for the water line extension. Permitting packages awaiting approval from environmental agencies (PNDI), and geotechnical reports which are pending property access. JHA continues to correspond closely with JMA, operations staff, and its solicitor regarding DEP. JHA continues to work with JMA Manager and JMA staff to address various items, provide training and keep facility in working order at or to compliance status. Attention to DEP items remain ongoing (i.e. monitoring plans, SOP’s). JHA will continue working to transition all reporting over to JMA staff and provide quick QA/QC reviews for compliance. All reports have been submitted in accordance and on time for May 2021. JHA continues to correspond with operation staff on optimization of facility, addressing water quality issues, addressing instrumentation issues, and identifying tasks. Staff should be commended on addressing sludge volume issues in EQ basin. A detailed evaluation of the WWTP, specific to electrical/control/instrumentation was completed by JHA’s subconsultant, ICEA Solutions. JHA continues to monitor all grant funding sources and opportunities and will make available said findings to JMA for review and considerations as applicable. Powers Run Dam Issues – JHA has submitted permits to DEP for Breach Permit and compliance attainment. Status Pending. Travis Long talked about flow meters a WWTP and indicated that JMA should address by spring of 2022.

**PROJECT ENGINEERS REPORT** –

WATER SYSTEM IMPROVEMENT PROJECT

* 1. 1. Construction Status

a. Project Status Updates

i. Contract No. 1 – Water Treatment Plant, General Construction

1. Site work

a. Working on sidewalk

b. Paving of parking lot

2. An additional deduct change order to reduce the Materials Testing Allowance and the PennDOT Inspection Allowance will be coming after substantial completion. Current deduct amount is $56,214.45.

3. Substantial Completion is scheduled to be issued the day that DEP grants the Operational permit for the new plant.

4. DEP letter Received via email 5/24/2021 and via mail 6/1/2021. Response sent 6/12/2021. Second DEP letter received 7/1/2021 response sent 7/9/2021.

ii. Contract No. 2 – Water Treatment Plant, Electrical Construction 1. Following behind Global

* 1. 2. Change Order No. 3 increase amount of $11,195. This includes the installation of manual transfer switch and plugs for the generators at the small booster stations and installing mechanical lugs for using a caterpillar portable generator.

iii. Contract No. 3 – Water Storage Tank Work 1. Work is substantially complete per USDA inspection on May 26, 2021.

* 1. iv. Contract No. 4 – Water Distribution System Improvements 1. Work is substantially complete per USDA inspection on May 26, 2021.
  2. 2. Completed Domtar waterline replacement 7/12/2021. Testing of waterline this week.
  3. 3. Change Order #7 - $121,897.95 for Time and Material work completed between 4/12-6/8. This includes work on water street extension, water street pump house, first avenue valve, additional work and valves around Domtar, and replacing valves at First and Chestnut.
  4. 4. Change Order #8 - $148,773.17 to perform time and material work in replacing fourteen valves at nine intersections: a. Penn St and Chestnut St (1 valve)
  5. b. First Ave and Bridge St (3 valve)
  6. c. High St and Bridge St (1 valve)
  7. d. Between Spruce St, Legion and Penn St (1 valve)
  8. e. High St and Spruce St (1 valve)
  9. f. Short St and Glenn Ave (1 valve)
  10. g. Below the New Plant (1 valve)
  11. h. High St and Short St (2 valves)
  12. i. Bridge St and Market St (3 valves)
  13. v. Contingency Items - items to be purchased under contingency funds on this month’s requisition 1. Visa Bill for tools and miscellaneous items - $9,392.87
  14. 2. Waterline Locator - $6,318.00
  15. 3. Industrial Meters - $29,378.31

2. Project Payment Applications and RUS Requisition Approvals a. PADEP CO&A Progress Reports for the construction project were submitted on 7/9/2021

* 1. b. USDA-RD Requisition #70 documentation compiled for the month
     1. c. Requisition #70 to USDA i. Contract No. 4 Pay App #12 - $ 199,762.92
     2. ii. GDF Invoice #67 - $ 2,961.00
     3. iii. JMA Requisition #70 - $45,454.17
     4. iv. Total $ 248,178.09

**SOLICITORS REPORT**- Reviewed SUNSHINE ACT on publishing Agenda related topics that need to be voted on.

**COMMITTEE REPORTS** –

1. Administration – no report
2. Finance– no report
3. Fire Department– no report
4. Hiring – Hiring Office Administrator
5. Johnsonburg Borough– no report
6. Operations– no report

**APPROVAL OF CONTRACT NO.2 CHANGE ORDER #3** – Not to exceed the amount of $11,195.00. Motion made by Earl Park and seconded by Thomas Weaver; motion carried unanimously.

