

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Robert Williams-Chairman

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

VISITORS:

Visitor:

None

Minutes:

The minutes from the meeting held on November 19, 2021 were approved as written on a motion made by Ms. Pickett, and seconded by Mr. Isaac, approved.

Bills:

Mr. Henson asked Mr. Strickland if there are any unusual items on this month’s bills; Mr. Strickland stated we have the other railroad crossing bill; we get one in April for the transmission lines on the Towanda side and this one is for the crossing on Route 187, we have a bill from LB Water for \$595.00 for the remaining infiltration lids and we had to repair a manhole. Ms. Pickett made a motion to pay the following bills for December, Mr. Isaac seconded, approved.

| Wysox Operating Fund List of Bills: | December 2021 | Amount: |
|--|----------------------------|---------------------|
| TMA | WWTP TMA bond – 01/01/2022 | \$ 2,417.40 |
| TMA | WWTP TMA bond – 01/01/2022 | \$ 618.83 |
| TMA | Administrative cost- 12/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Nov) | \$ 21,442.25 |
| TMA | Contracted Services | \$ 2,997.74 |
| Frontier | Telephone 6 Invoices | \$ 300.81 |
| TMA | LB manhole insert | \$ 595.00 |
| Gannon | 1-month Insurance premium | \$ 1,083.50 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 979.40 |
| TMA | NAPA - battery | \$ 119.99 |
| TMA | Horton – Repair Grinder | \$ 325.00 |
| TMA | Bishop Brothers | \$ 182.56 |
| Penelec | PS 1 | \$ 318.20 |
| Selective Insurance | Flood Insurance | \$ 2,733.00 |
| | | |
| TOTAL: | | \$ 36,217.35 |

| Wysox Water Operating List of Bills: | December 2021 | Amount: |
|---|----------------------|----------------|
| TMA | Water (Nov) | \$ 15,536.15 |
| TMA | Contracted Services | \$ 1,198.33 |
| TMA | Penelec Tank, Vault | \$ 164.26 |

| | | |
|--------------------|-------------------------------|---------------------|
| Gannon | Monthly Insurance Installment | \$ 551.00 |
| TMA | Arey – filter foam | \$ 5.39 |
| Penelec | PS | \$ 634.14 |
| RJ Corman Railroad | Waterline | \$ 1,930.02 |
| Fairway Labs | Lab Analysis | \$ 50.00 |
| BNYMellon NY | January 2022 | \$ 12,839.58 |
| | | |
| TOTALS: | | \$ 32,908.87 |

Mr. Casanave:

Mr. Casanave thanked the Board for the input on the infiltration study and he has made the appropriate changes to the documentation. Mr. Casanave stated we just need the cover letter put on letterhead and have Mr. Williams sign it to forward to the Commissioners in hopes in getting funding for the infiltration study.

Executive Session:

Mr. Jones called for an executive session at 9:35 a.m. and remained in session until 9:58 a.m. in reference to potential legal action.

Attorney:

Mr. Jones will send out letters to our customers who need to connect to the water system; there is 6 customers.

Erb Inspections:

Mr. Henson asked if we have received anything from Erb Inspections on what they are doing. Mr. Them stated he did talk to Erb last week and they are behind; Mr. Them stated he did provide a picture of a customer who still had a valve in their property. Mr. Them asked if they had a priority list; Mr. Maynard stated she only provided them with a list of customers who need inspected. Mr. Them asked the Board if we want to provide Erb a priority list, the Board agreed they need a list. Mr. Henson asked if we are being provided anything from Erb, Mr. Them stated we should get a protocol in place. Mr. Henson stated he just wants the inspections done.

Superintendent:

Mr. Strickland stated that LB Water informed him that our 2” and larger meters are ending their battery life, we are looking at approximately 40+ meters, Mr. Strickland is awaiting an estimate on cost to replace the heads of these meters, he thinks approximately \$300.00 to \$400.00 each, the 5/8’s, ¾ and 1” meters have a 20-year life so they are half way down to their replacement time. We have to replace the meter and radio. Mr. Them stated we need to budget for this replacement. Mr. Strickland stated the big meters are close needing replacement now. Mr. Casanave stated that maybe we can apply for a small water and sewer grant to replace our meters.

Budget:

Mr. Them stated he has been working on the budget, he asked Mr. Strickland if the rate increase on water from TMA is still \$0.76, Mr. Strickland stated yes, the TMA meeting is at noon. Mr. Them stated we will pass this on to our customers. Mr. Them asked if the inspections should split between water and sewer, the Board agreed. Mr. Them asked if would should consider a reserve account for equipment repair or replacement, the Board agreed. Mr. Jones will work on the rate resolution for next meeting.

December 17, 2021

Mr. Them stated that he would like to see our TMA debt paid out monthly so we have a better financial picture. The Board agreed to have our debt taken out monthly.

2022 Engineering Engagement Agreement :

Mr. Them made a motion to sign the 2022 engagement letter with Stiffler McGraw, Mr. Isaac seconded, approved.

2022 Meeting Dates:

Mr. Isaac made a motion to approve the following meeting dates for 2022, Ms. Pickett seconded, approved.

| | | |
|--------------------------|---------------------------|----------------------------|
| January 21 st | February 18 th | March 18 th |
| April 22 nd | May 20 th | June 17 th |
| July 15 th | August 19 th | September 16 th |
| October 21 st | November 18 th | December 16 th |

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:33 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Chris Jones – Solicitor; Eric Casanave – Stiffler McGraw

VISITORS:

Visitor:

None

Minutes:

The minutes from the meeting held on October 15, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

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

| Wysox Operating Fund List of Bills: | November 2021 | Amount: |
|--|------------------------------|---------------------|
| TMA | WWTP TMA bond - 12/01/21 | \$ 4740.00 |
| TMA | WWTP TMA bond -12/01/21 | \$ 547.73 |
| TMA | Administrative cost- 11/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Oct) | \$ 20,776.61 |
| TMA | Contracted Services | \$ 3,523.74 |
| Frontier | Telephone 6 Invoices | \$ 294.47 |
| TMA | LB manhole insert (1) | \$ 35.00 |
| Gannon | 1-month Insurance premium | \$ 1,884.00 |
| TMA | Penelec PS 1,2,3,4,5,6,7,8,9 | \$ 1,091.63 |
| TMA | Schaedler -connector | \$ 12.29 |
| TMA | WG Malden calibration wwtp | \$ 371.00 |
| TMA | Arey coupling | \$ 18.98 |
| Penelec | PS 1 | \$ 304.19 |
| Stiffler McGraw & Assoc | Inv 126 | \$ 967.00 |
| PA Dept of Transportation | Sewage Line | \$ 710.00 |
| US Postal Service | PO Box rental | \$ 35.00 |
| GDDJ | Invoice 2869 | \$ 525.00 |
| | | |
| TOTAL: | | \$ 38,456.62 |

| Wysox Water Operating List of Bills: | November 2021 | Amount: |
|---|-------------------------------|----------------|
| TMA | Water (Oct) | \$ 19,239.54 |
| TMA | Contracted Services | \$ 1,669.02 |
| TMA | Penelec Tank, Vault | \$ 120.86 |
| Gannon | Monthly Insurance Installment | \$ 551.00 |

| | | |
|-------------------|------------------|---------------------|
| TMA | AT & T Scada | \$ 110.88 |
| AT & T | Scada | \$ 110.88 |
| Penelec | PS | \$ 1,202.65 |
| Stiffler McGraw | Inv 126 | \$ 50.00 |
| GDDJ | Inv 2868 | \$ 1,575.00 |
| US Postal Service | PO Box rental | \$ 35.00 |
| Fairway Labs | Lab Analysis | \$ 80.00 |
| BNYMellon NY | December payment | \$ 22,429.37 |
| | | |
| TOTALS: | | \$ 47,174.20 |

Mr. Casanave:

Mr. Casanave gave the Board a copy of the County Grant application. Mr. Casanave gave a synopsis of the application he outlined the history and age of the system and outlined the agreement with TMA. Mr. Casanave gave a count of customers by type and how infiltration has put a burden on our customer base. Mr. Casanave did request grinder pumps to be installed in identified areas of infiltration. Mr. Casanave outlined what the study would entail, he mentioned how we are always over our budget on sewer based on infiltration. He went over how the funds will be used which we are requesting \$196,000.00, the study would be done and then we would identify areas that would be identified to be repaired to help with the rising costs. Mr. Casanave opened up the discussion for questions and suggestions. Mr. Them wanted the years of the system corrected and he did not see in the narrative that we were going to smoke Lake Road we have the manufactured home park mentioned but nothing on Lake Road; Mr. Casanave stated it was on the earlier draft so we will review the papers again and if that was omitted, he will put that back in. Mr. Henson suggested at the end Mr. Casanave put bullet statements to synopsise the project. Mr. Isaac likes that we are reiterating the cost for the problem gets passed on to our consumers.

Mr. Them asked when Mr. Casanave would have this presented to the County; Mr. Casanave was hoping for before the beginning of the year.

Mr. Casanave asked the Board if they wanted a cover letter from the Board requesting the funds; the Board agreed that a cover letter along with the project scope would be acceptable.

Attorney:

Mr. Jones stated he received the signed contract from Erb Inspections. Mr. Jones wanted to know who we need Erb Inspections to contact for inspection immediately. Ms. Maynard stated she sent her spreadsheet of customers to Erb a couple of months ago.

Mr. Jones did have a letter served to Mr. Schultz as well as his tenants. We did receive an email response from Mr. Schultz.

Executive Session:

Mr. Jones called for an executive session at 10:05 a.m. and remained in session until 10:32 a.m. in reference to potential legal action.

Superintendent:

No report.

November 19, 2021

Treasurers Report:

Mr. Them stated our finances through the end of October show an \$80,000.00 profit over expenses but we have the bond payment due December 1st. We budgeted to have a total gain of \$25,000.00 for the year so we might make that.

Mr. Them is currently looking at our 2022 budget.

Mr. Them wanted to address the Board on the bond issue he thinks that we should continue to make monthly payments to Bank of Mellon for our bond payments instead of the two payments we are required to make each year, this way our numbers each month would be more reflective of our current finances. Mr. Isaac asked if this would bear interest; Ms. Maynard stated she recalls that was discussion when we were discussing the bond issue with Mr. Hottenstein. Mr. Them made a motion to do monthly ach payments to Bank of Mellon, Mr. Isaac seconded, approved.

Mr. Them also discussed giving Stacy Schoonover access to do the ACH transfer, the Board agreed not only one person should have access to perform that task. Mr. Them made a motion to approve Ms. Schoonover to be added to the bank signature card, Mr. Henson seconded, approved.

Mr. Them informed the Board of the issue he had with Mr. Hottenstein on the Penn Vest refund that TMA just recently did; the initial numbers given to us did not look correct as we were paying more; we did get a revised amortization schedule.

Executive Session:

Mr. Them called for an executive session at 10:50 a.m. and remained in session until 11:08 a.m. in reference to potential legal actions.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:08 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

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

VISITORS: Lauren Egleston – Towanda Borough Manager

Visitor:

Ms. Egleston introduced herself to the Board.

Minutes:

The minutes from the meeting held on September 17, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Ms. Pickett, approved.

Bills:

Ms. Pickett made a motion to pay the following bills for October, Mr. Henson seconded, approved.

| Wysox Operating Fund List of Bills: | October 2021 | Amount: |
|--|-----------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment-10/21 | \$ 2,572.91 |
| TMA | WWTP 2008 Penn vest Int -10/21 | \$ 536.42 |
| TMA | Administrative cost- 10/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Sep) | \$ 21,263.43 |
| TMA | Contracted Services | \$ 2,403.40 |
| Frontier | Telephone 6 Invoices | \$ 294.72 |
| TMA | LB 2 pump discharge kit, elbows | \$ 3,149.50 |
| Gannon | 1-month Insurance premium | \$ 1,484.00 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 641.51 |
| TMA | Sensus – Software Support | \$ 487.48 |
| TMA | Envirep – OMNI equipment | \$ 3,990.00 |
| TMA | M & T Bank note A | \$ 25,899.77 |
| TMA | M & T Bank note B | \$ 3,149.09 |
| Stiffler McGraw & Assoc | Inv 125 | \$ 85.00 |
| PA Dept of Transportation | Sewage Line | \$ 500.00 |
| | | |
| TOTAL: | | \$ 68,560.90 |

| Wysox Water Operating List of Bills: | October 2021 | Amount: |
|---|-------------------------|----------------|
| TMA | Water (Sep) | \$ 20,491.29 |
| TMA | Contracted Services | \$ 5,028.55 |
| TMA | Penelec PS, Tank, Vault | \$ 753.79 |

| | | |
|---------------------------|-------------------------------|---------------------|
| Gannon | Monthly Insurance Installment | \$ 551.00 |
| TMA | AT & T Scada | \$ 110.88 |
| TMA | Sensus Software Support | \$ 487.48 |
| PA Dept of Transportation | Water Line | \$ 1,280.00 |
| Stiffler McGraw | Inv 125 | \$ 85.00 |
| | | |
| TOTALS: | | \$ 28,787.99 |

Mr. Casanave:

Mr. Casanave stated that he sat down with Mr. Strickland, Ms. Maynard and came up with a proposal to present to the County to request funds to help the Authority in identifying infiltration. Mr. Casanave outlined the scope of their services first placing 6 meters in strategic areas so the Authority knows what areas require further investigating. The meters will have rain gauges included to capture rainfall amounts and correlate that to infiltration. Once the information is gathered from the meters and Omni systems, we would move the meters to further identify areas of concern. We would also camera Lake Road and take pictures of the manholes to check for any damage to identify the infiltration we know exists in that area. Mr. Casanave did put equipment allocations in the scope as well. The total project scope totals approximately \$190,000.00. The project is to identify problem areas not to repair or fix infiltration we would be able to identify our problem areas so we can obtain or budget funding to fix those areas. Mr. Casanave stated he wants to get this in front of the Commissioners as soon as possible; Mr. Them stated that the Board voted last month to have a project scope outlined in order to get it in front of the Commissioners. Mr. Casanave will get a cover letter and other documentation around to get this to the Commissioners.

Attorney:

Mr. Jones stated he is working on the contract with Erb Inspections, they do carry the appropriate insurance, Mr. Jones is requesting Mr. Williams signature on the contract; this was voted on several months ago with the stipulation of Mr. Jones approving the wording of the contract.

Superintendent:

Mr. Strickland stated that the OMNI system was installed at pump station 5 by Mr. Tabor, it is working and he is getting data. Mr. Strickland is giving Mr. Casanave log in information so he can get the numbers as well, to monitor the pump stations.

Mr. Strickland stated Mr. Schultz asked for assistance in finding a water leak; Mr. Strickland stated we found the meter pit in front of the barber shop runs to a homemade meter pit that splits running a service line to the barber shop then in turn another running to the garage. Mr. Strickland stated that he did hook up his private water line for the garage, Mr. Strickland did not see the required back flow preventer. Mr. Strickland stated it was an illegal connection and told Mr. Schultz son it needed disconnected and to have his father contact the Authority immediately. The Board agreed that we need to give a 30-day notice to fix the problem. Mr. Jones stated he will get a notice written and have Mr. Schultz served.

Treasurers Report:

Mr. Them stated our finances are looking good we currently have a \$50,000.00 profit over expenditures. Hopefully infiltration stays down; Mr. Williams asked if the manhole covers; Mr. Strickland stated they only received one.

October 15, 2021

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:25 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Tina Pickett

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

VISITORS:

Visitor:

None

Minutes:

The minutes from the meeting held on August 20, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

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

| Wysox Operating Fund List of Bills: | September 2021 | Amount: |
|--|-------------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment-9/21 | \$ 2,567.45 |
| TMA | WWTP 2008 Penn vest Int -9/21 | \$ 541.88 |
| TMA | Administrative cost- 9/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Aug) | \$ 21,904.49 |
| TMA | Contracted Services | \$ 3,369.35 |
| Frontier | Telephone 6 Invoices | \$ 294.74 |
| TMA | LB 2 pump discharge kit | \$ 3,137.33 |
| Gannon | 1-month Insurance premium | \$ 1,484.00 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 817.06 |
| TMA | Dallas Data Water Quality Report | \$ 134.75 |
| TMA | Grainger float wire leads | \$ 480.84 |
| TMA | USA Bluebook ball check valve float | \$ 702.83 |
| Stiffler McGraw & Assoc | Inv 124 | \$ 190.00 |
| Penelec | PS 1 | \$ 284.92 |
| | | |
| TOTAL: | | \$ 38,013.31 |

| Wysox Water Operating List of Bills: | September 2021 | Amount: |
|---|-------------------------|----------------|
| TMA | Water (Aug) | \$ 21,966.42 |
| TMA | Contracted Services | \$ 1,908.73 |
| TMA | Penelec PS, Tank, Vault | \$ 743.06 |
| USDA | Note A | \$ 6,545.00 |

| | | |
|-----------------|----------------------------------|---------------------|
| USDA | Note B | \$ 7,352.00 |
| Gannon | Monthly Insurance Installment | \$ 551.00 |
| TMA | AT & T Scada | \$ 110.88 |
| TMA | Dallas Data Water Quality Report | \$ 134.75 |
| TMA | LB Water strainer cover | \$ 183.41 |
| Fairway | Labs | \$ 30.00 |
| Stiffler McGraw | Inv 124 | \$ 190.00 |
| | | |
| TOTALS: | | \$ 39,715.25 |

Mr. Casanave:

Mr. Casanave stated that after last month's meeting Mr. Them contacted him in reference to possible funding from the County for infrastructure projects. Mr. Casanave contacted Mr. McLinko in reference to the funding available and what was need in order to obtain the funds; Mr. McLinko stated the funds are grant funds from their recovery monies; they are funding projects as long as it solves the infrastructure problem. Mr. McLinko informed Mr. Casanave to contact Mr. Matt Williams to verify our project and his understanding of the use of the funds would fit with our project; Mr. Williams agreed that our project to identify infiltration might meet the requirements for funding. We need to write up a project scope a cost request in the narrative and what we expect to do; submit to the County; Mr. Williams meets with the Commissioners informally and hopefully in a future meeting they vote on the project. Mr. Williams stated that the projects they did already approve funds for had a local match. Mr. Casanave stated we might want to address that with the Authority or Township.

