

Towanda Municipal Authority

January 21, 2019

The January meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:06 p.m.

PRESENT: Michael Walsh, Paul Sweitzer, Carmen Venezia, Abraham Brandt

ABSENT: Ellen Lacek, Paul DeWitt, Charlotte Sullivan, William Shaw, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Dave Unkovic, McNees Wallace & Nurick LLC; Eric Cassanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Visitors:

Minutes:

The December 21, 2018 meeting minutes were approved as written on a motion made by Mr. Venezia and seconded by Mr. Brandt, approved.

Bills:

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

Bond Council:

Mr. Lane introduced Dave Unkovic who has represented the Board on previous TMA projects; Mr. Unkovic presented a resolution for the short term financing from C & N Bank at 4.16% for 4 years; Mr. Lane does not anticipate a 4 year construction period but we must ensure proper financing. Mr. Unkovic explained the resolution terms and agreements to the Board; the resolution authorizes the Authority to accept the preliminary proposal as well as authorizing one of our Board members to approve the final proposal when the bank sends the final proposal without having the Board to meet again in order to sign the loan. We will probably close the on this loan in February. Mr. Sweitzer made a motion to agree to accept the loan agreement with C & N Bank; Resolution 1- 2019; seconded by Mr. Venezia, approved.

Water:

Mr. Lane stated that we should be awarded the Penn Vest approval January 30th; we have been made aware it should be loan and probably not grant due to our rates

2018 Flood:

Mr. Lane stated as the applicant agent he has applied for funding for the 4 bridge crossings we lost during the August flooding to FEMA; he has training Friday at the Fairfield Inn to learn to use the portal to submit information to FEMA. Mr. Sweitzer asked if he is taking someone else to learn the training for the website; Mr. Lane does not think he will need assistance.

Sewer:

Mr. Lane stated the chapter 94 report information has been submitted to Stiffler McGraw.

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Auditor:

Mr. Lane presented an engagement letter for HallockShannon PC, for our audit; he has already signed the agreement for the Borough and TMA.

Ulster Authority:

Mr. Lane has tried to set up a meeting with the Board and the Ulster Authority; Mr. Venezia has stated he is interested in being involved in negotiations but has not heard from other Board members.

SRBC:

Mr. Lane stated he has to already submit our water usage to SRBC; fortunately the project is not yet started so we will report zero. Mr. Lane also stated they mentioned our unaccounted for water loss.

Mr. Lane is contacting Mr. Casselbury to start the application for the spring; as it was left out as SRBC did not want to address it along with our new wells application.

DEP:

Mr. Lane stated that DEP has started charging \$6,500.00 a year.

Project Bid:

Mr. Shura explained to the Board that we should consider going out to bid for our project now; he is sure we will be awarded funding from Penn Vest and the sooner we take the project out to bid the sooner the project can begin. He anticipates taking the project to bid and having bid openings in our March meeting. Mr. Sweitzer made a motion to have Stiffler McGraw take the project out to bid; Mr. Brandt seconded, approved.

Mr. Shura advised the Board that they will be submitting the building permit for the project; it will not be issued until after the bid opening in March.

Vo Tech Easements:

Mr. Lane has been given the property owner names for the Vo Tech line replacement from Stiffler McGraw so he can start getting the necessary easements; there are 16 property owners.

Ethics Forms:

Mr. Walsh advised the Board that the Ethics Form is in the packet and needs submitted back to Ms. Maynard.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:53 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

March 18, 2019

The March meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:00 p.m.

PRESENT: Michael Walsh, Paul Sweitzer, Abraham Brandt, Ellen Lacek, Paul DeWitt, Charlotte Sullivan, William Shaw, Robert Williams-WTMA Chairman,

ABSENT: Carmen Venezia

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: John Troutman, M2 Construction LLC; Joe Narcoonis, Kriger Pipeline; Joe DeVincentis, G. DeVincentis Sr.; Rick Marzella, Continental Construction; Kathy Long, Lobar Inc.; Danny Long, Lobar Inc.; Mike Marzolino, G.R. Noto

Visitors: Attended for Bid Opening.

Minutes:

The January 21, 2019 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Bills:

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

Mr. Thomas Fairchild Jr.:

Mr. Lane informed the Board that Mr. Fairchild passed away this last Saturday. Mr. Walsh asked if the Authority is going to do something for Mr. Fairchild. The Board discussed some suggestions that have been brought up. A memorial service is going to be held in May the Board will be notified of date and time.

Stiffler McGraw:

Mr. Lane has the 2019 engineering agreement with Stiffler McGraw; Mr. Shaw made a motion to enter into an agreement with Stiffler McGraw for 2019, Ms. Lacek seconded, approved.

Mr. DeWitt asked the amount of increase; Mr. Lane stated that he would assume 3% increase.

C & N Bank:

Mr. Lane, Mr. Unkovic and Mr. Pruyne via telephone closed the loan for the interim financing with C & N Bank on February 28th.

Penn Vest:

Mr. Lane stated they held the first conference call on March 4th; they have another scheduled next week to discuss the bid opening.

Penn Vest wants to see a combined contract with all the projects together; we initially did each contract individually with Stiffler McGraw; the numbers and costs are the same it is just one template with everything

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outlined in one document; Mr. Shura stated he will bring a final copy to our next meeting to be executed then. Mr. Sweitzer made a motion to have the document for the engineering cost for the water project signed and executed when a final draft is available, Ms. Lacek seconded, approved.

Vo Tech Easements:

Mr. Lane stated he is working on the Vo Tech easements; there are a total of 15 easements and he has spoken to all but three of the customers.

Mr. Pruyne stated that the Board should do a resolution for condemnation for the right of ways for customers we need to obtain easements in which Mr. Lane is unable to contact. Mr. Sweitzer made a motion for condemnation, Mr. Lacek seconded, approved; Resolution 2019-2. The easements need filed prior to closing our Penn Vest loan.

Resolution to Borrow from Penn Vest:

Mr. Lane stated we need a resolution to borrow funds from Penn Vest for our water project. Mr. Sweitzer made a motion to accept the Resolution to Borrow from Penn Vest for our water project, Ms. Lacek seconded, approved.

