

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Tina Pickett

**ABSENT:** Thomas Henson-Vice Chairman, Robert Williams-Chairman, James Isaac

**OTHERS:** Chris Jones - Solicitor

**VISITORS:**

Due to no quorum, no meeting was held on December 18, 2020.

**Visitor:**

None

**Minutes:**

**Bills:**

The following bills for December we approved via email for payment by Ms. Pickett, Mr. Isaac, Mr. Henson and Mr. Williams on December 20, 2020.

<b>Wysox Operating Fund List of Bills:</b>	<b>December 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 12/20	\$ 2,518.75
TMA	WWTP 2008 Penn vest Int –11/20	\$ 590.58
TMA	Administrative cost- 12/20	\$ 2,103.67
TMA	Sewer Flows (Nov)	\$ 12,296.71
TMA	Contracted Services	\$ 4,384.85
Frontier	Telephone 6 Invoices	\$ 290.16
TMA	Penelec P.S 3,6,7,8,9	\$ 332.41
TMA	Power Systems - generator	\$ 372.24
Gannon	1-month Insurance premium	\$ 1,478.25
Envirep	Valve shaft PS 1Cover plate PS 2, Shaft 3” check valve PS 2	\$ 858.20
Selective	Flood Insurance	\$ 2,417.00
Grainger	Teether Float Switch	\$ 674.10
GDDJ	Invoice Aug – Nov	\$ 765.00
<b>TOTAL:</b>		<b>\$ 29,081.92</b>

<b>Wysox Water Operating List of Bills:</b>	<b>December 2020</b>	<b>Amount:</b>
TMA	Water (Nov)	\$ 10,293.45
TMA	Contracted Services	\$ 1,210.33
Penelec	Vault	\$ 56.06
TMA	Power Systems - generator	\$ 774.89
Shenia Leljedal	Customer refund	\$ 70.00
James & Donna Brown	Customer refund	\$ 75.63
Gannon	1 month Insurance premium	\$ 492.75

December 18, 2020

GDDJ	Invoice Aug-Nov	\$ 765.00
Fairway Lab	Labs	\$ 30.00
<b>TOTALS:</b>		<b>\$ 13,768.11</b>

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** Thomas Henson-Vice Chairman, William Them – Secretary/Treasurer, James Isaac

**ABSENT:** Tina Pickett, Robert Williams-Chairman

**OTHERS:** Chad Strickland – Superintendent, Chris Jones - Solicitor

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on October 16, 2020 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

**Bills:**

Ms. Maynard mentioned that Endless Mountain Land Management requested a refund as they are paying as well as their tenant, this is a onetime refund. Ms. Maynard mentioned that our loan payment due December 1<sup>st</sup> is in the checks for Mr. Them to sign dated 11/30/20. Mr. Isaac made a motion to pay the following bills for November, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>November 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-11/20	\$ 2,513.39
TMA	WWTP 2008 Penn vest Int -11/20	\$ 595.94
TMA	Administrative cost- 11/20	\$ 2,103.67
TMA	Sewer Flows (Oct)	\$ 12,452.80
TMA	Contracted Services	\$ 4,217.34
Frontier	Telephone 6 Invoices	\$ 290.16
TMA	Penelec P.S 1,2,3,4,5,6,7,8,9	\$ 765.47
TMA	Gambal Printing	\$ 275.46
Gannon	1-month Insurance premium	\$ 1,478.25
Penelec	P.S. 1,2,4,5	\$ 598.08
Post master	Box rental	\$ 32.00
Endless Mtn Mgmnt	Customer Refund	\$ 165.85
<b>TOTAL:</b>		<b>\$ 25,488.41</b>

<b>Wysox Water Operating List of Bills:</b>	<b>November 2020</b>	<b>Amount:</b>
TMA	Water (Oct)	\$ 13,011.40
TMA	Contracted Services	\$ 5,614.81
TMA	Penelec Vault, PS, Tank	\$ 591.74
TMA	AT & T (Scada)	\$ 110.88
TMA	Gambal Printing	\$ 275.44

November 20, 2020

AT & T	Scada	\$ 110.88
Endless Mtn Mgmnt	Customer Refund	\$ 116.99
Gannon	1 month Insurance premium	\$ 492.75
Penelec	Tank, PS	\$ 489.22
Postmaster	Box rental	\$ 32.00
Fairway Lab	Labs	\$ 45.00
<b>TOTALS:</b>		<b>\$ 20,891.11</b>

**Budget:**

Mr. Them reviewed the budget with the Board members; at this point we should end the year with a small positive number, he will try to bring a budget to the January meeting.

**Attorney:**

Mr. Jones stated he is waiting a call back from Mr. Unkovic, regarding the loans.

**Superintendent:**

Mr. Strickland stated they are having issues with flushable wipes in the pump stations. He is looking at getting an ad in the paper; it is an issue throughout the system. Mr. Them mentioned that our customers with grinder pumps would get billed if they flush unprohibited items. Mr. Jones stated that since a lot of our customers might not get the paper, if there is other means to reach our customers; Mr. Strickland stated we can send an additional page with our billing but it will take at least a month to coordinate that; the Board stated we need to reach our customers and putting it with the bills will be an expense we need to have to expend in order to stop this maintenance issue.

Mr. Them asked if there is going to be a rate increase; Mr. Strickland stated that water is going up to \$6.24 per thousand (our current rate is \$5.00), the sewer rate has yet to be confirmed with the TMA Board. Mr. Strickland stated that he might not know what the sewer rate increase will be as the TMA meeting is held after the WTMA meeting next month. Mr. Strickland stated once he is aware of the rate increase, he will email the Board.

**Delinquents:**

Mr. Henson wanted to know if there is anyone that needs to be addressed that is on our delinquent listing; Ms. Maynard stated that Ms. Wilt has not paid in quite some time, and Mr. Munkittrick.

**Future Meetings:**

The Board has decided to have future meetings virtually due to the COVID-19 pandemic. The Board agreed to have the 2021 meeting dates notated to have virtual until further notice.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:00 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** Tina Pickett, Robert Williams-Chairman, Thomas Henson-Vice Chairman, William Them – Secretary/Treasurer

**ABSENT:** James Isaac

**OTHERS:** Chad Strickland – Superintendent, Chris Jones - Solicitor

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on September 18, 2020 were approved as written on a motion made by Mr. Henson and seconded by Mr. Them, approved.