**APPROVAL TO HIRE AN OFFICE ADMINISTRATOR** – Tracey Mehalko. Motion made by Charles DeStephano and seconded by Kenneth Polaski; motion carried unanimously.

**APPROVAL TO HIRE SET UP AUTODRAFT AT CNB TO PAY COMMERCIAL LOAN FOR JMA OFFICE BUILDING** – Motion made by Earl Park and seconded by Thomas Weaver; motion carried unanimously.

**APPROVAL TO PURCHASE 14 VALVLES IN 9 LOCATIONS (CHANGE ORDER 8)** - The areas with valves that JMA would like to replace are located at the following intersections:

1. Penn St and Chestnut St (1 valve)
2. First Ave and Bridge St (3 valve)
3. High St and Bridge St (1 valve)
4. Between Spruce St, Legion and Penn St (1 valve)
5. High St and Spruce St (1 valve)
6. Short St and Glenn Ave (1 valve)
7. Below the New Plant (1 valve)
8. High St and Short St (2 valves)
9. Bridge St and Market St (3 valves)

Cost projected to be $148,773.17 for the replacement of stated valves and road repairs in compliance with The Johnsonburg Borough Road Ordinance. Representatives from the Borough were present at this discussion and the Borough is willing to work with JMA on these projects to reduce costs where possible. The plan is for JMA and the Borough to meet and to discuss valve replacements and subsequent road repairs. A motion was made Richard Zeigler and seconded by Kenneth Polaski; motion carried unanimously, to approve valve replacements and road repairs with a projected cost of $148,773.17 in compliance with the Borough Road Ordinance and any other valves or piping that need to be replaced for additional costs, will be billed separately.

**APPROVAL TO PURCHASE LINE DETECTOR** – Motion made by Richard Zeigler and seconded by Earl Park; to purchase a line detector at a cost of $6,318.00 under USDA money. Motion carried unanimously.

**APPROVAL TO PURCHASE NEW LARGE METERS** – Motion made by Thomas Weaver and seconded by Richard Zeigler to purchase new, large meters at cost of $29,378.31 under USDA money. Motion carried unanimously.

**APPROVAL OF TREASURERS REPORT (financial snapshot)** –

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| --- | --- |
| General Fund - Water & Sewer | $ 159,725.98 |
| Savings Account - Water | $ 1,156,473.11 |
| Savings Account - Sewer | $ 76,630.96 |
| Savings Account (money market) | $ 64,189.85 |
| Payroll Account- JMA Employees | $ 20,128.03 |
| Payroll Fund- CNB | $ 11,257.62 |
| Certificate of Deposit-Sewer- CNB | $ 25,873.32 |
| Saving Account - Hunt Water Sales | $ 23,250.81 |
| PENNVEST | $ 2,658.89 |
| PENNVEST | $27,848.50 |

Motion made by Earl Park and seconded by Charles DeStephano to accept treasurers report for June 9, 2021, as presented. Motion carried unanimously.

**APPROVAL OF BILLS** - A motion was made by Richard Zeigler and seconded by Charles DeStephano to approve the following bills. Motion carried unanimously.

Water = $15,551.38

Sewer = $7,499.63

COA = $48,415.17

Water Line Extension Project (JHA Companies) = $404.50

Requisition #70

* Project Engineer (GD&F Invoice #67) = $2,961.00
* JMA Requisition Invoice #70 = $45,454.17
* Contract No. 4 Pay Application Invoice #12= $199,762.92

**BUSINESS AFFAIRS** – Ken Caldwell (Chief Water Operator) spoke about compliance related issues associated to build up in water distribution pipes and the importance of flushing lines regularly. Ken, also noted the importance of replacing existing valves in the water system that are non-operational, to aid in the impact of affected customers when sections of lines are shut down to perform necessary corrections to the system.

**BOARD DISCUSSION** - General discussions included, Powers Run and Silver Creek Dam decommissioning. Travis Long was asked by JMA to begin paperwork on decommissioning Silver Creek Dam. Discussion on any interests in purchasing Silver Creek. Discussion on 3rd Ave tank refurbishment. Richard Brown is asking that the people receiving easements to please sigh off on. Discussion on water loss and reporting to DEP. Discussion on new water plant start-up – JMA does not yet have a start date of the new water plant. Discussion on adding meter reads to new bill format.

**COMMENTS FROM VISITORS** - Emil Zaunick, commented on the aging water pipes in the JMA system.

**EXECUTIVE SESSION**- None

**ADJOURMENT OF MEETING**- Motion made by Richard Zeigler and seconded by Charles DeStephano to adjourn the meeting at 6:00 PM. Motion carried unanimously.

Kenneth Polaski,

Secretary

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