2018 Flood:

Mr. Lane is still waiting from FEMA on the flood.

Mr. Lane stated they found another exposed pipe that needs covered the approximate cost is \$20,000.00.

Sewer:

Mr. Lane stated that a radar sensor failed it has been replaced; it monitors the foam and kicks on a fan to eliminate the foam build up.

The chapter 94 report is complete.

Mr. Walker found a shale type material called Haydite, which is supposed last longer the tree bark used in the Bio Filter, we are going to order and try that.

Audit:

Mr. Lane stated audit is complete and we should have the report soon.

Ulster Water Authority:

Mr. Lane has contacted the Authority with inter municipal agreement similar to what we have with Wysox with contract rates for services. Mr. Cassanave stated he contacted Frank Walker and is trying to set up a meeting with them to discuss what they want or need from us.

SRBC:

Mr. Lane stated he submitted our unaccounted for water report to SRBC, he has not heard from them but expects to.

Mr. Lane stated that Mr. Strickland and the water crew have been working on finding leaks.

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Mr. Lane is still trying to get with Mr. Casselbury on submitting the application for the Spring it needs to be in by August or September.

DEP:

Mr. Lane stated that DEP has charged \$6,500.00 for our annual fee and we will also pay them for their inspections as well.

PA Rural Water Conference:

Mr. Lane stated that Mr. Strickland and Mr. Vandeweert as well as he will be attending the conference next week.

Project Bid:

Mr. Shura opened the sealed bids at 6:00 p.m. the Water Project:

Contract 2019-1 Robert and Church Well Transmission Line

Company	Amount
G. Devincentis & Sons	\$1,177,000.00
James T Ohara Inc	\$1,419,900.00
Continental Construction	\$932,740.00
Kruger Pipe Line	\$2,108,003.50
Pioneer Construction Company	\$1,762,650.00
Sikora Brothers Paving	\$1,085,791.83

Contract 2019-2 New Water Treatment Facility General/Mechanical

Company	Amount
Lobar Inc	\$3,977,000.00
M2 Construction	\$4,748,500.00
Hickes Associates	\$4,913,662.00
Welliver McGuire Inc	\$5,507,944.00

Contract 2019-3 New Water Treatment Facility Electrical

Company	Amount
G. Devincentis & Sons	\$1,222,000.00
Urban Electrical Contractors Inc	\$1,037,000.00

Contract 2019-4 New Water Treatment Facility HVAC

Company	Amount
Kimble Inc	\$188,900.00
Master Mechanical Corp	\$177,500.00

Contract 2019-5 New Water Treatment Facility Plumbing

Company	Amount
Kimble Inc	\$116,200.00

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Contract 2019-6 Old Mills Rd / Tomahawk Rd Waterline Replacement Project

Company	Amount
G. Devinentis & Sons Construction	\$959,000.00
James T Ohara Inc	\$886,560.00
Continental Construction	\$673,433.00
Sikora Brothers Paving Inc	\$741,713.30

Contract 2019-7 North Towanda Water System Improvements General/Mechanical Work

Company	Amount
Pioneer Construction Company	\$772,025.00

Contract 2019-8 New Water Treatment Facility Electrical Work

Company	Amount
G. R. Noto Electrical Const	\$124,000.00
Urban Electrical Contractors Inc	\$71,000.00

Contract 2019-1 & 6 Robert and Church Well Transmission Line and Old Mills Rd / Tomahawk Rd Waterline Replacement

Company	Amount
G. Devinentis & Sons	\$2,128,000.00
James T Ohara Inc	\$2,266,755.00
Continental Construction	\$1,562,212.00
Sikora Brothers Paving	\$1,822,155.75

Contract 2019-3 & 8 New Water Treatment Facility and North Towanda Water System Improvements Electrical

Company	Amount
G.R. Noto Electrical Const	\$1,316,000.00
Urban Electrical Contractors, Inc	\$1,108,000.00

Mr. Shura stated at this point we need to award the low bidder after they review the bid and documents provided for accuracy and to see if the combined bids are going to be awarded or individual contracts; the Board decided on the combined bids for projects 1 & 6 and 3 & 8. Ms. Lacek made a motion to approve the low bidder pending Stiffler McGraw's review of the bid documents and low bid for the combined projects, seconded by Ms. Sullivan, approved.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:25 p.m.

Respectfully Submitted,
April Maynard

Towanda Municipal Authority

April 15, 2019

The April meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:00 p.m.

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

ABSENT: Abraham Brandt

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Brian Shura, Stiffler McGraw; Eric Cassanave, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Visitors: None

Minutes:

The March 18, 2019 meeting minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Mr. Shaw, approved.

Bills:

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

Water Project:

Mr. Lane informed the Board the second Penn Vest call they have a checklist that needs to be done Stiffler McGraw, Mr. Unkovic, Mr. Pruyne and Mr. Lane have been assigned items to accomplish; once the items are complete Mr. Lane goes in and submits the items to Penn Vest; we are about 30% complete; the closing for the Penn Vest loan is scheduled for May 28th.

Mr. Lane explained we need a resolution that states that we will raise rates if need be in order to meet our debt obligation. Mr. Sweitzer made a motion to approve the Rate Resolution for Penn Vest, seconded by Ms. Lacek, approved; Resolution 2019-5.

Mr. Lane explained a reimbursement resolution for monies in which we have expended to this point; the resolution states that we can ask for reimbursement of funds we expended in order to be permit ready; Mr. Lane thinks we are not in need of these funds; Penn Vest stated to do the resolution as we do not know what may happen by the end of the project. Mr. Sweitzer made a motion to approve the interim funding for Penn Vest, seconded by Mr. DeWitt, approved; Resolution 2019-6.

The Vo Tech Line easements, we have three customers that have yet to respond, two of which were sent to Mr. Pruyne for further correspondence or condemnation; we need all the documents by May 3rd.

Stiffler McGraw:

Mr. Shura stated we need to reject the individual contracts and accept the combined bid contracts for the water project. Mr. Sweitzer made a motion to reject the individual contracts for 2019-1, 2019-3, 2019-6, and 2019-8 and accept the combined contracts 2019-1 & 6, and combined contract 3 & 8, Ms. Lacek seconded, approved.

