

Towanda Municipal Authority

Jan 18, 2016

The January meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Richard Schmiege (by phone), Joel Christian

ABSENT: Ellen Lacek, Charlotte Sullivan, William Shaw

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; James Loewenstein – Daily Review; Robert Williams, WTMA Chairman

Visitors:

Visitors:

None

WTMA:

Mr. Lane introduced Mr. Williams, chairman of WTMA to the board; he will represent the Wysox Township Municipal Authority.

Re Organization:

Motion was made by Mr. Christian to approve the reorganization of the TMA board, Mr. Schmiege seconded, approved.

Chairman – Michael Walsh

Vice Chairman – Paul Sweitzer

Secretary/Treasurer – Paul DeWitt

Asst. Secretary/Treasurer – Charlotte Sullivan

Legal Counsel – James Pruyne

Compensation Legal \$2,200.00 Secretary/Treasurer \$300.00

Minutes:

The December minutes were approved as written on a motion made by Mr. DeWitt and seconded by Mr. Sweitzer, approved.

Bills:

The December bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. DeWitt, approved.

Penn Dot Bridge Replacement:

Resolution 2016-1 was voted to allow Mr. Lane to sign and Ms. Maynard to attest to incorporate our design for the relocation of our water line in the Walsh/Granite Joint Venture Project. Motion made by Mr. Sweitzer and seconded by Mr. DeWitt, approved.

Yes – unanimous

No – no one

Absent – Ms. Sullivan, Ms. Lacek, Mr. Shaw

Water:

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Mr. Lane stated that DEP approved our plans for the well head protection for the Robert's wells.

The pilot study approval has been obtained.

Bulk water sales will be impacted as large water haulers need to submit a water management plan to DEP, we are not on DEP approved list; we can still sell water to the smaller water haulers. Mr. Lane budgeted \$30,000.00 in the 2016 budget for bulk sales. Mr. Lane does not see that this will affect our sales as they have declined significantly over the past years.

The revised chloroform testing from DEP wants us to test our dead end locations where water lays the longest, our tanks where water may lay; if those are good then the rest of the system should be fine; if we have test that are not correct we may need to install flush valves at these points in our system. This will add additional testing but the revision is beneficial to our overall system.

Sewer:

Mr. Johnson is working on the Chapter 94 report along with Stiffler McGraw.

Mr. Lane stated Fenton Welding made the screen that fits in the "muffin monster" this equipment accepts raw sewage; by Fenton Welding making the screen and our employees installing it back in place we saved approximately \$10,000.00 by keeping this project in house. We are back in operation; this equipment generates revenue for the sewer plant. Mr. Johnson stated Mr. Shane Walker did a good job on this project.

The pump for the A-TAD system still has not arrived the old pump was put back in so that the system can be semi operational until the pump we purchased arrives.

Mr. Lane has asked Mr. Walker for a list of items that if they fail the sewer plant would shut down since the time frame for delivery of parts is long; we might want to purchase added items to keep on hand. Mr. Johnson stated since this is a German type system that we cannot get parts in the United States.

Bridge Street:

Mr. Lane and Mr. Johnson will be meeting with Hunt Engineering next week on our plans for the water and sewer replacement / relocation to review the design and make any changes if necessary before we submit the plans to Penn Dot.

Lime Street:

Mr. Lane stated we are negotiating with the Bart Schrader Estate to purchase the property adjacent to our tank. Mr. Pruyne is in negotiation with Landy & Landy the attorneys for the Bart Schrader Estate; once this is accomplished we can work on the permanent right of way off the 220 bypass.

Satterlee Hollow:

Mr. Lane is looking at timbering our property; it was last done in 1988; Mr. Lane is meeting with Mr. Jim Roberts and Mr. Jim Haight next week to see if the property is ready to harvest.

Truck:

Mr. Lane is still looking at the truck for the Water Crew it is being reviewed by Mr. Haight.

Stiffler & McGraw:

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Mr. Lane stated he will sign the agreement to retain Stiffler and McGraw as our engineers.

Delinquents:

Mr. Walsh asked Mr. Pruyne what is being done on our delinquents; Mr. Pruyne stated he is pursuing Mr. William Grogan, and he is working on the most current list of delinquents that Ms. Maynard sent to his office.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:20 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Feb 22, 2016

The February meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Gerald Sheets, Joel Christian, Ellen Lacek, Charlotte Sullivan, William Shaw

ABSENT:

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman; Eric Cassanave, Stiffler & McGraw

Visitors:

Visitors:

None

North Towanda Representative:

Mr. Walsh introduced Mr. Gerald Sheets as the North Towanda representative replacing Mr. Richard Schmiegl. A card was passed to all Board members to be signed and to thank Mr. Schmiegl for his service on the Board.

Minutes:

The January minutes were approved as written on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Ms. Sullivan asked for clarification on the bulk water sales on how TMA can get approved by DEP to sell bulk water. Mr. Lane states DEP does not approve of the water loss in our system; DEP wants to see our unaccounted water at 20% to 30% we are currently at 40%, they would like to see a detailed 15 year plan on how we plan on resolving our water loss along with a steady progression in resolving our unaccounted water. Mr. Lane stated that currently since we are not selling bulk water and with the other projects currently on hand this project and study is not feasible at this time, we are still doing leak detection and actively working on lowering our numbers.