**Bills:**

Mr. Them mentioned that it looks like revenue is doing okay at this time, we might have a small increase instead of our loss we have had the last few years. Mr. Them also mentioned that Hamilton Liberty will be operating at half capacity for 6 weeks due to maintenance. Mr. Henson made a motion to pay the following bills for October, Ms. Pickett seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>October 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-10/20	\$ 2,508.05
TMA	WWTP 2008 Penn vest Int -10/20	\$ 601.28
TMA	Administrative cost- 10/20	\$ 2,103.67
TMA	Sewer Flows (Sep)	\$ 11,917.88
TMA	Contracted Services	\$ 1,742.15
Frontier	Telephone 6 Invoices	\$ 288.22
TMA	Penelec P.S 2,3,4,5,6,7,8,9	\$ 594.71
TMA	Software Support Yearly Charge	\$ 487.48
Gannon	1-month Insurance premium	\$ 1,478.25
TMA	Note B Interest	\$ 1,405.36
TMA	Note B Principal	\$ 1,991.64
TMA	Note A Principal	\$ 15,431.19
TMA	Note A Interest	\$ 11,507.81
GDDJ	Re: Larry Williams	\$ 40.00
PA Dept Of Transportation	Sewage Line	\$ 500.00
<b>TOTAL:</b>		<b>\$ 52,597.69</b>

<b>Wysox Water Operating List of Bills:</b>	<b>October 2020</b>	<b>Amount:</b>
TMA	Water (Sep)	\$ 14,035.35
TMA	Contracted Services	\$ 1,506.10

TMA	Penelec Vault, PS, Tank	\$ 668.75
TMA	AT & T (Scada)	\$ 110.77
TMA	Sensus	\$ 487.48
PA Dept of Transportation	Water Line	\$ 1,280.00
PA Dept of Transportation	Water Line	\$ 710.00
Gannon	1 month Insurance premium	\$ 492.75
<b>TOTALS:</b>		<b>\$ 19,291.31</b>

**Bradford County Conservation District:**

Mr. Williams stated the letter for the NPDES project of 2012 should have been completed by the project engineers he thinks. Ms. Pickett stated that she is getting calls from constituents that they are receiving paperwork as well from DEP on projects that they completed the paperwork on. Ms. Maynard will send this paperwork to Mr. Cassanave to question if it was completed at the end of the water project.

**Attorney:**

Mr. Jones looked into refinancing at the request of the Board, USDA does not refinance. The M & T loan for the sewer plant can not be refinanced; TMA has tried. Mr. Jones stated that he is contacting Mr. Unkovic to check on other avenues. The water project loan is 34 years at 3.375 interest rate.

**Superintendent:**

Mr. Strickland stated they are having issues with manholes on Route 6 that were replaced during the paving job; we are finding that the contractor did not use the frame and covers we supplied them. The two we have had to repair had wood shims and bricks supporting them; we reached out to the contractor and they are no longer in business.

The old Wysox School is now hooked up we found out that our curb stop broke; probably during the first winter after the project was complete; that was dug and repaired and buried further down.

There was a leak at Lake Wesauking; they found that not only was there no wire ran with the poly service line the contractor also cranked on the pipe to tie into the main and that is what caused a leak; the water crew have mentioned they have found others with the same issue.

Mr. Strickland stated that Mr. Shover was not happy with our decision but our numbers show infiltration is high at the location.

**Mr. Wheeler:**

Mr. Williams asked if we can explain what Mr. Wheelers report states; Mr. Strickland stated he did not understand the information provided either; you do not see an increase in usage during the winter months as you would with trailers.

Mr. Them suggested we give Mr. Wheeler half of the requested adjustment and to explain to him that we will no longer do anymore adjustments; the Board agreed. Mr. Jones he will send the letter to Mr. Wheeler; he requested the amounts from Ms. Maynard; the Board agreed the number is based on our average not Mr. Wheelers.

October 16, 2020

**Inspections:**

Mr. Them asked if we are going to continue not inspecting during the COVID-19 pandemic; Ms. Pickett stated it is advisable not to do inspections at this time.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:02 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** Tina Pickett, James Isaac, Robert Williams-Chairman, Thomas Henson-Vice Chairman

**ABSENT:** William Them – Secretary/Treasurer

**OTHERS:**

**VISITORS:**

**Visitor:**

None

Mr. Williams asked if Mr. Wheeler had the meter readings from his mobile home park; Ms. Maynard stated no.

**Minutes:**

The minutes from the meeting held on August 21, 2020 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Henson, approved.

**Bills:**

Mr. Henson mentioned that Mr. Them attached a letter in his absence in reviewing the bills; Mr. Isaac stated Mr. Them mentioned the financial picture is slightly improving. Mr. Henson made a motion to pay the following bills for September, Mr. Isaac seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>September 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 9/20	\$ 2,502.72
TMA	WWTP 2008 Penn vest Into -9/20	\$ 606.61
TMA	Administrative cost- 9/20	\$ 2,103.67
TMA	Sewer Flows (Aug)	\$ 13,739.36
TMA	Contracted Services	\$ 4,125.69
Frontier	Telephone 5 Invoices	\$ 288.26
Penelec	PS 1	\$ 200.66
TMA	Penelec P.S 2,3,6,7,8,9	\$ 483.94
TMA	Bluebook- flomatic valves	\$ 514.69
Gannon	1 month Insurance premium	\$ 1,478.25
TMA	Envirep PS 1, 2	\$ 1,968.55
Grainger	PS 1 & 2 HP motors	\$ 99.00
The Daily Review	Audit Report Legal Notice	\$ 152.20
Schaedler	PS 1 overload heater element	\$ 84.00
<b>TOTAL:</b>		<b>\$ 26,379.05</b>

<b>Wysox Water Operating List of Bills:</b>	<b>September 2020</b>	<b>Amount:</b>
TMA	Water (Aug)	\$ 14,265.24

September 18, 2020

TMA	Contracted Services	\$ 1,133.20
TMA	Penelec Vault, PS	\$ 588.78
TMA	AT & T (Scada)	\$ 111.33
LB Water	2" meter chamber	\$ 757.43
The Daily Review	Audit Report Legal Notice	\$ 152.21
Fairway Labs	Lab	\$ 30.00
Gannon	1 month Insurance premium	\$ 492.75
<b>TOTALS:</b>		<b>\$ 17,530.94</b>

**Attorney:**

**Superintendent:**

Ms. Maynard informed the Board that Mr. Strickland contacted Mr. Shover of the Boards decision and he was not happy with the decision. Mr. Strickland also contacted Mr. Winslow and left a message informing him of the Boards decision to continue with the removal of plumbing in residences regarding private water sources.

**Auditor:**

Mr. Williams stated he had been previously approached by Hamilton & Musser that they were to meet with Wysox Township to propose doing their audit. Mr. Williams was never informed of the meeting date and they mailed in their proposal. Mr. Williams discussed the proposal; the Board agreed that they do not wish to go with them at this time, pending costs from the current auditor.

Mr. Henson questioned something on the proposal "The prior year's audit report states that the financial statements are prepared on the accrual basis of accounting, yet the financial statements reflect the modified-cash basis of accounting." Mr. Henson questioned why this is noted and why we are doing it as cash-modified; Ms. Maynard will ask for the reasoning and get back to the Board next month. Ms. Maynard is also to request a letter of engagement from HallockShannon, PC.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 9:47 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Tina Pickett, James Isaac, Robert Williams-Chairman

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Chris Jones – Solicitor; Chad Strickland - Superintendent

**VISITORS:** Joe Wheeler, Sue Wheeler, Mike Wilson

## **Visitor:**

Mr. Wheeler addressed the Board in reference to being billed for the Pipher's Tavern to which there is no water being used; the Board explained the rules of the building being demolished before we stop services from being billed. Mr. Wheeler also addressed his visit last month and not yet being informed about his adjustment he requested on his sewer portion of the mobile home park billing; Mr. Williams stated that we have yet to make a decision Mr. Strickland was not at last month's meeting and they needed added information to make a decision.