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Recording Secretary

Towanda Municipal Authority

April 15, 2019

Mr. Shura stated that they have sent out notice of intention to award and have requested bond, insurance and other documents from the contractors. The documents of award were signed by Mr. Walsh last week and we will send them to the contractors for signature, once they are returned they will upload them to Penn Vest.

Mr. Walsh and Mr. DeWitt need to be present for the conference call on May 28th to sign the closing documents.

Mr. Lane stated it was discussed last month that Penn Vest needed the Stiffler McGraw contract in a specific format we need to have all individual contracts combined in one; this was previously approved we just need signature.

The project should start June 3rd; the contractors can not start until we close on the loan.

Stiffler McGraw will be videoing and taking photos of the construction sites.

Mr. Lane stated him and Mr. Cassanave attending the zoning hearing for the variance on the North Towanda Tank, we received the variance with stipulation if tank is higher than the communication tower that a beacon be placed on the top and remove as little trees as possible.

2018 Flood:

Mr. Lane met with our program director we submitted \$700,000.00 in damage repair Mr. Lane thinks we might only see \$100,000.00 as the programs intention is to take the damage to pre flood repair not to repair so the damage does not happen again. We will have to live with our temporary fixes.

DEP has issued a permit to get in the creek by Brocktown Road to cover our exposed pipe; M & R Dirt is doing the work.

Sewer:

Mr. Lane stated our NPDES permit expires this year; Stiffler McGraw is working on our renewal application.

The Haydite for the bio filter has arrived. The employees are working on removing the bio filter media so they can replace it with the new product.

Service Line Replacement Program:

Mr. Lane stated he would like to have a service line loan program; similar to the sidewalk loan program that the Borough has; in which we can provide loans to customers to replace their service lines; the majority of the leaks being found are on the service lines.

SRBC:

Mr. Lane is meeting with Mr. Casselbury tomorrow to start an application for the spring.

Ulster Water Authority:

Mr. Lane has not heard from the Authority

Delinquent List:

The Board discussed accounts on the delinquent list.

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Satterlee Hollow Property:

Mr. Lane stated he has been contacted by Chief and Chesapeake on leasing the property.

The Board entered an executive session at 6:05 p.m. and remained in session until 6:22 p.m. discussing the lease of the Satterlee Hollow Property.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:22 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

May 20, 2019

The May meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:00 p.m.

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

ABSENT:

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Coy Goble, the Daily Review

Visitors: None

Visitors:

None

Minutes:

The April 15, 2019 meeting 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. Venezia, and seconded by Mr. Shaw, approved.

Water Project:

Mr. Lane informed the Board that the Penn Vest settlement date has been moved to June 4th due to having to be able to satisfy the appeal period for the eminent domain case.

Stiffler McGraw is wrapping up getting the contract documents, they have obtained all but one; this will not postpone the settlement date.

North Towanda Township Zoning Board approved the height of our tank.

Mr. Lane stated we will be issuing the notice to proceed to the contractors on the 10th of June if the settlement is completed on the 4th.

2018 Flood:

Mr. Lane stated that they visited 6 sites today with FEMA, showing what has been repaired and what needs to be completed. Pump station 9 is the only damage that has currently been submitted to FEMA for reimbursement.

Spring:

Mr. Lane explained that he met with Mr. Casselbury, Mr. Cassanave and Mr. Strickland on the application of the Spring to SRBC and went over the scenario of what may or may not happen with the application. They decided to contact the program director he responded back for them to get in contact with him in a month. The Board discussed issues that may arise with the Spring application.

Towanda Municipal Authority

May 20, 2019

NPDES:

Stiffler McGraw is working on our NPDES permit for the WWTP.

Service Line Replacement Program:

Mr. Lane submitted a draft of a Service Line Replacement Program to Mr. Pruyne to review.

Mr. DeWitt made a motion to put in place a Service Line Replacement loan program, Ms. Lacek seconded, approved.

Mr. DeWitt asked if we were going to advertise the program, Mr. Lane stated he will put something in the paper similar to the Borough's sidewalk loan program.

Ulster Township:

Mr. Lane stated he has not heard from Ulster Township.

Lost Water:

Mr. Lane stated that the water crew and Mr. Strickland have identified and repaired some water leaks and he can see a significant change in the Scada; we are making progress in fixing our water leaks.

Pickup Truck:

Mr. Lane stated they purchased a new truck for Mr. Tabor; it should be arriving this week. The truck cost approximately \$30,000.00 and we will have to install a lift gate which will cost approximately \$2500.00.

Stiffler McGraw:

Mr. Lane stated we got Towanda Borough GIS mapped through a grant; we need to have the other areas mapped. FEMA even requested coordinates to the damage, which we were unable to provide. Stiffler McGraw stated they can GIS map Towanda Township and Monroe Borough for \$1000.00; Mr. Sweitzer made a motion to have Stiffler McGraw GIS map, Mr. Venezia seconded, approved.

Satterlee Hollow:

Mr. Lane stated we received an extension on our gas lease for the Satterlee Hollow property.

The Board entered executive session at 6:04 p.m. remained in session until 6:19 p.m. in regards to legal matters in regards to Satterlee Hollow property.

Resolution 2019-7 Amended:

Mr. Lane stated we need to revise resolution 2019-5 Rate Resolution we put the proposed rate amounts and Mr. Pruyne had us add the verbiage "" and increased rates for the water system to be implemented at the appropriate time". Mr. Sweitzer made a motion to approve the amended Rate Resolution, seconded by Ms. Lacek, approved.

Towanda Municipal Authority

May 20, 2019

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:35 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

June 17, 2019

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

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

ABSENT:

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Eric Cassanave, Stiffler McGraw; Coy Goble, the Daily Review

Visitors: None

Visitors:

None

Minutes:

The May 20, 2019 meeting minutes were approved as written on a motion made by Mr. Shaw and seconded by Mr. Sweitzer, approved.