Bills:

The January bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Engineer:

Mr. Cassanave updated the Board on the progression of the wells and well head protection on the Robert's property. Mr. Cassanave stated our next step is to run power not only for the wells themselves but for the testing that is required for the filtration system. We need a letter of no prejudice from Penn Vest that states we are performing work and following the bid guidelines set forth by Penn Vest if we wish to pursue them as a funding source for the water project. Mr. Cassanave has plans and drawings for the electrical control panels as well as schematics on what the controls will look like, Mr. Cassanave thinks a lot of the initial work can be done in house that would include the conduit and galvanized piping for the electric. Penn Vest wants a project out to bid 45 days prior to awarding a bid to a contractor that would take us to May. Mr. Sheets discussed the water level during flood stages and our placement of the electric control panel; Mr. Cassanave stated since no work has been started it is feasible to change the location now.

Mr. Sweitzer made a motion to authorize the Electrical Control Panel project out to bid, Mr. Dewitt seconded, approved.

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Mr. Cassanave was contacted by DEP and they stated we need to test both the cryptosporidium and well at 700 gallons a minute we will test 8 gallons of the 700 in the pilot filtration testing. Mr. Cassanave stated this is not what was discussed in December with DEP; he suggests using one well for all the testing. We will need to up the date for Penelec to install power to the site since we will not be using a residential pump; it will more cost effective to have power on site instead of bringing in a temporary power supply.

Water:

Penn Dot is replacing the bridge which affects our water main from New Albany; the water cannot be shut off; we will be using wet taps in order to not shut off the water we will have to be on hand to verify the contractor Penn Dot hires for the project does not turn off the water.

Sewer:

The pump for the A-TAD arrived today they will be working on installing it next week.

Mr. Walsh asked if Mr. Johnson has received a list of what critical items we may need to have on hand for the sewer. Mr. Johnson stated he has discussed this with Mr. Walker but has not received a list of items as of yet. Mr. Walsh suggests we keep on top of this issue and get a list.

Mr. Lane stated that we recently had an employee leave and the role of some of the sewer plant employees have changed; they are doing sewer runs in addition to running the plant.

Mr. Lane wants permission to replace the sewer line on Washington Street; Mr. Sweitzer asked for the cost; Mr. Lane stated he will have to get back to him with the cost; the work will be done in house.

Lime Street:

Mr. Lane stated that we have addressed a legal question to Mr. Pruyne; Mr. Pruyne is still looking into the issue of the original lines of the unopened Lime Street; Mr. Pruyne wants to know what the boundaries of Lime Street were and who gets ownership of that street and if the property owners still have right of way access to Lime Street. Mr. Pruyne asked for the property map of what we are acquiring from the Bart Schrader Estate; Mr. Cassanave stated the map is only of what the Bart Schrader Estate currently owns not taking into account the legal question of right of way of Lime Street; he will forward the map to Mr. Pruyne. Mr. Lane asked if we can have an answer by next month's meeting.

Truck:

Mr. Lane ordered the truck for the water crew we are still looking at 8 weeks for delivery.

Audit:

Mr. Lane stated the 2015 audit will start next week.

Delinquents:

The Board discussed the delinquent list and asked Mr. Pruyne what he is working on.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:30 p.m.

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Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Mar 21, 2016

The March meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:03 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Ellen Lacek, Charlotte Sullivan, William Shaw

ABSENT: Gerald Sheets, Joel Christian

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman

Visitors:

Visitors:

None

Minutes:

The February minutes were approved as written on a motion made by Ms. Lacek and seconded by Ms. Sullivan, approved.

Mr. DeWitt wanted clarification on the “sewer runs”; Mr. Johnson stated this is the checking of the pump and water stations in the entire system; this is done daily.

Bills:

The February bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Water:

Mr. Lane stated our second draw from GTP was approved for \$122,000.00; payment should be on its way.

Mr. Lane informed the Board that the conduit lines for the electric is being done in house by our personnel. The electric control panel is being raised; the panel will be elevated 4-5 ft to keep it out of the flood plain.

Mr. Lane obtained the right of ways required by Penelec. We are hoping to have power poles installed in a couple of months. The electrical contractor who takes the lines to the control panel will be another phase in the project.

Mr. Lane request we allow Mr. Casselbury to procure the pump to start testing the cryptosporidium; that testing will be done for a year. Mr. Casselbury will be able to procure this equipment without going out to bid as it is part of the initial testing. This pump will be running on a generator until permanent power is in place.

Mr. Lane explained to the Board the testing of all three wells for the Church and Robert’s property will be going on simultaneously until the point that the filtration system is introduced in which time the Church property will be able to go on-line since it does not require filtration. Mr. Lane would like a design to have the ability to have the Church well able to go into the filtration plant in case of any future DEP regulations.

Mr. DeWitt questioned our lead levels; Mr. Johnson stated we are well within the required limits.

Mr. Lane stated the Stevenson bridge replacement (Walsh-Granite project), Bridge Street and Main Street man hole riser projects have been approved by Penn Dot; we are responsible for 25% of cost.

Sewer:

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Mar 21, 2016

The pump for the A-TAD has been installed and is operating.

Mr. DeWitt asked if we are still doing infiltration studies. Mr. Johnson stated we are still looking into the problem not as aggressively as when the Army Corp of Engineers were involved, but we are looking into the issues we have with infiltration. The studies done in the past found certain locations that when revisited certain connections tied back in; monitoring is a 24 hour job.

Mr. Johnson stated we need another meter for our effluent, currently we are double metering our flow; we need to only account for what is being discharged into the river. The meter used to exist but in the last upgrade of the sewer plant the meter was moved which now causes us to inflate our actual effluent numbers.

Mr. Lane received the list of critical items needed to keep the sewer plant operational. Mr. Walker is going through the list and getting quotes on the key components on his list. Mr. Lane is putting monies back into the sewer capital fund to help in funding these items now and in the future.

Lime Street:

Mr. Lane asked Mr. Pruyne to inform the Board of his progress on obtaining the information needed to go ahead and purchase the property from the Bart Schrader Estate so we can obtain our permanent right of way from Penn Dot off of the 220 by pass for our tank. Mr. Pruyne explained his progress and is hoping to get more information on Wednesday. Mr. Lane asked Mr. Pruyne to get the information by the 1st week of April so that the subdivision can make the next Bradford County's meeting date. Mr. Walsh asked Mr. Pruyne if the Bart Schrader Estate is holding the property for us; Mr. Pruyne stated he is in contact with the attorney handling the estate.

Delinquents:

The Board discussed the delinquent list and asked Mr. Pruyne what he is working on. The Muir property was discussed and the Saring properties were discussed. Ms. Maynard informed the Board that she has not sent accounts to Mr. Pruyne as there is no progress on the intent to lien letters from November.

Mr. Schmieg:

The Board decided to get a wall clock with engraving for our appreciation of his service to the Board.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:05 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Apr 18, 2016

The April meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:03 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Ellen Lacek, Charlotte Sullivan, William Shaw, Gerald Sheets

ABSENT: Joel Christian

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman; James Loewenstein, Daily Review

Visitors:

Visitors:

None

Minutes:

The March minutes were approved as written on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Bills:

The March bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Budget:

Mr. Lane stated we are in good shape for the 1st quarter revenue and expenses. We did receive tap in fees from Panda that were not expected nor budgeted for. Sewer is slightly below expectations but so are expenses.

Bulk water sales we have sold \$40,000.00 in which we budgeted \$25,000.00.

1996 Penn Vest:

Mr. Lane informed the Board that we will be making our final payment on this loan in June in the amount of \$26,000.00.

Water:

The pump has been installed on well #2 on the Robert's property. Mr. Casselberry informed Mr. Lane he will begin the cryptosporidium testing in May.

Penn Dot Projects:

Mr. Lane was notified by Penn Dot that the anticipated start for the Stevenson's Bridge replacement is June 13th.

Bridge Street Relocation Project will be advertised this week or next week per Penn Dot.

Lime Street:

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Mr. Lane informed the Board that Mr. Pruyne has a sales agreement in place and we will be on next month's County meeting for the subdivision of the property.

Chief Oil and Gas:

Mr. Lane has been contacted by Chief Oil & Gas they are extending our lease for an additional 3 years at \$1,000.00 an acre for the Saterlee Hollow property. Mr. Lane gave a copy of the lease for Mr. Pruyne to review and will contact Mr. Walsh and Mr. DeWitt for signature. Mr. Sweitzer made a motion to renew the lease on the Saterlee Hollow property, seconded by Ms. Lacek, approved.

Schedule of Fees:

Mr. Lane is in the process of updating our list the last time it was updated was 2010.

Delinquents:

The Board discussed the delinquent list and asked Mr. Pruyne what he is working on. Mr. Pruyne stated he will talk to Rose to see where our liens are in the process.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:40 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

May 16, 2016

The May meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Ellen Lacek, Charlotte Sullivan, Joel Christian

ABSENT: William Shaw, Gerald Sheets

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman; Eric Cassanave, Stiffler McGraw

Visitors:

Visitors:

None

Minutes:

The April minutes were approved as written on a motion made by Ms. Lacek and seconded by Mr. Sweitzer, approved.

Bills:

The April bills were approved on a motion made by Mr. Sweitzer and seconded by Ms. Sullivan, approved.

Audit:

Mr. Lane stated that our 2015 audit will be completed by end of month.

Engineer:

Mr. Cassanave stated that DEP asked that both wells be tested for E-coli instead of the original plan of testing one well for cryptosporidium. The wells will be tested twice monthly the test is less expense to the Authority. Both wells have pumps installed and testing will begin soon; the wells have to run for 24 hours prior to obtaining samples and they will alternate the wells. Both bacteria will be eliminated prior to delivery to customer but the testing needs to be done. Mr. Cassanave stated he thinks DEP is using our project as a basis for future developments using surface water; that is why we are receiving changes in their testing requirements. Mr. Lane advised the Board if we fail an E-coli test we will be required to test for cryptosporidium.

Mr. Cassanave stated Stiffler McGraw is soliciting minority contractors per Penn Vest requirements, once that due diligence is done they will go out to bid for the electric for the well sites.

The pilot study will begin once permanent electric is in place.

Sewer:

Mr. Lane stated that we are looking at applying epoxy to the clarifier to prolong the life of the unit by sealing cracks.

Mr. DeWitt asked if the Board would be interested in a tour of the sewer plant. Mr. Lane will organize a date with Mr. Walker and contact Board members.

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Gateway Green:

The Board entered executive session at 5:26 p.m. and remained in session until 5:47 p.m. regarding an agreement with Gateway Green. Ms. Lacek made a motion to have Mr. Lane and Mr. Pruyne to discuss an agreement with Gateway Green, Mr. Dewitt seconded Mr. Sweitzer abstained, approved.

Schedule of Fees:

Mr. Lane is in the process of updating our list of fees he gave the Board a copy of the fees. He updated meter flow testing to \$25.00. Any other adjustments to rates will be discussed in the December meeting. Mr. Lane stated in his research our water rates are low compared to other water systems and our sewer is in the mid to high range. Mr. Sweitzer made a motion to enter the schedule of fees on the books seconded by Mr. Christian, approved.

Lead and Copper:

Mr. Pruyne asked about our lead; Mr. Johnson stated we test every three years as required by DEP; we are below the levels DEP dictates. Mr. Pruyne asked about households; Mr. Johnson stated that we cannot regulate nor enforce what individuals have for plumbing in their individual households.

Bridge Street:

Mr. Lane stated two weeks from now Penn Dot will be awarding the bid. Valley Energy has started their line replacement. The project is anticipated to start around the 4th of July time frame.

Lime Street:

Mr. Lane stated that our subdivision on Lime Street will be on next month's County meeting; we will have the Borough crew construct the road.

Chief Oil and Gas:

Mr. Lane stated that the agreement was signed for Saterlee Hollow property the check amount should be \$159,000.00.

Hemlock Hills:

Mr. Lane stated the punch list for the water line extension is complete and Mr. Johnson has inspected and we should be receiving the agreement from Middendorf.

Saring Property:

Mr. Lane received a letter from Mr. Chris Jones who represents People State Bank who took over the Saring buildings; during the title search they overlooked one of our liens and we have current charges as well that they are requesting any type of leniency on. Mr. Lane stated he is willing to credit sewer on the apartment that had a leak in February, which is a standard practice; the Board agreed and Mr. Lane will contact Mr. Jones.

Delinquents:

Mr. Lane and Ms. Maynard met with Rose on the delinquent list. Mr. Sweitzer asked about the people on the list that have a lien and we are still providing service and not received any payment on; Ms. Maynard stated in the conversation with Rose she took down the names of these customers and she is writing a letter stating we

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have a lien in place and have not heard from them and if we do not we will execute the lien; hopefully that will get payments coming in if not we will have to execute the lien.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Jun 20, 2016

The June meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:02 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Ellen Lacek, Charlotte Sullivan, William Shaw, Gerald Sheets

ABSENT: Joel Christian

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman

Visitors:

Visitors:

None

Minutes:

The May minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Ms. Lacek, approved.

Bills:

The May bills were approved on a motion made by Ms. Sullivan and seconded by Mr. Sweitzer, approved.

Water Truck:

Mr. Lane stated that our new vehicle has arrived; Mr. Lane would like to pay for the vehicle out of our funds instead of financing the vehicle. Mr. Sweitzer made a motion to pay for the vehicle instead of financing, seconded by Ms. Lacek, approved.

Water:

Mr. Lane said the testing is continuing at the Robert's wells. The generator is somewhat of an inconvenience as we need to assure they are fueled up to run the pumps for testing, they use a lot of fuel.

Penelec is awaiting approval of a railroad crossing for the power lines. We are looking at advertising the electric for the Roberts property next week.

Mr. Lane stated he is in disagreement with Mr. Cassanave as it goes for funding of the project; Mr. Lane does not think we need to be reimbursed for our costs up to the point we are permit ready; if we have the capitol to spend on the project we should spend it. In order to qualify for reimbursement from Penn Vest we need to assure we follow their guidelines on bidding out projects.

We made our last payment for our Penn Vest loan; the only debt we have on the water side is the red dump truck at this time.

Mr. Lane has been working with the Progress Authority and Northern Tier Regional Development to submit projects for grant monies, they like the water project and prioritized it; we are looking at receiving a \$100,000.00 grant for soft costs of the water project from ARC (Appalachian Regional Commission).

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Mr. DeWitt asked how we are going to pay for the Bridge Street Project; Mr. Lane said we budgeted \$130,000.00 in this year's budget for the project we will carry that into next year and budget the difference from what we thought the project would cost to be and what the bid came in at which is approximately \$200,000.00.

Lime Street:

Mr. Lane will be attending the meeting tomorrow night to address the subdivision of the Bart Schrader Estate. We will be moving our current driveway 50 to 100 ft south from where it currently is situated in order to keep it within our property lines.

Sewer:

Mr. Johnson stated we have an issue with grease management. He is looking at adopting rules and regulations to address grease management with all eateries in the Towanda Water and Sewer system. Mr. Johnson stated that he is not aware of who will enforce this program but it needs to be instituted and enforced. We can accept the waste at the sewer plant but we do not have the man power to collect the grease from these eateries. This will require an initial inspection and document from the eateries that they are complying with the rules and regulations.

Towanda Borough Code:

Mr. Lane stated the Borough code contains ordinances for TMA most of the rules and regulations are not the updated rules and regulations. Mr. Lane is going to have Council rescind the water and sewer ordinances and enable TMA to own and operate the system and enact rules and regulations by resolution. Mr. Lane states he wants to attach TMA's resolutions to the Borough Code instead of having them part of the code itself, so if an update is done it is only attached and the Borough Code does not have to be rewritten. Mr. Johnson asked why the regulations need to be included in the Borough Code if they are going to enable TMA to own and operate the system. Mr. Lane stated that is would be accessible to Borough residents.

Bridge Street:

Mr. Lane stated that HRI was awarded the bid for the Bridge Street reallocation project. Mr. Lane is in contact with HRI and will be informed of when they start this project.

Satterlee Hollow:

Mr. Roberts stated he wants to immediately harvest the Ash and Black Birch; the Ash because of the beetle infestation we can harvest as many trees as possible before they are no longer viable because of the beetle. Mr. Roberts stated there are different options the municipality can do to harvest the trees on the land. Mr. Sweitzer made a motion to have Jim Roberts manage the project and pick the best option for the municipality to make monies off the trees on the Property, seconded by Mr. DeWitt, approved.

