



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
Wednesday, November 12, 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 October 8, 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)
- NEW BUSINESS
 - C & R Boring request for a winter shutdown of the Waterline Extension Project
 - Jones Township portion of Sewer Plant Upgrade
 - Payoff of Sewer Plant Upgrade loan
 - Update Rules & Regulations
 - Preliminary budget
 - Holiday gift cards from Elk County Foods for employees
- BOARD DISCUSSION
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY
Regular Meeting Minutes
Wednesday, October 8, 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, Earl Park, Duane Duffy, Paul Villella, Tony King

TJ Weaver – excused, Eric Poague - excused

Also present: Brian Buesink, Corey McCabe, Bryon Gregori, Tracey Brown, Kathleen Mooney & AJ Coval of JHA via ZOOM, Donnie Taggart of JHA, Solicitor Brown via ZOOM

VISITORS – Kylie Maland

APPROVAL OF AGENDA - A motion was made by Earl Park and seconded by Tony King to modify the agenda to cover the solicitor's report after visitor comments, as Solicitor Brown has to leave early, and otherwise approve the agenda (carried).

COMMENTS FROM VISITORS – Kylie Maland returned this month and asked if a decision was made on allowing kayakers to exit on JMA property. Solicitor Brown said that JMA would not be liable and gave her the ok. A motion was made by Tony King and seconded by Duane Duffy to proceed with allowing kayakers to exit on JMA property and to install a sign that says "Exit Only" (carried).

SOLICITOR'S REPORT – Solicitor Brown reached out to Solicitor Thomas regarding the JTMA portion of the sewer plant upgrade. Solicitor Thomas told Solicitor Brown that it is on the agenda for JTMA's next meeting. Solicitor Brown said we may have to negotiate.

EXECUTIVE SESSION – None

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – A motion was made by Duane Duffy and seconded by Earl Park to approve the minutes from the September 10, 2025 Regular Meeting (carried). A motion was made by Earl Park and seconded by Tony King to approve the minutes from the September 23, 2025 Special Meeting (carried). A motion was made by Earl Park and seconded by Paul Villella to approve the minutes from the September 30, 2025 Special Meeting (carried).

MANAGER'S REPORT – Copy attached. Duane Duffy asked if JMA has considered looping the end of the Powers Ave. water line. Brian said that he will have JHA look into it.

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER'S REPORT – Copy attached

COMMITTEE REPORTS –

- A. Administrative – none
- B. Operations – none
- C. Finance – none
- D. Fire Department – none
- E. Hiring – none
- F. Johnsonburg Borough – none
- G. Grants – none

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

BILLS FOR PAYMENT – A motion was made by Earl Park and seconded by Tony King to approve the bills for payment in the amount of \$ 69,598.93 (carried).

Bank Balances as of: September 30, 2025

Northwest

Payroll - \$ 175,966.63

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,871.23

Operating Checking - \$ 432,168.94

Sewer Savings - \$ 52,596.14

Water Savings - \$ 106,148.82

CNB

Savings Acct. - \$ 14,976.96

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

Sewer Checking - \$ 15,304.37

Waterline Extension - \$ 1,806.28

PLGIT

General Fund - \$ 717,735.97

Sewer General Fund - \$ 95,466.46

Water General Fund - \$ 101,951.56

Debt Payments

CNB Mortgage – Paid in full 8/21/2025: \$ 22,252.94

CNB Line of Credit Interest Only (Waterline Ext.) – Regular payment on 9/2: \$ 1,792.28

Paid in full 9/3/2025: \$ 347,737.95

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 Earl Park and seconded by Duane Duffy to approve PennVest Pay Request #5 in the amount of \$ 846,004.82 (carried).

NEW BUSINESS

- A motion was made by Duane Duffy and seconded by Earl Park to pass the Resolution to apply for a Statewide Local Share Assessment grant in the amount of \$ 993,489 to be used for West Center Street Watermain Replacement (carried).
- A motion was made by Earl Park and seconded by Paul Villella to pass the Resolution to apply for a Statewide Local Share Assessment grant in the amount of \$ 538,185 to be used for Glen Avenue Watermain Extension(carried).

BOARD DISCUSSION – Earl Park said that with the sewer plant upgrade being basically done we should consider paying the loan off. It was decided to put it on next month's agenda. Each board member was given a copy of JMA's current Rules & Regulations. Chairman Fowler is interested in updating them and asked that each member review and make notes/questions for the next meeting. Tony King asked a question about the health insurance section on the 2025 budget.

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Tony King to adjourn the meeting at 5:06 p.m. (carried).

Jack Fowler, Chairperson
TLB

OCTOBER/NOVEMBER 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. 2 new check valves ordered for the WTP.
5. Continued LT-2 testing per DEP.
6. 2 employees sent in required paperwork to the DEP to receive their certifications.
7. 1 employee attended a water training class.
8. TG Pipe Services onsite to clean and televise Main Street and Elk Avenue.
9. TG Pipe Services onsite to clean and televise Rose Street, Grove Street, and 4th Avenue.
10. System hydrants have been winterized.
11. Installed 2 new water services on Dill Hill.
12. Hydrant painting continues.
13. Completed quarterly recalibration of all field test kits.
14. Received approval from the DEP for the chlorine injector at Silver Creek Pump Station.
15. All water services completed on Main Street, Elk Avenue, Clarion Road, and Spring Street.
16. All paving completed on the waterline extension.
17. Corresponded with JHA on waterline extension.
18. Attended waterline extension progress meeting.
19. Contractor hit mismarked gas line on Main Street.
20. Repaired leaks on Spring Street and Clarion Road.
21. Signed Pennvest payment request for waterline extension.
22. Attended meeting regarding sewer line with school officials.
23. Waterline tie-in at Main Street and Woodland Avenue completed.
24. Waterline tie-in at Clarion Road and Maple Street completed.
25. Waterline tie-in at Main Street and Clarion Avenue completed.
26. Waterline tie-in at Clarion Road and Spring Street completed.
27. Waterline tie-in on Spring Street completed.
28. New sidewalk and handrail completed at 1st Street and Chestnut Avenue.
29. Restoration completed at leak sites around system.
30. New exhaust fan installed at the WWTP.
31. Elcon to finalize punch list at the WWTP starting November 17.
32. Continued additional sample testing per DEP at WWTP.
33. New oxygen sensor ordered for the WWTP.
34. Work completed on auger compactor at 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 meeting.
40. Attended JMA meeting.
41. JHA completed monthly reports.

Water Report
For October 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. Jim from Hach in to do quarterly calibrations on CL-17s
8. Working with Kathleen from JHA on plant optimization goals
9. Working with Jan C. concerning main computer issues at the plant
10. Zach and Bryon helped with Distribution projects
11. Glenn in from PA Rural water to do method 334 on all hand-held chlorine analyzers
12. Filled all backup generators for winter with off road fuel and anti-gel conditioner
13. Put a new battery in the Ingersoll air compressor
14. All yearly monitoring samples completed
15. Maintenance and inspections on equipment as needed

Ongoing daily operations

Working on a pm plan with TEC for all pumps and electric motors

October Sewer Report 2025

10-1-25—Cleveland Brothers were in to do yearly maintenance on generator.

10-2-25—Hach was in to do quarterly services on CL-17 and sampler.

10-6-25—Mike & Corey helped to replace and repair water leak on Third Avenue. 619 Third Avenue.

10-7-25—Mike & Corey replaced hot water tank at plant.

10-11-25—Mike had to replace fuse in upgrade in RAS/WAS electrical cabinet.

10-13-25—C & R Boring hit 3 lateral lines on main so manhole was backed up. C& R did everything they could to clean line.

10-14-25—C & R Boring and TG Pipe Services camera'd and cleaned out lines.

10-16-25—Mike replaced another fuse in upgrade in RAS cabinet.

10-21-25—Corey got called about possible sewer leak in alley between First & Second Avenues, dye tested main, it was okay.

10-22-25—Corey & Mike went to help on water tap of Paul Asti.

10-23-25—Topped off all generators with diesel fuel for winter.

10-27-25—Problem at Johnson Run pump station. Machine Rebuilders were in to put auger compactor back together.

10-29-25—Elco in to look at Johnson Run pump station, ended up being a bad relay. Ordered a new one and bypassed it for now, working.



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

**JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
NOVEMBER 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:

Settlement Call #1	Thursday 8/29/2024 10:00 AM	COMPLETED
Advertise for Bids	Thursday 9/5/2024	COMPLETED
Pre-bid (optional)	Monday 9/12/2024 at 10:00 AM	COMPLETED
Bid Deadline/ Bid Opening	10/07/2024 at 4:00 PM	COMPLETED
Issue Bid Tabulation & Recommendation	10/09/2024	COMPLETED
Issue Notice of Award	10/23/2024	COMPLETED
PennVEST Settlement	4/28/2025	COMPLETED
Issue Notice to Proceed	4/29/2025	COMPLETED
Construction Kickoff	6/24/2025	COMPLETED
Construction Start	6/10/25 (confirmed)	INITIATED
Substantial Completion	3/7/2026	270 days
Final Completion	4/21/2026	315 days

- 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 Remaining: • Hydrant extensions as needed. • School: Service connection to sewer plant and bus garage pending. Borough, school, and bus garage have been notified. C&R will work with the school to connect the bus garage to 4-inch line, the school needs to mark their utilities. • Restoration – sunken areas
Phase B Remaining: • Restoration

Phase C Rose and Grove Street

No work has been done on Rose and Grove yet. Winter shutdown requested. Re-mobilization tentatively scheduled for 03/30/2026.

Winter shutdown requested to be effective on or about November 10th, with anticipated return to work about March 30, 2026.

Start date: 06/10/2025

Contract Days: 278 days to substantial completion, 323 days to final completion.

Pause clock 11/10/2025 -> 153-days elapsed, 125 days remaining to substantial completion and 170 days remaining to final completion.

Re-start clock 03/30/2026 -> Substantial completion 08/02/2026, final completion 09/16/2026

Miscellaneous items of notation:

- Angel and crew have been doing a great job in documenting work, tie-ins, laterals and providing updates to the JHA team to ensure records are updated

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.
- Recommendation for system maintenance
 - JHA recommends continued efforts to utilize JMA leak detection equipment and sweep the system for leak detection is encouraged.
- Silver Creek Chlorine Booster Station, construction completed, DEP inspection conducted on 11/6/2025 with both representatives from DEP being very satisfied. Operations permit will be forthcoming. No further action.

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 occurred for September 2025, being instantaneous maximum exceeding Fecal Coliform.
 - Average flow 0.289 MGD, max flow 0.618MGD (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. Domtar has stated work will not be completed this year, and they are committed to absorbing costs for any hauling this winter. **(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)**
 - **Resolutions and documentation will be provided at the November meeting.**
- 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**
 - **Construction completed**
 - Easement meets and bounds have been drafted, completing two minor additions associated with paper ally's. – **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: October 31, 2025

Northwest

Payroll - \$ 157,951.01
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,872.00
Operating Checking - \$ 485,160.64
Sewer Savings - \$ 52,598.37
Water Savings - \$ 126,103.35

CNB

Savings Acct. - \$ 14,998.58
Water Project Checking (COA) - \$ 40,829.93
Sewer Checking - \$ 11,845.17
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 720,314.26
Sewer General Fund - \$ 95,809.40
Water General Fund - \$ 102,317.80

Debt Payments

CNB Draw Loan (WWTP Upgrade) - \$ 3,459.20
Pennvest Loan (Sewer) - \$ 8,580.54
Pennvest Loan (Sewer) - \$ 11,718.30

Johnsonburg Municipal Authority

Profit & Loss by Class

October 2025

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	72,585.81	0.00	72,585.81
1300002 · Sales Domestic - Sewer	0.00	57,400.96	57,400.96
1301001 · Sales Commercial-Water	75,585.42	0.00	75,585.42
1301002 · Sales Commercial - Sewer	0.00	37,456.64	37,456.64
Total Income	148,171.23	94,857.60	243,028.83
Expense			
134001 · Bad Debt - water	281.09	0.00	281.09
134002 · Bad Debt - sewer	0.00	231.09	231.09
1350002 · Collections - Labor	0.00	328.50	328.50
1351002 · Collection System	0.00	17,874.00	17,874.00
1352002 · Sewer - Treatment - Labor	0.00	4,564.42	4,564.42
1353002 · Sewer - Treatment Chemicals	0.00	2,794.00	2,794.00
1356002 · Sewer - Treatment System	0.00	14,252.24	14,252.24
1357002 · Sewer - Sampling	0.00	2,264.00	2,264.00
1365002 · Supervision	1,570.40	1,570.40	3,140.80
1367002 · Clerical	1,430.21	1,430.21	2,860.42
1369002 · Automotive	532.02	532.01	1,064.03
1371002 · Office	645.41	692.03	1,337.44
1375002 · Payroll Taxes	1,089.90	374.30	1,464.20
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1385002 · Legal	362.50	362.50	725.00
1393002 · Engineering	3,745.47	1,351.72	5,097.19
1394002 · General Expenses	1,242.29	1,082.29	2,324.58
1394003 · Employee Work Boot Reimbursemen	175.97	0.00	175.97
1395002 · Administrative Expenses	355.00	60.00	415.00
1397002 · Employee Insurance	6,171.15	6,171.15	12,342.30
1398002 · Insurance	1,332.50	1,332.50	2,665.00
353001 · Water- Purification - Labor	3,622.39	0.00	3,622.39
355001 · Water - Purification - Chemical	6,438.89	0.00	6,438.89
356001 · Water - Purification System	3,127.39	0.00	3,127.39
368001 · Water- Distribution - Labor	4,623.75	0.00	4,623.75
375001 · Water - Distribution System	19,755.85	0.00	19,755.85
378001 · Water - Distribution - Meters	3,896.56	0.00	3,896.56
389001 · Utilities	5,945.06	11,382.79	17,327.85
68300 · Travel and Meetings	280.00	0.00	280.00
Total Expense	68,506.30	70,532.65	139,038.95
Net Ordinary Income	79,664.93	24,324.95	103,989.88
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	574.35	0.00	574.35
1315002 · Penalties Imposed - Sewer	0.00	513.88	513.88
317001 · Pennvest Grant Income	742,000.59	0.00	742,000.59
Total Other Income	742,574.94	513.88	743,088.82
Other Expense			
1403002 · Interest Expense	0.00	1,627.58	1,627.58
Total Other Expense	0.00	1,627.58	1,627.58
Net Other Income	742,574.94	-1,113.70	741,461.24
Net Income	822,239.87	23,211.25	845,451.12

Unpaid Bills - Nov. 2025

Water bills	\$ 31,366.25
Sewer bills	\$ 25,995.24
Water/Sewer split	\$ 37,587.40

Total of Unpaid Bills	\$ 94,948.89
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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 (Submitted 09/15/2025)	Pay Req #5 (Submitted 10/10/2025)	Pay Req #6 (For Board Review 11/12)	
Administrative	Reserved \$	\$ 18,474.25	\$ -	\$ -	\$ -	\$ -	\$ -		
	PennDOT Inspection \$	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		
	Newspaper Ads \$	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Meyer Wagner Brown & Kraus Invoices (9/10/2024-3/19/2025) \$	\$ 25,000.00	\$ 25,000.00						
	Legal Subtotal \$	\$ 25,000.00	\$ 25,000.00						
Financial/Accounting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest		\$ -							
Engineering		\$ 664,341.00	\$ 442,593.72	\$ 29,377.30	\$ 41,992.93	\$ 39,933.99	\$ 34,467.23	\$ 47,144.27	
Permits	Railroad Flagger \$105/hr x 8-hr x 60-days \$	\$ 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						
	C&R Bid 10/7/2024 \$	\$ 3,797,391.00		\$ -	\$ 11,400.00	\$ 868,328.50	\$ 697,626.80	\$ 797,953.69	\$ 299,966.78
	Construction Subtotal (C&R Total Contract Amount) \$	\$ 1,122,115.23							
Contingency (5%)		\$ 189,870.00	\$ -	\$ -	\$ -	\$ 6,232.08	\$ 13,583.90	\$ -	
	TOTAL \$	\$ 4,835,377.00	\$ 1,464,580.06	\$ 477,894.47	\$ 40,777.30	\$ 915,216.43	\$ 743,792.87	\$ 846,004.82	\$ 347,111.05

From: Kelton Rishel <krishel.cr.boring@gmail.com>
Sent: Tuesday, November 4, 2025 10:50 AM
To: Kathleen Mooney, EIT
Cc: Anthony (AJ) Coval, PE
Subject: Temporary winter shutdown

Follow Up Flag: Follow up
Flag Status: Flagged

Kathleen,
Could you please consider this an official request for a temporary winter shutdown for the johnsonburg waterline extension project.

Due to availability and schedule of final installations of hard surfaces, asphalt specifically, the contractor would request to halt any further road openings during the year 2025.

Work is being requested to be paused on or about November 10th, with an anticipated return to work about March 30th, 2026.

This is going to allow for better winter roadway maintenance for Padot and the townships, as well as safer traveling conditions for residents of the area.

Please advise.
Thank you

Kelton Rishel
C&R Directional Boring LLC
8145536424