Bills:

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

Water Project:

Mr. Cassanave updated the Board on the progress of the water project: The Penn Vest loan was closed on June 4th; monies are available to start the project. A pre-construction conference was held on June 3rd discussion was made on the project and payment schedules for the project, and we requested their construction schedules to see when they will get started.; on June 10th a notice to proceed was issued to the contractors dated June 16th; all contractors are on the clock, they are in the process or have submitted their shop drawings informing the Authority of what materials will be used in the construction to ensure they are using material specified in the bids. The contractors will begin setting up their job trailers marking out utilities and marking out their job sites within the next week or so.

Mr. DeWitt requested that the Board be taken on a tour of the project to get the scope of what is happening and what will occur; Mr. Lane stated a ground breaking will be planned and he will keep the Board informed of that date, he is waiting until brush is cleared so that the site will look more presentable.

Mr. Sweitzer asked if the upcoming Penn Dot project will affect the water project; Mr. Lane stated our sewer line runs parallel with Route 6 but the water line does not; it does cross Route 6; they are meeting with Penn Dot on the 20th to discuss the project.

Mr. Sweitzer asked if we heard anything on the eminent domain case; Mr. Lane stated no as did Mr. Pruyne; the 30 day appeal date has passed.

Stiffler McGraw is finishing up the paperwork on the extension from Dairylea Road to the new County site; the county will pay for the extension we will then extend the line to the North Towanda tank.

Towanda Municipal Authority

June 17, 2019

Spring:

Mr. Lane spoke with Mr. Casselbury this afternoon on our application to the SRBC on the spring; Mr. Applebee from the SRBC did contact Mr. Lane on our proposed application; we will be setting a meeting on July 11th to discuss the spring and the implications of the spring on our water system operation.

SRBC:

Mr. Lane and Mr. Strickland met with the SRBC on June 13th to go over what inspections and reports need to be submitted and when.

Mr. Venezia asked about SRBC's interest in our water loss; Mr. Lane stated that they understand water loss in general and we are no exception as an Authority, but as long as we show our due diligence in finding and repairing leaks to decrease water loss they are understandable. Mr., Lane stated that Mr. Strickland and the water crew are identifying and repairing.

Mr. Lane stated there are fees associated with the SRBC which would be \$5,000.00 per source which we are looking at an annual fee of \$15,000.00.

2018 Flood:

Mr. Lane stated that all paperwork has been submitted to FEMA on what was repaired and what still needs to be repaired. There are two projects New Albany to Laddsburg and the repaired water line breaks before Monroeton. It will similar to College Run project we will be given a set amount to repair the damage; Mr. Sweitzer asked who comes up with the amount; Mr. Lane stated Stiffler McGraw has provided documentation on the amount that would be needed to repair the damage, we will negotiate amounts as much as possible but FEMA has the final say in reimbursement. The numbers on the monies we have already expended have not been questioned.

Monies go from FEMA to PEMA then to us.

Pump Station 8:

Mr. Lane stated that a vehicle accident took out pump station 8, the damage is approximately \$75,000.00 the driver of the vehicle only has \$15,000.00 property damage coverage. We have a temporary pump in place there is a 6 to 10 week wait for a replacement pump.

Sewer Plant:

Mr. Lane stated we had to replace the sampler at the sewer plant at a cost of \$6,200.00; we could no longer repair it, it needed replaced.

Ulster Authority:

Mr. Lane stated he received a call from Ulster Township stating that since the Authority has not come up with a decision they are stopping negotiations; they thanked the Authority for looking and the time spent in trying to assist Ulster Authority. Mr. Lane stated that if they need us they have our rate sheet.

Satterlee Hollow:

Mr. Lane stated that he would like the Authority to approve the gas lease.

Towanda Municipal Authority

June 17, 2019

The Board entered executive session at 5:33 p.m. remained in session until 5:35 p.m. in regards to legal matters in regards to Satterlee Hollow property.

Ms. Lacek made a motion to sign the gas lease agreement with Chief, Mr. Shaw seconded, Mr. Brandt and Mr. Sweitzer objected, approved.

Audit:

Mr. Lane provided the Board copies of the 2018 audit; the Audit will be published in the paper as well.

Property:

Mr. Lane stated a property came up on South Main St. that we could use to store vehicles and the Wysox generator to keep it out of the elements. Ms. Sullivan stated to stay within a \$25,000.00 range and if the bank is agreeable to purchase.

Mr. Walsh stated the trailer next to our James Street property will have to be hooked up to the Municipal water if we purchase the property we will not have to connect the property . Mr. Cassanave stated that after the treatment plant is up and running we would not have to worry about our residual chlorination rates for the said property.

Mr. Strickland:

Mr. Sweitzer acknowledged Mr. Strickland for passing his water tests.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:58 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

July 15, 2019

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

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

ABSENT: Ellen Lacek, Carmen Venezia, Abraham Brandt, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Eric Cassanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Coy Goble, the Daily Review

Visitors: None

Visitors:

None

Minutes:

The June 17, 2019 meeting minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Mr. Shaw, approved.

Bills:

The June bills were approved on a motion made by Ms. Sullivan, and seconded by Mr. Sweitzer, approved. Ms. Sullivan mentioned the bill for the Stevenson Bridge water main relocation for approximately \$26,000.00; Mr. Lane stated the projected was completed 2 years ago but the first invoice was incorrect and we just recently received a corrected invoice.

Water Project:

Mr. Lane stated that the ground breaking ceremony last Friday was well attended.

The first progress meeting was held today; Lobar the general construction contractor has some excavation completed, the road is formed in; Continental the pipeline contractor is going to start the first week of August. Continental is going to start the North Towanda section.

A meeting was held with Patty from Stiffler McGraw, C & N Bank and Ms. Miller to go over the flow of payments and reimbursements for the project; Stiffler McGraw will be doing the paperwork for Penn Vest and the EDA Grant reimbursement.

Mr. Shura presented to the Board the request for reimbursement from two contractors Contract 2 Lobar is requesting \$161,937.67 for bond insurance, clearing and grubbing and their initial site work, and Contract 7 Pioneer is requesting \$29,309.85 for clearing and grubbing for the tank. Mr. Sweitzer made a motion to approve payments for Contract 2 and Contract 7, Mr. Shaw seconded, approved.

Mr. Shura presented Pay Requisition 1 for Penn Vest in the amount of \$66,554.44 this amount only includes Contract 7 reimbursement as Contract 1 will be going through EDA and other sources for reimbursement. Mr. DeWitt made a motion to approve Penn Vest Pay Requisition 1, seconded by Mr. Shaw, approved.

Mr. Sweitzer questioned the wells; Mr. Lane stated the Roberts Wells are done controls are in; the Church well is dug but needs a pit-less adaptor installed and controls.

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July 15, 2019

We are digging underneath the historical sites.

County Project:

Mr., Lane met with Bishop Construction; the contractors for the County project; we are coordinating their project and our project. We had to put in the Highway Occupancy permit for the water line extension; we are initially paying the cost but are getting reimbursed by the County. The water line extension will be approximately 1800 feet to the North Towanda Tank; we did not include this portion in our water project as we are getting reimbursed by the County. We need to bid out that line; Mr. Sweitzer made a motion to have Stiffler McGraw advertise the bid for the tank fill line extension, Mr. Shaw seconded, approved.

Spring:

Mr. Lane stated a call was held between the SRBC, Mr. Cassanave and Mr. Casselbury in reference to application for the Spring; the continued use of the Spring will be approved after we file our application and provide the requested information SRBC needs on what is drawn during wet and dry years historically.

2018 Flood:

Mr. Lane stated we reimbursement from FEMA on Pump Station 9 that included our deductible and items not covered under our insurance policy like depreciation and our man hours on the job; FEMA reimbursed \$6,900.00 and we are expecting \$2,300.00 from PEMA.

The other flood items are in the queue in the FEMA portal.

Pump Station 8:

Mr. Lane stated we received \$41,000.00 initially from the insurance company, the pumps are ordered should be 6- 10 weeks; we will receive the other monies after the job is complete

Sewer:

Mr. Lane stated we are working on North 4th street adding storm sewer and tying sewer lines in our new sewer main before we pave. We are fixing the drainage.

Delinquent:

Mr. Sweitzer asked about customers on the delinquent list and Mr. Walsh asked about the current tax sales that were in the newspaper; Ms. Maynard stated now new customers on the list we did have 48 shut off notices this month and she has contacted Mr. Jones on the properties on tax sales to verify our liens or balance due are acknowledged at time of sale.

Water Leaks:

Mr. Lane discussed our efforts in finding water leaks in the system.

Penn Dot:

Mr. Lane met with Penn Dot on the Route 6 project; we do not think our sewer line will be affected as they are not digging down enough, unless plans change.

Towanda Municipal Authority

July 15, 2019

Property:

Mr. Lane he has not heard from First Citizens on the South Main St. property.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:53 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

August 19, 2019

The August meeting of the Towanda Municipal Authority was called to order by Mr. Sweitzer at 5:00 p.m.

PRESENT: Paul Sweitzer, Paul DeWitt, William Shaw, Ellen Lacek, Carmen Venezia, Robert Williams-WTMA Chairman

ABSENT: Michael Walsh, Charlotte Sullivan

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Eric Cassanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Coy Goble, the Daily Review

Visitors: None

Visitors:

None

Minutes:

The July 15, 2019 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Ms. Lacek, approved.

Bills:

The July bills were approved on a motion made by Mr. DeWitt, and seconded by Mr. Venezia, approved.

Spring:

Mr. Lane stated we have until September 7th to submit our application to SRBC. Mr. Casselbury repaired the weir to collect current data; the data collected two years ago were influenced by the heavy rain. Mr. Casselbury was able to obtain the SCADA data from 1996.

2018 Flood:

Mr. Lane stated he has not heard anything on what was submitted to FEMA.

Pump Station 8:

Mr. Lane stated that the pump station is back up and operational.

Sewer:

Mr. Strickland stated we completed work on North Fourth Street they fixed at least 5 laterals that were found had not been tied into the new sewer main.

Gas Lease:

Mr. Lane stated we received the gas lease money for the Satterlee Hollow property. Mr. Lane wants to use the funds to repair SR 3020 (Poplar Street) water and sewer mains and service lines; and other projects that need addressed.

Towanda Municipal Authority

August 19, 2019

Mr. DeWitt asked for a list of problem areas; Mr. Lane stated there is no official list.

Abraham Brandt:

Mr. Lane informed the Board that Mr. Brandt resigned from the Board; he represented the Borough and Council will have to assign his replacement.

Budget:

Mr. Lane stated revenue numbers are strong. We have received approximately \$50,000.00 in bulk water sales.

Water Project:

Mr. Cassanave wanted clarification if the Board voted to have the Route 6 water extension taken out to bid; the Board informed him that yes it was.

Mr. Shura informed the Board that the clear well for the treatment facility has been excavated and the floor has been poured; they will be working on the walls; once that is completed the footers for the actual treatment facility building will be started.

Mr. DeWitt asked how often Stiffler McGraw is up looking at the project; Mr. Shura informed Mr. DeWitt there is a full time inspector on site.

The North Towanda Tank is under construction; the foundation is poured and the actual tank will start to be assembled starting tomorrow.

The water line work is progressing.

We are pending the written approval from Penn Dot to bore under Route 6.

Mr. Lane stated that the Board might want to look at adding additional line replacement for the Vo Tech line.

Mr. Shura explained to the Board the way contractors are reimbursed; a value is set for the amount of completed work; the completion is reviewed and payment is authorized if it is agreed upon.

Mr. Shura presented the Board three pay applications; Pay application 2 for contract 2 Lobar for \$391,570.43 for equipment; part of which is the membrane system 20% deposit for Pall Corporation; which was approved by Lobar's bonding company. Pay application1 for contract 5 Kimble for \$7,839.72 for bond and insurance. Pay application2 for contract 7 Pioneer for \$274,928.40 for the tank and pump station. Mr. Dewitt made a motion to pay the three pay applications, Ms. Lacek seconded, approved.

Mr. Shura presented pay requisition 2 for Penn Vest in the amount of \$359,013.68 which includes legal fees, engineering and contract 7. Ms. Lacek made a motion to approve pay requisition 2 for Penn Vest, seconded by Mr. Shaw approved.

Mr. Lane stated that the first reimbursement requested last month was received within three weeks.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. DeWitt at 5:55 p.m.

Towanda Municipal Authority

August 19, 2019

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 16, 2019

The September meeting of the Towanda Municipal Authority was called to order by Mr. Sweitzer at 5:00 p.m.

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

ABSENT: Ellen Lacek,

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Brian Shura, Stiffler McGraw; Coy Goble, the Daily Review

Visitors: Rick – Continental Construction

Visitors:

Visitor in attendance for bid opening.

Bid Opening:

Mr. Lane stated the bid opening is for the extension of the water line for the County Project.

Mr. Shura did the bid opening the following is the result:

Continental Construction \$214,262.00

Pioneer Construction \$303,897.00

Mr. Sweitzer made a motion to approve the low bid pending Stiffler McGraw review of documents, Mr. Shaw seconded, approved.

Minutes:

The August 19, 2019 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Mr. Shaw, approved.

Bills:

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

Email Packet:

Mr. Sullivan suggested we get packets emailed to us; only minutes and agenda need to be emailed. The rest of the items can be printed and available at the meeting for those who wish to review it.

Water Project:

Mr. Lane stated that the North Towanda Tank is erected it is approximately 71 feet tall.

The Vo Tech line is approximately 95% complete only the taps need to be completed; Continental thought they would be done by mid October. Mr. DeWitt asked what is happening with the existing Vo Tech line; Mr. Lane stated we are abandoning it in place.

The direct drilling on Sugar Creek was started by Continental they hit rock and cobblestone they might have to change our DEP permit to directional drill the water line connecting the wells to the treatment plant.

Towanda Municipal Authority

September 16, 2019

The archaeological sites have been preserved.

The clear well at the treatment plant was poured and filled and is being cured; DEP has inspected today.

Mr. Shura presented the agreement with the railroad that seems to be missing it just needs signature from Mr. Walsh as we have already discussed this in the past.

Mr. Shura presented contract 1 & 6 Continental Construction pay application 1 for \$413,269.42; Contract 2 pay application 3 Lobar \$413,545.63; contract 5 Kimble pay application 2 for \$284.58; Contract 7 \$147,052.21 pay application 3. Ms. Sullivan made a motion for approval of the pay applications, Mr. Venezia seconded, approved.

Mr. Shura presented pay requisition 3 for Penn Vest in the amount of \$634,055.76; Mr. Sweitzer made a motion for pay requisition 3, Mr. Shaw seconded, approved.

Mr. Sweitzer questioned if we are using our line of credit to pay our contractors waiting reimbursement from Penn Vest and our other sources; Mr. Lane stated our reimbursement from Penn Vest has been within 2-3 weeks which gives us more than enough time to reimburse the contractors within our 30 day time limit. The contractors working on the treatment plant our being reimbursed by the EDA Grant so we are using our line of credit to pay those contractors as we yet to see any reimbursement from them; the interest charged from the line of credit is being reimbursed by Penn Vest.

Mr. Lane addressed the Board to present an extension from the pump station down to the creek; it was not put into the project because we didn't think we would have enough money; this would have at least 95% of the Vo Tech line replaced; a 3,300 feet extension; we need a change order for Penn Vest. Stiffler McGraw presented \$17,000.00 for design and survey. Mr. Venezia made a motion to approve the water line extension for the Vo Tech line from Sugar Creek to the pump station, Mr. DeWitt seconded, approved.

Spring:

Mr. Lane informed the Board that the SRBC application for the spring was submitted by Mr. Casselbury; the cost was \$11,000.00.

2018 Flood:

Mr. Lane stated he is still waiting on FEMA; he has received and answered questions from them, but we have not received any funds.

Sewer:

Mr. Lane stated we need to replace another pump in the ATAD, a transfer pump for cooling; it is \$16,000.00 it is 10 weeks out. Mr. Sweitzer made a motion for purchase of the pump, Mr. DeWitt seconded, approved.

Mr. Sweitzer asked if there is a spending limit on purchases before they are brought to the Board; Mr. Lane stated it is \$10,000.00; Mr. Pruyne stated that if it is needed equipment it should be ordered and the Board informed instead of waiting for a meeting.

Mr. Lane stated we have a blower that need repaired; Mr. Strickland is taking it to Auburn to see if it can be repaired or get an estimate on a replacement.

We also found and repaired a leak in the reclaimed water system that goes to the head works for spraying down the screen; the leak must have been going on for some time.

Towanda Municipal Authority

September 16, 2019

Budget:

Mr. Lane stated he is going to start the Budget at the end of the month.

Gateway Green:

Mr. Lane stated he has heard that Gateway Green is still showing interest; this is the power plant that planned on using our effluent; they have to get DEP approval for this process and permitting; we have not heard from them in a while; they plan on sending someone here to test our effluent. Mr. Lane stated no TMA funds will be used for this project it will all be in the company.

Delinquents:

The Board discussed accounts on the delinquent list.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer 6:12 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 21, 2019

The October meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:00 p.m.

PRESENT: Michael Walsh, Charlotte Sullivan, Paul Sweitzer, Paul DeWitt, Carmen Venezia, Ellen Lacek, Fred Johnson, Robert Williams-WTMA Chairman

ABSENT: William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Brian Shura, Stiffler McGraw; Eric Cassanave, Stiffler McGraw; Coy Goble, the Daily Review

Visitors:

Visitors:

None

Fred Johnson:

Mr. Lane welcomed Fred Johnson to the Board.

Minutes:

The September 16, 2019 meeting minutes were approved as written on a motion made by Ms. Lacek and seconded by Mr. Venezia, approved.

Bills:

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

Water Project:

Mr. Lane updated the board on the water project:

The North Towanda Pump Station upgrade has begun.

The Vo-Tech main line has been filled and pressure tested; we have received water test results, we should begin tap ins to the new main.

The additional line replacement from Sugar Creek to the pump station is underway it is probably already a third complete.

The Roberts Well meter vault is complete the line from the south side of sugar creek to the plant is complete; they only need to complete the directional drill at Sugar Creek and tie it in to the meter vault. There is also a wait time for the check valves as they are made on an individual basis.

The plant is starting to look like a building; the contractor is aiming to have the roof on before Thanksgiving so they can start the inside work after that date. The clear well tank passed all test for seepage.

Mr. Johnson stated he would like to tour the project.

Towanda Municipal Authority

October 21, 2019

Mr. Shura presented pay application #2 for contract 1 & 6 Continental for \$479,194.54; Contract 2 pay application #4 for \$151,878.83, Contract 3 & 8 (electrical) pay application#1 for \$33,390.00 this is only for the bond and insurance, they do have work completed but have yet to bill for that; Contract 5 (plumbing contractor) pay application #3 for \$2,060.32; Mr. Sweitzer made a motion to pay the above pay applications, Mr. Johnson seconded, approved.

Mr. Shura presented pay requisition #4 for Penn Vest in the amount of \$536,766.32; Mr. Johnson made a motion to request funds from Penn Vest, seconded by Ms. Lacek, approved.

Mr. Lane stated we have yet to receive funds from the EDA Grant for reimbursement.

Mr. Lane stated they had a preconstruction meeting for the new County building, North Towanda Tank and water line to extend to the tank.

Spring:

Mr. Lane informed the Board that we have not heard anything from SRBC application that was submitted for the spring. Mr. Cassanave asked if the check has been cashed; Mr. Lane stated he will look into that as that was submitted last month.

2018 Flood:

Mr. Lane stated he is still waiting on hearing back from FEMA, still receiving questions on our application.

Sewer:

The transfer pump for the A-TAD is on order we are looking at 6 to 8 weeks for delivery the cost is \$16,000.00.

The PC that has the controls and remote connectivity for the plant needs replaced; the cost is \$3,000.00.

The blower was able to be rebuilt so we do not need to replace it, the cost was \$2,300.00. Mr. Walsh asked if we want to look at a replacement in next year's budget; Mr. Lane stated this is the spare and it was rebuilt.

Mr. Sweitzer asked if there is anything at the sewer plant that if it failed would cause the plant to shut down; Mr. Johnson stated probably only the UV system.

Budget:

Mr. Lane stated he is working on next year's budget.

Gateway Green:

Mr. Lane stated he has heard from Gateway Green in a month. Ms. Sullivan stated that they were given papers about then looking at drawing water from the river; Mr. Shura stated that that would require SRBC approval.

PA Small Water and Sewer Grant:

Mr. Lane stated he is again applying for this grant for Thomas Street PRV. Mr. Cassanave stated they are not looking at awarding until May. Mr. Sweitzer made a motion for Resolution 2019-9 to apply for the PA Small Water and Sewer Grant for the Thomas Street PRV with a 15% match, seconded by Mr. Venezia, approved.

Towanda Municipal Authority

October 21, 2019

Delinquents:

The Board discussed accounts on the delinquent list.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer 5:55 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

November 18, 2019

The November meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:00 p.m.

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

ABSENT: Ellen Lacek

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Brian Shura, Stiffler McGraw; Eric Cassanave, Stiffler McGraw; Coy Goble, the Daily Review

Visitors:

Visitors:

None

Minutes:

The October 21, 2019 meeting minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Mr. Shaw, approved.

Bills:

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

Water Project:

Mr. Lane updated the board on the water project:

The Vo-Tech main line is complete and in use.

We are in the process of installing PRV's (pressure reducer valves) in residences that will be affected once the tank is online.

There is a lot of coordination to get the tank online we are hoping next month this will all be complete.

Mr. Lane stated that we can see improvement already in the water loss per the information received from the Scada system.

The treatment plant walls are up and the roof is being started.

The EOC line extension is complete and tied into the tank; Mr. Lane is seeking reimbursement from the County.

Spring:

Mr. Lane informed the Board that we have not heard anything from SRBC application that was submitted for the spring.

Towanda Municipal Authority

November 18, 2019

2018 Flood:

Mr. Lane stated we received our allocation amount approved by FEMA; the four crossings we had to replace the allocation was not what we initially submitted for reimbursement; Mr. Lane has penned a letter that he sent to Mr. Cassanave to review before he sends it to FEMA to request additional funds.

Sewer:

The transfer pump for the A-TAD has not been received.

Budget:

Mr. Lane stated that he has finished the first draft of the budget the capital and water funds came together easy; the sewer he is still trying to get to balance; he will have the budget ready for the December meeting. The capital projects for next year are going to be the Poplar Street turn over and the PRV for Thomas Street; Mr. Lane put the PRV for Thomas Street in the budget even though he has applied for the PA Small Water and Sewer Grant for that project.

Gateway Green:

Mr. Lane stated he heard that Gateway Green has contacted Stiffler McGraw; Mr. Cassanave stated that they were approached to review some aspects of the project.

Stiffler McGraw:

Mr. Cassanave stated they had the progress meeting number 5 on the project. Continental was awarded the line project and they are 94% complete; the last run is the Sugar Creek crossing.

We need to have a change order due to North Towanda's request that we not open trench our lines but bore underneath some road crossings; this has an initial contract increase of \$42,513.00; we need the change order in order to pay the contractor for work performed; at the end of the contract there will be a cost savings on the initial bid as items for open trenching (pavement..etc) will not have been utilized. Mr. Venezia made a motion for the change order, Mr. DeWitt seconded approved.

Mr. Cassanave presented pay application 3 for Continental for \$546,341.20. Mr. DeWitt made the motion to approve the pay application, Mr. Shaw seconded, approved.

Mr. Cassanave presented pay application 1 for the EOC contract for Continental for \$144,815.10; Ms. Sullivan made the motion for pay application #1, Mr. Johnson seconded, approved. Mr. Lane stated we should receive reimbursement from the County on this project.

Mr. Shura presented Contract 2 Lobar pay application 5 for \$132,808.99; Contract 3 & 8 Urban pay application 2 for \$27,121.50; pay application 4 for Contract 5 for \$22,397.80; and pay application 4 for Contract 7 Pioneer for \$139,883.94; Mr. Shaw made a motion for pay applications, Mr. Venezia seconded, approved.

Mr. Shura presented Penn Vest requisition 5 for \$781,735.42; Mr. Sweitzer made a motion for the pay requisition, Mr. DeWitt seconded, approved.