Mr. Lane stated the royalty monies we received from the Satterlee Hollow property will be used for the Thomas Street pressure reducer valve/vault and the Lime Street driveway.

Gateway Green:

Mr. Lane stated he sent an email to Gateway Green outlining what we want to see in an agreement and he is waiting to hear from them; he did receive a confirmation email.

Panda:

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Jun 20, 2016

Mr. Lane stated that Panda has asked for our original allocation of 10,000 to 60,000 gallons a day be revised to be 60,000 to 200,000 gallons. Mr. Lane wants to put conditions to drawing that much water. Mr. Johnson stated we have always had the ability to curtail their draws due to drought and leaks and those were placed in the original agreement. Mr. Johnson stated we can commit and ensure that they have a contingency plan to obtain water. Mr. Johnson stated that we signed agreements with water haulers for 300,000 so this is not an unreasonable amount or request. Mr. Sweitzer made a motion that we agree to allow Panda to draw up to 200,000 gallons a day with ability to curtail that amount when needed, Ms. Lacey seconded, approved.

Bulk Station:

Ms. Sullivan stated Penn Dot is reconfiguring the roadway exit ramps by the 220 by pass and they were not aware we had a bulk station in that area we will have to relocate the bulk station. Since it is not in their right of way Penn Dot should be paying the whole amount for relocating the bulk station. Mr. Johnson and Mr. Lane will look at possible sites for the Bulk Station.

Mr. Schmeig:

Mr. Lane, Mr. DeWitt and Mr. Johnson presented the clock that the Board purchased to Mr. Schmeig for his years of service.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:38 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority
July 2016 - No Meeting

Towanda Municipal Authority

Aug 15, 2016

The August meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:08 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Ellen Lacek, Charlotte Sullivan

ABSENT: Joel Christian, Paul Sweitzer, William Shaw, Gerald Sheets

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman; Eric Cassanave, Stiffler & McGraw

Visitors:

Visitors:

None

Minutes:

The June minutes were approved as written on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Bills:

The June and July bills were approved on a motion made by Ms. Lacek and seconded by Ms. Sullivan, approved.

Engineer:

Mr. Cassanave updated the Board on the water project.

Next week we will open the bids for the electrical power to the Roberts well.

Mr. Cassanave asked Mr. Lane if Penelec has placed the poles; Mr. Lane stated that Penelec is not going to place the pole until the end of September taking into consideration where we are in the project.

Once the electric is in place we can start the pilot project.

Mr. DeWitt asked for the cost of the treatment plant; Mr. Cassanave stated the overall project is about 6 or 7 million; Mr. Lane stated the treatment plant is about 4 million of that cost.

Mr. Cassanave stated Mr. Casselbury is managing the applications for SRBC and DEP for the aquifer testing and pump testing plans.

Mr. Cassanave brought a map of where the proposed treatment plant will go so the Board can have an idea on the plans. Mr. Cassanave is proposing a 12" pipe which should be more than adequate; we would be at capacity if a third well was to be drilled but we are also under SRBC regulations on what we can produce. He is proposing the treatment plant be located on James Street well field.

Mr. Cassanave stated the anticipated expenditures will be as follows:

Robert Electrical Project \$160,000.00

Penelec Power Extension \$ 60,000.00

Membrane Plant Pilot Study \$ 30,000.00

A total cost of \$250,000.00; Mr. Lane stated he received the invoice from Penelec and the cost is \$29,800.00, much lower than we anticipated.

Mr. Cassanave again wanted to remind the Board that due to the SRBC regulations both the Church well and the Roberts wells will be presented at one time to them so that we are presenting our water needs and are presented with allocations on our entire system at one time.

Mr. Cassanave stated that Pall is who we are looking at for the membrane treatment plant, Ulster has their equipment. Mr. Cassanave stated there are other companies who are more than welcomed to bring their

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Aug 15, 2016

products to the testing phase but it would be at their own cost. Mr. Lane stated that having a similar plant down the road and Pall being already an established company with DEP it is the correct choice to go with them.

Water:

Mr. Lane stated we made our final bill in June for the Penn Vest Loan we had on the 1996 water improvement project. The dump truck is currently the only debt on the water side.

The Stevenson (Walsh/Granite) bridge replacement was complete; Mr. Lane and Mr. Johnson went down to witness the wet tap.

Mr. Lane informed the Board that DEP has issued a drought watch for Bradford County. The spring is low the wells are fine; we did shut down the bulk station to conserve water.

Lime Street:

Mr. Lane stated that a check was given to Mr. Pruyne today; Mr. Pruyne stated it is in the clerk and recorder's office. Once we receive the deed we can apply for our right of way permit from Penn Dot.

Satterlee Hollow:

Mr. Lane spoke with Mr. Roberts the road that we used in 1988 is no longer accessible due to the conservation district prohibiting our use. We are in contact with Mr. Fecik who owns the adjoining property and he is willing to allow using his land in order to remove and store logs.

Mr. Roberts is still unable to identify our property lines. Mr. Lane research that we did sell land in 1996 to Mr. Kingsley; the bottom half of the property is not well defined. Mr. Lane has contacted Mr. Yasharian in order to get a survey done, the approximate cost is 1,500.00. Ms. Lacek made a motion to have Mr. Yasharian perform a preliminary survey on our Satterlee Hollow property, Mr. DeWitt seconded, approved.

Mr. Roberts does want to wait until the ground is frozen before he starts harvesting. The ash trees will be the first to be harvested.

Sewer:

Mr. Lane stated that the Panda sewer is online; we are only receiving domestic waste water currently as they are pending DEP approval.

Bridge Street:

Mr. Lane stated that he and Mr. Johnson met with HRI they plan to begin the week of August 22nd.

Bulk Station:

Penn Dot informed us we need to relocate our bulk water station; since we do not own the land we will be required to pay 25% of the cost.

Delinquents:

Mr. Lane has decided to shift our collections to Mr. Chris Jones with Griffin, Dawsey, DePaolo and Jones; Mr. Jones currently does the delinquents for WTMA. Mr. Jones requested we first initiate his schedule of fees.

Resolution 2016-2 Schedule of Attorney fees in connection with the collection of delinquent water and sewage accounts. Motion was made by Ms. Lacek and seconded by Mr. DeWitt, approved.

Towanda Municipal Authority

Aug 15, 2016

Yes – unanimous

No – no one

Absent – Mr. Christian, Mr. Sweitzer, Mr. Shaw, Mr. Sheets

Lead and Copper

Mr. Johnson stated that we completed our lead and copper testing; the only change in the DEP requirements is that we mail the results to the customers who volunteered in the testing.

Grant

Mr. Lane stated that there is a \$500,000.00 grant that is available that can only be used on small projects; so the water project is out. He is going to contact them to see if we can use the monies to pay our 25% of the Bridge Street project. Mr. Lane is also considering replacing the UV bulbs at the sewer plant or the Thomas Street project maybe replacing some of our water lines. The grant is due at the end of October so he is researching.

Audit

Mr. Lane has a copy of our 2015 audit if anyone wants to review it.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Ms. Lacey at 6:40 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 6, 2016

The Special Meeting to award the bid for the Roberts Well Field Electrical Improvements Project NO. 10-6012.111 was called to order by Mr. Walsh at 9:32 a.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Ellen Lacey, Charlotte Sullivan

ABSENT: Joel Christian, William Shaw, Gerald Sheets

OTHERS: Kyle Lane, Manager; James Loewenstein, Daily Review

Visitors: None

Accept and Award the Bid:

Mr. Lane stated that Mr. Cassanave reviewed the bid from TRA Electric and everything looks good and the bid came in approximately \$10,000.00 below estimate.

Mr. Sweitzer made a motion to accept and award the Roberts Well Field Electrical Improvements Project NO. 10-6012.111 to TRA Electric Inc., Ms. Sullivan seconded, approved.

Adjournment

As there was nothing further to discuss, the special meeting was adjourned at 9:35 A.M.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 19, 2016

The September meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:07 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Joel Christian

ABSENT: Paul Sweitzer, William Shaw, Gerald Sheets, Ellen Lacey

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Robert Williams, WTMA Chairman; Eric Cassanave, Stiffler & McGraw

Visitors:

Visitors:

None

Minutes:

The August 15th, August 25th bid opening and September 6th special meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. DeWitt, approved.

Bills:

The August bills were approved on a motion made by Ms. Sullivan and seconded by Mr. Christian, approved.

Water:

Mr. Lane updated the Board on the E-coli testing of the wells we have no hits but still have to continue the testing.

The pilot testing will begin once the electric is in place.

Engineer:

Mr. Cassanave stated he is in touch with TRA Electric they have been given the green light to start the project in order to get the equipment ordered. We are looking at a 3 month project. A preconstruction meeting was held with TRA Electric.

The North Towanda tank site is being relooked at for better circulation of the water system and growth. Mr. Cassanave is looking at maybe the Bradford County Com Center and the State Police Barracks. Mr. Lane mentioned maybe behind Crystal Springs to avoid boring under route 6; the Kinsman property might not be our best choice; further research needs done.

The pump station will be moving according to the location of the tank, which should reduce the pressure in the line which may alleviate some of the problems in the Vo-Tech line.

Mr. Cassanave stated that Wednesday he will take Mr. Johnson and Mr. Lane to the places that he is considering.

Mr. Cassanave presented a standard form of agreement for professional services for the membrane treatment facility for the Roberts well. The agreement is separate from our annual agreement as we are endeavoring in a project outside of the basic agreement for professional services from Stiffler & McGraw.

Mr. Cassanave stated the transmission line, treatment plant and tank are all separate projects. Mr. Cassanave asked the Board if they want one agreement for all projects or separate agreements for each phase of the

Towanda Municipal Authority

September 19, 2016

project. Mr. Cassanave stated he feels that having separate agreements for each phase may look better for Penn Vest. Mr. Cassanave will do what the Board needs.

After much discussion the Board agreed that having each part of water project that was initially projected to be 9,000,000.00 outlined with the individual agreements and total costs of the professional services and cost already expended for each aspect of the total project costs.

The Board agreed that the agreements and costs would clarify the individual aspects of this project.

Mr. Cassanave will provide the Board this information for next month's meeting.

Mr. Lane did indicate he requested the agreement(s) as he is looking into ARC (Appalachian Regional Commission) to help with these costs if possible.

DCED

Mr. Lane stated that there is a \$500,000.00 grant that is available that can only be used on small projects; so the water project is out. Mr. Lane contacted them and since our overall project is more than \$500,000.00 it does not qualify. Mr. Cassanave also researched the grant and you have to be permit ready so not many projects qualify.

Bulk Station:

Penn Dot informed us we need to relocate our bulk water station; since we do not own the land we will be required to pay 25% of the cost. Mr. Christian made a motion allowing the Borough Manager to sign on behalf of Towanda Municipal Authority to enter a resolution for cost share of moving the bulk water station, seconded by Ms. Sullivan, approved.

Lime Street:

Mr. Lane stated Penn Dot wants us to construct our road so it is inconspicuous from 220. We will construct the road using our own personnel.

Satterlee Hollow:

Mr. Lane said we are looking to solicit bids for the timber sale. Mr. Lane stated Mr. Roberts will get 14% of the harvest costs.

Mr. Lane stated Mr. Fecik who owns the adjoining property will allow us to use his property in lieu of payment he requests us having the loggers fix his trails; Mr. Roberts thinks that would be about 4 hours on a dozer. Mr. Fecik requests this all be put in writing and fix his land so others do not have access to his property.

Sewer:

The College Run project is underway they have replaced the sewer main going from Main to Second Street.

We are continuing to lose drives at the sewer plant due to power surges. Mr. Lane sent the voltage reading we were able to record to Penelec and Jeff Spencer at Stiffler McGraw to investigate. Mr. Johnson stated this is also occurring in Wysox.

Our pump we ordered from Switzerland still has yet to arrive.

Mr. Johnson stated we are now receiving Panda's reject water.

Bridge Street:

Towanda Municipal Authority

September 19, 2016

Mr. Lane stated the project is underway the first day a water main was hit but they are progressing.

Mr. Johnson stated that any projects after the 1980's have mapping for the system; prior to that date the information is obviously incorrect.

Mr. Lane said he has requested the county model the water systems in Bradford County to make the county feasible to new business and growth.

GIS:

Mr. Lane stated he was contacted several months ago from someone about applying for a grant to map our water system; no cost the Authority he is waiting to see if we are still on the list for this proposed program.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. DeWitt at 7:05 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 17, 2016

The October meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer, William Shaw, Carmen Venezia

ABSENT: Ellen Lacek, Joel Christian, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Eric Cassanave, Stiffler & McGraw; John Clabaugh, Stiffler & McGraw

Visitors:

Visitors:

None

Carmen Venezia:

Mr. Venezia has been appointed by North Towanda to replace Gerald Sheets.

Mr. Venezia introduced himself to the Board he had worked for GTP (Sylvania & GTE) for 39 years.

Minutes:

The September 19th meeting and September 30th bid opening were approved as written on a motion made by Mr. DeWitt and seconded by Mr. Sweitzer, approved.

Mr. DeWitt questioned Mr. Lane if Penelec is helping us figure out our issue at the sewer plant, Mr. Lane stated no not at this time we are trying to investigate the issue ourselves.

Bills:

The September bills were approved on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Wells and Springs:

Mr. Sweitzer asked about our water levels; Mr. Johnson stated that the spring is the lowest he can remember but the wells are doing fine; we need rain to help our water levels.

Lime Street:

Mr. Lane stated we received our Highway Occupancy Permit for a limited use driveway off 220 from Penn Dot. We will construct the road using our own personnel when the ground freezes.

Bridge Street:

Mr. Lane stated the project is doing well they tapped into the main on Main Street this weekend they are filling the pipe they still need to chlorinate and blow it off then start tying in houses. The project was supposed to be done by Thanksgiving if not Penn Dot plans to stop construction until spring.

Bulk Station:

The bulk station location has been moved once again this time the proposed site will be off of Trent's driveway but the site has move three times already by Penn Dot.

Towanda Municipal Authority

October 17, 2016

Hemlock Hills:

Mr. Lane stated he was contacted by Middendorf Construction about turning the project over to TMA. Mr. Lane states that he thinks the wording should state that we get a year warranty from the date the system is turned over. There are only two houses in the development. Mr. Lane will send the agreement to Mr. Pruyne to review and update some items. Mr. Johnson stated he is in no hurry to take the system over; there is a concern with stagnant water.

The initial agreement was sent to Middendorf back in February and Mr. Lane was only contacted this month.

Sewer:

The pump was installed in the A-TAD system so we are up and operational.

The Board asked if we have considered getting a back up pump since it took so long to receive this one. Mr. Johnson stated they have plans on rebuilding the pump that was replaced and having that as a backup.

Mr. Lane stated the WWTP Chief Operator is wrapping up final testing to submit to DEP for a "class A" bio solid accreditation. We could sell the bio solids but Mr. Lane does not think there is a market for it.

Satterlee Hollow:

Mr. Lane stated we did the bid opening for the Timber sale the high bidder was Diaz Forest Products of Kingsley PA at \$48,100.00, Mr. Lane stated Mr. Roberts will get 14% of the harvest costs. The Authority will net approximately \$41,366.00; Mr. Lane stated he wants to reserve some of the funds for a timber management plan to make a better growing environment for the existing trees.

Mr. Lane stated Mr. Fecik who owns the adjoining property will allow us to use his property in lieu of payment he requests us having the loggers fix his trails; Mr. Roberts thinks that would be about 4 hours on a dozer. Mr. Fecik requests this all be put in writing and fix his land so others do not have access to his property this is all included in the contract.

Mr. Pruyne reviewed the contracts.

Mr. Sweitzer made a motion to accept the high bid from Diaz Forest Products and pay Mr. Roberts 14% of the harvest fees and enter into the contract with Mr. Fecik on the use of his land for the harvesting of our trees, seconded by Mr. Dewitt, approved.

Engineer:

Mr. Cassanave stated TRA Electric is still on track to finish the electric to the Roberts well by the end of the year. Mr. Lane updated the board that Penelec has cleared the trees needed to place the pole to make the final connection for the power.

The E-Coli testing is still on track.

Pilot testing will begin once the electrical is in place.

The projected completion was given as 2019 maybe 2020 this timeline is extended due to the fact that normally SRBC takes 9 or so months to even look at projects much less approve them. Taking this into account Mr. Lane stated we are going down in December along with Mr. Casselbury to meet with both SRBC and DEP at the same time to convey our project in hopes that our project gets some priority.

Towanda Municipal Authority

October 17, 2016

Mr. Cassanave stated that Mr. Casselbury planned on submitting his aquifer testing plan to SRBC in the next month or so; this is one of the delays that SRBC might give us in our timeline that is one of the reasons for our projected timeline being extended. We cannot obtain our water supply permit from DEP without SRBC approval of the aquifer testing.

Mr. Clabaugh stated we are doing some of our tasks concurrently which should save us time like the pilot testing which should begin in January or February at the same time we can engage Stiffler McGraw to start the design of the Membrane Plant so that is complete once the pilot study is complete to be submitted for approval.

Mr. Cassanave presented to the Board per their request engineering costs for each phase of the water project as well as proposals for each engineering phase. Mr. Cassanave explained that he did not give us lump sums for each phase only for the membrane filtration plant. Mr. Clabaugh explained to the Board that lump sum or estimated costs can be beneficial and argued either way as being beneficial to both parties; the lump sum engineering cost is for set costs and set engineering fees an estimated fee which Mr. Clabaugh thinks Mr. Cassanave has given the Board a worst case scenario of fees depending on what we receive or encounter during these projects. Mr. Lane does not like the estimated engineering fees as he likes lump sums for budgeting reasons.

Mr. Sweitzer made a motion to approve the proposals for the Pilot Study including Submission to PADEP and Membrane Filtration Plant, seconded by Ms. Sullivan, approved.

Mr. Walsh states the North Towanda Tank and Pump Station Relocation and Roberts and Church Well Fields Raw Water Transmission Main have been placed on hold for further discussion between Mr. Lane and Mr. Cassanave.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority
November 2016 - No Meeting

Towanda Municipal Authority

December 16, 2016

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer, William Shaw, Carmen Venezia, Robert Williams-WTMA Chairman

ABSENT: Joel Christian, Ellen Lacek

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; James Loewenstein, Daily Review

Visitors:

Visitors:

None

Minutes:

The November 21, 2016 meeting was approved as amended on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved. The correction to Bulk Station read "The bulk station location has been moved" corrected to read "In planning for the bulk station relocation, the location has been moved"; the correction to Consolidate Loans read "a financial advisor Mr. Unkovic suggested they stated that we cannot consolidate" corrected to read "a financial advisor Mr. Unkovic suggested, who in turn suggested not consolidating".

Reorganization:

Ms. Sullivan made a motion to approve the reorganization, compensation and 2017 meeting schedule as follows, Mr. Venezia seconded approved.

Chairman – Michael Walsh

Vice Chairman – Paul Sweitzer

Secretary/Treasurer – Paul DeWitt

Asst. Secretary/Treasurer – Charlotte Sullivan

Legal Counsel – James Pruyne

Compensation: Legal \$2,200.00 Secretary Treasurer \$300.00

2017 Meetings at 5:00 p.m. except December:

January 16th

July 17th

February 27th

August 21st

March 20th

September 18th

April 17th

October 16th

May 15th

November 20th

June 19th

December 15th 12:00

Bills:

The November bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. Venezia, approved.

Towanda Municipal Authority

December 16, 2016

Water:

Mr. Lane updated the Board on the new water source; Penelec has set the pole for the electric for the Robert's Well site, the electric kiosk is in place, we are awaiting inspection to run the wire and the control panel components to be installed; we are looking at the end of January or February for the controls to arrive.

Mr. Lane, Mr. Cassanave and Mr. Casselbury will meet with SRBC on Monday December 19th to discuss our project.

Mr. Lane and Mr. Cassanave are working with scheduling our Pilot Study with Pall Corporation; the date will be set once we have commercial power to the site.

The E-coli testing continues.

Bulk Station:

The bulk station agreements have been signed; we will be doing the construction of the site; we will do everything except for the wet tap; we have until June to finish the relocation.

Lime Street:

Mr. Lane stated that trees have been removed to start our driveway.

GIS Mapping:

The Grant has been received and mapping of the water and sewer lines will start to be mapped; they are initially going to start with the Borough.

Budget:

Mr. Lane stated the 2017 Budget was given to the Board for review. The revenue is down this year due to vacant properties.

Mr. Lane stated we will now be assessed annual fees and inspection fees for Safe Drinking Water Chapter 109 regulations; he stated the fees will probably not be imposed until 2018.

The Board discussed our outstanding Debt Loan payments.

Mr. Lane stated that he increased all services 10%.

Mr. Sweitzer made a motion to approve the 2017 Budget to include that all personnel receive a cost of living raise, Mr. Shaw seconded, approved.

Executive Session

The Board entered executive session in regards to personnel issues at 12:39 p.m. and remained in session until 12:47 p.m.

Tidd Alley:

Mr. Lane discussed a letter received for a property at 12 Tidd Alley that requested he no longer receive the base charge on the property as it is dilapidated.

Mr. Lane stated the base charge is basically an allocation for the system; water can be supplied to the property so they need to pay for the allocation, unless the property is demolished.

The Board agreed to have Mr. Lane inform the owner that they need to pay the base charge; Mr. Walsh stated that we might need to clarify the interpretation of the base charge in the rules and regulations; Mr. Lane stated it does need clearer wording.

Towanda Municipal Authority

December 16, 2016

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 1:00 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary