



JOHNSONBURG MUNICIPAL AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, May 14, 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 April 9, 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
 - Approval of the Watermain Connection Guide
- NEW BUSINESS
 - Approval of the 2023 Financial Audit
- COMMENTS FROM VISITORS
- EXECUTIVE SESSION (If needed)
- ADJOURN

JOHNSONBURG MUNICIPAL AUTHORITY

Regular Meeting Minutes

Wednesday, April 9, 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, Tony King

Eric Poague – excused

Also present: Brian Buesink, Bryon Gregori, Tracey Brown, Solicitor Brown, Kathleen Mooney of JHA via ZOOM

VISITORS – Tracy Crowe, Ridgway Record

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

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

APPROVAL OF MINUTES FROM PREVIOUS MEETING – A motion was made by Earl Park and seconded by Paul Villella to approve the minutes from the March 12, 2025 Regular Meeting (carried).

MANAGER’S REPORT – Copy attached. The bridge at Vennor’s Island was discussed. It will be taken care of by Domtar so that it doesn’t freeze.

WATER REPORT – Copy attached

SEWER REPORT – Copy attached

ENGINEER’S REPORT – Copy attached

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 – none
- G. Grants – none

TREASURER’S REPORT – A motion was made by Earl Park and seconded by Tony King 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 \$ 68,155.16 (carried).

Bank Balances as of: March 31, 2025

Northwest

Payroll - \$ 159,373.36

Water Pennvest - \$ 510.67

Sewer Pennvest - \$ 37,866.71

Operating Checking - \$ 305,100.68

Sewer Savings - \$ 52,582.97

Water Savings - \$ 115,713.02

CNB

Savings Acct. - \$ 12,127.96

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

Sewer Checking - \$ 36,059.57

Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 702,213.86

Sewer General Fund - \$ 93,401.85

Debt Payments

CNB Mortgage - \$ 327.92

CNB Line of Credit Interest Only (Waterline Ext.) - \$ 1,618.84

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

Pennvest (Sewer)- \$ 8,580.54

Pennvest (Sewer)- \$ 11,718.30

OLD BUSINESS - None

NEW BUSINESS

- A motion was made by Earl Park and seconded by Tony King to table reviewing the Watermain Connection Guide and have the Operations Committee review it and make recommendations (carried).
- A motion was made by Tony King and seconded by Duane Duffy to pass the Resolution for the PA Small Water and Sewer Program grant of \$ 90,000 for Center St. Sewer Rehabilitation for the Community Center (carried).
- A motion was made by Earl Park and seconded by Duane Duffy to pass the Resolution for the PA Small Water and Sewer Program grant of \$ 495,000 for Center St. Transite Pipe Replacement (carried).
- A motion was made by Tony King and seconded by Earl Park to pass the Resolution for the PA Small Water and Sewer Program grant of \$ 478,000 for Groundwater Well Testing and Development (carried).
- A motion was made by Earl Park and seconded by Paul Villella to approve a corrected Route 219 Waterline Extension Resolution previously adopted on 9/11/2024, with such correction being a minor word change only, that does not include the expenditure of funds or the execution of a contract. This motion constitutes de minimis business of the Authority that was brought to the Authority's attention within 24 hours of the regularly scheduled board meeting (carried).

COMMENTS FROM VISITORS – None

EXECUTIVE SESSION – None

ADJOURNMENT OF MEETING- A motion was made by Duane Duffy and seconded by Paul Villella to adjourn the meeting at 5:00 p.m. (carried).