Mr. Shura presented a change order for contract 8 for \$9,249.00 due to the FAA light required for the North Towanda Tank; Mr. Venezia made a motion for the change order for Contract 8, Mr. Johnson seconded, approved.

Towanda Municipal Authority

November 18, 2019

Mr. Shura presented a change order 1 for Contract 2 Lobar; there was no languages in the bid for excavation in the plumbing contract so we had Lobar perform the excavation; the change order is for \$15,754.63; Mr. DeWitt made a motion to approve the change order for Contract 2, Mr. Johnson seconded, approved.

Mr. Shura informed the Board that there will be additional change orders but fortunately we have not had many at this point.

Mr. Johnson asked if there is an overall scope of how the project is supposed to be progressing; initially when the project was being planned a timeline was given to the Board; Mr. Shura stated they get an update monthly and if the Board is privy to the meeting minutes they are in the minutes. Mr. Shura stated if there was cause for concern on the project timeframe he would inform the Board. Mr. Lane stated we might have a delay in getting the North Towanda Tank online due to Penelec; Mr. Lane is looking into that; Mr. Shura stated that there is a lot of coordination within contractors and manufacture representatives in order to get things up and running.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer 5:55 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

December 20, 2019

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:00 p.m.

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

ABSENT: Ellen Lacek, Paul Sweitzer

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne – Solicitor; Eric Cassanave, Stiffler McGraw; Bri Ostrander, The Daily Review

Visitors:

Visitors:

None

Minutes:

The November 18, 2019 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

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

Re Organization:

Mr. Johnson made a motion to approve the re organization for 2020 as follows:

Chairman – Mr. Michael Walsh

Vice Chairman – Mr. Paul Sweitzer

Secretary/Treasurer – Mr. Paul DeWitt

Assistant Secretary/Treasurer- Ms. Charlotte Sullivan

Legal Counsel – Mr. James Pruyne

Mr. Venezia seconded, approved.

Compensation:

Mr. Venezia made a motion to approve the compensation for 2020 as follows:

Legal - \$2200.00

Secretary/Treasurer - \$150.00

Assistant Secretary/Treasurer \$150.00

Mr. Shaw seconded, approved.

2020 Meeting Dates:

Mr. Shaw made a motion to approve and advertise the following meeting dates for 2020

January 20th

February 24th

March 16th

April 20th

May 18th

June 15th

July 20th

August 17th

September 21st

October 19th

November 16th

December 18th (noon meeting time)

Towanda Municipal Authority

December 20, 2019

Mr. Johnson seconded, approved.

Water Project:

Mr. Lane stated the Vo Tech line is complete and currently in use. The North Towanda Tank is scheduled to be filled sanitized and tested the second week of January. The Treatment Plant is coming along.

Mr. Lane presented the following pay applications:
Contract 1 & 6 pay application 4 \$130,256.40 for Continental Construction
Contract 2 pay application 4 \$241,156.40 for Lobar
Contract 3 & 8 pay application 3 for \$43,422.30 Urban Electric
Contract 5 pay application 5 \$23,731.17 for Kimble
Mr. Venezia made a motion to pay the above pay applications, Mr. Johnson seconded, approved.

Mr. Lane presented Penn Vest requisition 6 for \$109,525.27; Mr. Shaw made a motion for the requisition, Mr. Venezia seconded, approved.

Mr. Lane presented the following change orders:
Change order for contract 1&6 for the Vo Tech line extension for adding the line from the creek to the pump station for \$89,918.75 Mr. Cassanave stated this amount also deducts from the original contract the difference of not open trenching the water line as requested by North Towanda; that discussion was mentioned in last month's meeting.
Change order for contract 3& 8 for a utility pole and drop for the North Towanda Tank for \$4,338.00
Change order for contract 7 for FAA light bracket, anchors, added valve in pump station and guardrail for \$8,853.42.
Mr. Johnson made a motion to approve the change orders for payment, seconded by Mr. DeWitt, approved.

Mr. Cassanave presented pay application 2 for Continental for the EOC line for \$4,275.00; Mr. DeWitt made a motion to pay the pay application for Continental, Mr. Venezia seconded, approved.

Spring:

Mr. Lane received notification from SRBC to send out letters to all property owners within a half mile of the spring; that is a total of 10 customers and we also sent a letter to all surrounding municipalities.

2018 Flood:

Mr. Lane stated he contacted FEMA as discussed last month and he received the allocation we needed in order to repair the creek crossings and an allocation for the line from New Albany Borough to the spring.

Budget:

Mr. Lane presented the 2020 budget for approval with a 2% increase; water will go from \$4.91 per thousand to \$5.00 and sewer \$10.71 per thousand to \$10.92, route 220 sewer will increase from \$10.91 to \$11.13. New Albany water rate will go from \$3.68 to \$3.75 and Wysox sewer will increase from \$4.22 to \$4.30. Ms. Sullivan asked if the new water project will affect our rates, Mr. Lane stated that will not come into effect until next year and those rates are set to cover our Penn Vest loan after the project is complete.

Mr. DeWitt asked if the employee's salary increase is in the budget Mr. Lane stated that all expenses are updated to reflect the Union contract increase in healthcare and compensation.

Towanda Municipal Authority

December 20, 2019

Mr. Lane did inform the Board if they see the need to increase the rate at anytime that can be done but he thinks what was budgeted is sufficient.

He also notified the Board that the cost for DEP and SRBC were included in the Budget; those are expenses we did not have before.

Mr. Johnson made a motion to approve the 2020 budget, Mr. Shaw seconded, approved.

Mr. Lane informed the Board that fund 25 has revenue set aside for Poplar Street.

Mr. Lane advised the Board he will be using fund 23 for the upcoming FEMA project for the repair of the flood damage.

Gateway Green:

Mr. Walsh if we have heard from Gateway Green; Mr. Lane stated no.

Stiffler McGraw:

Mr. Lane stated he received the engineer agreement for 2020 for Stiffler McGraw; Ms. Sullivan made a motion to enter into agreement with Stiffler McGraw for 2020; Mr. Shaw seconded, approved.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Venezia at 12:55 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary