

Towanda Municipal Authority

January 17, 2022

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

PRESENT: Mark Christini, Fred Johnson

via zoom: Michael Walsh, Carmen Venezia, Michael Angerson, Charlotte Sullivan, Kayla Saxon

via teleconference: William Shaw

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Chad Strickland, Superintendent; Lauren Egleston, Borough Manager; Eric Casanave, Stiffler McGraw (via teleconference); Mr. Pruyne, Solicitor (via teleconference); Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The December 17, 2021 meeting minutes were approved as written on a motion made by Mr. Venezia and seconded by Mr. Shaw, approved.

Bills:

The December bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Saxon, approved.

Water Project:

Ms. Egleston stated that DEP will be here February 2nd and 3rd to perform a Filter Plant Performance Evaluation (FPPE). That will be the final inspection needed to close out the Penn Vest Loan. Mr. Venezia asked if we know what they will be looking for in this inspection; Mr. Strickland stated they were given a three-page check list of items, most of which is data, to verify alarms work, and to verify Mr. Strickland and Mr. Tabor know how to operate the plant. Mr. Venezia asked if we know who from DEP is coming; Mr. Strickland stated he knows of Ms. Amy Toll head of Membrane Plants and Mr. Bob Blaney our local sanitarian, there is a total of eight persons coming he does not know the rest; this will be Ms. Toll's first inspection; Tobias Nagle from Stiffler McGraw will be there as well.

The Flush / Vac Truck arrived and the employees were trained on the equipment.

Mr. Johnson asked for the property acquisition we were interested in; we were planning on using it to store equipment; Ms. Egleston stated the property did not go to Sheriff sale as there were issues with getting a clear title to the property; Ms. Egleston also stated there were also three other parties interested in the property so we may not get it even if the title issues are cleared. Mr. Strickland stated the vac truck does fit in the water plant.

Monroeton Water Line Replacement:

Ms. Egleston stated we had a meeting with Penn Vest to review the documents for closing and verify everything is uploaded in the portal that is required. We are missing a Resolution for Reimbursement. The resolution basically covers the reimbursement to the Authority of any funds expended awaiting Penn Vest funds; Mr. Venezia made a motion to approve Resolution of Reimbursement 2022-1, Ms. Saxon seconded, approved by roll call vote: Mr. Walsh – yes, Mr. Venezia – yes, Mr. Shaw – yes, Mr. Angerson – yes, Ms. Sullivan -yes, Mr. Christini – yes, Ms. Saxon – yes, Mr. Johnson -yes.

Mr. Walsh and Mr. Angerson need to come in and sign the Resolution so it can be uploaded into the portal.

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Ms. Sullivan asked about the closing on the 20th; Ms. Egleston stated that Mr. Walsh and Ms. Sullivan will receive an email around 1:30 p.m. with instructions on the closing that is to occur at 2:00 p.m.; Ms. Egleston stated that she should get an email in the morning with instructions and to verify we are set for closing.

Mr. Strickland verified with Mr. Casanave that Continental is planning to start the end of March.

Small Water and Sewer Grant:

Mr. Casanave stated he received the quote from LB Water and we are now waiting for them to provide the PA Steel Certification; that is a requirement for the grant.

2018 Flood:

Ms. Egleston stated that she submitted two DAP 9's for the work that Sikora Brothers have been able to accomplish at the Leesway location and for what we have been billed from Stiffler McGraw. The payments should hopefully be here within the next two weeks.

Sewer:

Ms. Egleston stated we have no updates on the sewer system; she did advise the Board we hired an IT firm to work on our computers, we have updated our email server and Mr. Walker has been given a work email; he was using his personal email address in the past; his email address is swalker@towandaborough.org.

Vehicle Replacement:

Ms. Egleston stated we are still looking at getting quotes on vehicle replacements.

Participation in LIHWAP:

Ms. Egleston stated that the program did begin on January 4th, the local assistance office has had applications filled out but she was not told if they are Towanda customers; we are approaching Wysox Township Municipal Authority to also become a vendor in this program. Mr. Angerson asked if we have made the public aware of this program; Ms. Egleston stated that Ms. Maynard is attaching the flyer to our delinquent notices and shut off notices, maybe the paper can put an article on the program to inform the public. Mr. Walsh asked if maybe we want to attach to next month's bills; Ms. Egleston stated that we would like to get WTMA on the vendor list before we do that. Ms. Egleston will verify if we have made the information available on our Facebook page and website.

Mr. Walsh asked since we only do landlord billing how does this work for the tenants applying; Ms. Maynard stated the inquiries we have had so far, the assistance office is having the tenant provide a copy of the lease and they are calling to verify past due balance. Mr. Walsh asked how long the program is going to last; Mr. Angerson thinks this is Covid funds so the program should not be around for any long period of time.

Letters of Financial Interest :

Ms. Egleston stated that the forms were attached to this month's packet and they need filled out and returned to Ms. Maynard. The forms ask for 2021 financials.

TextMyGov :

Ms. Egleston informed the Board that the system is operational that allows the public to report problems or complaints to the Borough. The instructions are on the website and it was also published in the paper you can

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dial 91896 and text TOWANDA this allows the public to get emergency notifications from the Borough or you can text Hi to 570-627-6277. Hopefully the public finds this information helpful and enroll.

Bradford County Planning and Mapping GIS Intern :

Ms. Egleston stated that the County is seeking an intern to continue the GIS mapping; Ms. Egleston is hoping that they are able to obtain a candidate. Mr. Williams stated we would be able to use this intern to hopefully map out our utilities. Mr. Johnson stated there was an initial issue with the mapping that the County originally did for the Borough. Mr. Casanave stated that the issue was that they tried to use the digital as-builts and they encountered programming problems as the digital formats issued did not coordinate with the same coordinates the GIS system was using; some of the as-builts were pre-GIS.

Penn Lines Article:

Ms. Egleston stated that Mr. Lane had an article on the Eilenberger Springs, Mr. Christini shared the article; the link was attached to this month's packet.

Delinquents:

Mr. Walsh how we are doing on the delinquent accounts. Ms. Maynard stated that a delinquent list was not printed this month because of the meeting being virtual; only a couple of accounts have been dropped from the list due to tax sale and we had to write the balances off. The delinquent list is staying steady in amounts due.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

February 28, 2022

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

PRESENT: Mark Christini, Fred Johnson, Carmen Venezia, Michael Angerson
via zoom: Michael Walsh, Charlotte Sullivan, Kayla Saxon

ABSENT: William Shaw, Robert Williams-WTMA Chairman

OTHERS: Chad Strickland, Superintendent; Lauren Egleston, Borough Manager; Eric Casanave, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The January 17, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson and seconded by Ms. Saxon, approved.

Bills:

The January bills were approved on a motion made by Mr. Venezia and seconded by Mr. Johnson, approved.

Water Project:

Ms. Egleston stated that DEP FPPE (Filter Plant Performance Evaluation) and final Penn Vest inspection was held on February 2nd and 3rd, minor comments were made at the exit interview but we do not have the final report. The next inspection will be in three years.

Water:

The EPA is requiring us to collect water samples for PFA's and lithium analysis during a 12-month period between 2023 through 2025. According to what we have been provided the testing will be no cost to the Authority.

Monroeton Water Line Replacement:

Ms. Egleston stated we are on target to begin this project in late March.

Small Water and Sewer Grant:

Mr. Casanave stated he is awaiting the PA Steel Certification from LB Water.

2018 Flood:

Ms. Egleston stated we received reimbursement from PEMA for the two DAP 9's we submitted.

Local Share Account Statewide Grant:

Ms. Egleston stated a grant announcement came out late January for projects that improve the quality of life for a community for projects from \$25,000.00 to \$1,000,000.00.

Ms. Egleston stated there is probably going to be a lot of applications as there are no matching funds

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and the grant has not many stipulations.

Ms. Egleston, Mr. Strickland and Mr. Casanave sat down and looked at projects that might fit the criteria and they agreed that waterline replacement for Pratt Avenue from York Avenue to Merrill Parkway and William Street from Packer Avenue to Pratt Avenue; approximately 2,400 feet of water main upgrading the line from 8" to 12".

The grant needs submitted by March 15th; we need a resolution passed with the project and amount of funds requested. Ms. Saxon made a motion to approve Resolution 2022-2 for the Statewide Local Share Assessment Grant of \$998,610.00 from the Commonwealth Financing Authority to be used for the Pratt Avenue/William Street Waterline Replacement Project, Ms. Sullivan seconded; roll call vote Mr. Walsh - yes, Ms. Saxon - yes, Ms. Sullivan -yes, Mr. Venezia -yes, Mr. Johnson - yes, Mr. Angerson - yes, Mr. Christini -yes; approved.

Mr. Walsh wanted to thank Mr. Angerson for informing us of this funding opportunity.

2018 Flood:

Ms. Egleston stated that we received reimbursement from PEMA for the two DAP g's we submitted. We do have an extension on this project until June 30th.

Sewer:

Ms. Egleston stated that the Board should consider getting a Generac installed at pump station 8, that is on Railroad Street, so that if we have a power outage, we will know the pump station is supplied power. Mr., Strickland is getting a quote on a unit for the pump station and for Hemlock Hills as we need one at that location per DEP.

Vehicle Replacement:

Ms. Egleston stated we are looking at getting quotes in May on vehicle replacements.

Participation in LIHWAP:

Ms. Egleston stated that we have had 6 customers use the LIHWAP program, the program can only be utilized one time per customer. Ms. Egleston did state that WTMA is now a vendor as well.

LT2 Samples:

Mr. Strickland stated that we preformed the test during a 12month period for the Roberts wells; we did the testing back in 2016 but we did not have a source id for the wells yet; DEP is now requesting that data; they did accept our samplings from 2016 to 2017 and we received a VIN class I categorization and do not have to perform the test for six years.