There are currently no funds available at this time from the County but the sooner we get our project to them we would be in line for the next round of recovery monies the County receives. Mr. Them stated he has discussed funding with Mr. McLinko as well, we might want to look at around 200,000.00; we need to get our project in soon.

Mr. Henson stated that Mr. Casanave, Mr. Strickland and Ms. Maynard should meet and come up with a project scope.

Mr. Them asked what is the amount to study the whole system; Mr. Casanave stated that he was thinking of getting the funds and start the study in identifying areas that need addressed. Mr. Them asked if we would have monies left over to address grinder pumps; Mr. Casanave did not think that funds would be left.

Mr. Strickland asked if we should look at additional monies for grinder pumps, Mr. Them did not think we should go after additional funds as they might not fund the project at all due the amount of the request. Mr. Strickland stated that we have information that stated we attempted to get a Small Water and Sewer Grant for the grinder pumps.

Mr. Henson made a motion to move ahead with the County grant application for a sanitary sewer infiltration study of the system with the goal of identifying areas for future construction projects, Mr. Them seconded, approved.

Attorney:

Mr. Jones stated the closing of the bond refunding happened with a gross savings of \$414,356.00 actual savings \$321,597.00 or 9.73%.

Mr. Them stated he had Susan put the refunding numbers in but it put items in the budget that look different so he is going to have her change it back and make the adjustment at the end of the year.

Mr. Jones stated he received document from Erb Inspections, he forwarded the insurance to Gannon's and they had some questions on the coverage. This has been voted on so we just need to get the documentation needed.

Mr. Jones has been working on collections which some issues should be clarified during inspections. Mr. Jones stated that he still needs clarification on the Schultz property; Mr. Strickland stated that the property needs tied into the meter pit that once supplied it, he is not sure how the car lot is getting water and if he is using a private water source that was not approved until we received payment on the outstanding debt owed.

Mr. Isaac stated they are using water.

Mr. Them stated we need to do the legal paperwork in order to get paid.

Mr. Them asked what are recourse is when we are unable to inspect a property, Mr. Jones stated we have a daily fine as well as enforcement of abandonment of the private water source.

Superintendent:

Mr. Strickland stated that he only had the discussion on the infiltration and the OMNI system and infiltration lids that was discussed last month.

Mr. Strickland informed the Authority that Towanda Borough has hired Lauren Egleston as the Borough/TMA Manager she will start the end of the month. Mr. Henson asked if she would like to attend next month's meeting; Mr. Strickland stated he will ask Ms. Egleston to introduce herself to the Board.

Ms. Maynard mentioned that TMA also did a refunding of the Penn Vest Loan which should have some savings to the Authority; they went to pricing yesterday and close in October.

Mr. Jones asked about the Penn Dot facility; Mr. Strickland stated he has not heard anything.

Treasurers Report:

Mr. Them discussed the finances, we currently have \$35,000.00 positive revenue over expenditures in water and \$17,000.00 in sewer. We budgeted to have a total revenue increase of \$31,000.00 the current numbers look good we do have loan payments due.

Certificate of Incumbency:

Mr. Hottenstein had assisted Ms. Maynard in filling out forms required by Wilmington Trust requesting who the board assigns to have as contact personnel with the bond refunding; Ms. Maynard has the designated persons as Ms. Schoonover and Ms. Miller, we need signatures from the Board to authorize.

Adjournment:

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

September 17, 2021

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

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

VISITORS: Jay Erb – Erb Inspections Inc.

Visitor:

Mr. Them contacted Erb Inspections for the possibility of continuing the water inspections; he provided the cost to the Authority; he is here to answer any questions. The initial inspection will be \$40.00 and additional inspections will be \$30.00. Mr. Strickland explained what he had inspected on the customers that he inspected prior to the pandemic; he will send Mr. Erb a copy of the inspection sheet he used. Ms. Maynard will provide Erb Inspections with a list of customers who need to have inspections performed.

Mr. Them asked if we need a contract; Mr. Jones stated yes and we also need a copy of his liability insurance.

Mr. Strickland asked when he can start inspections and what about Covid; Mr. Erb stated that he can begin as soon as possible and should Covid arise he will get with the Authority. Mr. Casanave stated this could be considered an essential service as we are looking at cross contamination.

Mr. Henson made a motion contingent on proof of insurance and approval of documents with legal counsel to approve Erb Inspections to perform the water inspections, Mr. Them seconded, approved.

Minutes:

The minutes from the meeting held on July 16, 2021 were approved as written on a motion made by Ms. Pickett, and seconded by Mr. Henson, approved.

Bills:

Mr. Pickett made a motion to pay the following bills for August, Mr. Henson seconded, approved.

| Wysox Operating Fund List of Bills: | August 2021 | Amount: |
|--|-----------------------------------|----------------|
| TMA | WWTP 2008 Penn vest Payment- 8/21 | \$ 2,561.99 |
| TMA | WWTP 2008 Penn vest Int –8/21 | \$ 547.34 |
| TMA | Administrative cost- 8/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Jul) | \$ 32,785.16 |
| TMA | Contracted Services | \$ 5,317.89 |
| Frontier | Telephone 6 Invoices | \$ 296.60 |
| TMA | LB - pump & elbows | \$ 3,117.66 |
| Gannon | 1-month Insurance premium | \$ 1,484.00 |
| TMA | Penelec PS 1,2,3,4,5,6,7,8,9 | \$ 1,202.07 |
| TMA | Horton - repair pump motor | \$ 2,995.00 |
| TMA | Common of PA - Annual fee | \$ 65.00 |
| TMA | Areys - fittings | \$ 32.35 |
| TMA | Grainger - float | \$ 721.26 |

| | | |
|-------------------------|------------------------------|---------------------|
| TMA | Bishops | \$ 61.00 |
| Penelec | PS 1,3,8 | \$ 492.12 |
| Stiffler McGraw & Assoc | Inv 122 & 123 | \$ 630.00 |
| GDDJ | Legal Service 04/16-08/09/21 | \$ 577.50 |
| The Daily Review | Audit | \$ 152.20 |
| | | |
| TOTAL: | | \$ 55,142.81 |

| Wysox Water Operating List of Bills: | August 2021 | Amount: |
|---|-------------------------------|---------------------|
| TMA | Water (Jul) | \$ 21,056.88 |
| TMA | Contracted Services | \$ 1,574.54 |
| TMA | Penelec PS, Tank, Vault | \$ 717.37 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Gannon | Monthly Insurance Installment | \$ 551.00 |
| TMA | AT & T | \$ 110.88 |
| Gannon | Bond Renewal | \$ 221.50 |
| TMA | Schaedler Yesco | \$ 21.36 |
| Fairway | Labs | \$ 400.00 |
| TMA | Common Wealth of PA | \$ 60.00 |
| Stiffler McGraw | Inv 122, 123 | \$ 560.00 |
| GDDJ | Legal Service 4/16-08/09/21 | \$ 1,147.50 |
| The Daily Review | Audit | \$ 152.21 |
| | | |
| TOTALS: | | \$ 40,323.74 |

Mr. Casanave:

Mr. Casanave explained there are two different ways we can find infiltration by smoke testing and metering; one is done in the dry season and one done when it is wet. Mr. Strickland provided data to Mr. Casanave and he singled out pump station 4 at the bottom of Lake Road as being one of the biggest areas of concern. Mr. Them asked if there is another pump station before pump station 4; Mr. Strickland stated pump station 5 is on Claverack Road. Mr. Casanave stated that you would need to isolate areas and work on a certain portion of your system at a time. Mr. Williams asked about pump station 5 numbers; Mr. Strickland stated pump station 5 does not have an OMNI system, that is one we need to update; Mr. Them asked the cost, Mr. Strickland stated about \$3,000.00. Mr. Henson made a motion to approve the purchase of an OMNI system for pump station 5, Mr. Then seconded, approved.

Mr. Them asked Mr. Casanave for the cost of smoke testing or should we wait to get information from pump station 5. Mr. Casanave stated that getting more information would be useful in narrowing down a certain area to look at.

Mr. Williams stated that the manholes on Lake Road sit in the road or ditch and are susceptible to infiltration; Mr. Strickland stated they do have manhole covers that address that issue; Mr. Casanave stated that the inserts are economical and they may stop the issue at a particular

manhole but the water will just flow to another manhole. Mr. Williams asked about the number of manholes on Lake Road; Mr. Strickland stated at least 15-20.

The Board discussed several scenarios and options in getting the infiltration under control. Mr. Casanave stated that maybe purchasing the manhole covers and getting the OMNI system installed will help gather added information and help with some on the infiltration and if not, we can look at smoke testing. The Authority is looking at an aging system and financially they might want to look at just getting areas fixed instead of addressing the entire system at this time.

Mr. Them asked about filling in the cracks around the manholes; Mr. Strickland stated that Lake Road is a Penn Dot Road and sealing the cracks requires the manholes to stay uncovered for a couple of days in order for the sealant to cure.

Mr. Henson made a motion to purchase infiltration lids to replace the manholes on Lake Road that Mr. Strickland deems susceptible to infiltration, Mr. Them seconded, approved.

Attorney:

Mr. Jones outlined the change to the Sunshine Law; we need to post our agenda 24 hours prior to a meeting on our website, Mr. Jones stated that WTMA does not have a website but the Towanda Borough does and so does Wysox Township so the agenda should be posted on those websites, the agenda needs to be available to the public if they attend a meeting as well, we need to post the agenda at the meeting site. The agenda must contain all items that will be discussed we can amend the agenda and post that as an amended agenda if Board action is going to be taken.

Mr. Jones stated he gathered signatures for the closing on the bonds August 25th.

Mr. Them stated we need to get an accountant to help figure our new financing; he would like to see a monthly transfer so that every time we have a payment come up, we are not scrambling as we have the payment already set aside; maybe we transfer to a separate fund on a monthly basis; Mr. Jones stated why wouldn't we just transfer it to M&T since they will be handling the bond payments.

Mr. Them stated that the Township engaged a different auditing firm who provide accounting services as well.

Superintendent:

Mr. Strickland stated that Aldi's is moving along.

Mr. Williams asked about Mr. Schultz; Mr. Strickland stated that the car dealership is now in operation and they have water but not from the designated meter pit for the property; Mr. Schultz has not responded to any correspondence. Mr. Strickland stated he was verbally told Mr. Schultz not to connect to his other property.

Mr. Jones stated he will send a letter of enforcement to Mr. Schultz as no water inspection was done. Mr. Schultz needs to dig a line from the meter pit on the appropriate property. Mr. Them asked if he can be served so we can verify he received it. Mr. Jones stated we can have him served the notice. Mr. Jones he will have Mr. Strickland review the notice to verify everything is outlined on what Mr. Schultz needs to do.

Mr. Strickland stated Penn Dot is still researching their new location. Mr. Casanave stated the last he heard they were going to do a water demand letter; Mr. Strickland stated we did receive that; Mr. Casanave will look into his correspondence to verify that he addresses that.

August 20, 2021

M & T Loan:

Ms. Maynard stated Towanda did a rate reset on the M & T Loan and gave the Board a handout of the amortization schedule.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:15 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

OTHERS: Chris Jones – Solicitor; Chad Strickland – Superintendent

VISITORS: Ryan Hottenstein (via Teleconference)

Visitor:

Mr. Hottenstein explained the Bond Purchasing Agreement (BPA) that needs to be executed; The BPA will be held in escrow and is not released until after the pricing and everyone reviews the Bond Purchase Agreement which outlines the bonds that were sold and the interest rates on the bonds.

Mr. Them stated he got clarification to have the Chair or Vice Chair approve the transaction once the bonds are purchased; Mr. Hottenstein stated that Mr. Unkovic would prefer that one of them approve the bond sale final numbers.

Mr. Hottenstein outlined what will occur next Wednesday:

Mr. Hottenstein stated interest rates are slightly up but he will be looking at numbers on Tuesday he will update numbers and review with an Authority member whether to proceed or not; if the numbers are acceptable on Wednesday the underwriter takes this out to market to see the interest in the sale, they might make slight changes to make the bonds marketable, at 9 or 10 a.m. the bonds will be released for purchase, the sale period is 2 hours; we have the ability to see the sales online; after the sale we will get feedback from the underwriter and any recommendations, if there are any; we will then establish a final debt service schedule and final amortization schedule, that is circulated for approval; a pricing wrap up call is scheduled, Mr. Hottenstein thinks that will be around 1 p.m., the call would consist of a representative of the Authority, Mr. Unkovic, Mr. Hottenstein and the underwriter to review the information with the members and verbal authorization would be requested at that time to award to bond issuance; the final paperwork is circulated for approval and the Board would be requested to release the BPA; everything will be finalized and closing documents will be circulated.

The time for the approval call is based on the market. Mr. Jones asked what happens if the rates or not good; Mr. Hottenstein stated if something out of sort were to occur with the market they would talk to the Authority and underwriter and postpone the sale; we would have up to 3 to 6 months to go out to market.

Mr. Them stated he would like to attend the meeting, Mr. Williams stated he would be available for the call. Mr. Jones has the signature page for the BPA, which he will hold in escrow. Mr. Henson made a motion to have Mr. Williams sign the Bond Purchasing Agreement (BPA), Mr. Them seconded, approved.

Minutes:

The minutes from the meeting held on June 18, 2021 were approved as written on a motion made by Ms. Pickett, and seconded by Mr. Henson, approved.

Bills:

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

July 16, 2021

| Wysox Operating Fund List of Bills: | July 2021 | Amount: |
|--|----------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment-7/21 | \$ 2,556.54 |
| TMA | WWTP 2008 Penn vest Int -7/21 | \$ 552.79 |
| TMA | Administrative cost- 7/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Jun) | \$ 17,044.97 |
| TMA | Contracted Services | \$ 3,394.99 |
| Frontier | Telephone 6 Invoices | \$ 294.62 |
| TMA | Envirep | \$ 1,635.56 |
| Gannon | 1-month Insurance premium | \$ 1,425.00 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 620.19 |
| Hallock Shannon | 2020 Audit | \$ 2,000.00 |
| Gannon | Bond Renewal | \$ 221.50 |
| | | |
| TOTAL: | | \$ 31,849.83 |

| Wysox Water Operating List of Bills: | July 2021 | Amount: |
|---|-------------------------------|---------------------|
| TMA | Water (Jun) | \$ 17,907.36 |
| TMA | Contracted Services | \$ 2,574.90 |
| TMA | Penelec PS, Tank | \$ 553.91 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Gannon | Monthly Insurance Installment | \$ 610.50 |
| TMA | AT & T | \$ 105.30 |
| Gannon | Bond Renewal | \$ 221.50 |
| Penelec | Vault | \$ 53.49 |
| Fairway | Labs | \$ 30.00 |
| Hallock Shannon | 2020 Audit | \$ 2,000.00 |
| | | |
| TOTALS: | | \$ 37,953.96 |

Engagement with McNeese Wallace & Nurick LLC:

Mr. Jones presented the engagement letter for Mr. Unkovic services. Mr. Henson made a motion to approve the engagement agreement with McNeese Wallace & Nurick LLC, Mr. Them seconded, approved.

Executive Session:

The Board entered into executive session at 9:58 a.m. and remained in session until 10:12 a.m. in regards to personnel issues; no action taken.

Superintendent:

Mr. Strickland was asked by Mr. Them on the sewer flows due to the heavy rainfall. Mr. Strickland gave the Board the flows for the month as of today we have surpassed what was billed

July 16, 2021

for the entire month of June; all pump stations are recording high pump hours. Mr. Williams asked for the flows for the pump station that services Shover Investments, Mr. Strickland stated that all pump stations are recording high flows due to the heavy rainfall. Mr. Them asked where are we getting the infiltration from, Mr. Strickland stated manhole covers, our aging pipes and once inspections proceed, we will find customers who have illegal sewer connections; eaves and sump pumps tied to the sewer.

The Board discussed several issues with the infiltration. Mr. Them mentioned that we need to get this somewhat under control because our billing for the infiltration can bankrupt the system. The Board asked Mr. Strickland to reach out to Mr. Casanave on this issue.

2020 Audit:

Mr. Henson made a motion to approve the 2020 Audit from HallockShannon, Mr. Them seconded, approved. Ms. Maynard will put the condensed Audit in the paper and provide a copy to Mr. Hottenstein.

Mr. Schultz:

Mr. Henson asked if we have heard anything on Mr. Schultz. Mr. Strickland stated no. Ms. Maynard stated she took the return receipt to the post office and was told by the Post Master that if they hand the certified letter to a recipient at the address, they were informed to place Covid 19 as the recipient's name as they are still not allowed to get signatures because of Covid.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:52 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

OTHERS: Chris Jones – Solicitor; Chad Strickland – Superintendent (via tele conference)

VISITORS: Ryan Hottenstein, David Unkovic

Minutes:

The minutes from the meeting held on May 21, 2021 were approved as written on a motion made by Ms. Pickett, and seconded by Mr. Henson, approved.

Bills:

Ms. Pickett made a motion to pay the following bills for June, Mr. Henson seconded, approved.

| Wysox Operating Fund List of Bills: | June 2021 | Amount: |
|--|----------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment-6/21 | \$ 2,551.11 |
| TMA | WWTP 2008 Penn vest Int -6/21 | \$ 558.22 |
| TMA | Administrative cost- 6/21 | \$ 2,103.67 |
| TMA | Sewer Flows (May) | \$ 22,583.15 |
| TMA | Contracted Services | \$ 3,389.52 |
| Frontier | Telephone 6 Invoices | \$ 294.27 |
| TMA | Fastenal | \$ 57.48 |
| Gannon | 1-month Insurance premium | \$ 1,424.50 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 846.21 |
| TMA | Schaedler (voltage starter) | \$ 1,060.58 |
| TMA | Quill – Printer Ink - April | \$ 88.87 |
| Penelec | PS 1 | \$ 258.96 |
| GDDJ | Re: Larry Williams | \$ 40.00 |
| The Daily Review | Legal Notice | \$ 18.80 |
| | | |
| TOTAL: | | \$ 35,275.34 |

| Wysox Water Operating List of Bills: | June 2021 | Amount: |
|---|-------------------------------|----------------|
| TMA | Water (May) | \$ 16,591.35 |
| TMA | Contracted Services | \$ 2,000.78 |
| TMA | Penelec PS, Tank, Vault | \$ 1,802.61 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Gannon | Monthly Insurance Installment | \$ 610.50 |
| The Daily Review | Legal Notice | \$ 18.80 |

| | | |
|----------------|--|---------------------|
| | | |
| TOTALS: | | \$ 34,921.04 |

Visitor:

Mr. Hottenstein presented the Board with an updated timeline and a copy of the preliminary official statement; the offering document that is sent out to the market to sell the bonds. The rating call is scheduled for Wednesday at 2:00 p.m.; Mr. Them, Ms. Maynard and Ms. Johns from the Township will be sent an invitation for a dial in for the call.

Upon approval, the official statement will be printed July 7th, they will go out to market, we will price on July 14th at that time the rates would be locked in and finalized, after that we would be looking at updating documents and circulating closing documents; we would be looking to close around August 18th.

Mr. Them asked about the current rates; Mr. Hottenstein stated that the rates are lower than last meeting estimated net savings of approximately \$340,000.00 or 8.15%.

Mr. Them asked about the rating call; Mr. Hottenstein stated they did request a list of questions ahead of time for us to review prior to the call; Mr. Hottenstein stated they have been asking about IT and cyber security; how COVID impacted our operations; capitol improvement projects and funding; smaller municipalities do not usually have that type of funding. Mr. Hottenstein stated maybe we need to get Mr. Strickland involved due to the operational questions that may be asked.

Mr. Unkovic stated an ordinance was enacted by the Township to go forward with the funding; the Municipality needs to enact a resolution stating the same.

We file with DCED when we get pricing to get their approval on the transaction.

Mr. Unkovic stated he talked with Mr. Casanave in order to get a self-liquidating report for the funding; we need this report prior to filing with DCED. DCED has 20 days to comment on the debt and or approve the debt.

Mr. Unkovic stated we are in contact with USDA to get a payoff.

Mr. Unkovic went over the resolution; the Authorities history, the intermunicipal agreements in place, the funding sources and our obligation to our creditors. This resolution authorizes the refunding project; authorizing issue of bonds; having the maturity date the same as our existing USDA debt; funding savings will not be less than 2%; delegation to the Chairman or Vice Chairman to sign the agreement on behalf of the Authority should all provisions be met, and our obligation to pay our debt.

Mr. Henson made a motion to approve Resolution 2021-3 Authorizing the Undertaking of the 2021 Bonds, Outlining the Authorities Role and Required Obligations in this Project, Mr. Them seconded, approved.

Mr. Hottenstein stated that we should have received an email from Boenning & Scattergood, the underwriter, outlining the G17 letter for WTMA which basically outlines their role in this process and they do not have a fiduciary obligation to the Authority; that needs to be signed and returned, it is required document that they need to have on file.

Mr. Hottenstein also provided his letter of engagement that his company needs to have on file.

Ms. Pickett made a motion to enter in engagement with FSL Public Finance, seconded by Mr. Henson, approved.

Executive Session:

The Board entered into executive session at 10:23 A.M. and remained in session until 10:45 A.M. in regards to personnel issues.

Superintendent:

Mr. Henson mentioned a piece of equipment that sits at the Lake Road pump station with no reflectors sitting close to the road; Mr. Strickland will send the crew over to look at the equipment but does not think it is the Authority's.

Pump station 5 and 6 have no alarm monitors; he wants to get a price on an OMNI system; the Board agreed for Mr. Strickland to obtain a quote for that equipment.

Ms. Maynard mentioned to Mr. Strickland if he would be available for next week's rating call.

Mr. Henson asked if we have heard from Mr. Schultz; Mr. Strickland stated no. Ms. Maynard stated that the green card stated COVID 19; Ms. Maynard is to take the card to the post office to get clarification.

Attorney:

Mr. Jones stated that he met with Mr. Strickland and Ms. Maynard in reference to the inspections; regarding the inspections that still need to be performed, we discussed letters that need to be sent; we came to the conclusion that prior to any of this happening we need an inspector. Mr. Jones stated that once we find an inspector, we would be able to draft an agreement with the inspector as an independent contractor ensuring they carry the appropriate insurance. Mr. Jones request the Board make a motion to approve Mr. Strickland and or Ms. Maynard to contact contractors and obtain at least 3 telephonic quotes from independent contractors to perform the water system inspections, the agreement might be above the minimum threshold of \$11,500.00 but under the \$21,300.00 to take out to bid; and to allow an agreement to be entered into if a contractor meets requirements. Mr. Henson made a motion to obtain three telephonic quotes to hire an independent contractor as approved by Mr. Jones, Mr. Strickland, Ms. Maynard and our insurance carrier, Mr. Them seconded, approved.

Mr. Them:

Mr. Them mentioned that Shore's Sisters purchased the Weed property as well as the adjoining Benson property; Mr. Strickland asked what they are going to do with that property, Mr. Them does not know.

Mr. Them also mentioned he had a customer who requested a sewer credit on a pool fill; they are filling the pool for the first time and with the measurements of the pool we would be able to gauge an amount of water required; Mr. Strickland stated that with a new pool maybe but any future fills no we will not be doing adjustments. Mr. Them stated he would get the customer's name and give it to Ms. Maynard to inform Mr. Strickland.

Mr. Jones asked if the final payment was made on our loan; Mr. Them stated that yes, the money from the reserve account was transferred and the payment was made; Ms. Miller was keeping the reserve account open for a couple of days but then would close it and transfer any remaining funds to our account.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:02 a.m.

Respectfully Submitted,

June 18, 2021

April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Chris Jones – Solicitor; Chad Strickland - Superintendent

VISITORS:

Visitor:

None

Minutes:

The minutes from the meeting held on April 16, 2021 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved. The minutes for the Special Meeting held on May 7, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

Mr. Isaac made a motion to pay the following bills for May, Mr. Henson seconded, approved. Mr. Them stated that Ms. Miller wanted to know if the Board wanted to close the bank account that holds retainage payment for the loan we are paying off; the Board stated to close the account. Ms. Maynard stated the payoff amount on the list of bills is not the correct amount; it is when we pay off the loan and pay any accrued interest, the Board stated they wanted it to be paid by the end of the month.

| Wysox Operating Fund List of Bills: | May 2021 | Amount: |
|--|---|---------------------|
| TMA | WWTP 2008 Penn vest Payment- 5/21 | \$ 2,545.69 |
| TMA | WWTP 2008 Penn vest Int -5/21 | \$ 563.64 |
| TMA | Administrative cost- 5/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Apr) | \$ 19,048.16 |
| TMA | Contracted Services | \$ 2,472.64 |
| Frontier | Telephone 6 Invoices | \$ 294.26 |
| TMA | L B Water – Liberty Kit | \$ 140.00 |
| Gannon | 1-month Insurance premium | \$ 1,628.00 |
| TMA | Penelec PS 1,2,3,4,5,6,7,8,9 | \$ 1,178.82 |
| TMA | Arey – Time Delay Fuse & Grinder Fittings, Fittings | \$ 156.35 |
| TMA | Towanda Iron & Metal | \$ 20.88 |
| Stiffler McGraw | Invoice 121 | \$ 35.00 |
| FCCB | Loan Payoff | \$ 67,489.38 |
| | | |
| TOTAL: | | \$ 97,676.49 |

| Wysox Water Operating List of Bills: | May 2021 | Amount: |
|---|-------------------------------|---------------------|
| TMA | Water (Apr) | \$ 19,474.29 |
| TMA | Contracted Services | \$ 2,054.21 |
| TMA | AT & T | \$ 110.88 |
| TMA | Penelec PS, Tank, Vault | \$ 720.36 |
| AT & T | Scada | \$ 110.88 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Fairway Lab | Labs | \$ 45.00 |
| Penelec | PS | \$ 260.73 |
| Gannon | Monthly Insurance Installment | \$ 407.00 |
| Stiffler McGraw | Invoice 121 | \$ 35.00 |
| Commonwealth of PA | Chapter 109 Annual Fee | \$ 2,000.00 |
| | | |
| TOTALS: | | \$ 39,115.35 |

Engineer:

Mr. Strickland stated that Mr. Casanave is reviewing the proposed plans for the new Penn Dot Building; they are requesting public water and sewer which would require a line extension and pump station.

Attorney:

Mr. Jones stated he has drafted a letter to Mr. Schultz, he explained to the Board the points of the letter. Mr. Strickland stated he has verbally informed Mr. Schultz he cannot connect his garage to the other building situated on a different parcel than that of the garage. Mr. Henson asked if his delinquent billing is mentioned in the letter, Mr. Jones stated yes, as well as our rules and regulations on private water systems that he requested for the proposed car lot.

Mr. Williams asked Mr. Jones if there is a conflict of interest as GDDJ represents Mr. Schultz; Mr. Jones stated to his knowledge there is none.

Mr. Jones stated that the Township passed a resolution basically stating that if the rates are good the Township would guarantee the refinance.

Mr. Jones stated he contacted Mr. Hottenstein to see how things are going; Mr. Hottenstein is working on gathering information for the rating agency and he also stated that interest rates are staying down.

Mr. Jones mentioned the amortization schedule was provided for the WTMA/TMA loan agreement for the waste water treatment plant that outlines WTMA's 15.8% reimbursement agreement. Mr. Henson made a motion to approve the signing of the agreement, Mr. Them seconded, approved.

Ms. Maynard will send copies to Mr. Unkovic, Mr. Hottenstein and TMA.

Mr. Jones indicated he received payment from Mr. Williams on his delinquent billings, he will forward it to our office.

Superintendent:

Mr. Strickland stated that he is in conversation with Mr. Wheeler on the subdivision of the mobile home park; Mr. Casanave, Mr. Jones and himself came up with a different connection

May 21, 2021

plan; instead of boring across Route 6, Mr. Wheeler will be able to tap the 4" line that feeds the trailer park with a 2" line for the motel, with Mr. Wheeler bearing all costs for that tap, survey, as well as providing the Authority right of way for the new line.

Mr. Strickland stated that the Aldi's project will begin soon; they will be installing a fire line as well as a 2" meter pit; Mr. Casanave is looking at flows to see if there is a tap in fee change.

Mr. Strickland indicated a lot on Lake Road is being developed the property has a grinder but will need to do a water tap.

Inspections:

Mr. Henson asked if we are going to resume inspections. Ms. Maynard stated we do have information of the customers whom inspections were performed, those still pending inspection due to the delay during covid, and a list of customers who have yet to contact the Authority.

Mr. Them stated that the customers who have not connected to the water system has nothing to do with COVID they need to connect.

Mr. Strickland stated that with the new water plant his time is now limited; we need to find an inspector. He contacted Mr. Haight he seemed interested at the time but has not heard from him since then, and he did not know the cost to the Authority.

Mr. Henson reiterated we need to start inspections as soon as possible there already has been a substantial delay.

Mr. Jones stated that he will get a meeting going with Mr. Strickland and Ms. Maynard and review the lists and come to the Board next meeting with a plan to move forward.

Mr. Strickland stated he will reach out to contractors to see if anyone is interested in doing the inspections and at what cost; Mr. Henson asked if the Board would approve the candidate, Mr. Them stated we would.

The Board questioned customers billings, Ms. Maynard will review usages and billings on those customers.

The Board agreed that we need to pursue the customers who have not connected.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:17 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: Robert Williams-Chairman, William Them – Secretary/Treasurer, Tina Pickett, Thomas Henson-Vice Chairman, James Isaac (via tele conference)

ABSENT:

OTHERS: Chris Jones – Solicitor

VISITORS: David Unkovic, Ryan Hottenstein

The Special meeting was called to order at 10:00 A.M. in order to discuss a bond refinance.

Mr. Unkovic explained when you take bonds to market the rating agency wants to see the trust indenture set up a system of adequate revenue, rates set to cover expenses and savings to cover any unexpected occurrence.

Typically, with other Authorities revenues are deposited with the trustee and you withdraw funds for expenses and debt payments. The Authority expressed a lot of concern to the process, Mr. Unkovic changed the trust indenture to set up an Authority account (our current account with First Citizens) that does not to be held by the trustee, every six months a transfer will be needed to pay the debt service and bonds; debt service is paid twice a year and principal on the bonds once a year, the dates are currently May 15th and November 15th but that is negotiable. You can have a reserve fund as well put in place but that is not required under this indenture at this time. There will be a bond redemption and improvement fund set up with the trustee, once a year there will be a transfer of excess monies to this fund held by the trustee; this gives the bond holders and rating agency comfort that the excess revenues show you are meeting the indentures requirements, and those funds are available to the trustee in the event we are unable to pay the debt service. The monies that sit in this account are available to the Authority at any time; a resolution would be needed in order to draw funds out; funds are to be used in compliance with the Authorities Act.

The rate covenant state that we will set the rates sufficient to cover our operating expenses and 110% of our debt service; they do not want a negative budget, regardless of what we have in the bond redemption and improvement fund.

Mr. Hottenstein provided a flow chart showing the new flow of funds as well as our existing flow. Our TMA debt payments will continue to come out of the Authority account not the trustee account. Not all funds need transferred at the end of the year we can keep operating monies for at least 3 months.

Mr. Hottenstein stated that there needs to be a relationship between the Township and Authority so that they speak to each other in the budget process, so that the Township is aware that the Authority is financially sound; there will be an agreement to be signed stating this.

Mr. Hottenstein also drafted an agreement for TMA and WTMA on the 15.8% debt service basically stating that if there is a default with the Authority, TMA agrees to be paid proportionally as it comes to all debt requirements.

Mr. Them stated we have an agreement TMA signed in regards to the 15.8% Penn Vest and M & T loan, Mr. Unkovic wanted the amortization schedule be attached prior to WTMA signing.

May 7, 2021

Mr. Hottenstein mentioned the First Citizens loan, he would suggest if we have monies to pay off that loan. Mr. Them stated we have talked about doing that we just haven't voted on it yet.

Mr. Jones discussed what happens if we don't meet some of the requirements; Mr. Hottenstein stated our rating would be lowered, that is not good for marketability in the future; you would have to disclose that to the bond holders and EMMA within ten days; if you go into default, you will have someone intervene to make the municipality solvent.

Mr. Jones asked what does this do for future funding; Mr. Unkovic stated this will have no holdings just an intercreditor agreement needs to be done adding the new financier.

Mr. Them asked what do we need to do to go forward if that is what we want; Mr. Jones drafted a resolution as the next step is to pursue the rating; if we do not go forward with the refinance the Board is looking at expending monies for the rating portion; if the market fluctuates and it does not look good to refinance would be the only reason not to go forward; the rating is good for approximately 3 to 6 months; the cost is approximately \$12,000.00 to \$15,000.00. Mr. Them made a motion to approve Resolution 2021-2 in reference to applying to rating by Standard & Poor's Global Ratings (S & P), Mr. Henson seconded, approved.

Mr. Jones asked if we need to designate a member to represent the Authority, Mr. Hottenstein stated yes, Mr. Jones requested Mr. Them represent the Authority.

Mr. Them made a motion to pay the remainder of the First Citizens Community Bank Loan in June, Mr. Henson seconded, approved.

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, Thomas Henson-Vice Chairman, Robert Williams-Chairman, James Isaac

ABSENT:

OTHERS: Chris Jones – Solicitor; Chad Strickland - Superintendent

VISITORS: David Unkovic (via tele-conference), Ryan Hottenstein (via tele-conference)

Executive Session:

The Board entered executive session at 09:30 a.m. and remained in session until 10:00 a.m. regarding potential legal issues.

Visitor:

Mr. Hottenstein and Mr. Unkovic explained to the Board items on the refinancing process:

Mr. Hottenstein explained that rates did drop from last month, so once again this is very favorable to the Authority. The Board was given the new information with the potential savings if we commit now and look at a closing in June.

Mr. Unkovic drafted an agreement for the TMA/WTMA debt of the Waste Water Treatment Plant; WTMA is responsible for 15.8% of the loan for Penn Vest and M & T Bank. Mr. Jones stated that he looked over the agreement and has sent that to Mr. Pruyne and Mr. Lane to review.

Mr. Unkovic stated that rates are not locked in until the bonds are priced. We would need to get an ordinance from Wysox Township backing the debt and get that filed with DCED, we would need to get DCED approval.

There is at least a 30-day delay between pricing and closing.

Mr. Them wanted Mr. Unkovic to explain the Trustee convenance; Mr. Unkovic stated that rates need to set in order to cover operating expenses, and 110% of our debt service. The trustee would hold the 10% as assurance that we can make our debt payments and our budget is sound to make the revenues needed. Ms. Pickett asked for further clarification on the trustees' role; Mr. Hottenstein basically stated that all revenues get funneled to the trustee we then ask for monies for operating expenses or capitol projects if needed; Ms. Pickett asked why would we then keep our existing banking.

Mr. Hottenstein stated if you already have the 10% saved you don't need to collect an additional 10% every year; they are ensuring to the bond holders that your budget is sound and their investment is sound.

Mr. Jones asked what happens if we do not make budget because of an unforeseen reason for example a flood; Mr. Hottenstein stated that the bond holders are aware that things can occur that are not controlled, as long as revenues cover operating expenses and debt service in the future that would be fine. Mr. Jones asked how do the bond holders know we are operating soundly; Mr. Hottenstein stated that our auditor should be requested to put a foot note to explain either way how our budget is going by checking our rate calculations.

Mr. Jones asked if the Authority wants to go forward what do we need to do; Mr. Hottenstein stated we just need to give them the verbal okay; they will start the required paperwork; once the

rating is done, the resolution to this Board and an ordinance to the Township is done each would approve moving forward with the financing; the bonds are priced by the underwriter and a closing is typically done a month afterwards.

Mr. Them wanted Mr. Hottenstein to inform the Board what the exact number of savings is; Mr. Hottenstein stated that is fluctuating anywhere between \$225,000.00 to \$370,000.00. Mr. Jones asked if that includes the trustee fees; Mr. Hottenstein stated yes.

Mr. Isaac asked what the Township thinks of backing the refinancing; Mr. Them stated they are already backing our current debt.

The Board discussed the flow of funds once the trustee gets involved; the Board wants more clarification.

Mr. Henson stated he signed a document when he became a Board member to exercise his fiduciary responsibility to this Authority; whether we save \$7,000.00 or \$11,000.00 we need to exercise our fiduciary responsibility to this Authority.

Mr. Jones stated that maybe we need to consult Ms. Miller to see how the accounting system would work with the trustee.

Mr. Henson made a motion to pursue the bond issue contingent upon getting clarification on the banking and Ms. Miller’s opinion on the book keeping; Mr. Them seconded the motion. The Board discussed the motion. Mr. Them stated we need our answers to our contingency questions answered first before we go any further and call a special meeting; Mr. Jones asked who is going to gather this information Mr. Them stated he will contact Ms. Miller on Monday and get her in touch with Mr. Hottenstein to get the questions we need answered. Mr. Williams asked for votes on the motion the motion was not carried; a special meeting will be called once we get the answers to our questions.

Minutes:

The minutes from the meeting held on March 19, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

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

| Wysox Operating Fund List of Bills: | April 2021 | Amount: |
|--|-----------------------------------|----------------|
| TMA | WWTP 2008 Penn vest Payment- 4/21 | \$ 2,540.28 |
| TMA | WWTP 2008 Penn vest Int -4/21 | \$ 569.05 |
| TMA | Administrative cost- 4/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Mar) | \$ 23,822.85 |
| TMA | Contracted Services | \$ 2,584.23 |
| Frontier | Telephone 6 Invoices | \$ 293.25 |
| TMA | Bradco - QPR | \$ 57.00 |
| Gannon | 1-month Insurance premium | \$ 1,478.25 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 1,262.29 |
| GDDJ | Inv 2275 | \$ 277.50 |

April 16, 2021

| | | |
|---------------|--------|---------------------|
| M & T | Note A | \$ 26,939.00 |
| M & T | Note B | \$ 3,397.00 |
| | | |
| TOTAL: | | \$ 63,789.12 |
| | | |

| Wysox Water Operating List of Bills: | April 2021 | Amount: |
|---|------------------------------|---------------------|
| TMA | Water (Mar) | \$ 10,203.02 |
| TMA | Contracted Services | \$ 1,641.15 |
| TMA | AT & T | \$ 110.88 |
| TMA | Penelec PS, Tank, Vault | \$ 841.68 |
| R.J. Corman Railroad Company | Waterline | \$ 1,858.82 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Fairway Lab | Labs | \$ 15.00 |
| GDDJ | Invoice 2274 | \$ 277.50 |
| Schaedler | Booster Station Volt Monitor | \$ 167.99 |
| | | |
| TOTALS: | | \$ 29,013.04 |

Engineer:

No report

Attorney:

Mr. Jones stated that he will get with Mr. Strickland on the letter to be addressed to Mr. Schultz. He is working on the letter to Mr. Munkittrick, on his balance and his using his private well. The Board discussed the subdivision of the Wysox Motel & Mobile Home Park, there is only one meter feeding the location so a separate line is going to be needed to separate the water; Mr. Strickland needs to inform Mr. Wheeler of the need to separate the parcels.

Mr. Jones gave Ms. Maynard the deed to the Pipher's Tavern ownership.

Superintendent:

No report.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:05 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

OTHERS: Chris Jones – Solicitor; Chad Strickland - Superintendent

VISITORS: David Unkovic (via tele-conference), Ryan Hottenstein (via tele-conference)

Visitor:

Mr. Hottenstein and Mr. Unkovic explained to the Board items on the refinancing process:

An approximate timeline of what items would be needed and who is responsible to get the information. Mr. Hottenstein also stated they would need the Authority to identify a person with knowledge of the Budget and the operations of the Authority to be basically the spoke person for the Authority.

Mr. Hottenstein updated the Board on the current rates; the interest rate is slightly up from the last conversation and what the current savings would be.

The Board would have to select an Underwriter. Mr. Hottenstein recommended a firm out of Philadelphia; Mr. Unkovic stated the Underwriter sells the bonds; bonds are sold in \$5000.00 blocks.

The Board would have to select a Trustee; the Trustee is basically a bank; M & T is a local bank that does Trustee work. There is a yearly expense of approximately \$1500.00.

The Rating process and the rating being good for at least 90 days if rates continue to go up.

The approval processes.

Mr. Jones wanted the Board to understand the debt service coverage ratio; Mr. Hottenstein explained that means that revenues would need to be structured in order to maintain a coverage ratio of 1.1; the Authority would have to exceed expenses by a tenth of the debt service. Mr. Unkovic stated the rating agency looks at revenues and a cushion so that debt is covered. Rates must be set to have a surplus every year. Mr. Jones questioned what would happen if we do not have a surplus; Mr. Unkovic stated that the Authority would have to hire a consultant in order to fix the revenue problem.

Mr. Them asked if the Authority would have to do a different type of Audit then what is currently done; Mr. Hottenstein stated no.

Mr. Jones asked if they needed any further information from the Authority in regards to the financials; Mr. Unkovic stated he talked to Mr. Lane and the agreement with the sewer plant needs to be placed in an official loan document so that the Authority debt of 15.8% is documented. Mr. Unkovic stated that the loan documents for the First Citizens loan have not been found either but you can pay that loan off so that is not a factor.

The Board discussed several financial scenarios with Mr. Hottenstein and Mr. Unkovic; the Board decided to continue the process until we get to the rating process as that is the time we will need to expend funds if we do not go on with the refinancing.

Minutes:

The minutes from the meeting held on February 19, 2021 were approved as written on a motion made by Mr. Henson, and seconded by Ms. Pickett, approved.

Bills:

Mr. Henson made a motion to pay the following bills for March, Ms. Pickett seconded, approved.

| Wysox Operating Fund List of Bills: | March 2021 | Amount: |
|--|----------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment-3/21 | \$ 2,534.88 |
| TMA | WWTP 2008 Penn vest Int -3/21 | \$ 574.45 |
| TMA | Administrative cost- 3/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Feb) | \$ 16,861.81 |
| TMA | Contracted Services | \$ 2,880.13 |
| Frontier | Telephone 6 Invoices | \$ 293.25 |
| Penelec | P.S 1 | \$ 260.26 |
| TMA | Bradco - QPR | \$ 57.00 |
| Gannon | 1-month Insurance premium | \$ 1,478.25 |
| TMA | Penelec PS 2,3,4,5,6,7,8,9 | \$ 1,289.78 |
| TMA | Amazon | \$ 29.99 |
| GDDJ | Audit Letter | \$ 75.00 |
| Stiffler McGraw | Inv 120 | \$ 245.00 |
| Auto Parts of Wysox | Oil PS 1 & 2 | \$ 31.08 |
| | | |
| TOTAL: | | \$ 28,714.55 |

| Wysox Water Operating List of Bills: | March 2021 | Amount: |
|---|---------------------------|---------------------|
| TMA | Water (Feb) | \$ 13,295.19 |
| TMA | Contracted Services | \$ 980.05 |
| TMA | AT & T | \$ 110.88 |
| TMA | Penelec PS, Tank, Vault | \$ 784.91 |
| Gannon | 1 month Insurance premium | \$ 492.75 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Fairway Lab | Labs | \$ 45.00 |
| GDDJ | Audit Letter | \$ 75.00 |
| | | |
| TOTALS: | | \$ 29,665.78 |

Engineer:

No report

Attorney:

Mr. Henson asked on Mr. Munkittrick's balance and his using his private well; Mr. Jones requested the meter reads to verify no usage. Mr. Williams asked about Mr. Schultz, Mr. Jones stated that that was referred to Mr. Mark Smith. Ms. Maynard questioned Pipher's Tavern, Mr. Jones stated his office handles the Esther Piper Estate, he will look into who is supposed to be being billed and who is supposed to be paying. Mr. Henson asked if Mr. Bowen was contracted about the Wilt property, Mr. Jones stated he will have Dianna contact Mr. Bowen.

March 19, 2021

Mr. Them stated that only the owners should be paying the bills, Mr. Jones requested Ms. Maynard contact him if there is a property we are questioning the ownership on.

Superintendent:

No report.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:50 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Chris Jones – Solicitor; Chad Strickland - Superintendent

VISITORS:

Visitor:

None

Minutes:

The minutes from the meeting held on January 15, 2021 were approved as written on a motion made by Ms. Pickett, and seconded by Mr. Them, approved.

Bills:

Ms. Pickett made a motion to pay the following bills for February, Mr. Them seconded, approved.

| Wysox Operating Fund List of Bills: | February | Amount: |
|--|-----------------------------------|---------------------|
| TMA | WWTP 2008 Penn vest Payment- 2/21 | \$ 2,529.49 |
| TMA | WWTP 2008 Penn vest Int -2/21 | \$ 579.84 |
| TMA | Administrative cost- 2/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Jan) | \$ 20,343.29 |
| TMA | Contracted Services | \$ 1,245.17 |
| Frontier | Telephone 6 Invoices | \$ 293.20 |
| Penelec | P.S 1,3,6,7,8,9 | \$ 1,071.82 |
| TMA | Gambal | \$ 57.77 |
| Gannon | 1-month Insurance premium | \$ 1,478.25 |
| TMA | The Daily Review | \$ 34.10 |
| TMA | PS 1,1,2,4,5 | \$ 1,155.60 |
| Gannon | Employee Bond | \$ 130.50 |
| | | |
| TOTAL: | | \$ 31,022.70 |

| Wysox Water Operating List of Bills: | February 2021 | Amount: |
|---|---------------------------|----------------|
| TMA | Water (Jan) | \$ 14,480.54 |
| TMA | Contracted Services | \$ 976.05 |
| Penelec | Vault | \$ 18.13 |
| TMA | The Daily Review | \$ 34.10 |
| TMA | Penelec PS, Tank, Vault | \$ 770.40 |
| TMA | AT & T SCADA | \$ 110.88 |
| Gannon | 1 month Insurance premium | \$ 492.75 |
| USDA | Note A | \$ 6,545.00 |

February 19, 2021

| | | |
|----------------|---------------|---------------------|
| USDA | Note B | \$ 7,352.00 |
| Fairway Lab | Labs | \$ 30.00 |
| Gannon | Employee Bond | \$ 130.50 |
| | | |
| TOTALS: | | \$ 30,940.35 |

Engineer:

Ms. Maynard stated that we received a letter from Navarro & Wright in reference to the ALDI project; that was forwarded to Mr. Casanave to review. He submitted an email to the Board advising they sign the agreement and Mr. Strickland attach capacity letters for water and sewer. Ms. Pickett made a motion to sign to have Mr. Williams sign the Planning Agreement for the ALDI Project, Mr. Them seconded, approved. Mr. Them wanted it noted that he is both buyer seller agent on the property.

Attorney:

Mr. Jones stated that he is working with the Bond Counsel, he is currently getting documentation around that they requested a list was provided to Ms. Maynard and Ms. McGuire to work on. Mr. Henson asked when we thought this might be voted on; Mr. Jones is not sure what the timeline is but once the requested documentation is provided to Mr. Unkovic and he states to proceed, Mr. Jones was contact the Board and we might convene a special meeting if need be.

Mr. Williams questioned Mr. Schultz on the delinquent list, Ms. Pickett questioned if a lien has been filed on the property, Mr. Jones will inquire to verify a lien has been filed.

Mr. Jones will contact Mr. Bowen on the Wilt property.

Mr. Jones questioned the Robert Reeves accounts; they should be in the LLC name; he will forward that information to Ms. Maynard.

Superintendent:

Mr. Strickland stated that it is business as usual, he has nothing to address.

Meetings:

Mr. Isaac asked why the meetings are held at the Municipal building; Ms. Pickett just stated it is more for the convenience of the TMA employees.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 9:48 a.m.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Chris Jones – Solicitor; Chad Strickland - Superintendent

VISITORS: via teleconference – Ryan Hottenstein – Financial Solutions, David Unkovic – McNeas Wallace & Nurick LLC

Visitor:

Mr. Hottenstein addressed the Board on his company’s scope as a financial advisor for Municipal Authorities; he addressed the current rates for Municipal Authorities based on credit worthiness the average 0.75% for AAA creditors for 10-year loans.

The Authority currently has two debts outstanding for a total of slightly over 3.3 million dollars held by the USDA; Note A and Note B have two different interest rates and both mature in 2053. Note A has an interest rate of 3.75%, and Note B has an interest rate of 3.2%, we have the option of refinancing with USDA approval, Mr. Hottenstein stated he has never seen USDA not approve a refinance. The average interest rate is currently 3.3%; a savings of \$391,000.00 if you structure the loans at its current maturity rate. There are different rate structures taking the saving up front; lessening the loan frame or keeping it as it.

The rates are subject to change based on when this is taken to market and our credit rating. Mr. Them asked what the time frame in order to get this refinancing; Mr. Hottenstein stated approximately 90 days, maybe a little longer because the Authority has never taken financing out to market.

Mr. Them asked what would be due if we take it out to market and rates are not conducive to refinance; Mr. Hottenstein stated that the only fee would be indebted to would be the rating agency fee if it gets that far and their fees are approximately \$17,000.00 to \$20,000.00; there is a 6-month window in which the rating is still valid.

Mr. Jones asked what the interest rate we would be looking at; Mr. Hottenstein stated a blended rate of 2.6% currently plus fees.

Mr. Jones asked what closing fees due; Mr. Hottenstein stated this is wrapped up in the loan itself.

Mr. Unkovic stated that most funding sources will fund municipal bonds as they are tax exempt. Mr. Unkovic addressed the Board on the bond process and what is needed to proceed.

Minutes:

The minutes from the meeting held on November 20, 2020 and the minutes from the December 18, 2020 (approval of bills via email no quorum) were approved on a motion made by Ms. Pickett, and seconded by Mr. Henson, approved.

Bills:

Mr. Isaac made a motion to pay the following bills for January, Ms. Pickett seconded, approved.

| Wysox Operating Fund List of Bills: | January | Amount: |
|--|----------------------------------|----------------|
| TMA | WWTP 2008 Penn vest Payment-1/21 | \$ 2,524.11 |
| TMA | WWTP 2008 Penn vest Int -1/21 | \$ 585.22 |

January 15, 2021

| | | |
|------------------|---------------------------|---------------------|
| TMA | Administrative cost- 1/21 | \$ 2,103.67 |
| TMA | Sewer Flows (Dec) | \$ 15,697.15 |
| TMA | Contracted Services | \$ 1,673.55 |
| Frontier | Telephone 6 Invoices | \$ 290.16 |
| Penelec | P.S 2,3,4,5,6,7,8,9 | \$ 866.41 |
| TMA | Omni Site | \$ 1,800.00 |
| Gannon | 1-month Insurance premium | \$ 1,473.69 |
| The Daily Review | Advertising | \$ 16.25 |
| | | |
| TOTAL: | | \$ 27,030.21 |

| Wysox Water Operating List of Bills: | January 2021 | Amount: |
|---|---------------------------|---------------------|
| TMA | Water (Dec) | \$ 11,605.85 |
| TMA | Contracted Services | \$ 1,211.17 |
| Penelec | Vault, Tank, PS | \$ 629.00 |
| TMA | Gambal Printing | \$ 57.77 |
| The Daily Review | Advertising | \$ 16.25 |
| AT & T | SCADA | \$ 105.30 |
| Gannon | 1 month Insurance premium | \$ 491.23 |
| USDA | Note A | \$ 6,545.00 |
| USDA | Note B | \$ 7,352.00 |
| Fairway Lab | Labs | \$ 30.00 |
| | | |
| TOTALS: | | \$ 28,043.57 |

Superintendent:

Mr. Strickland stated that are getting better on disposable wipes being found in the pump stations and our letter to customers are attached to this month's bill.

Mr. Strickland also stated that with the rain and snow melt the sewer was up this month due to infiltration.

Attorney:

Ms. Pickett discussed the loan refinance; she would prefer we do the loan to have the savings throughout the loan instead of up front. Ms. Pickett asked Mr. Jones what he can he do to get the process started. Mr. Henson made a motion to have Mr. Jones contact Mr. Hottenstein and Mr. Unkovic to find out the documents needed in order to pursue the refinancing of the USDA loan, Ms. Pickett seconded, approved.

Mr. Them asked if we need to have a special meeting to gather information; Mr. Jones stated that he will find out after talking to Mr. Unkovic and Mr. Hottenstein.

2021 Meeting Dates:

Mr. Isaac made a motion to approve the following meeting dates for 2021, Mr. Henson seconded, approved.

| | | |
|--------------------------|---------------------------|----------------------------|
| January 15 th | February 19 th | March 19 th |
| April 16 th | May 21 st | June 18 th |
| July 16 th | August 20 th | September 17 th |
| October 15 th | November 19 th | December 17 th |

Auditor:

Ms. Pickett made a motion to sign the 2021 agreement with Hallock Shannon PC for auditing services for 2020, Mr. Isaac seconded, approved.

Engineer:

Mr. Henson made a motion to retain Stiffler McGraw as our engineer for 2021, Mr. Isaac seconded, approved.

Reorganization:

Ms. Pickett made a motion to retain the current officers; Mr. Isaac seconded, approved.

Mr. Williams Chairman
Mr. Henson Vice Chairman
Mr. Them Secretary/Treasurer

2021 Budget:

Mr. Them discussed his 2021 proposed budget with the Board. He went over revenue and expense line items.

There was discussion on our First Citizens Bank final payment in which 95% is held in a reserve account.

Mr. Them and the Board discussed the TMA rate increase to the municipality and how that effects our rates to our customer; TMA increased the water rate \$1.24 and the sewer rate \$0.52 per thousand.

Mr. Isaac mentioned that it was discussed and agreed upon last year that the rate increases given to us by TMA would be passed to the customer because the problem that we encountered was mainly due to not increasing rates to our customers over the years of our product costs.

Ms. Pickett mentioned it is the job of the Authority to cover our expense and not to make a profit and that is what we are doing.

Mr. Henson made a motion to approve Resolution 01-2021 Schedule of Rates and Fees for the Water and Sewer Systems, Mr. Isaac seconded, approved.

| | | |
|------------------------------|--------------|---|
| Water Rate | 2020 \$11.63 | 2021 \$12.87 (increase \$1.24) |
| Sewer Rate | 2020 \$13.52 | 2021 \$14.04 (increase \$0.52) |
| Sewer Flat Rate | 2020 \$54.08 | 2021 \$56.16 (increase \$2.08 – \$0.52 x 4) |
| Base Rate up to 1000 gallons | 2020 \$60.00 | 2021 \$61.76 (increase \$1.76) |
| Ready to Serve | 2020 \$60.00 | 2021 \$61.76 (increase \$1.76) |

Mr. Henson made a motion to accept the 2021 Budget after they notate the loan payment that sits in reserve for the final First Citizens Community Bank loan payment payable in December, Ms. Pickett seconded, approved.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:30 a.m.

January 15, 2021

Respectfully Submitted,
April Maynard
Towanda Borough