**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, November 13, 2024**

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

Also present: Brian Buesink, Tracey Brown, Solicitor Brown, AJ Coval of JHA via ZOOM

**VISITORS** – JR DePanfilis

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

**VISITOR COMMENTS (on agenda related items)** – None

**EXECUTIVE SESSION** – A motion was made by TJ Weaver 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 into regular meeting at 4:42 (carried). Litigation and personnel were discussed with no action taken.

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS** – A motion was made by Earl Park and seconded by TJ Weaver to approve the minutes from the October 7, 2024 Special Meeting (carried). A motion was made by Earl Park and seconded by Duane Duffy to approve the minutes from the October 9, 2024 Regular Meeting (carried).

**MANAGER’S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached.

* A motion was made by Eric Poague and seconded by Tony King confirming that the restoration work pertaining to Joan Park’s easement has been completed to her satisfaction (Carried, Earl Park abstained)

**ENGINEER’S REPORT** – Copy attached

**SOLICITOR’S REPORT** – None

**COMMITTEE REPORTS** –

1. Administrative – TJ Weaver reported that they met and discussed raises for 2025.

-A motion was made by Tony King and seconded by Earl Park to support the Administrative Committee’s recommendation of a $1/hour raise for all employees for 2025. This also includes 3 additional vacation days in 2025 and 1 additional vacation day for each of the next two years (carried).

1. Operations - none
2. Finance – Duane Duffy commented that he doesn’t think Jack Fowler, as the Board Chairman, should be doing the budget. There was also discussion on moving money into PLGIT.

-A motion was made by Eric Poague and seconded by TJ Weaver to authorize Tracey to open a new PLGIT account, designated as a water account, with $100,000 from our Northwest Bank operating account (carried).

1. Fire Department – none
2. Hiring - none
3. Johnsonburg Borough – The stones that wash out of the alley behind First Ave. after heavy rain were discussed
4. Grants – none

**TREASURER’S REPORT** – A motion was made by Earl Park 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 $ 140,013.48 (carried).

**Bank Balances as of: October 31, 2024**

**Northwest**

Payroll - $ 128,574.02

Water Pennvest - $ 510.67

Sewer Pennvest - $ 37,862.83

Operating Checking - $ 415,165.14

Sewer Savings - $ 52,572.11

Water Savings - $ 145,230.30

**CNB**

Savings Acct. - $ 10,154.38

Water Project Checking (COA) - $ 96,286.63

Sewer Checking - $ 53,355.57

Waterline Extension - $ 14.00

**PLGIT**

General Fund - $ 689,024.04

Sewer General Fund - $ 91,647.47

**Debt Payments**

CNB Mortgage - $ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - $ 1,773.03

CNB Draw Loan (WWTP Upgrade) - $ 3,459.20

Pennvest - $ 8,580.54

Pennvest - $ 11,718.30

**OLD BUSINESS**

* The Act 57 Rate Study is wrapped up and under review.

**NEW BUSINESS**

* A motion was made by Earl Park and seconded by Eric Poague to give JMA employees a $50 Elk County Foods gift certificate for the holidays (carried).
* The preliminary 2025 budget was handed out. It was decided that the board members would look it over and bring their thoughts on it to the December meeting.
* Eric Poague informed the Board that Tracy Crowe is going to be covering events in Johnsonburg for The Ridgway Record. She will be attending our meetings and reporting them in the paper.

**COMMENTS FROM VISITORS –** None.

**EXECUTIVE SESSION –** None.

**ADJOURNMENT OF MEETING**- A motion was made by Eric Poague and seconded by TJ Weaver to adjourn the meeting at 6:03 p.m. (carried).

Jack Fowler, Chairperson

TLB