Jack Fowler, Chairperson - TLB

APRIL/MAY 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 to be done for 12 months with Cost Savings to JMA with permission from the DEP.
5. Jan onsite at WTP for installation new SCADA computer.
6. Replaced broken hydrant on Long Level Road.
7. Repaired water leak on Mill Street.
8. Corresponded with Ridgway Township.
9. Sewer repaired on 3rd Avenue.
10. Pumped out manhole behind JCC.
11. 2 employees attended certification testing and both employees passed.
12. Paperwork submitted by JHA on additional waterline replacement under PENNVEST project.
13. Attended PENNVEST checklist meeting.
14. Finalized PENNVEST check list.
15. PENNVEST settlement completed on 4-28-25.
16. Attended coordination meeting with JHA, JMA, and JASD for waterline extension project.
17. Completed change of scope for waterline extension to add Clarion Road to the project.
18. Corresponded with JHA on waterline extension.
19. Registered for System for Award Management (SAM) to eligible for federal monies.
20. Corresponded with Pace Labs sample testing.
21. Placed order for a new chemical feed pump.
22. Cambria Systems installation of cellular communications going well.
23. Restoration completed at leak sites around system.
24. Continued additional sample testing per DEP at WWTP.
25. Ordered new modem for WWTP to have voice alarms made to on call phone.
26. New door lock system installed for JMA office building working well.
27. Meeting to be scheduled for Water Tap connection guide for potential new customers for waterline extension.
28. Cleaned all equipment.
29. JMA sites mowed as necessary.
30. Completed street opening permit for the Borough.
31. JHA completed monthly reports.
32. PA 1 calls marked, work orders completed, read meters, shut-offs and return to service, distribution maintenance ongoing, meter replacement ongoing.

Water Report

For April 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. TEC Compressor in to install a check valve on the air compressor for the intake
8. Jan C in to plant to install new computer, took old computer back to see what it needs to be productive again
9. Working with Kathleen from JHA on plant optimization goals
10. Working with Jan C concerning main computer issues at the plant
11. Contacted Lovibond to see why turbidity meters not saving calibration data
12. Working with Matt V., Travis L. and Brian B. on the start-up for the Silver Creek chlorine Booster station

Upcoming

Ongoing daily operations

Sewer Report April

4-2-25- Talked to Elcon about centrifugal blower, didn't switch like they were supposed to. No rotation. Meeting with paper mill, Mike Porter, about ongoing with Vennor's Island pump station, came to a solution of insulating and heat tracing line across bridge.

4-6-25-Call from Jim Lecker about a slow draining sewer at community Center.

4-7-25-Called to Community Center by borough to help unclog and run Jetter down line. Checked manhole and it was clogged again. On going problem with grease clogging line and roof plumbing piped into sewer. Brian B. okayed to bring T.G. Pipe Services to unclog manhole and line, broke blockage free at 15 feet down line. Went up community building line 8-10 feet, found a lot of grit and gravel.

4-8-25-Sent information to DEP for supplemental testing for new permit.

4-11-25-Came to work at 7am, no air to aeration. No alarm call!! Called Elcon and talked to Tony Tylor and said it would be fixed. Cleaned CL2 channel with Bryon G.

4-14-25-Replaced 10ft of sewer line at 405 Third Avenue. Corey, Bryon, Mike, Angel & Dalton all worked on the replacement. Heritage Environmental in to do yearly service on CL2 system.

4-15-25-Bill G. from Driveway Guy's came in to give us an estimate for crack sealing, approved by Brian B.

4-17-25- Elcon working on blower to get them working properly.

4-21-25- Meeting with Dylan Schmidt from Win 911 system to get alarms to call on call phone, need a different modem so it was ordered

4-22-25- Mike called by office for a problem at Community Center again. Brian B gave him directions to call company to get it cleaned out again.



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

JOHNSONBURG MUNICIPAL AUTHORITY (2018-479)
ENGINEERS REPORT
MAY 2025

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

- Rights-of-Way Easements acquisition efforts:
 - Completed.
- 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>	COMPLETED
<u>Advertise for Bids</u>	<u>Thursday 9/5/2024</u>	COMPLETED
<u>Pre-bid (optional)</u>	<u>Monday 9/12/2024 at 10:00 AM</u>	COMPLETED
<u>Bid Deadline/ Bid Opening</u>	<u>10/07/2024 at 4:00 PM</u>	COMPLETED
<u>Issue Bid Tabulation & Recommendation</u>	<u>10/09/2024</u>	COMPLETED
<u>Issue Notice of Award</u>	<u>10/23/2024</u>	COMPLETED
<u>PennVEST Settlement</u>	<u>4/28/2025</u>	COMPLETED
<u>Issue Notice to Proceed</u>	<u>4/29/2025</u>	COMPLETED
Construction Kickoff	TBD	PENDING
Construction Start	6/30/25 (confirmed)	PENDING
Substantial Completion	3/27/2026	270 days
Final Completion	5/11/2026	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.**
- Connection Procedures for NEW customers reviewed and distributed to Authority, **awaiting comments from Board prior to publication on Authority's website.**

WATER

- 2nd round of LT2 sampling protocols, JHA received clarification from DEP that we can actually collect E. Coli every 2 weeks for the next 12 months. This will come as cost savings to the Authority, versus having to collect and sample for Cryptosporidium. JHA is finalizing the revised sampling plan and will like commence sampling in June, after discussions and kick-off with JMA staff.
- JHA has been in correspondence with staff and manager on operational issues, monitoring compliance and system optimization.

- Additionally, operations correspondence with Silver Creek Pump Station and power issues remains ongoing.
- 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 has had no further correspondence with JMA on the ongoing electrical work at WWTP and issues therewith. Awaiting directions on further action steps necessary.
- JHA continues to provide NPDES reporting oversight and guidance, monthly reporting was completed, with **NO** violations occurring for March 2025
- PADEP is currently reviewing the NPDES renewal application submitted by JHA in September of 2021 (submittal due date was 01/01/2022 with expiration of 6/30/2022).

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.
- PA Small Water and Sewer Grant Program via DCED is open February 3, April 30, 2025
 - 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.
- JHA and JMA Manager continue to review projects for various funding options as they become available-
Status On-going

MISCELLANEOUS:

- Powers Run Dam Permit issued –
 - JHA received an email on 5/6/2025 from Lisa Hollingsworth-Segedy that BLI funding was awarded and construction will be commencing this summer. JHA is coordinating with American Rivers to set up a meeting and get more details about the process, schedule etc. American Rivers will be handing the project.

RESPECTFULLY SUBMITTED,



Travis J. Long, CEP, LO
Vice-President & Director of Environmental Services

Johnsonburg Municipal Authority

Profit & Loss by Class

April 2025

	01 - WATER	02 - SEWER	TOTAL
Ordinary Income/Expense			
Income			
1300001 · Sales Domestic - Water	62,898.80	0.00	62,898.80
1300002 · Sales Domestic - Sewer	0.00	56,278.32	56,278.32
1301001 · Sales Commercial-Water	41,644.92	0.00	41,644.92
1301002 · Sales Commercial - Sewer	0.00	55,151.56	55,151.56
Total Income	104,543.72	111,429.88	215,973.60
Expense			
134001 · Bad Debt - water	216.79	0.00	216.79
134002 · Bad Debt - sewer	0.00	216.78	216.78
1350002 · Collections - Labor	0.00	65.70	65.70
1351002 · Collection System	0.00	7,599.72	7,599.72
1352002 · Sewer - Treatment - Labor	0.00	4,859.22	4,859.22
1353002 · Sewer - Treatment Chemicals	0.00	6,240.43	6,240.43
1356002 · Sewer - Treatment System	0.00	2,226.25	2,226.25
1357002 · Sewer - Sampling	0.00	1,680.00	1,680.00
1365002 · Supervision	1,570.40	1,570.40	3,140.80
1367002 · Clerical	2,114.13	334.13	2,448.26
1369002 · Automotive	4,305.11	4,305.12	8,610.23
1371002 · Office	1,243.00	1,243.01	2,486.01
1375002 · Payroll Taxes	1,084.28	386.80	1,471.08
1381000 · Diversified Billing Fees	1,882.50	1,882.50	3,765.00
1385002 · Legal	528.00	400.00	928.00
1393002 · Engineering	17,865.94	0.00	17,865.94
1394002 · General Expenses	5,817.79	5,713.21	11,531.00
1394003 · Employee Work Boot Reimbursemen	217.95	0.00	217.95
1397002 · Employee Insurance	6,168.96	6,168.96	12,337.92
1398002 · Insurance	216.50	216.50	433.00
355001 · Water - Purification - Chemical	6,472.51	0.00	6,472.51
356001 · Water - Purification System	603.90	0.00	603.90
375001 · Water - Distribution System	15,260.77	0.00	15,260.77
389001 · Utilities	1,583.32	11,825.81	13,409.13
68300 · Travel and Meetings	93.80	463.76	557.56
Total Expense	67,245.65	57,398.30	124,643.95
Net Ordinary Income	37,298.07	54,031.58	91,329.65
Other Income/Expense			
Other Income			
1315001 · Penalties Imposed - Water	436.36	0.00	436.36
1315002 · Penalties Imposed - Sewer	0.00	-563.74	-563.74
Total Other Income	436.36	-563.74	-127.38
Other Expense			
1403002 · Interest Expense	63.33	1,872.38	1,935.71
Total Other Expense	63.33	1,872.38	1,935.71
Net Other Income	373.03	-2,436.12	-2,063.09
Net Income	37,671.10	51,595.46	89,266.56



JOHNSONBURG MUNICIPAL AUTHORITY
601 Market St.
Johnsonburg, PA 15845
814-965-4218

Bank Balances as of: April 30, 2025

Northwest

Payroll - \$ 162,362.17
Water Pennvest - \$ 510.67
Sewer Pennvest - \$ 37,867.46
Operating Checking - \$ 251,751.71
Sewer Savings - \$ 52,585.13
Water Savings - \$ 135,667.80

CNB

Savings Acct. - \$ 10,023.56
Water Project Checking (COA) - \$ 40,829.93
Sewer Checking - \$ 32,600.37
Waterline Extension - \$ 14.00

PLGIT

General Fund - \$ 704,760.22
Sewer General Fund - \$ 93,740.54
Water General Fund - \$ 100,108.41

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

Unpaid Bills - May 2025

Water bills	\$	45,312.15
Sewer bills	\$	9,763.15
Water/Sewer split	\$	28,879.15

Solicitor Brown Waterline Ext.	\$	14,739.00
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JHA Engineering Retainer	\$	3,343.75	April Invoice that I had questions on that were not answered by the April meeting
JHA Engineering Retainer	\$	3,077.69	May Invoice
JHA Waterline Ext.	\$	5,972.69	May Invoice
JHA Cedar St. Waterline Replace	\$	192.50	May Invoice
JHA Center St. Sewer Rehab	\$	1,220.00	May Invoice
JHA Center St. Asbestos Pipe Replace	\$	1,435.00	May Invoice
JHA Groundwater Well Testing	\$	2,297.50	May Invoice

Total of Unpaid Bills	\$	116,232.58
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Notice to Existing and Potential New Water Service Customers:

Johnsonburg Municipal Authority's State Route 219 Waterline Extension Project will begin construction on or around June 30, 2025. See attached project map for affected streets.

JMA will be replacing the existing water main and connections on the following streets:

- Main Street – Near Woodland Ave
- Elk Avenue – From Main Street to Spring Street
- Spring Street – From Elk Avenue to Main Street
- Clarion Road – From Main Street to Cedar Street
- Rose Street
- Grove Street

The water distribution system will be extended to the following streets, providing potential new customers the option of connecting:

- Main Street– From Silver Creek to Elk Avenue
 - SR 219 – From Main Street to Johnsonburg Elementary School
 - Old Klondike Road
 - Launer Drive
-

Existing Customers

You have an existing service connection from the watermain to a curb stop (shut off) near the road. After the curb stop, the service line continues to your house and water meter (see diagram from EPA below).

JMA's Contractor will be replacing the service line **from the watermain to the curb stop** (owned by Authority), and replacing your curb stop. Your service line from the curb stop to the home, and to the meter at the home, **is not being disturbed as part of this project**.

JMA's contractor will connect existing customers with existing service connections to the new watermain at no cost to the homeowner (watermain to curb stop).

If you are an existing customer living on the affected streets listed and shown on the project map provided, **there is no action needed from you at this time**. As the project progresses, existing customers will be contacted by JMA's Contractor to coordinate disconnecting from the old main and connecting to the new watermain, which will cause a short-term water shut-off. If you rent, contact your landlord.

New Customers

JMA's Contractor will install a service connection from the watermain toward your property and install a curb stop near the road in front of your house at no cost to you. JMA's contractor will provide a curb stop at no cost to you. **JMA's contractor will not install a service line to your home.** See the following depiction of service connection from EPA.

If a property owner lives on the watermain extension route and **would like to connect** to the public Authority water, please fill out the attached application form and return it to the Johnsonburg Municipal Authority **with payment of the tap fee of \$1,629.00 paid to the Johnsonburg Municipal Authority. The tap fee is a one-time fee to connect to the Johnsonburg Municipal Authority's water system. A water meter is also provided.** Tap fees can be paid at the Johnsonburg Municipal Authority Office, located at 601 Market St, Johnsonburg, PA 15845, via check made out to the Johnsonburg Municipal Authority.

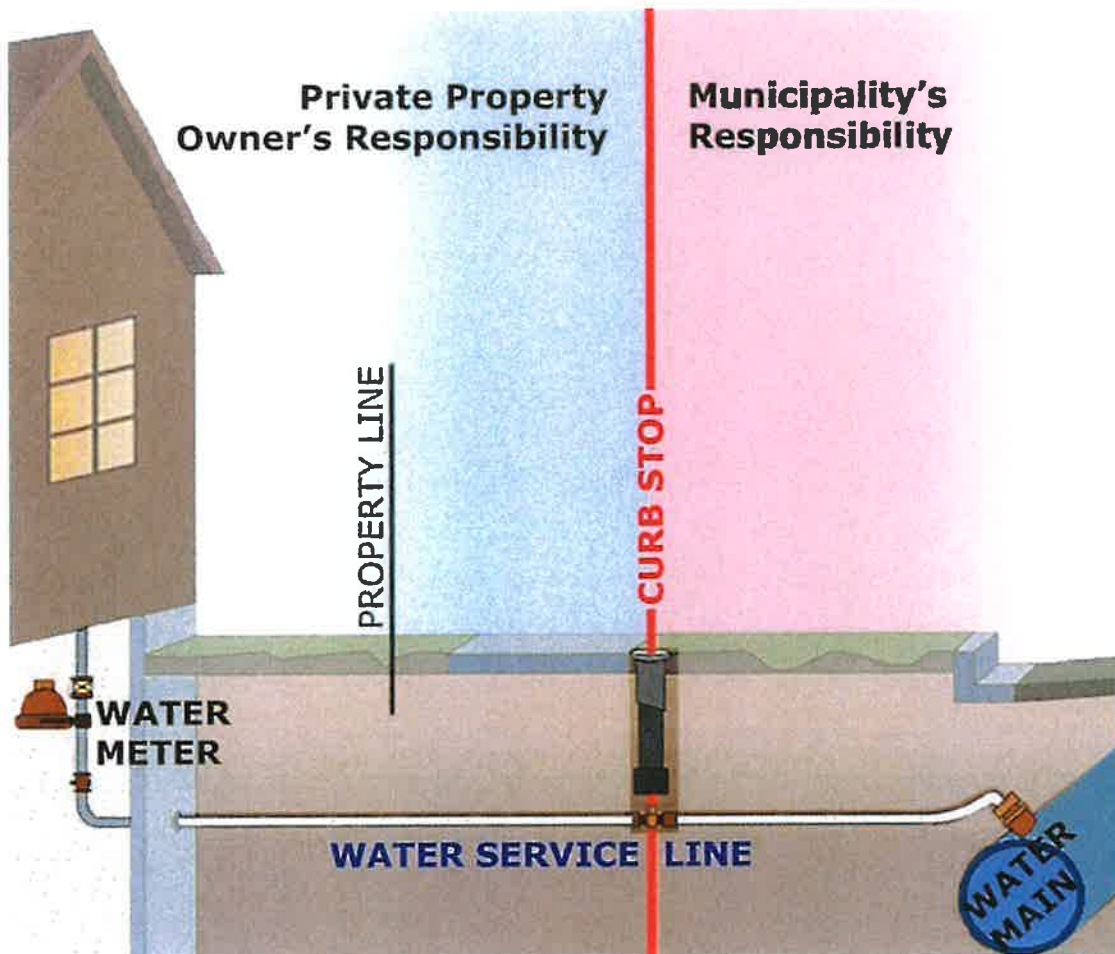
Again, JMA's contractor will install water service from the main line to the curb stop as part of the contract. If you wish to connect to JMA's water system a tap application must be completed and the tap fee paid.

New customers will receive monthly bills to be paid to the Johnsonburg Municipal Authority via check made out to the Johnsonburg Municipal Authority, or online via credit card, debit card, or ACH payment at <https://johnsonburgmunicipalauthority.citizenactioncenter.com/> at the applicable rates. As of July 15, 2023, \$55.00 a month for 5,000 gallons and \$11.00 for each 1,000 gallons over the allotted 5,000.

All accounts for water service are between the property owner and the Johnsonburg Municipal Authority. Bills will be mailed to the property owner. If requested, duplicate bills can be sent to tenants, but ultimately the payment responsibility lies on the property owner.

Please call Johnsonburg Municipal Authority with questions at (814) 965-4218.

See below drawing from EPA:





USGS LOCATION MAP

Johnsonburg Municipal Authority

Johnsonburg Borough, Jones, & Ridgeway Townships, Elk County, Pennsylvania

PROJECT	2018-479 Johnsonburg Extension
DATE	01/05/2025
SCALE	1" = 1,000'
DRAWN	JHA
FILE	Water Main Extension Topo.mxd

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570-278-3100



Johnsonburg Municipal Authority

601 Market St.

Johnsonburg, PA 15845

APPLICATION FOR CONNECTION TO PUBLIC WATER SYSTEM

PROPERTY OWNER _____

CURRENT ADDRESS _____

TELEPHONE NUMBER _____

ADDRESS OF CONNECTION _____

CIRCLE ONE OF THE FOLLOWING

LOCATION: JOHNSONBURG BOROUGH, RIDGWAY TOWNSHIP, JONES TOWNSHIP

STRUCTURE CLASSIFICATION: RESIDENTIAL, COMMERCIAL

The owner of the above property hereby makes application for water service. Service is subject to the current rates, rules, and regulations of the Johnsonburg Municipal Authority

The Johnsonburg Municipal Authority will, under normal circumstances, install a ¾ inch type K copper service to the above property line. The owner agrees to install the same type of service into the premises unless previous arrangements have been made with the Manager of the Authority.

The owner also agrees to install a shut off valve on this service immediately upon entering the building. The owner will then leave space for a meter to be followed by a residential dual spring-loaded check backflow valve, and when necessary, a water pressure regulator (to be determined by a representative of the Authority).

Payment of the \$1629.00 tap fee must accompany this application.

Note: Installation of a backflow device could cause the pressure relief valve on your hot water tank to open. Therefore, a **THERMAL EXPANSION** tank on the cold-water line to your hot water tank is highly recommended.

Property Owner

Date

Johnsonburg Municipal Authority Manager