Letters of Financial Interest :

Ms. Egleston stated that the forms were attached to last month's packet and need returned to Ms. Maynard.

Audit Engagement Letter:

Ms. Egleston stated we received the engagement letter from HallockShannon P.C. to perform our 2021

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audit; they were in last week and were gathering information for the audit. Mr. Angerson made a motion to accept the engagement letter for HallockShannon P.C., Mr. Venezia seconded approved.

Delinquents:

Ms. Saxon asked what we are doing with our delinquents. Mr. Walsh stated this needs to put on the agenda for discussion next month. Mr. Johnson stated maybe we need a committee formed so that they can provide the Board with recommendations for our delinquent accounts. Mr. Johnson, Mr. Angerson, Mr. Walsh, Ms. Saxon and Ms. Sullivan showed interest in joining the committee. Ms. Egleston stated she will reach out to the Board members who showed interest and meet before next month's meeting and bring recommendations for the next meeting.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

March 7, 2022

The Special Meeting March 7, 2022 of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:00 p.m.

PRESENT: Michael Angerson, Michael Walsh
via zoom: Mark Christini, Carmen Venezia, Kayla Saxon

ABSENT: Charlotte Sullivan, , Fred Johnson, William Shaw, Robert Williams-WTMA Chairman

OTHERS: Chad Strickland, Superintendent; Lauren Egleston, Borough Manager

Visitors: None

Local Share Account Statewide Grant:

Ms. Egleston stated that after last month's meeting it was brought to our attention that we might want to request funds to replace the waterline on Foster Road.

Mr. Angerson made a motion to approve Resolution 2022-3 for the Statewide Local Share Assessment Grant of \$400,6700.00 from the Commonwealth Financing Authority to be used for the Foster Road Waterline Replacement Project, Ms. Saxon seconded; roll call vote Mr. Walsh – yes, Ms. Saxon – yes, Mr. Venezia – yes, Mr. Angerson – yes, Mr. Christini – yes; approved.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 12:03 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

March 21, 2022

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

PRESENT: Fred Johnson, Carmen Venezia, Michael Angerson, Michael Walsh, , Kayla Saxon, William Shaw
via zoom: Charlotte Sullivan

ABSENT: Mark Christini, Robert Williams-WTMA Chairman

OTHERS: Chad Strickland, Superintendent; Lauren Egleston, Borough Manager; Eric Casanave, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The February 28, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson and seconded by Ms. Saxon, approved. The March 7, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson and seconded by Mr. Shaw, approved.

Bills:

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

Water:

Mr. Strickland stated that he and Mr. Tabor met with a local SCADA integrator, Proconex, they need to calibrate our pressure gauges once a year per recommendation of DEP. Mr. Strickland stated they do like them so far; he is contact with them in order to get their pricing and have them look at our current system and see if they can fix some issues we are encountering.

Mr. Strickland stated that Bradford County Planning did their final inspection for storm water on the as-builts on the water project.

Mr. Strickland stated we received a quote on the generator needed for the Hemlock Hills booster station, it was \$25,000.00 from C & H Builders; Mr. Strickland is not happy with the price but that system has 208 voltage coming in and transformer ramps it up to 460, the transfer switch it what is costly on this piece of equipment. Mr. Strickland stated we are awaiting other quotes.

Mr. Strickland stated he spoke with Mr. Shura in reference to the recommendation from DEP that we do not need the CFE turbidity, as we only run one skid at a time, we have been having issues with the combined turbidity since the beginning, we have been getting reading errors; Mr. Strickland request the board do a minor permit amendment for the CFE turbidity; Mr. Strickland stated if we ever were to need it in the future we would have to develop a new water source which would require an amendment to the permit anyways. Mr. Venezia made a motion to do a minor permit amendment for CFE turbidity, Ms. Saxon seconded, approved.

Monroeton Water Line Replacement:

Ms. Egleston stated we are on target to begin this project in late March or beginning of April.

Small Water and Sewer Grant:

Mr. Casanave stated he is awaiting the PA Steel Certification from LB Water.

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Local Share Account Statewide Grant:

Ms. Egleston stated a grant for the Pratt/William Street water line replacement project for \$998,610.00, and the Foster Road water line replacement project for \$400,670.00 were both submitted. Ms. Egleston stated she was going to reach out to DCED to see if they have any questions. Mr. Angerson stated an analyst should be reaching out in the next 2-3 weeks.

2018 Flood:

Ms. Egleston stated that Sikora Brothers has started back again on the project; Mr. Casanave stated that the two wet taps have been installed on the Leesway location and 20 feet of ductile iron pipe was installed, they plan to finish up, perform the chlorine test, while awaiting the results of the chlorine test, they plan on moving to the Sawmill location.

Sewer:

Ms. Egleston stated that the DEP did an inspection on March 2nd; they noted a check valve needs to be replaced and we are awaiting a part, the check valve location is off the side of the tank in the pit.

Ms. Egleston stated that we received a quote on a Generac for pump station 8; the cost is \$9,500.00; Mr. Strickland stated that is a more reasonable cost but he met with Brickhouse to get a quote as well.

Vehicle Replacement:

Ms. Egleston stated we are looking at getting quotes in May on vehicle replacements.

Portnoff Law Associates:

Ms. Egleston stated that the committee met on the delinquents and went over the benefits of hiring Portnoff Law Associates to collect on our delinquent accounts. Mr. Johnson asked if Ms. Egleston has spoken to them; Ms. Egleston stated not as of today, she will reach out to them to see if they are willing to come down to speak to the Board. The cost to the Authority is nothing if we are able to give them at least 50 accounts if less than 50 accounts there is a onetime \$2000.00 fee. Ms. Maynard stated we are currently at 47 accounts. Ms. Egleston stated we don't need to make a decision tonight maybe by next meeting. Ms. Sullivan asked if we are going to inform our customers; Ms. Egleston stated we would.

Rules and Regulations:

The Board entered into executive session at 5:20 p.m. and remained in session until 5:53 p.m. in regards to potential legal issues.

Rural Water Conference:

Ms. Egleston, Mr. Strickland, Mr. Whinnery and Mr. Ackley will be attending the Rural Water Conference that starts tomorrow.

Grant:

Mr. Angerson informed Ms. Egleston of a potential grant application we might be interested in, it is out of the Bureau of Reclamation it is a Water Smart Small Scale Water Efficiency Project; it could be used to replace meters; we budgeted \$35,000.00 to replace meters we can use it as a match and double

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the amount we can order. Ms. Egleston will get with Ms. McGuire to get of list of meters that need replaced. The grant is \$100,000.00 with projects in the amount not to exceed \$225,000.00; Ms. Egleston assumes with the difference in amount it is a fund matching grant. The due date is the end of April so we will bring it up at next months meeting.

Mr. Johnson asked if we still looked into getting our reads via towers. Mr. Strickland stated he would like that technology we were quoted \$300,000.00 install cost and \$90,000.00 a year, that was 6 years ago.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:00 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Thomas Henson-Vice Chairman

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

VISITORS: None

Visitor:

Minutes:

The minutes from the meeting held on March 11,2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Them made a motion to pay the following bills for March, Mr. Isaac seconded, approved.

Wysox Operating Fund List of Bills:	April 2022	Amount:
TMA	WWTP TMA bond – 05/01/2022	\$ 3,036.23
TMA	Administrative cost- 4/22	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 22,736.42
TMA	Contracted Services	\$ 4,484.55
Frontier	Telephone 6 Invoices	\$ 271.67
TMA	Bradco (QPR)	\$ 178.50
TMA	USA Bluebook-Flomatic Ball Check Valve	\$ 408.92
Penelec	PS 1,4,5	\$ 724.59
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 1,745.41
North East Technical	Remote Converter PS 1	\$ 1,653.37
Gannon	Premium	\$ 1,576.50
The Daily Review	Legal Notice	\$ 21.35
Stiffler McGraw	Inv. 130 & 131	\$ 1,154.25
TMA	M & T monthly pymnt	\$ 4,988.44
TOTAL:		\$ 45,083.87

Wysox Water Operating List of Bills:	April 2022	Amount:
TMA	Water (Mar)	\$ 21,734.08
TMA	Contracted Services	\$ 1,747.64
TMA	Penelec PS,Tank, Vault	\$ 1,088.99
TMA	AT&T Scada	\$ 425.40
Gannon	Premium	\$ 525.50
Fairway Labs	Lab Analysis	\$ 30.00

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AT & T	Scada	\$ 130.98
Stiffler McGraw	Inv. 130 & 131	\$ 1,742.25
Penelec	PS, Tank	\$ 807.48
The Daily Review	Legal Notice	\$ 21.35
BNYMellon NY	April 2022	\$ 12,839.58
TOTALS:		\$ 40,793.25

Executive Session:

The Board entered into executive session at 9:36 A.M and remained in session until 11:05 A.M. no action taken discussing legal issues and enforcement.

Attorney:

Mr. Jones stated that liens are being filed against the properties who did not pay.

Mr. Jones, Mr. Casanave and Mr. Strickland will meet to discuss enforcement and compliance with our rules and regulations so that we can contact Erb Inspections to ensure we get our inspections done.

Mr. Casanave:

Mr. Casanave stated we had discussed approaching the County Commissioners sometime this spring for our grant application we have requested from the County; Mr. Them heard from Mr. Miller that they are waiting to receive the funds before they start looking at any requests.

Mr. Casanave informed the Board that the Statewide Grant application received numerous requests for funding of projects, Mr. Strickland stated that they heard that they are looking at smaller scale projects to fund, so our project may not qualify.

Superintendent:

Mr. Strickland stated we are still awaiting Mr. Schultz to hook up. Mr. Jones stated we did hear from Mr. Schultz that he has contacted a contactor to do the work.

Treasurers Report:

Mr. Them stated we are currently are doing good, we are close to budget.

Mr. Rosengrant:

Mr. Isaac stated he received a call from Mr. Rosengrant, he was concerned about his water bill and water usage. Mr. Isaac went to Mr. Rosengrant's and looked over his bills, he stated that his usage had gone up and he fixed his issue with his toilet a couple years back he doesn't understand why are billing that consumption something must be wrong with our meter or billing. Mr. Them stated he replaced Mr., Rosengrant's toilets last month and after that a history was ran and it must have been that as the meter stopped showing a leak. Mr. Isaac was unaware of the history and since this apparently went through the sewer no adjustment can be done.

Adjournment:

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

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Respectfully Submitted,
April Maynard
Towanda Borough

Towanda Municipal Authority

May 16, 2022

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

PRESENT: Fred Johnson, Carmen Venezia, Michael Angerson, Kayla Saxon, Michael Walsh, Charlotte Sullivan

via zoom: None

ABSENT: William Shaw, Mark Christini, Robert Williams-WTMA Chairman

OTHERS: Chad Strickland, Superintendent; Lauren Egleston, Borough Manager; Eric Casanave, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The April 18, 2022 meeting minutes were approved as written on a motion made by Mr. Johnson and seconded by Mr. Angerson, approved.

Bills:

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

Water:

Ms. Egleston stated that DEP came for the FPPE in February, the ten comments were discussed with the Board last meeting; Mr. Strickland did respond to DEP.

Monroeton Water Line Replacement:

Ms. Egleston stated we had our construction meeting with Continental Construction and Stiffler McGraw on May 5th. 3000 linear feet of pipe along Canton Ave has been installed as of today and tie in at Ames Avenue was done today, and Mr. Strickland stated they are almost to Salsbury Circle.

Ms. Egleston stated we have a Penn Vest requisition for Continental and engineering for work completed as of April 29th in the amount of \$368,704.16. Mr. Angerson made a motion for Penn Vest Requisition 2, Ms. Saxon seconded, approved.

Mr. Walsh asked if the contractor has everything they need for the project; Mr. Casanave stated they are still waiting on the 12" pipe and some fittings.

Small Water and Sewer Grant:

Mr. Casanave stated he was contacted by LB Water representative Mr. Jason Inch, he is researching the steel certification. Mr. Casanave stated we have until June of 2023 to complete this project and if need be, we can file for an extension 6 months prior to June so in December. Ms. Saxon asked if we are looking at a price difference due to the delay; Mr. Casanave stated we were quoted \$50,000.00 for the vault and he won't know until we get another quote if we can provide the steel certification for the vault itself for the Grant.

Local Share Account Statewide Grant:

Ms. Egleston stated we will not hear anything probably until the CFA's November meeting there are 2000 applications that need to be sifted through.

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2018 Flood:

Ms. Egleston stated that we have had to make changes at the Sawmill and Paradise crossings. Ms. Egleston informed the board that she is encountering problems with Mr. Russ Kratzer from PEMA; he is stating that Ms. Egleston is not the applicant agent for TMA, that Mr. Strickland is; we approved Ms. Egleston as our application agent in December. Ms. Egleston stated he approved her quarterly report in January and DAP 9 and we received payment then Ms. Egleston was then told she was not the applicant agent. He will not return any correspondence nor approve our quarterly report we sent in April because Mr. Strickland did not send it in. We have two DAP 9's pending payment. Mr. Strickland has tried to email Mr. Kratzer and has left messages as well. Ms. Egleston stated we need this straightened out as we need to apply for an extension on our project. Ms. Egleston is very frustrated and will try to get this straightened out.

Ms. Egleston stated that we have a pay estimate for Sikora Brothers for \$57,573.65 for the completion of work on Leesway and start up work on Paradise. Mr. Casanave stated that this does not include any work that still needs to be approved by PEMA for the changes needed at the crossings. Mr. Johnson made a motion to pay Sikora Brothers, Mr. Angerson seconded, approved.

Sikora Brothers has asked for substantial completion on Leesway, as it is already in service; Mr. Casanave stated we will have to fill out paperwork to submit the substantial completion papers.

Mr. Walsh asked if Sikora Brothers has all the supplies they need to finish the project; Mr. Casanave stated yes but due the changes we need to do at Paradise and Sawmill more pipe will need to be ordered once PEMA gives us the okay on the change order.

Penn Dot Route 220 Section 223 Project:

Ms. Egleston stated that the waterline needs relocated for the culvert replacement plans are due to Penn Dot in mid-July; this is a 75/25 cost share project. Mr. Casanave stated he checked with the engineer on the project (Newberry out of Harrisburg) nothing has changed from the original documents we were provided to us but they don't plan on bidding project out until December originally it was September. We should have our plans to them soon as we agreed to have them incorporate it in their project due to supply chain issues.

Sewer:

Mr. Strickland stated we are working on getting the flow meter for the UV system operational, it is supposed to ramp down the UV bulbs when the flow drops, but it does not, so it operates on a high electricity level at all times. We have had technicians up over the last couple of years to look at the system. LB Water is coming up to look at the system and make some recommendations.

Electric Rates:

Ms. Egleston stated that our contract with AEP for our transmission expires in December of this year. Ms. Egleston has been shopping for new pricing; she was working with two agencies on pricing. Our current contract is for \$0.061 per KWH; what we have locked in is \$0.071 KWH for two years with AEP again, then we go into a 36-month contract at \$0.061 KWH; that is the best deal we could lock in at this time we were given quotes of \$0.08 to \$0.10 KWH. We need to look at electricity conservation especially at the sewer plant as that is our biggest consumer, this rate is going to hit our budget next year.

Mr. Walsh asked what the electricity is at the treatment plant; Mr. Strickland stated our electricity

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bill is lower than what we had initially thought it would be; but chemicals have taken a 300% to 400% increase and a major shortage on chlorine gas.

Vehicle Replacement:

Ms. Egleston stated we ordered a 2023 Chevy Trailblazer for Mr. Brassfield; we may expect delivery in October but we will see. Our contact went to another dealership so we will probably be receiving the vehicle from whomever he now works for. Mr. Miller's vehicle has been delivered and we are awaiting additional equipment to get it on the road; this was purchased with a USDA Grant that paid for half of the purchase price the other half came from the Borough.

Portnoff Law Associates:

Ms. Egleston stated that Ms. Maynard submitted history reports to Portnoff per their request so they could have their legal team review our documentation. We sent a follow up email but have not heard anything. Ms. Egleston stated we are not under contract with them we are awaiting their confirmation that they want to take us on as a client.

Rules and Regulations:

Mr. Johnson gave the Board his review of the water regulations he made some recommendations and added wording to our existing rules. Ms. Egleston stated she will provide copies of Mr. Johnson's recommendations for review and we need to also wait on Portnoff to change our collection rules

Grant:

Ms. Egleston stated the Bureau of Reclamation Water Smart Small Scale Water Efficiency Project grant was submitted on April 28th. Mr. Johnson asked who is this grant from; Ms. Egleston stated the Federal Government and they are only awarding 75 projects so we will see.

Penn Vest Funding:

Ms. Egleston stated that Penn Vest will be in charge of the Pennsylvania water and wastewater portion of the Federal Infrastructure Investment and Jobs Act of 2021 (IIJA) monies; approximately 75 million dollars additional will be put in the program for the next five years. Ms. Egleston stated that Mr. Casanave and Mr. Strickland and herself have started on putting together some projects for these funds. We should see guidelines come up as early as July from Penn Vest.

Executive Session:

Mr. Walsh called an executive session at 5:35 p.m. the Board remained in session until 5:42 p.m. in regards to legal matters to which Mr. Pruyne is to pen a letter to parties involved in said legal matters.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

June 20, 2022

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

PRESENT: Fred Johnson, Michael Angerson, Kayla Saxon, Michael Walsh, Charlotte Sullivan, William Shaw, Mark Christini

via zoom: None

ABSENT: Carmen Venezia, Robert Williams-WTMA Chairman

OTHERS: Lauren Egleston, Borough Manager; Eric Casanave, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: Erica Locke, Intern

Minutes:

The May 16, 2022 meeting minutes were approved as written on a motion made by Mr. Johnson and seconded by Ms. Saxon, approved.

Bills:

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

Intern:

Ms. Egleston introduced Ms. Locke our intern for the summer, through a program by Bradford County Action. Ms. Egleston stated she helped her get some of the easements for the Monroeton project.

Monroeton Water Line Replacement:

Ms. Egleston stated that Canton Avenue is complete; the laterals were completed, and they are connected to the new main.

Mr. Casanave wanted to state that we have done an outstanding job on obtaining the easements needed to replace the galvanized laterals; he wanted to thank Ms., Egleston and Mr. Strickland on obtaining the required easements and not causing any delays to the project; they are temporary construction easements that need to be obtained.

Mr. Johnson inquired if we are installing back-flow preventers and pressure reducing valves in; Mr. Casanave stated that no, that was not funded by the project. Mr. Johnson asked if we are putting them in anyways; Mr. Casanave stated that he thought Mr. Strickland was going to approach the Board about that expense.

Mr. Walsh inquired if we found any lead; Mr. Casanave stated we have found a few but not the amount we expected to find; Mr. Johnson stated we did replace lead goosenecks when we did the sewer project in Monroeton.

Mr. Walsh inquired on how much longer the project will be before completion; Mr. Casanave estimates about a month and a half; they have until October per contract; but Continental is handling their project time very well.

Mr. Johnson inquired if a blow off was installed at the end of Canton Avenue; Mr. Casanave stated one was installed.

Towanda Municipal Authority

June 20, 2022

Ms. Egleston presented Penn Vest Requisition 3; Mr. Casanave stated we need approval for pay application 2 for Continental Construction for \$401,092.04 for work completed through the end of May. Mr. Angerson made a motion to approve the pay application for Continental in the amount of \$401,092.04, Mr. Shaw seconded, approved. Mr. Casanave then presented Penn Vest Requisition 3 that covers the project expenses in the amount of \$420,434.04; Mr. Angerson made a motion to approve Penn Vest Requisition 3, Ms. Sullivan seconded, approved.

Small Water and Sewer Grant:

Ms. Egleston inquired to Mr. Casanave if we have an update on this project. Mr. Casanave stated that Mr. Inch with LB Water stated that the vault when ordered will be 20-30 weeks out for delivery; they stated the wall sleeves used are of imported material; the PA Steel Certification may not be met; LB Water now has to prove the items are an exempt piece from the act or it is not possible to get domestically; since Mr. Casanave only received this information this afternoon, he needs to get back with LB Water to see if this can be done.

Ms. Saxon inquired if Mr. Casanave has ever been through an exemption process; Mr. Casanave stated no; that fortunately any projects that first started with an exemption were able to obtain the required components to meet the PA Steel Certification. Mr. Casanave stated that the American Steel Certification is more stringent than the PA Steel Certification.

Ms. Egleston inquired on the deadline for this project; Mr. Casanave stated we have until June of 2023 to complete this project and if need be, we can file for an extension 6 months prior to June so in December; DCED does not want extensions prior to six months out.

Ms. Saxon asked if a redesign can be done in order to get this project done; Mr. Casanave stated no, the vault is a drop in place piece.

LB water has offered to store the equipment until we are ready to install it if need be.

2018 Flood:

Ms. Egleston stated that PEMA extended out completion date until late November; this is the last extension before we have to go to FEMA for another extension if need be. We have been working with Penn Dot on the crossings at Paradise and Sawmill. Sikora Brothers were at the sites last Friday to do the test pits. Mr. Casanave stated that on Friday we exposed the line at Paradise, that connection can be done rather easily. The Sawmill line was found 50 feet from where the locating equipment had marked it. We would need to bore a line under Route 220 and Sikora Brothers have been having difficulty obtaining a contractor willing to do that; we need to apply for an exception with Penn Dot to do an open cut on Route 220.

Mr. Walsh inquired if we had all the materials to finish the project; Mr. Casanave stated for Paradise yes, if we can get items settled with Sawmill, we will know what is needed to complete that project; they have the valves and fittings for the original plans.

Ms. Saxon inquired if any additional costs will be incurred; Mr. Casanave stated we have to wait on approval of plans and what additional piping would be needed.

Penn Dot Route 220 Section 223 Project:

Ms. Egleston stated that the waterline relocation project should be going out to bid in December. Mr. Casanave stated that we have numbers in line for this project but we received an email from Penn Dot that they are combining this project with another that again conflicts with our waterline so he needs to review that.

Sewer:

Ms. Egleston stated we need to replace UV bulbs; the cost has increased to \$7,200.00 for 40 bulbs.

Towanda Municipal Authority

June 20, 2022

Portnoff Law Associates:

Ms. Egleston stated that Portnoff reviewed our information we sent them on the back up for our delinquent accounts; Ms. Maynard received an email stating that they are reviewing their policy on taking on smaller customers and on entering this area; Ms. Egleston stated that the original paperwork required we have at least 50 accounts to submit we are close but we do not have the 50. We are awaiting a response from them if they are willing to take us on as a client.

Keystone 10 Million Trees:

Ms. Egleston stated that this is with the Chesapeake Bay Foundation, Mr. Lane had enrolled us with this program; the trees were used to stop bank erosion at the Roberts property. The Conservation District wanted to give us 800 trees; we asked for half. Ms. Egleston stated that we have been planting on days it is not too hot, we only have 60 trees left to plant, the District provided the stakes and tubes required as well. Mr. Strickland and Mr. Lane planted 100 last year.

Rules and Regulations:

Mr. Johnson gave the Board his recommendations on the Rules and Regulations; Ms. Egleston stated that this will have to be tabled until we know if Portnoff will take us on as a client, as we will have to revise the collection portion of the regulations.

TMA Audit:

Ms. Egleston stated we should be receiving our audit any day. We are also awaiting a single Audit for the EDA Grant, once that audit is submitted, we can close out the grant which currently is holding \$140,000.00 in funding.

Penn Vest Funding:

Ms. Egleston stated that Penn Vest will be in charge of the Pennsylvania water and wastewater portion of the Federal Infrastructure Investment and Jobs Act of 2021 (IIJA) monies. Mr. Strickland, Mr. Casanave and Ms. Egleston plan to meet next week and get some projects together. Ms. Egleston anticipates the guidelines will be out in July. Mr. Walsh inquired if we have any projects that include the sewer plant, Ms. Egleston stated she will reach out to Mr. Walker to see if he will be available for the meeting.

Brennan:

Ms. Egleston stated the property for Mr. Brennan needs to connect to the Municipal water; GTP will bear the cost of capping his well and connecting him.

Executive Session:

Mr. Walsh called an executive session at 5:37 p.m. the Board remained in session until 5:47 p.m. in regards to potential legal matters.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:48 p.m.

Towanda Municipal Authority

June 20, 2022

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

July 18, 2022

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

PRESENT: Fred Johnson, Michael Angerson, Kayla Saxon, Michael Walsh, Charlotte Sullivan, William Shaw, Carmen Venezia via zoom: None

ABSENT: Mark Christini, Robert Williams-WTMA Chairman

OTHERS: Lauren Egleston, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The June 20, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

Bills:

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

Monroeton Water Line Replacement:

Ms. Egleston stated we had our third contractors meeting last week with Continental; the project seems to be moving along fairly well. Continental is planning on having the customer service lines on Shaw Boulevard completed this week. Mr. Strickland stated that the last of the tie ins should be completed soon so we should not have any more boil advisories.

Mr. Egleston presented pay application 3 for Continental for \$313,882.31; we are 56% complete and 68% of the main has been installed. Mr. Angerson made a motion to accept pay application 3 for Continental, Mr. Shaw seconded, approved.

Ms. Egleston presented Penn Vest Requisition 4 in the amount of \$335,323.46; Mr. Angerson made a motion to accept Requisition 4 for Penn Vest, Ms. Saxon seconded, approved.

Mr. Shaw asked how many hydrants were added; Mr. Casanave did not have the exact number off hand maybe 9 or 10 new hydrants.

Mr. Shaw also asked if we were going to pave Canton Avenue; Mr. Casanave stated only trench plus one foot; not the width of Canton Avenue.

Small Water and Sewer Grant:

Ms. Egleston inquired to Mr. Casanave if we have an update on this project. Mr. Casanave stated that he has no update.

Ms. Saxon asked if we need to look into another supplier; Mr. Casanave stated he will look into it.

2018 Flood:

Ms. Egleston stated that she is still experiencing issues with our PEMA representative. Ms. Egleston was

Towanda Municipal Authority

July 18, 2022

able to contact his coworker and she addressed our DAP 9 that was sent back in May that we have yet to receive reimbursement, that is approximately \$60,000.00; Mr. Kratzer is currently on vacation and the coworker insured that he would address this with him.

Ms. Egleston stated that the Paradise crossing is good to go Mr. Casanave stated that work will start on Thursday, with disinfection and testing that project should be complete Monday or Tuesday; Sawmill has two problem areas per Mr. Casanave. Mr. Casanave did state he learned today the EE Root was contacted and they will give Sikora Brothers an estimate to bore under 220.

Ms. Egleston stated we were approved an extension per PEMA.

Penn Dot Route 220 Section 223 Project:

Ms. Egleston stated that plans are due to Penn Dot; Mr. Casanave stated he would get them to Penn Dot next week.

Sewer:

Ms. Egleston stated the new UV bulbs arrived; Mr. Strickland stated they were installed.

Ms. Egleston stated we need to purchase wear plates and impellers for the return / recycle pumps; Mr. Strickland stated they are approximately \$3000.00 each, and we have 8 pumps.

Mr. Strickland stated we are also looking at trying self-cleaning wear plates for the sludge pumps.

Rules and Regulations:

Ms. Egleston stated the Rules and Regulations are still on hold for Portnoff Law Associates decision to take us on as a client; Ms. Egleston stated we will reach out to them again to see if they have made a decision.

TMA Audit:

Ms. Egleston stated that the 2021 Audit was completed she emailed a copy to the Board. Ms. Saxon made a motion to approve the 2021 Audit, Mr. Angerson seconded, approved.

We are also awaiting a single Audit for the EDA Grant, once that audit is submitted, we can close out the grant which currently is holding \$140,000.00 in funding.

Penn Vest Funding:

Ms. Egleston stated that we learned that \$320,000,000.00 is coming in for infrastructure; Penn Vest will probably disseminate the monies amongst their funding sources. Ms. Egleston met with Mr. Strickland and Mr. Casanave last week to outline some projects. One of the projects is to finish up the Monroeton area. Hillcrest for both water and sewer. Mr. Strickland stated Lombard and looping the system. Pratt and Williams which we submitted in the local share grant. Mr. Strickland stated that we also found that Means Street has lead joints; Mr. Johnson stated that this is part of the original reservoir line. Mr. Casanave stated we looked at projects to replace are old lines and to loop the system for different circulation. The sewer plant was looked at. Ms. Egleston stated we do have projects. Mr. Walsh asked about solar, he asked if the intern can research how much money Wysox saves on the pump station that has solar.

Mr. Angerson has heard monies might be available as early as their October Board meeting.

Towanda Municipal Authority

July 18, 2022

Brennan:

Ms. Egleston stated we need to find a contractor to cap the well on the property; Mr. Strickland stated he called a contractor to take a look at it. We also need to know who is going to pay to decommission Well 1.

Drought:

Mr. Angerson asked how we are doing with water. Mr. Strickland stated we are okay, we are getting alarms at the Church well, Mr. Strickland contacted Mr. Casselbury. Mr. Johnson asked about the Springs; Mr. Strickland stated they are at 288 not too bad at all. Mr. Venezia asked about the Robert wells, Mr. Strickland stated they are fine no significant changes.

5 Year 10 Year Plan:

Mr. Johnson stated that even though he did not do one Mr. Fairchild always requested a 5- year/10-year plan. Mr. Casanave stated DEP is looking at Asset Management Plans, a 5- year/10-year plan should be implemented. Mr. Strickland stated that we do need to inventory our system because DEP is probably going to implement that soon.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:37 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

August 15, 2022

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

PRESENT: Fred Johnson, Michael Angerson, Kayla Saxon, Michael Walsh, Mark Christini, Carmen Venezia via zoom: Charlotte Sullivan

ABSENT: William Shaw, Robert Williams-WTMA Chairman

OTHERS: Lauren Egleston, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The July 18, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

Bills:

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

Monroeton Water Line Replacement:

Ms. Egleston stated that the project is wrapping up. Mr. Strickland stated they are up to the last 400 feet of main and have approximately 23 more tie-ins, then they will start sidewalks and restoration. Mr. Strickland stated they are really good contractors to work with.

Ms. Egleston presented pay application 4 for Continental for \$487,395.89, Mr. Angerson made a motion to accept pay application 4 for Continental, Mr. Christini seconded, approved.

Ms. Egleston presented Penn Vest Requisition 5 in the amount of \$501,486.64, Ms. Sullivan made a motion to accept Requisition 5 for Penn Vest, Mr. Venezia seconded, approved.

Mr. Johnson stated that he read recent article in the Daily Review about the project and wanted to know if we addressed the customer concerns; Mr. Strickland stated that this was addressed.

Small Water and Sewer Grant:

Ms. Egleston inquired to Mr. Casanave if we have an update on this project. Mr. Casanave stated that he received a response from LB Water we have PA Steel certifications for most of the components in the vault they are awaiting on the sleeves and metal components for them, we are making headway on this piece of equipment. Mr. Casanave will bring the plans for TMA's portions of the project to next months meeting; the plan was to order it, get it delivered, then dropped it in a hole, and then make connections.

2018 Flood:

Ms. Egleston stated that she is still experiencing issues with our PEMA representative. Ms. Egleston was in contact with Mr. Jonathan Skripka who is a coworker who sent her an email on August 4th stating the applicant agent application and DAP 9 were being processed. Ms. Egleston received an email this afternoon on the applicant agent application but when she opened the attachment it was for the city of Philadelphia, she will again contact someone tomorrow morning in reference to this. Ms. Saxon asked if we have been in contact with Mr. Kratzer's supervisor; Ms. Egleston stated the only person we knew of retired, so we do not

Towanda Municipal Authority

August 15, 2022

know who is in charge and who else to go to at this time.

We have been paying Sikora Brothers out of our funds awaiting PEMA reimbursement.

Sikora Brothers need to complete the tie ins at Paradise; the bacterial test passed on August 9th so that is almost complete.

Penn Dot wanted a directional bore to complete the Sawmill tie in; Sikora Brothers cannot find a contractor to perform such work, we have gone back to Penn Dot to allow us to do an open cut trench across 220; we are awaiting Penn Dot approval. Mr. Casanave stated we have submitted documentation from Sikora Brothers of the efforts they put forth in order to stick with the original plans and we are now asking for Penn Dot to allow the open trench. Ms. Egleston stated we have until November as our recent extension was approved.

EDA Grant:

Ms. Egleston stated that Mr. Shura gave her the contact information for the EDA Grant; Ms. Egleston reached out to Megan who informed her today there was a form that was needed in order to close out the Grant; she is forwarding the email that was sent to Mr. Lane and we will have to amend the close out; Ms. Egleston is not aware of what is needed she will keep the Board informed if Board action is needed. We originally thought they were awaiting the Audit in order to close the grant out so we could draw down the remaining funds of approximately \$147,000.00.

Sewer:

Ms. Egleston stated that Mr. Shura and Mr. Casanave met with Mr. Walker to discuss issues and upgrades needed at the waste water treatment plant.

Mr. Shura stated that the process is functioning well but there are mechanical issues that need addressed; this is not abnormal for a plant of this age. Mr. Shura stated the two main issues are the head works unit itself; a lot of pass through; the auger needs replaced. Mr. Shura stated the Authority might want to look at replacing the unit instead of purchasing the parts that may or may not fix the issue. The original equipment has caused issues from installation; it is abnormal for this equipment to have this many issues based on its life expectancy. The other process is the UV technology; Mr. Shura stated the new UV products work more efficiently. Mr. Shura stated that there is a crack in the channel itself which he has never seen occur before on a unit. Control issues because of the flood have created issues regulating this equipment the wiper unit itself no longer works; we have a strap on flow meter that is not recording correctly and we are using more electricity than should be called for on this unit. Mr. Walker stated he has tried to contact Wanko on the control unit and has been unsuccessful. Mr. Walker also mentioned he is having issues with the ATAD and blower controls. Mr. Shura stated that we are not far from needing a process upgrade the tanks are not in good shape, we did a modification 15 years ago but not a full replacement.

Mr. Shura stated he will come back to the Board with his recommendations as well as try to contact Wanko for information on the control units, and any upgrades they may have; Mr. Shura still recommends maybe looking at replacing the unit as a whole. Mr. Shura will come with both short term and long-term upgrades to the waste water treatment plant.

Ms. Saxon said she would be interested in knowing the cost to the Authority of having the plant located in the area it is now; how much has the Authority spent through the years due to the flooding issues and have we looked at relocating the plant itself. Mr. Angerson agreed with the funding coming down the line maybe we want to look at that.

Mr. Johnson stated that the head works and UV system were the only items that were refurbished after the flood of 2011; but we have had issues with the plant for a while.

Towanda Municipal Authority

August 15, 2022

Ms. Egleston stated we are having an issue with “flushable” wipes; Mr. Strickland stated pump station 4, 5 and 8 have seen a large increase and it is causing a big maintenance issue. Mr. Johnson asked Stiffler if we can put pumps or upgrade the pumps to handle this; Mr. Casanave stated yes, he was planning on addressing this with Wysox on Friday.

The Board suggested the Daily Review run an article on this issue.

Rules and Regulations:

Ms. Egleston stated the Rules and Regulations are still on hold for Portnoff Law Associates decision to take us on as a client.

IWorqs-Public Works Software:

Ms. Egleston stated that we have requested a demonstration which would encompass GIS mapping; Ms. Egleston stated that Mr. Lane started this project a few years ago but we were unable to make the county system line up with our mapping. The county has given us access, and the coordinates look a lot closer, hydrants, curb stops, and clean outs have started to be mapped, this is only in the Borough. Ms. Egleston plans are to start entering as built from Stiffler McGraw so we can get our system mapped. IWorqs has that capability as well, her plan is to provide the crews with a tablet so they can document items in our system as well; IWorqs can also track how many times we visit a location for repair so we have a better understanding of problem areas and areas that need addressed.

Mr. Casanave stated they work with a similar program called Diamond Maps; Mr. Shura states this is a great tool to keep projects organized as well as having personnel document problem areas. This would be a great tool for asset management.

Solar Energy:

Ms. Egleston stated that Mr. Walsh inquired about solar energy last month. Ms. Egleston had Ms. Schoonover provide information on the Wysox pump station that currently has solar; from the information given we do not see much savings, but she will look into it further and it may also be the age of the unit itself. Ms. Egleston contacted Mr. McNeal with Bradford County Solar to look at our utilities he said it would be beneficial for us to go solar; he mentioned a 2-mile radius of utilities benefitting from where the solar is placed; Ms. Egleston will meet with Mr. McNeal again to clarify that benefit.

Mr. Walsh inquired to any funding for solar; Mr. Angerson stated there is new funding out for solar.

Penn Vest Funding:

Ms. Egleston stated that we expect these programs to open up in the fall. We have projects lined up already so we will be ready for when funding becomes available.

Ms. Egleston inquired previously to Mr. Casanave to the fact if we apply for another small water and sewer grant would we be affected as we still have one currently open; Mr. Casanave stated that he has not seen that occur in the past, Mr. Angerson agreed with Mr. Casanave’s statement.

Well Decommission:

Ms. Egleston stated that the Brennen well and TMA 1 well need to be decommissioned a letter needs to be written to SRBC to inform them where we are at with the decommission; we are awaiting Rexers to contact us. Mr. Shura stated if we cannot get a hold of him soon, we might have to look into another contractor.

Towanda Municipal Authority

August 15, 2022

Hydraulic Study:

Mr. Johnson stated in the past we talked about getting a hydraulic study done on the system; Mr. Casanave recalls the conversation and we would need to scope of service and put a cost to that; consideration would have to be taken if we would use the Borough personnel or Stiffler McGraw as that could affect the cost.

Mr. Casanave stated a hydraulic study finds the weak spots in the system. Mr. Casanave stated if the Board wants, they can start a project cost.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:26 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 19, 2022

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

PRESENT: Fred Johnson, Michael Angerson, Kayla Saxon, Michael Walsh, Mark Christini, Carmen Venezia, William Shaw via zoom: Charlotte Sullivan

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Minutes:

The August 15, 2022 meeting minutes were approved as written on a motion made by Mr. Angerson, and seconded by Ms. Saxon, approved.

Bills:

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

Monroeton Water Line Replacement:

Ms. Hotaling stated that all services have been connected to the new water main; the old main has been abandoned; Continental completing restoration. Mr. Strickland stated that they should be complete by weeks end.

Ms. Hotaling presented pay application 5 for Continental for \$265,022.84 this is 90% of the contract value and 100% of the main line installed, Mr. Angerson made a motion to accept pay application 5 for Continental, Ms. Saxon seconded, approved.

Ms. Hotaling presented Penn Vest Requisition 6 in the amount of \$292,061.09, Mr. Shaw made a motion to accept Requisition 6 for Penn Vest, Mr. Venezia seconded, approved.

Ms. Hotaling presented change order 1 in the amount of \$58,387.50 for additional work during construction due to differing site conditions that were encountered. This is 2.7% of the contract price and we expect to receive additional change orders; Mr. Casanave stated the change order should offset the final pay application and we are looking at coming in under budget; we have to perform these steps in order to stay in compliance with Penn Vest. Mr. Angerson made a motion to approve change order 1 for Continental Construction, Mr. Venezia seconded, approved.

Mr. Shaw stated his property still needs addressed. Mr. Strickland stated he will contact Continental.

Small Water and Sewer Grant:

Mr. Casanave stated he left the plans back in the office; we did make it through the steel certification hurdle. The plan is purchasing the vault through Co Stars then bid out the excavation work. Mr. Casanave is asking for a lead time on arrival of the vault; we are also awaiting an updated quote. We cannot go out to bid until we know the delivery time of the vault so the project lines up. Mr. Casanave will have that information hopefully for next month's meeting.

Towanda Municipal Authority

September 19, 2022

2018 Flood:

Ms. Hotaling stated that we are down to only needing the completion of the Sawmill location. Ms. Hotaling stated that we have a new PEMA contact Mr. Chris Evans; who had retired, but has come back to clear up some projects. Ms. Hotaling reached out to Mr. Evans to check on an update on the DAP 9 submitted in May. Ms. Hotaling stated that our extension of the project was approved so our new completion date is November of 2023.

Ms. Hotaling presented Sikora Brothers pay application 4 in the amount of \$105,602.37 for work completed to date; Mr. Johnson made a motion to approve pay application 4, Mr. Christini seconded, approved.

Mr. Casanave stated we are still awaiting the approval from Penn Dot to cut across Route 220 for the Sawmill location.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated our agenda needs amended to include resolution 2022-4; Mr. Casanave stated this is to enter into an agreement with Penn Dot for the 75/25 cost share. Mr. Angerson made a motion to amend the agenda to include Resolution 2022-4, Mr. Christini seconded, approved.

Mr. Shaw made a motion to approve Resolution 2022-4 State Route 220 Section 223 Waterline Relocation agreement with Penn Dot for 75/25 cost share, Mr. Johnson seconded, roll call vote Mr. Johnson – yes; Mr. Angerson – yes; Ms. Saxon – yes; Mr. Walsh – yes; Mr. Christini – yes; Mr. Venezia – yes; Mr. Shaw – yes; Ms. Sullivan – no audio, approved.

Mr. Casanave stated this project should go out to bid this winter.

EDA Grant:

Ms. Hotaling stated our EDA representative Megan stated she would look at the papers submitted and get back with Ms. Hotaling on what will be needed to close out the grant and draw down the remaining funds.

Broad band:

Ms. Hotaling and Mr. Strickland met with Mr. Roy to see if we can hook up the Water Treatment Plant, both wells, Vo Tech booster, Lime Street Tank, and North Towanda Tank. Mr. Roy stated all locations are feasible, he will come back with a price.

Sewer:

Ms. Hotaling stated that Mr. Shura and Mr. Casanave are looking at the WWTP upgrades and maintenance issues.

Mr. Strickland stated on Thursday we lost the centrifuge drive; we called Flottweg they stated 8 to 12 months; that is totally unacceptable. Mr. Strickland has contacted Athens to accept our sludge until we are able to operate. We are looking for a compatible drive. We have stopped our receiving and are looking for another treatment plant to accept our sludge in case Athens is unable to accept ours due to capacity issues; we are trucking it to them. Ms. Saxon asked what is the cost; Mr. Strickland stated Athens is looking at getting us pricing but at this time we have no other alternative.

Mr. Shura presented a proposal for evaluation of the sewer plant to the Board; the Board discussed the evaluation and current needs. Mr. Walsh inquired if we have the funds to pay for the proposal; Ms. Hotaling stated that she only has \$5000.00 in for consulting fees but we are under what we

Towanda Municipal Authority

September 19, 2022

budgeted for equipment so we should be fine, and most of the cost will not incur until next year. Mr. Johnson stated maybe we can tailor the proposal with emphasis on what is currently needed to get the plant operational. Mr. Walsh stated the headworks, electrical controls need addressed immediately. Mr. Shura asked if we wanted a separate proposal for each component; Mr. Walsh stated a proposal that addresses the headworks, electrical controls, electrical upgrades, building maintenance on the first part and then overall plant upgrades in the second would be sufficient. Mr. Johnson stated in looking at the footprint of the plant for the headworks; we could try to obtain adjoining property if need be. Mr. Johnson stated that the footprint might be the issue of the headworks and the screening process as it is not working properly because of the 90 degree angle the process takes and it by-passes the screening; Mr. Shura stated from his research the footprint should not affect that process it should be working properly but he will research that further; from his understanding the funding source at the time is who dictated the footprint. Mr. Johnson made a motion to approve the proposal as amended, Mr. Venezia seconded, approved. Mr. Shura will start the evaluation.

IWorqs-Public Works Software:

Ms. Hotaling stated that we entered into a contract with IWorqs, we need to get any as-built plans so we can enter in our system. We will be meeting with the County Planning and Mapping Department and IWorqs on Wednesday. We will be developing our inventory as well. Mr. Johnson asked if we are implementing this for Wysox as well; Ms. Hotaling stated we are initially using our Act 13 funds for this but we can budget Wysox for this as well.

Solar Energy:

Ms. Hotaling stated that Mr. Strickland and Ms. Schoonover put a spreadsheet together with the locations for all of our electrical accounts providing the longitude and latitude of each location. We will get with Mr. McNeal to see what is the best location that would encompass most of our electrical needs that falls into that 2-mile radius that Mr. McNeal mentioned could fall under the Solar savings.

Brocktown:

The Board entered into executive session at 5:26 p.m. and remained in session until 5:44 p.m. regarding potential legal action against said properties.

Penn Vest Funding:

Ms. Hotaling stated that we awaiting these programs to open up.

Vehicle Acquisition:

Ms. Hotaling stated that we are purchasing a 2023 Chevrolet Silverado 3500HD work truck for Mr. Strickland and the sewer plant will be taking his vehicle.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 17, 2022

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

PRESENT: Fred Johnson, Michael Angerson, Michael Walsh, William Shaw via zoom: Charlotte Sullivan
ABSENT: Kayla Saxon, Mark Christini, Carmen Venezia, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: Rose Benjamin, Paul Benjamin, Randy Peaker

Visitors:

Mr. Walsh explained to the visitors that the Board is aware of the situation in Brocktown he asked Mr. Benjamin to explain the situation and how they are going to resolve the issue. Mr. Benjamin stated that he was unaware that there was a leak until the Authority contacted him and he asked how they would know that is occurring; Mr. Strickland informed him that the new connections he made are currently leaking as well. Ms. Benjamin stated if the leak was underground, as the connections they made were above ground, so they would see the leak; Mr. Strickland stated that because they made 6 connections to the meter pit, they need to find what is leaking; the connections were illegal. Mr. Strickland informed Mr. Benjamin that the meter pit that was shut off for the original leak has a total current amount due of over 7,783.00 and how is that going to be paid the other pit that the connections were moved to the next billing is \$1,571.00; Mr. and Ms. Benjamin stated they are prepared to pay and make arrangements for the past due balances on these accounts. Mr. Peaker stated that Mr. Jimmy Benjamin stated that the leak was fixed; Mr. Strickland stated we only read the meter once a month it could have been when he went out that particular day, but it currently is. Mr. Peaker said that the lines are above ground now so they should see if anything is leaking; Mr. Strickland stated the leak might be in a dwelling then. Mr. Strickland stated what their plan is as winter is coming; Mr. Benjamin stated they plan on burying the lines and requested an additional 4-meter pits be installed; Mr. Strickland informed Mr. Benjamin that there would be tap in fees in order to provide the additional pits. Mr. Johnson stated that the lines would have to be inspected and meet the Authority's regulations and any debt owed the Authority currently needs to be satisfied. Mr. Johnson stated that this issue is not a new issue in regards to the property. Mr. Walsh inquired who would be responsible for paying these new connections; Mr. Strickland stated the bills will be in Mr. Benjamin's name and he is ultimately responsible. Ms. Benjamin wanted clarification on the water lines they installed do they need to be left open until they are inspected; Mr. Strickland stated that the lines need to be open for inspection to verify they conform with our regulations. Ms. Benjamin stated they have \$5,000.00 to pay towards the debt; Mr. Johnson stated the debt needs to be addressed because of the outstanding balances and now the additional tap in fees that need to be paid prior to placing the meters in service, Mr. Angerson stated they are looking at over \$13,000.00. Ms. Benjamin stated they can see what they can do to fix this problem. Mr. Johnson stated the Board needs to discuss the situation and will be in contact with Mr. Benjamin in regards to our decision; Mr. Walsh agreed the Board needs to discuss this situation and they will be contacted. Ms. Benjamin asked if the tap in fees will be put in the payment plan; Mr. Johnson stated no, they need to be paid prior to installing meters. Mr. and Mrs. Benjamin, and Mr. Peaker assured the Board they will look for the leak as well as make the situation correct with the Board, they left the meeting and will await the Board's decision.

Mr. Walsh stated that a letter needs to be sent to Paul Benjamin outlining the tap in fees and outstanding debt we need to test the installed water lines. The Board discussed the payment history of Paul Benjamin; Ms. Maynard stated prior to this leak it was good and they had a previous payment arrangement that was kept in good standing. Mr. Pruyne stated after we come up with the figures, we need to ensure it is affordable as they might not pay if it is not affordable, the Board agreed. Ms. Hotaling stated that code inspections and sanitation have been trying to condemn these out buildings but the article in the paper stated they were working on it; Mr. Angerson stated we should not be concerned with sanitation and code inspection as it does not pertain to our

Towanda Municipal Authority

October 17, 2022

water system. The Board agreed we need the tap in fees paid upfront, and no longer than a 20-month payment arrangement. Ms. Hotaling questioned who was to write the letter to Mr. Benjamin; Mr. Strickland stated that he will get with Ms. Hotaling and Ms. Maynard to ensure that everything is addressed in the letter, the regulations for hook up the compliance, the payment arrangement and tap in fees.

Delinquents:

Ms. Sullivan asked when we do shut offs; Ms. Maynard stated a past due notice is sent when a customer has a balance due in 60-day category of our aging report and a shut off notice is sent when we have a balance in the 90-day category. Ms. Sullivan questioned the property of Ms. Pozzi; Ms. Maynard explained this property was sold to them from the Browns at which time they requested the water be shut off and they have not made a payment since that time.

Minutes:

The September 19, 2022 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Shaw, approved.

Bills:

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

Monroeton Water Line Replacement:

Ms. Hotaling stated that the walk through was done last week, Mr. Casanave stated that walk through went well we will be withholding \$1,200.00 for corrected items that still need to be addressed. Mr. Casanave presented pay application 6 for \$204,395.36; Continental did state they would try to address the issues this week. Mr. Angerson made a motion to approve pay application 7 for Continental Construction, Mr. Johnson seconded, approved.

Mr. Casanave presented Penn Vest Requisition 8 in the amount of \$219,689.92, Mr. Angerson made a motion to accept Requisition 7 for Penn Vest, Mr. Shaw seconded, approved.

Mr. Casanave stated he was approached by Continental a couple of months ago about a cost adjustment in the amount of \$88,100.00; they provided justification for this request; this is due to time the contract was awarded and time it began and supply cost issues. Mr. Casanave stated this is not an unusual request at this time they are seeing the same requests being made by other contractors on other contracts due to supply issues created by the pandemic and cost increases in every industry. Mr. Casanave stated he does have a call into Penn Vest for this request to see if it would be allowed under the Grant; Mr. Casanave stated he does see we can move monies that were not expended in the funding itself but the total dollar amount is not yet clear; we did not spend money in permitting, and engineering costs should be lower than what was estimated, keep in mind we do have an invoice from Penn Dot coming to inspect. Mr. Johnson stated as long as it is not money out of the Authority's pocket; Mr. Casanave mentioned that it might be, as the grant that was awarded was under the contract amount, we accepted, the Board was aware and agreed to do the project; Ms. Hotaling stated we thought the Authority would be expending \$181,000.00; Mr. Casanave stated it is looking more like \$167,000.00 if Penn Vest does not allow for the contract increase. Mr. Angerson stated maybe we should see what Penn Vest says first; Mr. Casanave agreed that we will wait to hear from them first before any discussion with Continental but Mr. Casanave stated the information provided by Continental is justified. Mr. Casanave hopes to have figures and an answer from Penn Vest by next month's meeting.

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Small Water and Sewer Grant:

Mr. Casanave stated we is still waiting on a timeline from LB Water.

2018 Flood:

Ms. Hotaling stated that we received two payments from PEMA so working with Mr. Evans has been working to our benefit.

Ms. Hotaling stated that Sikora Brothers did work at the Sawmill location on October 10th and they did get across 220 they are still looking at trying to complete the project before Thanksgiving but they may not be able to until spring. Mr. Walsh questioned if Sikora Brothers are going to ask for additional monies as well, Mr. Casanave stated that they should have price increases due to the additional work, the initial contract rates are still within the project from what Sikora has stated to him. Ms. Hotaling stated that PEMA does allow for a percentage increase on projects.

Penn Dot Route 220 section 223 Project:

Mr. Casanave stated we submitted our plans to Penn Dot October 11th we are now waiting for Penn Dot to bid it.

EDA Grant:

Ms. Hotaling stated we submitted a letter for an extension and it should be approved, then we can submit our final close out report and we can draw down the remaining funds.

Broad band:

Ms. Hotaling stated we are still awaiting on the estimated costs from Mr. Roy.

Sewer:

Ms. Hotaling stated that Mr. Shura and Mr. Casanave are meeting with Mr. Walker on October 25th.

Ms. Hotaling stated we found the centrifuge drive on E Bay at a cost of \$4,500.00, we received it, it is installed, we are up and running, we were only down about a week; we did have to haul two loads to Athens.

IWorqs-Public Works Software:

Ms. Hotaling stated that we entered into a contract with IWorqs, we are awaiting the as-builts from Stiffler. Mr. Johnson stated if everything is going to mapped, Mr. Strickland stated yes but we can drill down to specific items like curb stops or street signs. Ms. Hotaling believes we will benefit from this technology.

Funding:

Ms. Hotaling stated that Mr. Strickland, Mr. Casanave and she meet last week to identify projects. Funding is available and the deadline to submit is December 21st so we will most likely have some resolutions to pass at next month's meeting. They opened up the small water and sewer grant back up with project funding up to \$500,000.00 with a 15% match. The H2O Grant is also out that is for projects from \$500,000.00 up to 20 million with a 50% match. Both projects require to have money in hand at the time of application. We do have the projects we submitted back in March for the Local Share Grant we should hear in November if these grants were awarded so if not, we have the project

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scope already; we have the turn back of North Main from Penn Dot we can request funds for the water and sewer lines on that project (we would have to separate the projects), the railroad street pump station, and the sewer plant upgrades we need, so we do have projects ready.

2023 Budget:

Ms. Hotaling stated she is working on the Budget and hope to have a draft of the budget emailed to Board members before next month's meeting.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

November 21, 2022

The November meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:04 p.m.

PRESENT: Michael Angerson, Michael Walsh, William Shaw, Kayla Saxon, Mark Christini, Carmen Venezia via zoom: Charlotte Sullivan

ABSENT: Fred Johnson, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Mr. Pruyne, Solicitor; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The October 17, 2022 meeting minutes were approved with correction by Ms. Maynard on the number associated with the Penn Vest Requisition it was incorrect she corrected for the minutes that will be published, Mr. Angerson made a motion to approve the minutes as corrected, Mr. Shaw seconded, approved.

Bills:

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

Monroeton Water Line Replacement:

Ms. Hotaling stated that she was not able to attend the final walk through that was done last week, there was nothing found in the walk through.

Ms. Hotaling presented change order for Continental Construction in the amount of \$88,099.17 for the cost escalation that was discussed by Mr. Casanave last month. Mr. Casanave sent an email last night that outlined the costs it was distributed to the Board for review. Mr. Angerson made a motion to approve change order #2 in the amount of \$88,099.17, Mr. Christini seconded, approved.

Ms. Hotaling presented Penn Vest Requisition 8 in the amount of \$19,830.00, Mr. Venezia made a motion to accept Requisition 8 for Penn Vest, Mr. Shaw seconded, approved.

Small Water and Sewer Grant:

Ms. Hotaling stated we are still waiting on LB Water for a timeline.

2018 Flood:

Ms. Hotaling stated that we did do a walk through with Penn Dot on the Sawmill and Paradise locations there were no major issues. Penn Dot was satisfied at the Paradise location but we will have to return in the spring for the Sawmill location.

Ms. Hotaling presented change order #1 in the amount of \$266,859.00, this is for the remaining work to be done at the Sawmill location as well as the mobilization and demobilization done by Sikora Brothers as we explored crossing Route 220. Mr. Shaw made a motion to approve change order #1 in the amount of \$266,859.00 for Sikora Brothers, Mr. Venezia seconded, approved.

Ms. Hotaling presented pay application #5 in the amount of \$84,209.72 for Sikora Brothers for work

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completed to date. Mr. Christini made a motion to approve pay application #5 in the amount of \$84,209.72, Mr. Angerson seconded, approved.

Ms. Hotaling will be submitting DAP-09 for \$99,037.97 to PEMA for reimbursement.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated this project is slated to go out to bid in December, we need to obtain two easements for this project.

EDA Grant:

Ms. Hotaling stated Mr. Shura got final approval with EDA and we received the funds, we are working on closing out our line of credit.

Broad band:

Ms. Hotaling stated we are still awaiting on the estimated costs from Mr. Roy.

Sewer:

Ms. Hotaling stated that Mr. Shura and Mr. Casanave met with Mr. Walker on October 25th, we really do not have any updates other than a thermal processing company is coming to evaluate the ATAD.

Ms. Hotaling stated we had to secure 460 phosphorus credits from Shippensburg at a cost of \$3.25 a credit; that is up from last year.

IWorqs-Public Works Software:

Ms. Hotaling stated we have been working on our facilities module, we have personnel inventorying equipment. We did get mapping of the existing utilities done; not water and sewer yet; we are working with Mr. Casanave to accomplish that.

Brocktown:

Ms. Hotaling stated we have installed 4 additional meter pits. Ms. Maynard stated that the tap in fees and all delinquent bills were paid no payment arrangement was needed.

Funding:

Ms. Hotaling stated that she met with Mr. Casanave on the water main on Pratt and William Street project we had initially submitted to the Local Shares Grant; we are going to submit the project to H2O PA Grant to include North Main; North Main will be part of a Penn Dot turn back project. Ms. Hotaling was hoping to hear back from the Local Share Grant Program they had their meeting on November 15th, they only meet every other month, we did not hear anything that this project was funded.

Mr. Casanave provided an outline of the project cost; the total amount is \$2,898,077.00 we will be requesting \$1,926,189.00 from the H2O program; the Authority will have to fund the difference of \$971,888.00. Mr. Christini made a motion to approve Resolution 2022-5 for the H2O PA Grant of \$1,926,189.00 from the Commonwealth Financing Authority for replacement of waterlines along Pratt Avenue, William Street, and North Main Street, Mr. Shaw seconded. Roll call vote as follows: Mr. Walsh – yes, Ms. Saxon – yes, Ms. Sullivan – yes, Mr. Venezia – yes, Mr. Shaw – yes, Mr. Angerson –

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yes, Mr. Christini – yes, Mr. Johnson absent, motion carried.

Mr. Casanave provided as well an outline of the project cost of a sewer line relocation project for William Street and construction of new sanitary sewer manholes along North Main Street; the total amount is \$743,373.00 we will be requesting \$495,123.00 from the H2O program; the Authority will have to fund the difference of \$248,250.00. Mr. Shaw made a motion to approve Resolution 2022-6 for the H2O PA Grant of \$495,123.00 from the Commonwealth Financing Authority for relocation of sanitary sewer lines along William Street, and construction of new sanitary sewer manholes along North Main Street, Mr. Angerson seconded. Roll call vote as follows: Mr. Walsh – yes, Ms. Saxon – yes, Ms. Sullivan – yes, Mr. Venezia – yes, Mr. Shaw – yes, Mr. Angerson – yes, Mr. Christini – yes, Mr. Johnson absent, motion carried.

Ms. Hotaling stated she is also working on applying for an SRBC consumptive use mitigation grant that requires a 10% match for projects under \$500,000.00 for meter replacement; we have applied for a grant previously for meter replacement she will revamp it to meet SRBC standards. Ms. Hotaling reviewed the grant and they have awarded these projects in the past to other Authorities.

2023 Budget:

Ms. Hotaling stated she is working on the budget; Ms. Maynard provided the Authority a copy. Ms. Hotaling highlighted areas she needs to go back and review. We are looking at rate increases due to fuel cost and our electric costs for next year. Ms. Hotaling is looking at keeping the base rate the same but we might have an increase of 6% for both water and sewer. Ms. Hotaling noted that the account we had for the Monroeton Project will be kept open in anticipation of any future funding. Ms. Hotaling still needs to check on the capital expenses for the next year she stated that Mr. Strickland's and Mr. Brassfield's vehicles have arrived, but she needs to check with Mr. Strickland on any other future vehicle replacement needs. Mr. Walsh questioned moving other sources revenue from sewer to the capital account, Ms. Hotaling will look at that move and how it will affect sewer. Ms. Hotaling will finalize the numbers and send out the finalized budget before next month's meeting so the Board has time to review.

Solar Panels:

Mr. Walsh questioned if we have heard anything on getting solar; Ms. Hotaling thinks she will have to wait until after the holidays to touch base again. Ms. Hotaling mentioned there is funding for this.

Delinquents:

Mr. Walsh asked if we have had any changes to our delinquent accounts; Ms. Maynard stated no and the LIHWAP program has ended.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:47 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

December 16, 2022

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:04 p.m.

PRESENT: Michael Angerson, Michael Walsh, Carmen Venezia, Fred Johnson via zoom: Charlotte Sullivan, Mark Christini,

ABSENT: William Shaw, Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; via zoom Eric Casanave, Stiffler McGraw

Visitors: None

Visitors:

Amend Agenda:

Ms. Hotaling, request we amend the agenda to include the Penn Vest Requisition and discussion of the increase to the SR 220/233 project. Mr. Angerson made a motion to amend the agenda, Mr. Johnson seconded, approved.

Minutes:

The November 21,2022 meeting minutes were approved as written on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

Bills:

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

2023 Meeting Dates:

The following meeting dates for 2023 were approved for publication on a motion made by Mr. Angerson, and seconded by Mr. Venezia, approved.

January 16 th	February 27 th	March 20 th
April 17 th	May 15 th	June 19 th
July 17 th	August 21 st	September 18 th
October 16 th	November 20 th	December 15 th @ 12:00 p.m.

Stiffler McGraw:

Ms. Hotaling presented the 2023 Engineering Service Agreement with Stiffler McGraw Mr. Angerson made a motion to enter into agreement with Stiffler McGraw for 2023, Mr. Venezia seconded, approved.

Monroeton Water Line Replacement:

Ms. Hotaling presented pay application 7 the final pay application for Continental Construction in the amount of \$89,299.17. Mr. Johnson made a motion to approve pay application 7 in the amount of \$89,299.17, Ms. Sullivan seconded, approved.

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Ms. Hotaling presented Penn Vest Requisition 9; Mr. Casanave stated it is in the amount of \$39,160.75 that is the amount left in the grant, the other funds will be paid by the Authority, as we were aware of in the beginning of the project. Mr. Venezia made a motion for Penn Vest Requisition 9 in the amount of \$39,160.75, Ms. Sullivan seconded, approved.

2018 Flood:

Ms. Hotaling stated we received our payment for the DAP 09 from PEMA for \$99,037.97. Our extension for this project is until November 2023.

Ms. Hotaling stated she submitted the change order we approved last month to PEMA we have not heard anything.

Sikora Brothers is working at the Sawmill location, we did need two additional easements, we have obtained one for the Meade's but Sikora Brothers is on hold until we obtain the other easement. Mr. Casanave stated he sent a self-addressed envelope so they could return the easement, he checked his email today and has not heard back from them to see if the easement has been signed.

Mr. Casanave stated that Sikora Brothers plans on completing the line and doing the tap at the Meade property before Christmas so they only need to come back in the spring to complete the asphalt restoration.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that the bids for this project did come in; we estimated the cost of this project to be \$159,510.00 the bid came in at \$249,753.00; this is a 75/25 cost share project. Mr. Casanave stated we were informed of the bid cost this morning so from what he has been able to obtain the pipe cost is higher than market and the specialty fittings look to be high as well, that accounts for the majority of the higher bid. The Authority has the option of doing this project themselves but he recommends that we stay with the project as we would only be dealing with one contractor and if anything were to go wrong, we would only be dealing with the one contractor for this project. Mr. Johnson asked Ms. Hotaling if we budgeted for this increase, Mr. Hotaling stated she did budget for the original amount and has made changes, we will pull the added monies from the water capital reserve. Mr. Venezia inquired who the contractor is; Mr. Casanave stated we have to make a formal request to Penn Dot to obtain that information; he did so this morning.

Mr. Johnson made a motion to accept the additional costs for this project; our cost will be approximately \$69,000.00, Mr. Venezia seconded, approved.

EDA Grant:

Ms. Hotaling stated we received the remaining funds from the EDA grant we received approximately \$141,000.00 we owed \$147,000.00 to C & N Bank for our line of credit so we used the funds to pay that account.

Sewer:

Mr. Casanave stated that Mr. Shura is working on securing quotes and opinions from vendors on our equipment; Mr. Shura and Mr. Walker met with supply representatives on the headworks and other components; Mr. Casanave thinks we are waiting to hear from the suppliers to see what they think on what needs to occur to get the process going.

IWorqs-Public Works Software:

Ms. Hotaling stated we have been working on our facilities module, we had been meeting weekly but with the holidays we have not met and will meet again in January. We should start working on the water and sewer components in January. We are working on the modules before we get personnel involved.

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Funding:

Ms. Hotaling stated that she is working on SRBC Consumptive Use Mitigation Grant to apply for new meters. The grant requires a 10% match for projects up to \$500,000.00. We had previously submitted a grant similar to this project so she has the numbers she needs to apply; the application is due January 31st.

2023 Budget:

Ms. Hotaling sent the authority members the 2023 budget; she will send an updated one to the Board with the added monies needed for the SR 220/233 project.

Ms. Hotaling stated the base rate is staying the same, we did increase the water and sewer rates; last year the water increased 12% this year it will be 6%; sewer rates did not increase last year she is proposing a 12% increase this year. The Board discussed increasing tap in fees and flat rate sewer; maybe add time and material to the tap in fees.

We are looking at hiring a Utility Maintenance Technician you will see the increase in sewer for that cost; Mr. Johnson asked why we need another technician; Mr. Strickland stated that with the new water plant online Mr. Tabor spends 60% of his time at the plant so other things like the water runs and sewer issues have been constraining. Insurance rates increased so we should also see that in the budget.

Mr. Strickland stated we do know that we might have a sewer technician retiring this year; Mr. Strickland asked the employee to give us ample time even though he only needs to give us two weeks; we might want to make the Utility Maintenance Technician hold this position as well.

Mr. Angerson stated he does not like to see transferring of funds from departments on budgets; Ms. Hotaling stated she is hoping that is not the case she has that insurance in there just in case our expenses get out of budget.

Mr. Walsh stated he did not see a drastic increase in the line items; Ms. Hotaling stated since we did have line items under budget last year, she only increased the expense line slightly.

Mr. Strickland stated that looking into surge protection and drives; he would like to see surge protection throughout the sewer plant and Mr. Shura has been advised and a drive installed on Wilmot.

Mr. Johnson stated he would like to see future projects outlined; Ms. Hotaling stated she has discussed that with Mr. Strickland and that will be something they bring up next month. We need to budget for the future projects because our cost share on some of these projects takes it toll on our finances.

Mr. Angerson made a motion to approve the 2023 Budget, Mr. Johnson seconded, approved.

Delinquents:

Ms. Hotaling stated we heard back from Portnoff and at this time they are unable to take us on as a client they did provide a list of other firms we could contact. Mr. Walsh inquired if there is a lien on the Muir property; Ms. Maynard is going to contact Mr. Pruyne to see if a lien is on file.

Ms. Sullivan:

Mr. Walsh wanted to thank Ms. Sullivan for her years on the Board, there is a clock we would like to present to Ms. Sullivan. Ms. Hotaling stated the plaque states “ For 28 years of dedicated service the Towanda Municipal Authority Board with appreciation from Towanda Borough Council and Mayor Garrett Miller. Ms. Hotaling will deliver the clock to Ms. Sullivan after today’s meeting. Ms. Sullivan

Towanda Municipal Authority

December 16, 2022

stated her replacement will be Joseph Snell and she knows he will represent Towanda Township well on the Board. Ms. Sullivan thanked the Board.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 1:00 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary