**JOHNSONBURG MUNICIPAL AUTHORITY**

**Regular Meeting Minutes**

**Wednesday, December 11, 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, Duane Duffy, Paul Villella, Tony King

Earl Park – excused, Eric Poague - excused

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

**VISITORS** – Tracy Crowe from the Ridgway Record

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

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

**EXECUTIVE SESSION** – A motion was made by TJ Weaver and seconded by Tony King to enter into Executive Session at 4:01 (carried 4-1). A motion was made by TJ Weaver and seconded by Tony King to exit Executive Session and enter into regular meeting at 4:16 (carried 4-1). Litigation and personnel were discussed with no action taken.

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS** – A motion was made by Tony King and seconded by Duane Duffy to approve the minutes from the November 13, 2024 Regular Meeting (carried). A motion was made by Duane Duffy and seconded by TJ Weaver to approve the minutes from the November 26, 2024 Special Meeting (carried).

**MANAGER’S REPORT** – Copy attached

**WATER REPORT** – Copy attached

**SEWER REPORT** – Copy attached

**ENGINEER’S REPORT** – Copy attached

**SOLICITOR’S REPORT** – Solicitor Brown reported on his efforts in obtaining the easements for the Rt. 219 Waterline Ext. project.

* A motion was made by Tony King and seconded by Duane Duffy to approve payments of $203 to Kenneth Winters and $250 to Thomas & Lindsay Launer for just compensation for their easements (carried).

**COMMITTEE REPORTS** –

1. Administrative – none
2. Operations - none
3. Finance – none
4. Fire Department – none
5. Hiring - none
6. Johnsonburg Borough – none
7. Grants – none

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

**BILLS FOR PAYMENT** – A motion was made by Tony King and seconded by Paul Villella to approve the bills for payment in the amount of $ 86,442.71 (carried).

**Bank Balances as of: November 30, 2024**

**Northwest**

Payroll - $ 133,178.27

Water Pennvest - $ 510.67

Sewer Pennvest - $ 17,564.74

Operating Checking - $ 417,282.66

Sewer Savings - $ 52,574.26

Water Savings - $ 145,186.25

**CNB**

Savings Acct. - $ 8,047.39

Water Project Checking (COA) - $ 96,286.63

Sewer Checking - $ 49,896.37

Waterline Extension - $ 14.00

**PLGIT**

General Fund - $ 691,751.81

Sewer General Fund - $ 92,010.29

**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 - $ 8,580.54

Pennvest - $ 11,718.30

**OLD BUSINESS**

* Travis Long of JHA reported that the ACT 57 rate study was complete. A copy of the study was given to each board member. He reported that our current water/sewer rates are where they should be according to the study.
* There was discussion on the delay in opening the new PLGIT account that was voted on last month. JMA’s auditors indicated that JMA should have an investment policy in place for this type of investing. This was tabled until next month’s meeting. Tracey will try to obtain guidance on what the investment policy should include.

**NEW BUSINESS**

* A motion was made by TJ Weaver and seconded by Duane Duffy to approve & advertise the dates for the 2025 meetings: 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10 (carried).
* A motion was made by Duane Duffy and seconded by Tony King to approve a $1/hour raise for each employee and an additional 3 paid vacation days in 2025, 1 additional paid day in 2026 & 1 additional paid day in 2027 (carried).
* A motion was made by Duane Duffy and seconded by TJ Weaver to approve the 2025 budget as presented at last month’s meeting (carried).
* A motion was made by TJ Weaver and seconded by Tony King to approve the Professional Services Agreement between JMA and Solicitor Brown pertaining to the Waterline Extension Project, as required by PENNVEST (carried).
* A motion was made by Duane Duffy and seconded by TJ Weaver to approve the Settlement Agreement and Release between JMA and Continental Construction, Inc. Roll call vote: Jack Fowler – yes, TJ Weaver – yes, Duane Duffy – yes, Paul Villella – yes, Tony King – yes. Earl Park & Eric Poague – excused (carried 5-0).

**COMMENTS FROM VISITORS –** Tracy Crowe of the Ridgway Record was welcomed. The JMA employees thanked the board for the raises for 2025.

**EXECUTIVE SESSION –** None.

**ADJOURNMENT OF MEETING**- A motion was made by Duane Duffy and seconded by TJ Weaver to adjourn the meeting at 4:58 p.m. (carried).

Jack Fowler, Chairperson

TLB