**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, March 12, 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, Earl Park, Duane Duffy, Paul Villella, Eric Poague

Tony King – excused

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

**VISITORS** – Emil Zaunick, Randall Mason

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

**COMMENTS FROM VISITORS** – Email Zaunick questioned his consumption overage. Randall Mason questioned his consumption overage. The board would like to have the Mason’s existing meter tested for accuracy and then replaced. A letter was submitted by Megan Heindl, daughter of Ed Gapinski. The letter was asking for a credit on his bill, as he had a very large consumption overage. The Board decided to have him apply for a payment plan.

**EXECUTIVE SESSION** – None

**APPROVAL OF MINUTES FROM PREVIOUS MEETING** – A motion was made by Duane Duffy and seconded by Eric Poague to approve the minutes from the February 12, 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 Duane Duffy and seconded by Eric Poague to have Jack Fowler and Earl Park sign the paperwork to extend the Waterline Ext. Line of Credit with CNB Bank as required by PennVest (carried).

**SOLICITOR’S REPORT** – None

Solicitor Brown commented that he is not aware of a JMA policy regarding high bill forgiveness. It was decided that the Administrative Committee would meet on this issue.

**COMMITTEE REPORTS** –

1. Administrative – none
2. Operations – met with the borough on the sewer line behind the Community Building
3. Finance – met to discuss an investment policy

A motion was made by Eric Poague and seconded by Earl Park to accept the investment policy written by Jack Fowler, with the approval of Solicitor Brown (carried). The Board would like to proceed with opening an additional PLGIT account with $100,000 and designate it as water funds.

1. Fire Department – none
2. Hiring - none
3. Johnsonburg Borough – none
4. Grants – none

**TREASURER’S REPORT** – A motion was made by Eric Poague and seconded by TJ Weaver to approve the Treasurer’s report (carried).

**BILLS FOR PAYMENT** – A motion was made by Eric Poague and seconded by Earl Park to approve the bills for payment in the amount of $ 63,958.20 (carried).

**Bank Balances as of: February 28, 2025**

**Northwest**

Payroll - $ 147,333.49

Water Pennvest - $ 510.67

Sewer Pennvest - $ 37,865.88

Operating Checking - $ 304,947.14

Sewer Savings - $ 52,580.74

Water Savings - $ 95,758.93

**CNB**

Savings Acct. - $ 1,764.97

Water Project Checking (COA) - $ 40,829.93

Sewer Checking - $ 39,518.77

Waterline Extension - $ 14.00

**PLGIT**

General Fund - $ 699,575.35

Sewer General Fund - $ 93,050.90

**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 (Sewer)- $ 8,580.54

Pennvest (Sewer)- $ 11,718.30

**OLD BUSINESS**

* Investment policy approved above

**NEW BUSINESS**

* A motion was made by Earl Park and seconded by Eric Poague to add Brian Buesink and Tracey Brown as check signers with a $ 2,500 limit (carried).
* A motion was made by Eric Poague and seconded by Duane Duffy to designate Brian Buesink as the JMA employee to oversee the Waterline Ext. Project and report monthly progress to the Board (carried).
* A meeting will be arranged to discuss the Vennors Island issue with Domtar representatives.
* A motion was made by TJ Weaver and seconded by Earl Park to buy a new plow for the truck that Bryon Gregori drives. Roll call vote: Eric Poague – no, Paul Villella – no, Duane Duffy – yes,

Earl Park – yes, TJ Weaver – yes, Jack Fowler – yes (carried 4-2).

* A motion was made by Eric Poague and seconded by Duane Duffy to approve the sample resolution included with agenda to adopt the Section 504 Grievance Procedure as required by USDA. Brian Buesink will be listed as the designated JMA representative and the time frame to file a grievance will be listed as 10 days (carried).
* A motion was made by Eric Poague and seconded by Duane Duffy to pass the Resolution for the Route 219 Waterline Extension to reimburse general funds as required by PennVest (carried).

**COMMENTS FROM VISITORS –** None

**EXECUTIVE SESSION –** None

**ADJOURNMENT OF MEETING**- A motion was made by Duane Duffy and seconded by TJ Weaver to adjourn the meeting at 5:50 p.m. (carried).

Jack Fowler, Chairperson

TLB