



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
Wednesday, September 10, 2025
4:00 PM

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- ROLL CALL
- APPROVAL OF AGENDA
- VISITORS COMMENTS on agenda items (2-minute limit)
- EXECUTIVE SESSION (if needed) Note: discussion is limited to Personnel, Litigation, Property, etc.
- APPROVAL OF MINUTES FROM THE August 13, 2025 REGULAR MEETING
- Manager's Report
- Water Operator's Report
- Sewer Operator's Report
- Engineer's Report
- Solicitor's Report
- Committee Reports:
 - a. Administrative
 - b. Operations
 - c. Finance
 - d. Fire Department
 - e. Hiring
 - f. Johnsonburg Borough
 - g. Grants
- APPROVAL OF TREASURER'S REPORT
- APPROVAL OF BILLS FOR PAYMENT
- OLD BUSINESS
 - Approve Waterline Extension Pay Request(s)
 - JTMA letter
 - Re-visit waterline extension tap fees
- NEW BUSINESS
- BOARD DISCUSSION
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, August 13, 2025

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 via ZOOM, Earl Park, Duane Duffy, Paul Villella, Eric Poague, Tony King

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

VISITORS – None

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

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – A motion was made by Eric Poague and seconded by Earl Park to enter into Executive Session at 4:03 (carried). A motion was made by Eric Poague and seconded by Earl Park to exit Executive Session and enter the Regular Meeting at 4:53 (carried). Personnel was discussed with no action taken.

A motion was made by Duane Duffy and seconded by Eric Poague to approve moving Tracey Brown to a salary position at \$55,280/year. She will receive 5 additional vacation days and her cell phone stipend will increase to \$60/month. This is effective 8/14/2025. Roll call vote: Jack Fowler – yes, TJ Weaver – no vote, Earl Park – yes, Duane Duffy – yes, Paul Villella – yes, Eric Poague – yes, Tony King – yes (carried 6-0).

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Earl Park and seconded by Duane Duffy to approve the minutes from the July 9, 2025 Regular Meeting (carried).

MANAGER'S REPORT – Copy attached

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

A motion was made by Earl Park and seconded by Paul Villella to proceed with the survey and easement drafting update for Powers Ave. properties (carried).

SOLICITOR'S REPORT – None

COMMITTEE REPORTS –

- A. Administrative – none
- B. Operations – none
- C. Finance – none
- D. Fire Department – none
- E. Hiring – none
- F. Johnsonburg Borough – The borough would like a meeting with our committee to discuss the issue of storm water in the sanitary sewer
- G. Grants – none

TREASURER'S REPORT – A motion was made by Eric Poague and seconded by Earl Park to approve the Treasurer's report (carried).

BILLS FOR PAYMENT – A motion was made by Earl Park and seconded by Eric Poague to approve the bills for payment in the amount of \$ 48,283.58 (carried).

Bank Balances as of: July 31, 2025

Northwest

Payroll - \$ 164,367.92

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,869.73

Operating Checking - \$ 292,215.46

Sewer Savings - \$ 52,591.75

Water Savings - \$ 66,242.47

CNB

Savings Acct. - \$ 3,806.71

Water Project Checking (COA) - \$ 40,829.93

Sewer Checking - \$ 22,222.77

Waterline Extension - \$ 477,908.47

PLGIT

General Fund - \$ 712,557.70

Sewer General Fund - \$ 94,777.69

Water General Fund - \$ 101,216.01

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 (Sewer)- \$ 8,580.54

Pennvest (Sewer)- \$ 11,718.30

OLD BUSINESS

- A motion was made by Eric Poague and seconded by Earl Park to approve PennVest Pay Request #3 in the amount of \$ 915,216.43 (carried).
- A motion was made by Earl Park and seconded by Eric Poague to not approve payment of ELCON invoice #401913 in the amount of \$ 57,080.00 until the punch list is completed (carried). A motion was made by Earl Park and seconded by Eric Poague to approve payment when the job is completed to Corey and Brian's satisfaction (carried).
- A motion was made by Paul Villella and seconded by Eric Poague to pay off the mortgage loan with CNB in the amount of \$ 22,252.94 (carried).

NEW BUSINESS

- A motion was made by Earl Park and seconded by Eric Poague to purchase a 2024 Ford F150 for \$42,430 and to place the truck we will take out of service on Municibid to sell (carried).

BOARD DISCUSSION – Earl Park would like a letter & bill sent to the Jones Township Municipal Authority for their portion of the sewer plant upgrade. He would like this on the agenda for next month. Eric Poague asked when the Jones Township meter calibration is due.

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – A motion was made by Tony King and seconded by Eric Poague to enter into executive session at 6:00 (carried). A motion was made by Duane Duffy and seconded by Eric Poague to exit Executive Session and enter the Regular Meeting at 6:15 (carried). Personnel was discussed with no decisions made.

ADJOURNMENT OF MEETING- A motion was made by Earl Park and seconded by Duane Duffy to adjourn the meeting at 6:16 p.m. (carried).

Jack Fowler, Chairperson
TLB

AUGUST/SEPTEMBER 2025

MANAGER'S 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. Corresponded with JHA on LT-2 sampling at WTP, E-coli testing.
5. LT-2 E-coli sample testing going well.
6. Weekly total coliform samples now being completed by White Oak.
7. Jan currently working on backup SCADA computer for the WTP.
8. Corresponded with Lovibond regarding turbidity meters at the WTP.
9. 2 employees registered to take certification testing.
10. Received new truck.
11. JMA decals placed on new truck.
12. Undercoating of new truck to be completed.
13. Repaired leak on Main Street.
14. Installed new yard hydrant at WTP.
15. Working on curb boxes/water shut offs.
16. Hydrant painting continues.
17. Corresponded with Domtar.
18. Met with Travis and Jessica regarding alley.
19. M&M to complete concrete work on 1st and Chestnut Street.
20. M&M to complete handrail work at Penn Street and Chestnut Street.
21. Corresponded with JHA on Powers Run Dam.
22. Received drawdown permit for Powers Run Dam.
23. Powers Run Dam construction to start soon.
24. Corresponded with JHA on waterline extension.
25. Attended waterline extension progress meeting.
26. Signed Pennvest payment request for waterline extension.
27. Elk County Conservation walked the 219 waterline project.
28. Testing of new waterline started first week of September.
29. Audit prep with Quinn and Sharkey, Piccirillo.
30. Restoration completed at leak sites around system.
31. Continued additional sample testing per DEP at WWTP.
32. Corresponded with Hach representative regarding the chlorine analyzer at the WWTP.
33. Received replacement chlorine analyzer from Hach and awaiting installation.
34. New belt to be ordered for belt filter press at the WWTP.
35. Letter sent regarding WWTP upgrade reimbursement.
36. Cleaned all equipment.
37. JMA sites mowed as necessary.
38. Completed street opening permit for the Borough.
39. Attended Borough committee meeting.
40. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report
For August 2025

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. Working with Lovibond on fixing issues with the turbidity meters not record calibration data
8. Installed flushing hydrant for the sedimentation building
9. Working with Kathleen from JHA on plant optimization goals
10. Working with Jan C. concerning main computer issues at the plant
11. Zach and Bryon helped with distribution projects
12. LT2 samples submitted to White Oak lab

Upcoming

Ongoing daily operations

Matt V. in the process of finishing Silver Creek chlorine injection pump.

National Fuel coming to hook up final backup generator for the Silver Creek lift station

August Sewer Report 2025

8-5-25—Corey and Mike cut trees and brushed back Johnson Run Road to pump station.

8-12-25—Replaced our 3 thermometers for sample fridges for DEP regulation.

8-13-25—Meeting with Scott Hogamier from Hach about new ultra-low CL-17. Replacing ours for free.

8-15-25—Corey and Mike replaced belts for exhaust fan for pipe gallery.

8-20-25—Mike, Corey, Bryon and Zach worked on waterline project over at water plant.

8-21-25—Hach was into install new ultra-low CL-17 at sewer plant.

8-29-25—Problems with RAS pump panel from new upgrade. Fuses blew, Mike called Elcon and replaced fuses, not sure why it happened.



MONTROSE OFFICE
466 South Main Street
Montrose, PA 18801
(570) 278-3100
fax (570) 278-3114

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
SEPTEMBER 2025**

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

- Funding: PennVEST awarded with \$5,586,470 (non-repayable loan)
 - Settlement **Completed**
- 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>PennVEST Settlement</u>	<u>4/28/2025</u>	<u>COMPLETED</u>
<u>Issue Notice to Proceed</u>	<u>4/29/2025</u>	<u>COMPLETED</u>
<u>Construction Kickoff</u>	<u>6/24/2025</u>	<u>COMPLETED</u>
<u>Construction Start</u>	<u>6/10/25 (confirmed)</u>	<u>INITIATED</u>
<u>Substantial Completion</u>	<u>3/7/2026</u>	<u>270 days</u>
<u>Final Completion</u>	<u>4/21/2026</u>	<u>315 days</u>

- Other future projects to monitor funding opportunities
 - Lead Line Replacement – Lead Service Line Inventory completed. Monitoring funding opportunities and any regulation updates from DEP.
 - JHA and JMA are monitoring all sources of funding for any lead line inventory and will pursue them accordingly to JMA directive. PennVEST does have a program that is very high grant dollars for lead line replacement. **To be determined.**

Summary of work completed on SR 219 Extension

Phase A SR 219

Completed as of 09/02:

- Watermain installed as of 09/02/2025 from STA 31+00 to 90+00 and STA 96+50 to 107+57 (dead end).
- 6-inch watermain on Launer Drive done 08/05 and 08/06/2025. Launer road tied in to 12-inch main.
- Spring Street temporary connection`
- Service line crew started 08/11/2025. As of 08/31, there are twenty-four (24) ¾-inch services installed, and five (5) 2-inch services installed.
- School – Tied into well w/ 4-inch line on 07/08.
- Railroad Crossing started 7/22/2025, completed 7/24/2025.
- Stream Crossing Clarion River completed 7/14/2025

<ul style="list-style-type: none"> • Restoration started near intersection of Main and SR 219 <p><u>Remaining:</u></p> <ul style="list-style-type: none"> • 12-inch watermain from STA 90+00 to 96+50 • Hydrostatic and bacteriological testing • Remaining service lines along SR 219 • School: Service connection to sewer plant and bus garage pending. Borough, school, and bus garage have been notified. When SR 219 has been tested and is ready, C&R will work with the school to connect WWTP and bus garage to 4-inch line. • Restoration
<p>Phase B</p> <p>Assume September 8 for “mobilization” to the sections starting along Main St at the 10 inch tie in working toward and through the neighborhood located along Main St to include Clarion Rd and others. Work is expected to take 4-6 weeks.</p>
<p>Phase C</p> <p>Assume mid-October for work to have progressed to a point to allow for mobilization to Grove and Rose St.</p>

WATER

- 2nd round of LT2 sampling plan approved by PADEP. Sampling began August 5th.
- JHA has been in correspondence with staff and manager on operational issues, monitoring compliance and system optimization.
- JHA inspected the complaint at the intersection of Chestnut and the alley between 1st and 2nd Avenues.
 - Review of the site found no direct correlation between work previously completed for the waterline replacement and wash conditions. The alley receives a significant amount of runoff from the upstream receiving area, consists primarily of gravel and has no best management practices implemented, such as proper crown, ditch lines, adequate driving surface aggregate, etc. Historical information finds this to have been an ongoing issue in this location prior to any waterline improvements that have been implemented.
 - No further action deemed necessary by JMA.
- 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 continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, with **One** violation occurring for July 2025, for Instantaneous Maximum fecal, resulting from equipment issues.
 - Average flow 0.332 MGD, max flow 0.795 MGD (Inflow and Infiltration evident)
 - JHA submitted the GP-5 permit for the aerial crossing at the Vennor Island bridge for the insulation and heat tracing work Domtar has committed to undertaking to address the line freezing issues. **(Permit Approval Status Pending)**

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.

- LSA Gaming Monies OPEN Applications are accepted from September 1 – November 30. Project costs \$25,000 - \$1,000,000 (Program details attached under separate attachments to email).
 - **JHA will submit for main replacement from plant to West Center Street and Marvin Street. (Ongoing)**
- PA Small Water and Sewer Grant Program via DCED submitted **(STATUS PENDING)**
 - JHA submitted three (3) applications, Center Street Transite line replacement, Community Center sewer line replacement and New Source Development (well).
- DCED- LSA grant applications for continuation of waterline improvements throughout town submitted fall of 2024 are expected to be reviewed and issuance of any approvals on or before fall of 2025. **(PENDING)**

MISCELLANEOUS:

- Powers Run Dam Removal –
 - Lisa Hollingsworth-Segedy has confirmed that Brenon Environmental Services has been awarded the Powers Run Dam Removal Project. Earliest potential start is approximately 2 weeks out. JMA has received the draw down permit from PFBC. – **STATUS PENDING**
 - **JHA and JMA corresponded about starting the draw down on 9/8/2025.**
 - Easement meets and bounds have been preliminarily reviewed and are being drafted. – **ONGOING**

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: August 31, 2025

Northwest

Payroll - \$ 164,639.43
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 17,571.64
Operating Checking - \$ 339,109.41
Sewer Savings - \$ 52,593.98
Water Savings - \$ 66,195.28

CNB

Savings Acct. - \$ 16,745.75
Water Project Checking (COA) - \$ 40,829.93
Sewer Checking - \$ 18,763.57
Waterline Extension - \$ 518,685.77

PLGIT

General Fund - \$ 715,196.66
Sewer General Fund - \$ 95,128.70
Water General Fund - \$ 101,590.86

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 Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Johnsonburg Municipal Authority SR 219 Waterline Extension ME# 80247 PROJECT BUDGET						
Category	Budgeted Amount	Budget Remaining	Pay Req #1 (Submitted 06/25/2025)	Pay Req #2 (Submitted 07/21/2025)	Pay Req #3 (Submitted 08/15/2025)	Pay Req #4 (For Board Review 9/10/2025)
Administrative	Reserved \$ 18,474.25	\$ 18,474.25	\$ -	\$ -	\$ -	\$ -
	PennDOT Inspection \$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	Newspaper Ads \$ 1,072.75	\$ -	\$ 1,072.75			
	Admin Subtotal \$ 34,547.00	\$ 33,474.25				
Land	Easement - Winters Check No. 17737 12/12/2024 \$ 203.00		\$ 203.00			
	Easement - Launer - Check No. 17755 12/12/2024 \$ 250.00		\$ 250.00			
	Land Subtotal \$ 453.00	\$ -				
Legal	Reserved \$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
	Meyer Wagner Brown & Kraus Invoices (9/10/2024-3/19/2025) \$ 25,000.00	\$ -	\$ 25,000.00			
	Legal Subtotal \$ 50,000.00	\$ 25,000.00				
Financial/Accounting	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	
Interest	\$ -	\$ -				
Engineering	\$ 664,341.00	\$ 110,443.06	\$ 442,593.72	\$ 29,377.30	\$ 41,992.93	\$ 39,933.99
Permits	Railroad Flagger \$105/hr x 8-hr x 60-days \$ 65,000.00	\$ 60,105.00	\$ -	\$ -	\$ 4,895.00	\$ -
	NPDES - to DEP Check No. 00123 2/27/2023 \$ 1,400.00	\$ -	\$ 1,400.00			
	NPDES - to ECCD Check No. 00124 2/27/2023 \$ 800.00	\$ -	\$ 800.00			
	NPDES Minor Mod - to ECCD Check No. 17860 3/13/2025 \$ 650.00	\$ -	\$ 650.00			
	Railroad Permit Check No. 17616 08/15/2024 \$ 5,000.00	\$ -	\$ 5,000.00			
	Railroad Permit Annual Fee \$ 925.00	\$ -	\$ 925.00			
	Permits Subtotal \$ 73,775.00	\$ 60,105.00				
Construction						
	C&R Bid 10/7/2024 \$ 3,797,391.00		\$ -	\$ 11,400.00	\$ 868,328.50	\$ 697,626.80
	Construction Subtotal (C&R Total Contract Amount) \$ 3,797,391.00	\$ 2,220,035.70				
Contingency (5%)	\$ 189,870.00	\$ 183,637.92	\$ -	\$ -	\$ -	\$ 6,232.08
	TOTAL \$ 4,835,377.00	\$ 2,657,695.93	\$ 477,894.47	\$ 40,777.30	\$ 915,216.43	\$ 743,792.87