Ms. Wheeler stated that they pay water bills and there are customers not even being billed; the Board explained they are getting billed some customers are paying more than they would if they actually hooked up to the water system. Ms. Wheeler was told that inspections will continue once the Covid subsidies and it is safe for us to continue inspections.

Mr. Wilson stated his water usage the last couple of months; they have one toilet, three sinks a coffee maker and ice machine and the usage is outrageous. Mr. Williams stated the ice maker is probably the issue, Mr. Wilson stated he contacted his maintenance person and they stated that there is an alarm on the system which has not went off, it does flush every 4 hours but only 4 gallons is what he was told. Mr. Wilson stated on the 27<sup>th</sup> he had his maintenance person go through the business and they did find a problem that was repaired. His main concern is of the usage and pricing and any other anticipated increases as he can only pass costs on to his customers by so much before they go other places for business.

Mr. Wheeler once again addressed his adjustment; Mr. Williams stated that without proof of the leak we don't know if it went down the sewer or not; during the winter months he is aware that people run their water so that pipes do not freeze; Mr. Wheeler stated that the individual units are metered and he is aware that people run the water and they are billed for that and he is not questioning that fact. Mr. Wheeler stated that his only problem was not having proof of the leak and having repaired it prior to it being verified. Mr. Them stated he would like to see the individual reads; Mr. Williams agreed on seeing the reads.

Mr. Isaac stated that the Authority is under no obligation to give adjustments; we do so in order to work with the customers to bill what is justified.

## **Minutes:**

The minutes from the meeting held on July 17, 2020 were approved as written on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

## **Bills:**

Mr. Williams questioned the invoice for the transfer switch; Mr. Strickland stated that was discussed in the May meeting as the transfer switch failed and we purchased a new one with a

warranty instead of repairing the old one. Mr. Isaac made a motion to pay the following bills for August, Ms. Pickett seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>August 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 8/20	\$ 2,497.40
TMA	WWTP 2008 Penn vest Into -8/20	\$ 611.93
TMA	Administrative cost- 8/20	\$ 2,103.67
TMA	Sewer Flows (Jul)	\$ 13,619.39
TMA	Contracted Services	\$ 2,891.96
Frontier	Telephone 6 Invoices	\$ 288.44
GDDJ	Invoice 1555	\$ 352.50
Penelec	PS 1,4,5	\$ 371.12
TMA	Penelec P.S 1,2,3,4,5,6,7,8,9	\$ 769.87
TMA	ABB	\$ 750.00
Gannon	1 month Insurance premium	\$ 1,478.25
TMA	Envirep PS 1, 2	\$ 1,968.55
Power System Electric	PS 1 transfer switch on generator	\$ 4,836.44
L B	2 SS elbows	\$ 27.82
Hallock Shannon	2019 Audit	\$ 1,950.00
<b>TOTAL:</b>		<b>\$ 34,517.34</b>

<b>Wysox Water Operating List of Bills:</b>	<b>August 2020</b>	<b>Amount:</b>
TMA	Water (Jul)	\$ 14,393.36
TMA	Contracted Services	\$ 1,316.84
TMA	Penelec Vault, PS, Penelec tank	\$ 587.68
TMA	AT & T (Scada)	\$ 110.88
Hallock Shannon	2019 Audit	\$ 1,950.00
GDDJ	Invoice 1556	\$ 352.50
Fairway Labs	Lab	\$ 430.00
Penelec	PS 2	\$ 35.29
Gannon	Bond	\$ 221.50
Gannon	1 month Insurance premium	\$ 492.75
<b>TOTALS:</b>		<b>\$ 19,669.30</b>

**Attorney:**

Mr. Jones stated that a letter on collections went out to Mr. Larry Williams.

Mr. Jones stated that the GK RE property is going back to Mr. & Mrs. Sickler.

Mr. Jones questioned our enforcement of inspections; Ms. Pickett does not want us knocking on doors for inspections at this time. Mr. Strickland stated that with the new treatment plant coming online the next few months he will be tied in training.

August 21, 2020

Mr. Them mentioned we need to probably address our customers who are blatantly not going to comply with the rules and regulations, Munkittrick and Sherwood Groves.

We need to be able to address our customers who constantly mentioned “they complied why we have customers who have not”.

We need to do the inspections on properties that we might have concern that they are not using the municipal water system. Mr. Williams stated that we need to table the inspections for the time being.

We need to legally go after the customers who have not hooked up to the water system.

**Superintendent:**

Mr. Williams stated that he spoke with Mr. Cassanave in reference to Shover Investments and the infiltration; Mr. Cassanave stated to get Mr. Strickland’s calculations and the EDU rate and justify to Mr. Shover that the 90 EDU’s is far under the infiltration amount. Mr. Them stated we need to inform Mr. Shover that he could meter his sewer but the current EDU rate would be far cheaper; Ms. Pickett agreed. Mr. Williams stated he would like to give numbers to Mr. Shover; Ms. Pickett stated that could go either way if we do not have concrete numbers to give Mr. Shover.

Mr. Strickland stated that he will get numbers looking at the regulations and contact Mr. Jones to pen a letter to Mr. Shover basically stating our decision not to lower the EDU’s giving Mr. Shover the option of metering his output and informing him our rules and regulations could compel a metering of output due to the amount of infiltration from his establishment.

After discussion is was decided to have Mr. Strickland call Mr. Shover to inform him of our decision not to reduce the EDU rate and Mr. Jones to follow up with the information in writing.

Mr. Strickland stated that the old Wysox School will be connecting to the water soon.

**Small Water and Sewer Grant:**

Mr. Them stated that we did not get approved for our grant we applied for that would have been for grinder pump replacement.

**Budget:**

Mr. Them stated our expenses are currently doing okay.

**2019 Audit:**

Mr. Williams reviewed the Audit with the Board, it basically stated what we knew we lost \$104,000.00; Ms. Pickett made a motion to approve the 2019 audit, Mr. Isaac seconded, approved.

Mr. Jones asked about refinancing our loans, Mr. Strickland stated the M & T loan for the sewer plant cannot be refinanced.

**Electric Supplier:**

Mr. Williams thought we approved the contract with a supplier, Ms. Pickett stated no they did not. The Board agreed to get another rate quote.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:40 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Tina Pickett, James Isaac, Robert Williams-Chairman, Thomas Henson-Vice Chairman

**ABSENT:**

**OTHERS:** Chris Jones – Solicitor

**VISITORS:** Joe Wheeler

**Visitor:**

Mr. Wheeler addressed the Board in reference to his usage December thru April; he stated he had a leak he found and repaired; he called Mr. Benjamin to verify the leak; Ms. Maynard stated Mr. Benjamin was contacted by Mr. Strickland and stated he was contacted but that the leak had been repaired.

Mr. Williams asked what months are we looking at and Mr. Wheeler stated they normally use approximately 20,000 gallons a month and the usage in December was 59, January 52, February 46, March 43 and April 38.

Mr. Isaac asked why a photo was not taken of the leak. Mr. Wheeler stated he forgot but will do so in the future.

Mr. Henson asked how many adjustments we have given Mr. Wheeler in the past; Ms. Maynard stated 8; Mr. Wheeler stated if he is not using the service he should not be billed for the service.

Mr. Henson stated there is a history of leaks that are not being repaired.

Mr. Williams stated that since Mr. Strickland spoke with Mr. Benjamin they want to speak to Mr. Strickland to verify what occurred. Mr. Wheeler once again reiterated that he does not want to pay for a service he did not use; Mr. Williams stated without proof of the leak we would not know if he used the service or not. The Board will get Mr. Strickland’s opinion on the latest leak request before making a decision.

Mr. Henson made a motion to honor a request for leak adjustment based on the information we receive from Mr. Strickland, Mr. Isaac seconded, approved.

**Minutes:**

The minutes from the meeting held on June 19, 2020 were approved as written on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

**Bills:**

Mr. Isaac questioned the insurance payment we paid; he stated that even though we requested they separate the payment it looks like we received three invoices; Ms. Maynard stated that when she called to request the “9 pay” she was sent the three invoices to catch us up on payments. Mr. Them will contact Steve and see why this occurred because the Board was under the understanding that the premium due last month would be cut into 9 payments not that we were to pay three months of premium.

Mr. Henson made a motion to pay the following bills for July, Mr. Isaac seconded, approved.

Ms. Maynard stated that the transfer that was needed last month was \$15,000.00.

<b>Wysox Operating Fund List of Bills:</b>	<b>July 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-7/20	\$ 2,492.09
TMA	WWTP 2008 Penn vest Into -7/20	\$ 617.24

July 17, 2020

TMA	Administrative cost- 7/20	\$ 2,103.67
TMA	Sewer Flows (Jun)	\$ 13,977.15
TMA	Contracted Services	\$ 3,536.81
Frontier	Telephone 6 Invoices	\$ 302.72
GDDJ	Audit letter	\$ 75.00
Penelec	PS 2,3,4,5,6,7,8,9	\$ 633.89
Stiffler McGraw	Meetings	\$ 50.00
Gannon	Bond	\$ 221.50
Gannon	3 months Insurance premium	\$ 4,438.50
Commonwealth of PA	Wastewater System Operator report	\$ 65.00
<b>TOTAL:</b>		<b>\$ 28,513.57</b>

<b>Wysox Water Operating List of Bills:</b>	<b>July 2020</b>	<b>Amount:</b>
TMA	Water (Jun)	\$ 13,267.68
TMA	Contracted Services	\$ 1,155.79
TMA	Penelec Vault, PS, Penelec tank	\$ 645.86
TMA	AT & T (Scada)	\$ 110.88
Stiffler McGraw	Meetings	\$ 50.00
GDDJ	Audit letter	\$ 75.00
Fairway Labs	Lab	\$ 15.00
Commonwealth of PA	Water Operator Report	\$ 65.00
Gannon	Bond	\$ 221.50
Gannon	3 months Insurance premium	\$ 1,479.50
<b>TOTALS:</b>		<b>\$ 17,086.21</b>

**Shover Investments:**

Mr. Them stated that he did a walk through with Mr. Rought and pointed out spots of infiltration. Mr. Strickland was to see the infiltration numbers by the pump station hours and contact Mr. Shover after last month's meeting; Ms. Maynard will ask Mr. Strickland to update the Board.

**Attorney:**

Mr. Jones stated that we have a customer that has his kitchen sink draining to his yard. Mr. Strickland had asked Mr. Jones to see if there is anything in the rules and regulations to inform the customer they need correct their plumbing; Mr. Jones states this is a Township issue after he did research on the issue; between Mr. Them and Mr. Jones Mr. Kulick will be advised to contact the customer.

Mr. Jones stated that GK RE property is going back to the Sickler's; Mr. Jones updated the Sickler's on what is due on the property to the Authority.

**Delinquents:**

Mr. Williams asked about Mr. Schultz property; Ms. Maynard stated that this property has been shut off for some time and we randomly receive payment.

July 17, 2020

Ms. Maynard informed the Board that 72 hour shut off notices were sent out this month as well as normal shut offs; the 72 hour notices were sent to customers who were issued shut offs since March and have yet to pay, they have to pay before Monday in order to keep their service on; the regular shut offs are for customers who have entered 90 day delinquency at the beginning of this month and they must pay before the end of business Monday or have their services terminated Tuesday. The Towne Center is one of the customers who was issued a shut off notice; if they do not pay we may need to begin the landlord - tenant notifications.

Mr. Jones verified that he needs to send Mr. Williams and Ms. Wilt a letter for payment.

**Back Flow Preventer:**

Mr. Them presented an example of Aqua's back flow preventer test letter that is sent to customers.

**Auditor:**

Mr. William stated that he received an invitation to attend a meeting at the Township from Hamilton and Musser PC, they are auditors looking to do business in this area.

Mr. Them mentioned he contacted Shannon Hallock during the beginning of Covid so we could get our audit done; he forgot to mention to the Board but the audit is underway. Mr. Henson made a motion to approve the company Mr. Them contacted in order to do our 2019 audit, Ms. Pickett seconded, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:40 a.m.

Respectfully Submitted,

*April Maynard*

Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Tina Pickett, James Isaac, Robert Williams-Chairman, Thomas Henson-Vice Chairman

**ABSENT:**

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor

**VISITORS:** Brad Shover, Joe Rought

**Visitor:**

Mr. Shover came to the meeting to address the letter he had written in March addressing the number of EDU’s he is being billed. Mr. Shover is requesting a reduction in EDU’s billed; Mr. Williams stated that in the past we did bill on the number of units but we also found that the infiltration from the mobile home park was beyond what was being billed. Mr. Shover requested rough numbers on the infiltration as they did do some work on the issue and is willing to have the company come back and fix the problem. Mr. Them stated the only other thing we could do is install a sewer meter which is expensive. Mr. Strickland is going to provide the numbers to Mr. Shover by Monday.

**Minutes:**

The minutes from the meeting held on May 15, 2020 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

**Bills:**

Mr. Them addressed the Board on our revenue up to this point; we have no funds to pay this month list of bills. Our sewer loan was due at the end of May. TMA did state they would hold their invoice until funds are available. Ms. Maynard mentioned that revenue is down due to Covid; the hotels and restaurants were down on occupancy and some of the restaurants closed all together. Mr. Them addressed the Board on different scenarios on what the Municipality can do in order to make it through. Mr. Isaac questioned if we can get the insurance bill separated instead of paying the 17,744.00 all at once; Mr. Them contacted Mr. Sumner who stated they have nine pay and to not pay this invoice and he will revise to the different payment option next month. Mr. Them stated that without having to pay the insurance bill this month we have the funds to pay our bills for the month; Mr. Them made a motion to transfer what is needed from water to sewer to cover the bills, Mr. Isaac seconded, approved. Mr. Isaac made a motion to pay the following bills for June, Mr. Henson seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>June 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 6/20	\$ 2,496.80
TMA	WWTP 2008 Penn vest Into -6/20	\$ 622.53
TMA	Administrative cost- 6/20	\$ 2,103.67
TMA	Sewer Flows (May)	\$ 19,083.83
TMA	Contracted Services	\$ 3,727.04
TMA	Penelec P.S 1,2,4,5,6,7	\$ 1,189.82
Frontier	Telephone 6 Invoices	\$ 341.94
The Daily Review	Legal Notice	\$ 21.35
GDDJ	Services Rendered 3/17-5/15/20	\$ 525.00

June 19, 2020

Penelec	PS 1, Echo Beach, Heat tape, Moose Ln	\$ 959.66
Stiffler McGraw	Meetings	\$ 50.00
<b>TOTAL:</b>		<b>\$ 31,121.64</b>

<b>Wysox Water Operating List of Bills:</b>	<b>June 2020</b>	<b>Amount:</b>
TMA	Water (April)	\$ 10,163.36
TMA	Contracted Services	\$ 1,478.17
TMA	Penelec Vault, PS, Penelec tank	\$ 698.81
TMA	AT & T (Scada)	\$ 111.10
The Daily Review	Legal Notice	\$ 21.35
Stiffler McGraw	Meetings	\$ 50.00
GDDJ	Services Rendered 3/17-5/15/20	\$ 525.00
Fairway Labs	Lab	\$ 15.00
<b>TOTALS:</b>		<b>\$ 13,062.79</b>

**Attorney:**

Mr. Jones stated as a Municipality we are not under the moratorium for shut off of services.

Mr. Jones addressed the response from Mr. Vanderlyke; he responded to his inquiries from his email in April. Mr. Jones explained Mr. Vanderlyke's response to his email and stated he is not going to address him, the Board agreed.

Mr. Them wants us to pursue collections and enforcement of our rules and regulations; Mr. Jones stated we might want to see how next month is with the Covid situation. Mr. Jones stated that re-inspections can be done but we might want to see what the situation is next month; Mr. Henson stated we might want protocol on entry into a domicile like wearing a mask for the safety of Mr. Strickland; Mr. Strickland stated he will wear a mask and gloves in a residence.

Ms. Maynard mentioned that Mr. Williams and Ms. Wilt probably need a letter as they have not paid in quite some time and both residences need connected to the water system.

**Superintendent:**

Mr. Strickland stated that we are still having problems with sanitation wipes at the pump stations. Mr. Strickland stated that DEP put in an ad in the paper due the sanitary wipes and other items being discarded in the sewer as it is a nationwide problem.

Mr. Williams asked if Mr. Strickland was contacted from the Small Water and Sewer Grant committee; Mr. Strickland stated they wanted to know if we are doing the work in-house for the grinder pumps; decision on the grant is out to September now.

**Electric Supplier:**

Ms. Maynard explained the company provided a new provider list putting dollar amount savings; Mr. Henson made a motion to accept a contract to be reviewed by Mr. Jones prior to signing, Ms. Pickett seconded, approved.

June 19, 2020

**Mr. Flynn:**

Ms. Maynard addressed the Board about a history report done on 1911 Golden Mile Rd.; Mr. Flynn was supposed to attend the meeting in reference to his usage; the history report showed something running until the 30<sup>th</sup> of May. The Board agreed that with no knowledge of what was running nothing can be done to adjust the bill.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:45 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact the regular meeting was held at the Towanda Municipal building but visitors were requested to attend via teleconference.

**PRESENT:** William Them – Secretary/Treasurer, Tina Pickett, James Isaac

**ABSENT:** Robert Williams-Chairman, Thomas Henson-Vice Chairman

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave (via teleconference)– Stiffler McGraw

**VISITORS:** John Smeckenbecher ( via teleconference)

## Visitor:

Mr. Smeckenbecher had a question for Wysox Township that was addressed by Mr. Them.

## Minutes:

The minutes from the meeting held on April 17, 2020 were approved as written on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

## Bills:

The following bills for May were approved for payment on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>May 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 5/20	\$ 2,481.51
TMA	WWTP 2008 Penn vest Into -5/20	\$ 627.82
TMA	Administrative cost- 5/20	\$ 2,103.67
TMA	Sewer Flows (April)	\$ 16,690.45
TMA	Contracted Services	\$ 2,884.84
TMA	Penelec P.S 2,4,5	\$ 468.55
Frontier	Telephone 6 Invoices	\$ 287.80
The Daily Review	Legal Notice	\$ 15.40
Mid Atlantic Pump	Grinder pump	\$ 1,820.00
Hans – Joachim & Barbara Lunk	Customer Refund	\$ 81.12
<b>TOTAL:</b>		<b>\$ 27,461.16</b>

<b>Wysox Water Operating List of Bills:</b>	<b>May 2020</b>	<b>Amount:</b>
TMA	Water (April)	\$ 8,984.16
TMA	Contracted Services	\$ 1,363.81
TMA	Penelec Vault, PS, Penelec tank	\$ 773.86
TMA	AT & T (Scada)	\$ 110.88
PA Dept Environmental Protection	Annual Drinking water chapter 109	\$ 2,000.00
The Daily Review	Legal Notice	\$ 15.40

Fairway Labs	Lab	\$ 30.00
<b>TOTALS:</b>		<b>\$ 13,278.11</b>

**Engineer:**

Mr. Cassanave stated he is just attending meeting to answer any questions if needed.

Mr. Cassanave mentioned he had emailed the Board after last month’s meeting the information from Penn Vest deferring payments due to the pandemic; he had only heard from Ms. Pickett; he asked if the Board was interested he would further research the issue. The Board agreed to have Mr. Cassanave look into the deferment; Mr. Cassanave stated he will contact Susan for particulars on the loan and get back to the Board.

**Attorney:**

Mr. Jones presented the updated Rates and Fees for the Water and Sewer System with items discussed in last month’s meeting:

Inspection fee: “not to be less than Fifty Dollars (\$50.00)

The following was added:

2. Any and all attorney’s fees and collection costs for the enforcement of any of the Rules and Regulations set forth by the Authority.
3. Any and all costs incurred by the Authority, including but not limited to attorney’s fees, inspection costs, engineering costs and/or construction costs, for any violation of the Authority’s Rules and Regulations including the costs to fix and/or correct the violation and any damage done to any parts of the Authority’s Water and Sewer System.
4. Any and all costs incurred by the Authority to locate, inspect, meter and correct any improper infiltration into the Authority’s Water and Sewer System.
5. Any and all costs incurred by the Authority for any damage done to any grinder pumps that are owned by the Authority including the cost for the necessary replacement of any grinder pumps that are due to a violation of the Rules and Regulations.
6. Any and all costs incurred by the Authority in relation to any penalty imposed due to a violation of any of the Authority’s Rules and Regulations.
8. The Authority hereby incorporates any rates, fees, and or costs as set forth in any other Resolution and/or Rule or Regulation that was passed by the Authority as if said terms were set forth herein at length.

Ms. Pickett made a motion to approve Resolution 2020-2 Rates and Fees for Water and Sewer, Mr. Isaac seconded, approved.

May 15, 2020

**Superintendent:**

Mr. Strickland stated that we have a problem at pump station 1; the transfer switch is inoperable. To fix the transfer switch \$2,900.00 minimum without repairing anything else that might be wrong or to purchase a new one the cost is \$5,000.00 with a two year warranty. Mr. Isaac made a motion to purchase the transfer switch, Ms. Pickett seconded, approved.

**Water Inspections:**

Mr. Them asked when we are going to resume inspections and decide on the ordinance; Mr. Strickland stated with the Covid restrictions he would like to wait to resume inspections. The Board agreed that discussion and decision on the ordinance needs to be decided as soon as possible.

**Budget:**

Mr. Them discussed the financials; our delinquent list has grown; our water revenue is down from what is budgeted.

**Delinquent List:**

Mr. Them mentioned we might want to contact the owner of the plaza on payment; Ms. Maynard stated if we don't receive payment again this month she will send an email to her contact. Mr. Them questioned GK RE; Ms. Maynard stated that Mr. Jones did send him a letter he set up payment plan but has failed to keep it.

Mr. Jones stated until we are allowed to pursue collections we might want to wait on any legal actions.

**Electric Supplier:**

Ms. Maynard stated that the company who she contacted to get electric generation supplier; Mr. Them stated if it is a year contract we should try to get the savings; Ms. Pickett wanted to get a dollar amount of savings we were only given a 7% savings. Ms. Pickett stated we can go to power switch and look at prices. The Board agreed to have Ms. Maynard contact the broker and get dollar amounts and current pricing.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:30 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

April 17, 2020

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact the regular meeting was held via teleconference.

**PRESENT:** William Them – Secretary/Treasurer, Robert Williams-Chairman, Tina Pickett, James Isaac, Thomas Henson-Vice Chairman

**ABSENT:**

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:** Eric Winslow

## **Visitor:**

Mr. Winslow wanted to know if we had followed up on the disconnection of the wells from residences and what has been discussed on the matter. Mr. Williams informed Mr. Winslow that because of the pandemic we have not met to further discuss the issue. Mr. Winslow stated he understood that the matter will be discussed when the issue can be addressed at a regular meeting. Mr. Strickland stated he would contact Mr. Winslow when we come to a decision.

## **Minutes:**

The minutes from the meeting held on February 21, 2020 were approved on a motion made by Mr. Them and seconded by Mr. Isaac, approved. The March 20, 2020 minutes a summary in which bills were approved via email were approved on a motion made by Mr. Isaac and seconded by Mr. Henson, approved.

## **Bills:**

Mr. Them asked Mr. Strickland about the invoice for Schaedler Yesco; Mr. Strickland stated it was for 20 amp breakers to replace the 15 amp breakers for some of the grinder pumps. The following bills for April were approved for payment on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>April 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 4/20	\$ 2,476.24
TMA	WWTP 2008 Penn vest Into -4/20	\$ 633.09
TMA	Administrative cost- 4/20	\$ 2,103.67
TMA	Sewer Flows (March)	\$ 17,556.04
TMA	Contracted Services	\$ 2,571.82
Penelec	P.S 1,2,6,7, Rte 187, Heat tape, Echo Beach	\$ 1,215.20
Frontier	Telephone 6 Invoices	\$ 288.82
TMA	Penelec PS 4,5	\$ 261.87
TMA	Amazon – grinder bulbs	\$ 32.97
TMA	Note A & B M&T Interest	\$ 13,483.52
TMA	Note A & B M&T Principal	\$ 16,852.48
L/B	Packing Bolts PS#7	\$ 132.00
Schaedler Yesco	Inv. S5721181.001	\$ 528.00
<b>TOTAL:</b>		<b>\$58,135.72</b>

April 17, 2020

<b>Wysox Water Operating List of Bills:</b>	<b>April 2020</b>	<b>Amount:</b>
TMA	Water (March)	\$ 10,158.08
TMA	Contracted Services	\$ 1,663.39
TMA	Penelec Vault, PS, Penelec tank	\$ 855.11
TMA	AT & T (Scada)	\$ 105.30
Fairway Labs	Invoice	\$ 15.00
<b>TOTALS:</b>		<b>\$ 12,796.88</b>

**Mr. Cassanave:**

Mr. Cassanave stated that they are still open just working from home; if he is needed just email him any questions.

**Attorney:**

Mr. Jones stated he is working from home as well but he can be contacted if needed.

**Superintendent:**

Mr. Strickland stated that we are operating on a limited crew at this time.

Mr. Strickland stated that they have had some issues at the pump stations with wipes.

**Electric Supplier:**

Ms. Maynard stated that the company gave her a quote of .55; the Board suggested we look at a different company for pricing.

**Shower Investments:**

Mr. Shover sent in a letter requesting an EDU reduction; he requested we reduce the EDU's by 15. Mr. Strickland stated that we are still getting a lot of infiltration. Mr. Them stated we may want to contact Mr. Shover and have him address the board in reference to hook up to the water system. Mr. Strickland stated he would contact Mr. Shover and he asked what we would do with the tap in fee; Mr. Williams stated the tap in fee can be put on payment plan or something to that effect but they have to pay the tap in fee.

**Welles Mill:**

Mr. Welles sent in a letter for an exception to the Water Rules and Regulations; Mr. Jones stated that since he is a commercial property he can get an exemption; Mr. Cassanave stated that our rules and regulations do state that a testable back flow preventer needs installed if they do keep a private water source. The Authority will have a master plumber do the inspection of the double back flow preventer. Mr. Strickland will look into getting three plumbers who can do the testing by next month's meeting; Mr. Jones will send a copy of the form Aqua requires to be filled out by the plumber for the testing needed to be done on the back flow preventers.

Discussion was made on actual inspection fees on return inspections; Mr. Jones stated he will look and revise our fee schedule for next month's meeting.

April 17, 2020

**Budget:**

Mr. Them discussed the financials; our delinquent list has grown; our water revenue is down from what is budgeted.

**Van Derlyke:**

Mr. Van Derlyke address the Board via an email questioning our rates and our new rules and regulations – Ms. Maynard is to respond to Mr. Van Derlyke in reference to our continued discussion on the rules and regulation and our new rate structure.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:20 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** None  
**ABSENT:** None  
**OTHERS:** None  
**VISITORS:** None

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact, the regular meeting was cancelled.

**Bills:**

The following bills were approved via email; Mr. Them, Ms. Pickett; Mr. Isaac, Mr. Henson and Mr. Williams all responded with approval for payment.

<b>Wysox Operating Fund List of Bills:</b>	<b>March 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 3/20	\$ 2,470.97
TMA	WWTP 2008 Penn vest Into -3/20	\$ 638.36
TMA	Administrative cost- 3/20	\$ 2,103.67
TMA	Sewer Flows (February)	\$ 21,381.32
TMA	Contracted Services	\$ 3,341.82
TMA	Penelec P.S 2,6,7	\$ 496.52
Frontier	Telephone 6 Invoices	\$ 288.86
TMA	Horton – grinder repair	\$ 712.00
TMA	Areys – coupling adapt	\$ 42.20
TMA	Amazon - bulbs	\$ 16.98
Stiffler McGraw	Inv 117	\$ 50.00
Penelec	PS 1,3,Echo Beach, Heat tape	\$ 916.97
GDDJ	Invoice 1169	\$ 667.50
LB Water	SS elbows, Liberty Grinder pump	\$ 1,357.91
The Daily Review	Meeting Dates Legal Notice	\$ 29.85
<b>TOTAL:</b>		<b>\$34,514.93</b>

<b>Wysox Water Operating List of Bills:</b>	<b>March 2020</b>	<b>Amount:</b>
TMA	Water (February)	\$ 9,925.60
TMA	Contracted Services	\$ 1,434.91
TMA	Penelec Vault	\$ 96.47
GDDJ	Invoice 1170	\$ 667.50
The Daily Review	Meeting Dates Legal Notice	\$ 29.85
Fairway Labs	Invoice	\$ 60.00
Stiffler McGraw	Inv 117	\$ 50.00
<b>TOTALS:</b>		<b>\$ 11,964.33</b>

March 20, 2020

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Robert Williams-Chairman, Tina Pickett, James Isaac

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Bri Ostrander – Daily Review

**VISITORS:** Anne Cowling; Chris Welles; Luke Raymond; Jeremy Soper; Mark Powell; Bette Weaver; Brent Payne; Samantha Close; Dan Saylor; Sherry Jackson; Steve Radney; Donna Roof; Tim Smith; Erin Groves; Chris Roof; Marlena Goss; Tom Goss

**Visitor:**

Ms. Roof addressed the Board on having to remove her internal plumbing for her well others in the room addressed the same issues and stated that we should have other ways of monitoring if a person is using their outside water source illegally. Mr. Jones also stated it is for the integrity of the system we cannot allow cross contamination to occur.

Mr. Powell addressed the Board on his situation and was informed by Mr. Chris Jones that since he has a farm that he can keep his private water source but he needs to submit a letter to the Board asking for an exception.

Mr. Welles also addressed the Board on failing his inspection, Mr. Jones informed him as he is a commercial property that he can submit a letter asking for an exception.

The residents were informed that only farms and commercial properties can keep a private water source and that all others need to remove all plumbing from the residence if that plumbing is fed from an outside water source.

The room addressed the Board to reconsider the ordinance since they did everything legally and are now being punished.

Ms. Cowling addressed the Board on the rate increase; she informed the Board she has contacted the PUC as well as other regulatory agencies. The Board addressed the financial situation that has occurred to create such a large increase and Mr. Them stated that until we are at a financial point of stability we cannot consider changing the current rates; he stated that once we pay off our sewer loan in 2021 we will look at rates at that time as we must remain solvent.

Ms. Weaver also addressed the Board on the increase as well as her well she using to fill her swimming pool; Mr. Them explained that looking for leaks in the residences will help with usage.

Ms. Groves addressed the Board on connection to the water system; Mr. Them stated he will get her names and numbers of plumbers who are reputable in order to get her business in compliance.

**Minutes:**

The minutes from the meeting held on January 17, 2020 were approved as amended; under Budget it stated Mr. Williams it should have stated Mr. Them, on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

**Bills:**

The following bills for February were approved for payment on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>February 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-	\$ 2,465.72

February 21, 2020

	2/20	
TMA	WWTP 2008 Penn vest Into -2/20	\$ 643.61
TMA	Administrative cost- 2/20	\$ 2,103.67
TMA	Sewer Flows (January)	\$ 18,563.96
TMA	Contracted Services	\$ 2,665.66
TMA	Penelec P.S 2,4,5,6,7	\$ 629.86
Frontier	Telephone 6 Invoices	\$ 292.01
TMA	LRM PS 1	\$ 123.08
TMA	Omni Site	\$ 1,516.09
Stiffler McGraw	Inv 5	\$ 66.00
Penelec	PS 1,4,5	\$ 562.35
Omni Site	PS 2 External Antenna Radio & Battery	\$ 367.00
Gannon	Bond Renewal	\$ 106.00
Bradco	Custom Sign PS 2	\$ 39.00
<b>TOTAL:</b>		<b>\$30,144.01</b>

<b>Wysox Water Operating List of Bills:</b>	<b>February 2020</b>	<b>Amount:</b>
TMA	Water (January)	\$ 9,962.56
TMA	Contracted Services	\$ 1,701.90
TMA	Penelec Vault, PS, Penelec tank	\$ 793.71
TMA	AT & T (Scada) 1/7-2/6	\$ 105.30
AT & T	Scada 2/7 - 3/6	\$ 105.30
Penelec	Tank, PS	\$ 697.70
Fairway Labs	Invoice	\$ 45.00
Stiffler McGraw	Inv 5	\$ 66.00
Gannon	Bond Renewal	\$ 106.00
Lehigh Railway	Right of Way	\$ 1,857.04
<b>TOTALS:</b>		<b>\$ 15,440.51</b>

**Attorney:**

Mr. Jones stated that he had nothing at this time.

He would like to get the list of customers who have yet to connect and who have not contacted for inspection as soon as the 30 day response time has lapsed.

**Superintendent:**

Mr. Strickland stated that we have completed the Chapter 110 report he gave the numbers to the Board our residential customer average usage is still 2,507 gallons which is low even after changing the two mobile home parks from commercial to residential; our water loss is zero as expected.

Mr. Strickland informed the Board that as of 02/20/20 he has completed 59 inspections of which 30 customers passed and 29 failed and 7 re-inspections have been done.

Ms. Maynard stated she has heard from 195 customers that have called for inspection.

February 21, 2020

**Budget:**

Mr. Them explained how he arrived at his proposed budget for 2020; Ms. Pickett made a motion to approve the 2020 budget, Mr. Isaac seconded, approved.

**Executive Session:**

The Board entered into executive session at 12:13 p.m. in reference to discussion on the water rules and regulations and remained in session until 1:12 p.m.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 1:12 p.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, Robert Williams-Chairman, Tina Pickett

**ABSENT:** Thomas Henson-Vice Chairman, James Isaac

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:** Ms. Anne Cowling

## **Visitor:**

Ms. Cowling addressed the board about the rate increase letter. Ms. Cowling had obtained the minutes for 2019 and has reviewed them in order to be informed of the Authority's financial issues. Ms. Cowling stated the January of 2019 minutes stated the loss for 2018 and a need for a rate increase back then; she stated she was not opposed to the rate increase she is opposed to the amount and how it was conveyed. Ms. Cowling wanted to know if there was public input on the rate increase and she is researching the Municipalities Act to find out if there is supposed to be a public meeting.

Ms. Cowling stated the minutes do not discuss cutting expenses only rate increases.

Ms. Cowling questioned the time it took to get the engineer involved and the discussions that occurred with the different rate structures; she mentioned the usage of Wysox being below DEP projections. Mr. Cassanave stated that the research on rates was thoroughly researched as she should be able to see from the minutes and DEP standards are just that; DEP sets a standard to which water suppliers build a water system in order to make it big enough to supply their customers; the Authority bases its income on projected numbers those numbers are not being obtained in Wysox.

Ms. Cowling quoted Mr. Cassanave suggesting a \$6.31 immediate increase and then looking at the numbers mid 2020; Mr. Cassanave stated he did give a lot of different scenarios to the Board during his research; Mr. Them stated that was a suggestions but our financials were giving us a different projection; our loss for 2019 was substantial and our reserve is almost depleted; we had to make a decision to keep the Authority solvent in order to pay our debt.

Ms. Cowling stated if we worked on a deficit for the last 5 years why wasn't an increase done earlier instead of the increase that was given to customers now.

Ms. Cowling mentioned ACT 13 funds to help; Mr. Them stated we could not use ACT 13 funds to service the Authority who only services approximately 40% of the Township; that is not in the best interest of the total Township.

Ms. Cowling stated that 40% of the Township has to take the burden of the system; Mr. Cassanave stated that yes only the customers using and benefiting from the system are responsible for sustaining the system.

Mr. Cassanave stated that the burden of the Authority failing to pay their debt would fall on the Township and the Township would have to burden the entire Township for the Authority's debt.

Mr. Cassanave stated that rates were researched and unfortunately we needed to raise revenue to pay the debt.

Ms. Cowling hopes there is a plan in place to keep the Authority solvent without anymore increase to the customers. Mr. Them stated that rates will increase for usage if we see an increase in our billing from TMA, but he does not foresee any increase to the base rate.

Ms. Cowling asked for a copy of the December meeting minutes which she was given.

## **Minutes:**

The minutes from the meeting held on December 20, 2019 were approved as written on a motion made by Mr. Them and seconded by Ms. Pickett, approved.

**Bills:**

The following bills for January were approved for payment on a motion made by Mr. Them and seconded by Ms. Pickett, approved. Ms. Maynard had mentioned previously per Ms. Miller with the approval of bills and our loan payment for First Citizens Community Bank our operating account balances will be \$11,000.00 plus any incoming revenue for the month.

<b>Wysox Operating Fund List of Bills:</b>	<b>January 2020</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 1/20	\$ 2,460.48
TMA	WWTP 2008 Penn vest Into -1/20	\$ 648.85
TMA	Administrative cost- 1/20	\$ 2,103.67
TMA	Sewer Flows (December)	\$ 16,887.60
TMA	Contracted Services	\$ 1,821.20
TMA	Penelec P.S 2,4,5,6,7	\$ 571.78
Frontier	Telephone 6 Invoices	\$ 291.47
TMA	OMNI Site PS yearly service	\$ 1,800.00
Stiffler McGraw	Inv 4 Rates & Inv 116 Grant App	\$ 429.00
Penelec	PS 1	\$ 276.94
GDDJ	Legal Svcs 12/20/19-01/15/20	\$ 532.50
<b>TOTAL:</b>		<b>\$27,823.49</b>

<b>Wysox Water Operating List of Bills:</b>	<b>January 2020</b>	<b>Amount:</b>
TMA	Water (December)	\$ 10,096.37
TMA	Contracted Services	\$ 1,868.36
TMA	Penelec Vault, PS, Penelec tank	\$ 726.25
Fairway Labs	Invoice	\$ 15.00
Stiffler McGraw	Inv 4 & Inv 116	\$ 429.00
GDDJ	Legal Svc 12/20/19-1/15/20	\$ 847.50
<b>TOTALS:</b>		<b>\$ 13,967.48</b>

**Engineer**

Mr. Cassanave was present just to see if there were any questions on the rate structure approved last month.

**Attorney:**

Mr. Jones stated that with the right to know request from Ms. Cowling that he was made aware that we do not have a open records officer; that being said Ms. Kulick is the open records officer for the Towanda Borough and TMA; since our records are kept here it would be advisable to have Ms. Kulick also be the opens records officer for the Authority. Mr. Jones presented resolution 2020-1 appointing Ms. Kulick as Wysox Township Municipal Authority's open records officer; Ms. Pickett made a motion to approve resolution 2020-1, Mr. Them seconded, approved.

Mr. Jones mentioned he met with Mr. Strickland and Ms. Maynard in reference to drafting letters to be sent to customers regarding inspections, failed inspections and connecting to the

January 17, 2020

water system. Mr. Them stated the letters need to be sent out as soon as possible. Mr. Jones stated that the letters can be reviewed and any changes or approval can be emailed; Ms. Pickett made a motion to approve the letters to be sent out to the customers, Mr. Them seconded, approved.

Ms. Maynard requested an electronic copy of the letters.

**Superintendent:**

Mr. Strickland stated that we have been approached by Jack Manahan from Panda, they have been paying the electric bills for the Echo Beach, heat tape across the Bridge, and Pump Station 3, apparently in the transition these bills did not get transferred to the Authority, he stated the bills total approximately \$8,000.00 a year.

Ms. Pickett asked if we shop our electric supplier; Ms. Maynard asked Mr. Lane if our billing is included in his electric supplier he has for the Borough and TMA, he stated no. Ms. Pickett asked if we can shop for an electric supplier; Ms. Maynard will get the information from Mr. Lane and go from there.

Mr. Strickland stated he is ready to start inspections.

Mr. Strickland stated he is working on the Chapter 110 water report, he should have the numbers next month, and the report is due in March.

**PA Small Water and Sewer Grant:**

Mr. Jones asked if we have heard on the Grant; Mr. Strickland stated May; Mr. Cassanave stated that has been moved to July. Ms. Pickett stated that the applications received is huge, our chance of getting approved is not that good due to the fact of the amount of applicants.

**Budget:**

Mr. Them stated he has not worked on the 2020 budget; he needs Ms. Maynard to provide him with water connections and ready to serve customers, he will get with Mr. Strickland and Ms. Miller on revenue and expenses and he should have numbers by next month's meeting.

**Re Organization:**

Ms. Pickett made a motion to keep the officers the same, Mr. Them seconded, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:20 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough