

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

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

**VISITORS:**

**Visitor:**

None

**Re Organization:**

Mr. Isaac made a motion to keep the officers in place; Mr. Williams Chairman; Mr. Henson Vice Chairman; Mr. Them Secretary/Treasurer; Ms. Pickett seconded, approved.

**Minutes:**

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

**Bills:**

Mr. Isaac questioned the insurance payments we did a 9 month pay, he went back through the minutes and we have been paying the whole year. Mr. Them stated our policy runs from May 1<sup>st</sup> to May 1<sup>st</sup>, Mr. Them spoke with Gannon’s and they are going to start in April so that we have our insurance paid in the fiscal year; this should begin this year; Mr. Isaac stated that we should have no payments in February through March, Mr. Them stated yes that is correct. Mr. Henson asked if Mr. Schultz was physically served; Mr. Jones stated that a constable served the tenants and Mr. Schultz, Mr. Henson asked if Mr. Schultz was physically served; Mr. Jones stated that he is not currently in Towanda. Ms. Pickett asked if we are billing Mr. Schultz for these legal actions we are having to do; Mr. Jones stated he is researching if a lien has been placed and yes Mr. Schultz will be responsible for any funds the Authority is having to spend. Ms. Pickett questioned the PA one call charges; Mr. Strickland stated that we are legally obligated to mark our utilities if anyone calls a PA One Call it is the financial responsibility of the Authority and cannot be charged to the customer or client calling it in. Mr. Strickland reviews the PA One calls and only sends someone out if we need to go. Mr. Henson made a motion to pay the following bills for January, Mr. Isaac seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>January 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 02/01/2022	\$ 3,036.23
TMA	Administrative cost- 1/22	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 17,454.67
TMA	Contracted Services	\$ 3,420.60
Frontier	Telephone 6 Invoices	\$ 292.99
TMA	Omni Site Annual Maintenance	\$ 1,800.00
Gannon	1-month Insurance premium	\$ 1,083.50
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,048.79
TMA	Power System generator maintenance	\$ 1,434.78
Stiffler McGraw	Inv 127,128	\$ 1,850.00

January 21,2022

The Daily Review	Legal Notice	\$ 28.15
GDDJ	Lynette/Dave Schultz	\$ 166.25
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 38,708.07</b>

<b>Wysox Water Operating List of Bills:</b>	<b>January 2022</b>	<b>Amount:</b>
TMA	Water (Dec)	\$ 14,671.06
TMA	Contracted Services	\$ 1,413.47
TMA	Penelec Tank, Vault	\$ 199.71
Gannon	Monthly Insurance Installment	\$ 953.50
TMA	AT & T Scada	\$ 105.30
Penelec	PS	\$ 779.24
TMA	Power System	\$ 266.90
Fairway Labs	Lab Analysis	\$ 90.00
The Daily Review	Legal Notice	\$ 28.15
GDDJ	Lynette/Dave Schultz	\$ 166.25
AT & T	Scada	\$ 133.65
Stiffler McGraw	Inv 127,128	\$ 240.00
BNYMellon NY	February 2022	\$ 12,839.58
<b>TOTALS:</b>		<b>\$ 31,886.81</b>

**Mr. Casanave:**

Mr. Casanave stated that the request from Penn Dot regarding the proposed traffic circle for Route 6 and PA 187 intersection only had the utilities involved but the work scope was not outlined; Mr. Casanave reached out to Penn Dot for the work scope. The Authority needs to comment on what utilities will be impacted by this project. Mr. Casanave received the corrected PDF documents yesterday. Penn Dot is a cost share project. Mr. Henson asked what is the cost share; Mr. Casanave stated that Penn Dot will pay 75% of any costs the Authority would have due to relocation of utility lines due to the project; the Authority has to pay 25%. Mr. Them asked if we can do the work ourselves; Mr. Casanave stated we could do the work ourselves but if the project is more than the bid threshold, we have to go out to bid, or you can incorporate the project in Penn Dots contract. Mr. Casanave stated this is just a preliminary project, it has not been approved, they are requesting the Authority answer if any utilities will be impacted by the project, until the project is finalized and grades are done, we will not know the actual impact to our water / sewer lines, and what costs if any the Authority will have to absorb.

Mr. Casanave stated that request for the funds from the County for the infiltration study was submitted.

**Attorney:**

Mr. Jones will send out letters to our customers who need to connect to the water system; there is 6 customers. He has spoken to Mr. Bowen in regards to the Wilt property, he is aware of the outstanding balance; Mr. Bowen will probably sell the property; Mr. Jones asked if the tap in fees is to be paid; Ms. Maynard stated yes, they need to pay tap in fees; Mr. Bowen will ensure that is part of the property sale.

January 21,2022

Mr. Jones stated the letters to connect will be sent out giving the customers 30 days to contact the Authority, to give their plan of connection.

Mr. Jones is also sending out 30-day intent to lien letters on those customers who are in arrears. Mr. Jones will look into Mr. Schultz and Mr. Munkittrick and provide 30-day letters as well if need be. Mr. Henson mentioned Pipher's Tavern; Mr. Jones stated that in research there is people who share 1/20 share in the property once the research is done on this, they will also receive an intent to lien letter.

Mr. Jones presented the rate resolution, Mr. Them has pointed out that the first page of the rate resolution calculates the EDUs for new connections, the rates were from 2016 so Mr. Jones contacted Mr. Casanave and Mr. Strickland to get the current flows; Mr. Jones stated that the flows should be reviewed every year and adjusted accordingly; sewer stayed the same and water increased.

The rates for 2022 increased water \$0.76 the base rate went from \$25.84 to \$26.60 up to 1000 gallons and usage increased \$12.87 to \$13.63 per each additional 1000 gallons.

Mr. Henson made a motion to approve Resolution 01-2022 Resolution of the Wysox Township Municipal Authority Schedule of Rates and Fees for the Water and Sewer Systems, Mr. Isaac seconded, approved.

**Superintendent:**

Mr. Strickland stated that Mr. Schultz has not contacted him.

**Budget:**

Mr. Them presented the Board with a budget worksheet. Mr. Them went over line items with Mr. Strickland. Mr. Them discussed flat rate sewer increase; Mr. Strickland stated that line item should stay the same if not lower the increase was due to increased rates and when people connect that revenue should decrease.

We are at a break-even budget, or maybe a \$1,200.00 profit.

Mr. Them stated we need to upload the budget to Mr. Hottenstein once it is approved.

Mr. Them wanted to know if we got an engagement letter from the auditors, Ms. Maynard stated no, he will contact Ms. Miller to do so.

Mr. Henson made a motion to approve the 2022 budget, Mr. Isaac seconded, approved.

**LIHWAP Agreement :**

Ms. Maynard stated that TMA became a vendor with the Low-Income Household Water Assistance Program which helps customers with past due water bills. Mr. Strickland stated we want to get enrolled as a vendor to be able to assist our low-income customers. Mr. Henson made a motion to enroll as a vendor in the LIHWAP program, Mr. Isaac seconded, approved.

Mr. Them would like to inform the public at the next Township meeting that we are a vendor if we have that information by then.

**Statement of Financial Interest:**

Mr. Williams stated the Board needs to fill out the paperwork.

**Adjournment:**

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

January 21, 2022

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Robert Williams-Chairman

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

**VISITORS:** Erin Groves

**Visitor:**

Ms. Groves stated she received the letter February 8<sup>th</sup> in reference to connection to the water system. Ms. Groves stated that the building is three buildings into one with two wells feeding the building; she stated she asked for another meter pit and was told by the Authority only one pit per parcel. The water is in the building since 2014, but not connected. Ms. Groves stated her plumbing issues in connecting her building up. Ms. Groves spoke with her attorney who asked her to mention section 2.05 in our regulations in regards to connecting to the water system. Ms. Groves mentioned Mr. Strickland did a walk thru and mentioned it was doable; Ms. Groves stated she left the last meeting with the understanding the Board would give her names and numbers of contractors who would do the work, she didn't receive any. Mr. Henson asked Mr. Jones to clarify the section Ms. Groves mentioned; Mr. Jones stated that section allows for commercial businesses to keep a private water system for certain types of business as long as it is not used for human consumption; her business would qualify for car washing. Ms. Groves wants the exception spelled out so she knows what works for her business; Mr. Jones stated that the section does not allow her business not to connect to the municipal water system, it only allows for a private water system to be used for certain aspects of a commercial business; Mr. Strickland mentioned that no part of any private water system should go into the sewer system. Mr. Henson stated Ms. Groves needs to get an estimate to get the work done. The Board gave Ms. Groves names and numbers for contractors; Mr. Henson stated they will await a plan of action from Ms. Groves, she agreed.

**Minutes:**

The minutes from the meeting held on January 21,2022 were approved as written on a motion made by Mr. Isaac, and seconded by Ms. Pickett, approved.

**Bills:**

Mr. Henson asked Mr. Strickland if there is anything unusual in the bills; Mr. Strickland stated that we had to purchase manhole lids; when we were placing the infiltration lids, we found three manhole lids that were broken and had to be replaced. Mr. Isaac made a motion to pay the following bills for February, Ms. Pickett seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>February 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 03/01/2022	\$ 3,036.23
TMA	Administrative cost- 2/22	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 16,510.91
TMA	Contracted Services	\$ 1,803.88
Frontier	Telephone 6 Invoices	\$ 290.30
TMA	Core & Main – manhole covers	\$ 640.16
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 1,732.96

February 18,2022

Penelec	PS 1	\$ 357.90
Erb Inspections	Inspections	\$ 160.00
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 31,624.45</b>

<b>Wysox Water Operating List of Bills:</b>	<b>February 2022</b>	<b>Amount:</b>
TMA	Water (Jan)	\$ 17,519.03
TMA	Contracted Services	\$ 1,402.13
TMA	Penelec Tank, Vault	\$ 241.80
Erb Inspections	Inspections	\$ 160.00
Penelec	PS Lake Rd	\$ 870.57
Fairway Labs	Lab Analysis	\$ 25.00
AT & T	Scada	\$ 125.40
BNYMellon NY	February 2022	\$ 12,839.58
<b>TOTALS:</b>		<b>\$ 33,183.51</b>

**Mr. Casanave:**

Mr. Casanave stated that he sent an email in reference to a Local Share Grant that is being administered through DCED. This is money from the gaming industry that they have opened State wide and has a submission deadline of March 15<sup>th</sup>. This is a broad Grant it will fund feasibility studies, construction cost, and any planning and design of a project it only has to improve the quality of life. A Resolution is needed with a dollar amount and a description of the project. Mr. Casanave stated we will probably need to call a special meeting in order to get this done in the time frame they need to submit the application. Mr. Strickland asked what about purchasing grinder pumps, Mr. Casanave stated that he did not see anything that precludes purchasing equipment. Mr. Them asked what the cap of the grant is, Mr. Casanave stated a million dollars with minimum of \$25,000.00. Ms. Pickett asked calling a special meeting is not the problem how fast can this information be put together for presentation; Mr. Casanave stated that this is a straight forward grant and can be written fairly quickly. Mr. Casanave stated he would like to have letters of support from local legislators. The Board will look into purchasing grinder pumps and maybe our big meters we need to replace in the next year or so.

**Erb Inspections:**

Mr. Strickland stated he was contacted by Ms. Clark in reference to their property in Wysox under OC Estates that they had 10 days to remove their sump pump from the sewer system. Mr. Strickland thinks it is a lack of communication between Erb Inspections and our office, they should be notifying us, as we will be fielding these calls from customers.

Mr. Them stated he is aware that Erb is passing customers and allowing them to keep their plumbing that pertains to a private water source in the structure, which is against our rules and regulations; Mr. Casanave stated that they are to enforce our rules and regulations and not differ from what is in writing. After discussion on the matter the Board asked Mr. Casanave to contact Erb Inspections and inform them they are not to differ from our rules and regulations.

**Attorney:**

Mr. Jones stated that he sent out two sets of letters to customers, delinquent intent to lien letters and needing to connect to the water system; that is the reason Ms. Groves was in attendance at this meeting. He did send a letter to Mr. Bowen in reference to the past due amount on the Wilt property and him needing to inform any potential buyers of the property that they need to connect to the water system as well as pay a tap in fee that is required; Mr. Bowen did pay the delinquent balance on the account yesterday per Ms. Maynard.

Mr. Jones addressed the letter sent from Ms. Porter in reference to her lack of funds to connect to the water system. Ms. Pickett asked if there are county funds to assist her. Ms. Pickett said that the commissioner's office should be able to assist the customer with getting her in contact with the grant's office. Mr. Them stated that Ms. Maynard should call the Commissioner's office and get the information and inform the customer of who to contact.

Five customers were given intent to lien letters; Munkittrick, Schultz, Williams, Thompson and Piphers Tavern; he had to send out 5 individual letters for the Esther Pipher Estate.

Mr. Jones stated he received an email forwarded by Mr. Strickland in which Mr. Schultz stated the Authority severed the line and he wanted it repaired in order to connect the garage to the meter pit. Mr. Strickland stated that it is protocol when a customer calls for a demolition the line is severed so that the water line is not pulled out of the ground during demolition. Mr. Strickland did notify Mr. Schultz via email that we did what was put forth in the PA One Call. Mr. Jones stated he will also send a letter to Mr. Schultz in regards to his request.

**Superintendent:**

Mr. Strickland stated that the OC Estates requests needs addressed, he told the customer they do need to remove the line from the sewer system and need to contact Mr. Kulick on what to do. Mr. Strickland does agree with the customer that they can not just pull the line as it may cause flooding issues for the neighbors. Mr. Them stated they can run it to the street and when the road is redone tie it into the storm sewer, but the weather right now would cause icing in the street. After discussion the Board agreed to give them a deadline of April 15<sup>th</sup>; Mr. Strickland will call Erb Inspections and inform them at that extension as well as contact Ms. Clark. Mr. Strickland stated he will ask Erb to inform us of any violations so we are aware of any before the customer contacts us. Mr. Them will also have Mr. Kulick contact them to have us included in any correspondence.

Mr. Isaac asked if we needed to meet with Erb Inspections to go over our expectations, Mr. Them thinks we should have them come to the meeting on the 11<sup>th</sup>, Mr. Strickland will mention that to them when he calls.

**Treasurers Report:**

Mr. Them stated he thinks revenue is looking okay.

Mr. Them also brought the Wysox Bonds that were delivered to the Township, he thinks the binders need to be held here, the Board agreed.

**Auditor Engagement Letter :**

Ms. Maynard stated that we received the engagement letter from HallockShannon PC for our 2021 audit the cost is \$4000.00. Mr. Them made a motion sign the engagement letter with HallockShannon, Mr. Isaac seconded, approved.

February 18,2022

**Gannon Insurance:**

Mr. Them stated there was a separate bond in our insurance policy for the Secretary/Treasurer and he is not sure why; Ms. Maynard was given a paper from Gannon's Insurance from Ms. Miller that needs signed. Mr. Isaac asked if there will be a difference in pricing, Ms. Maynard stated she was not given that information. Mr. Them made a motion to add the Secretary/Treasurer in with the bond that contains the Bookkeeper, Authority Member and Chairman, Ms. Pickett seconded, approved.

**Delinquents:**

Mr. Henson mentioned that the intent to lien letters should cover almost all of our delinquents, he mentioned Mr. Webster to which Ms. Maynard stated he was issued a shut off notice for nonpayment; he has until the 22<sup>nd</sup> to pay his outstanding balance.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Tina Pickett, James Isaac

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

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on February 18,2022 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Them, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>March 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 04/01/2022	\$ 3,036.23
TMA	Administrative cost- 3/22	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 19,640.54
TMA	Contracted Services	\$ 1,467.74
Frontier	Telephone 6 Invoices	\$ 290.24
TMA	L B Water Packing nuts	\$ 146.00
TMA	Horton Pump Repair	\$ 795.00
TMA	USA BlueBook – 20” pipe mount float	\$ 350.45
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,354.20
LB Water	2 Liberty pumps / discharge kits	\$ 3,132.50
Gannon	Employee Bond	\$ 130.50
GDDJ	Legal Services 11/19/21-02/18/22	\$ 562.50
Erb Inspections	Inspections	\$ 360.00
Xylem Water Solutions	PS 3 Face Plate	\$ 1,338.85
Stiffler McGraw	Inv. 129	\$ 417.50
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 40,114.36</b>

<b>Wysox Water Operating List of Bills:</b>	<b>March 2022</b>	<b>Amount:</b>
TMA	Water (Feb)	\$ 17,261.26
TMA	Contracted Services	\$ 992.70
TMA	Penelec Tank, Vault	\$ 260.64
Erb Inspections	Inspections	\$ 360.00

March 11,2022

Gannon	Employee Bond	\$ 130.50
Fairway Labs	Lab Analysis	\$ 25.00
GDDJ	Services 11/19/21-2/18/22 & Larry Williams Intent to lien letter	\$ 1,681.48
Stiffler McGraw	Inv. 129	\$ 417.50
BNYMellon NY	March 2022	\$ 12,839.58
<b>TOTALS:</b>		<b>\$ 33,968.66</b>

**Mr. Casanave:**

Mr. Casanave presented the grant application for the Statewide Local Share Assessment Grant; Mr. Strickland obtained quotes for 90 grinder pumps and basin units, and 36 water meter measuring chambers to replace the aged meters in the water system from LB Water; the grant application is due by the 15<sup>th</sup>. The total cost of the funds being requested is \$937,355.00. Mr. Casanave stated that Mr. Isaac contacted him in reference to asking for a lower amount; Mr. Casanave stated the Board can look at reducing the amount requested, but the equipment is needed and we might as well ask for what we need at this time; Mr. Isaac agreed with the logic. Mr. Them asked if Mr. Casanave has all the documentation to submit the application by the deadline, Mr. Casanave stated he has the documents prepared and all we need is a signed resolution. Mr. Casanave did state that Ms. Pickett had agreed to submit letters of support for this application. Mr. Them asked Mr. Casanave to contact Ms. Pickett's office to get the letters of support. Mr. Henson made a motion to accept resolution 2-2022 for \$937,355.00 for the Authority's Sewage Grinder Pump Procurement and Installation and Water Meter Procurement Project, Mr. Them seconded, approved.

Mr. Casanave stated that after last month's meeting, he did contact Terrica Erb-Jones in order to reiterate following the Authority's rules and regulations regarding the inspections being performed.

**Attorney:**

Mr. Jones stated he is going over the letters that were sent last month; Mr. Williams, Mr. Thompson and Ms. Wilt properties are paid; Mr. Munkittrick, Mr. Schultz and Piphers Tavern have yet to pay; Mr. Jones did receive a call from Sue Wheeler in reference to the Pipher Estate they were asking for an extension until April when they return from Florida. Mr. Jones stated that liens will be filed against Munkittrick and Schultz.

Mr. Jones stated in reference to the letters to connect to the water system, we have heard from Sherwood Groves and Ms. Porter; Ms. Maynard stated she contacted the grant office and was informed that they would assist Ms. Porter with funds in order to get her connected to the water system, she needs to obtain an estimate of cost and file an application; Ms. Porter was informed of what to do and as of yesterday has not contacted anyone; Mr. Them stated he would stop by and speak with Ms. Porter. Mr. Williams asked if Larry Williams contacted Mr. Strickland; Mr. Strickland stated he was contacted by Mr. Williams and he stated he was going to hand dig the water line; Mr. Strickland stated we needed a plan with dates on when this would be done. Mr. Williams stated he was told end of June or July; Mr. Strickland stated we need a definite time line to present to the Board. Mr. Williams stated he will contact Larry Williams to get a timeline. Mr. Strickland did state he seen Mr. Pat Maynard at Sherwood Groves; he will reach out to him to see if he provided any guidance to them getting hooked up to the water system. We have yet to hear from Mr. Campbell and Mr. Benjamin; Mr. Jones stated the letters for Mr. Benjamin did come back to his office they got them resent; Mr. Them stated he was in the hospital recently. Mr. Jones

March 11,2022

stated he will follow up back with the customers who have not yet responded.; he does not want to take the next step until he attempts to contact them one more time.

Mr. Them mentioned Mr. Munkittrick; Mr. Jones stated that Mr. Munkittrick issues has to deal with inspection from Erb Inspections first to verify that he is not using our water then we can legally pursue him.

**Erb Inspections:**

Mr. Williams stated he has yet to be contacted on his two properties for inspection.

The Board discussed questions we have with Erb Inspections and with the process itself. Mr. Them wanted to know if we wanted to call them during our meeting; Ms. Maynard stated we did contact them after last month's meeting to attend this meeting but Mr. Erb was unavailable.

The Board discussed the issues with the example letter Ms. Erb-Jones sent to us to review. Mr. Them thinks Mr. Casanave should review the letter to make sure it is clear to the customer what we need to inspect. Mr. Them stated he would call Mr. Casanave and inform him we are sending the information to him; after discussion it was decided that Ms. Maynard will contact Ms. Erb-Jones for the additional forms she mentioned in her email and send a copy of our original letter to customers as well as Erb Inspections letter to Mr. Casanave to review and come back to the Board with his recommendations. Mr. Strickland will contact Mr. Casanave to inform him of what the Board is looking for him to do. Mr. Jones wants to be informed as he will have to pursue any legal enforcement that may arise.

**Superintendent:**

Mr. Strickland was contacted by Mr. Bennett in reference to the Country Cottage and pavement restoration on the 187 side; Mr. Bennett mentioned he had called Mr. Williams about this back when the project was completed; Mr. Williams has no recollection of the conversation but he would assume Stiffler McGraw would have been contacted to address the customer's issue. Mr. Strickland went over with Mr. Casanave to look at the issue he wants it repaired; Mr. Strickland stated we will repair around our valve but nothing else as the drainage issue he is having is more on the 187 Penn Dot Road drainage. Mr. Casanave looked at his notes on the project and did not find any notes on any issues on this property. Mr. Strickland did inform Mr. Bennett we will have to wait until the black top plant opens up.

Mr. Them mentioned that the snow plow damaged something to do with the water at the Century 21 building office, Mr. Strickland stated he will have the water crew go over and repair it.

**Treasurers Report:**

Mr. Them stated we are currently are doing good but we haven't had the wet months yet.

**Delinquents:**

Ms. Maynard did mention we will be receiving a LIHWAP payment on one of our delinquent bills.

**Adjournment:**

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

March 11,2022

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# 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.

<b>Wysox Operating Fund List of Bills:</b>	<b>April 2022</b>	<b>Amount:</b>
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
<b>TOTAL:</b>		<b>\$ 45,083.87</b>

<b>Wysox Water Operating List of Bills:</b>	<b>April 2022</b>	<b>Amount:</b>
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

April 22,2022

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
<b>TOTALS:</b>		<b>\$ 40,793.25</b>

**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.

April 22,2022

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

May 20, 2022

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** None

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

**VISITORS:** Mr. Chris Roof, Mr. Joe Wheeler, Mr. Kevin D. Allis, Ms. Sally Allis, Mr. Roger L. Brown, Ms. Sue Wheeler

Following a moment of silence and the Pledge of Allegiance meeting called to order at 9:30 a.m. by Chairman Williams.

**Visitors:**

Ms. Wheeler asked what part of her \$60.00 monthly bill for their vacant property goes to the debt? Mr. Williams answered technically all of it; they are no different than anybody else, it is the way the Rules and Regulations are set up. If there is a building there and it was hooked up to the sewer there is a ready to serve charge. Ms. Wheeler stated they are not doing anything, they are not getting sewer or water and asked Mr. Williams since he told her in the past the only way to not get charged is to tear the building down, would Wysox Township rather lose the revenue of \$33,000 they pay each year in taxes? Mr. Williams stated the Township's rules and the Authority rules are different, and if she would like to ask Mr. Them that question to do so, as far as this board they are no different than anybody else. Ms. Wheeler stated they are different because other people that are paying the \$60.00 get the first 1,000 gallons of water and she is getting nothing and should be paying nothing.

Mr. Williams responded to Ms. Wheeler with an example of a Penelec retired meter base on a pole in his truck lot in Wysox, it's not hooked to anything but he still gets a bill for a meter charge of around \$40.00 a month, and he paid around \$800 to \$1,000 to have it put in; the only way to get rid of the charge is to take it out and he really doesn't want to do that in case something happens to go in over there; it's just the way it is. Mrs. Wheeler agreed she stated when she left Penelec it was like that.

Mr. Roof interjected that is not true and you can eliminate an electric meter bill without removing anything, you can shut your bill right off with Penelec but if you want to turn it back on you will have a reinstatement fee and he feels it should be the same way with the water. Mr. Roof has many places with no electric that he has a zero minimum flat fee charge. If he turns an electric meter back on in one of his places, he will have a charge whether he uses any power or not. Mr. Roof said he has a choice to eliminate an electric bill and if he turns it back on there is a setup fee; he feels the Wheeler's should be allowed to do the same thing and eliminate the bill and if they want water and sewer back to their building, they have a reconnect.

Mr. Jones stated there is also a requirement to pay back the loan.

Mr. Roof disagreed with Mr. Jones stating that is true but their other option is to take the building down and do nothing; Mr. Roof was referencing to Penelec not charging a base charge.

Mr. Jones further explained the Authority has an obligation to pay back the financing, the refinancing was just done and that is calculated with the base charge to pay back the financing.



May 20, 2022

Mr. Roof said he agrees with that but the base is always going to fluctuate as what development occurs, people tear down buildings, always a floating amount as the water use changes, as Wysox changes, and the amount of people.

Mr. Jones used the lake as an example that every time someone is not there in the winter they don't want to be charged and a reconnection fee would have to be equal to a monthly base charge to pay back their financial obligation. Mr. Roof answered that he felt that was okay to let them do that and Wysox charge an \$1,100 reconnect fee when they want to hook back up.

Mr. Casanave added in regard to Penelec there is no required connection ordinance that says you have to connect to Penelec, you can sit there with no power and have no electric bill; Wysox Township Municipal Authority has a mandatory connection ordinance that if you have a structure within 150' of the public water and sewer system, you have to connect and be classed as a customer. The ordinance doesn't exist in the Penelec industry and have more flexibility. The state requires a mandatory connection for public water and sewer for public health system; the Authority has to charge a base charge to pay back their debt service, whether you choose to use the water is a property owner decision.

Mr. Them stated he answered on the phone yesterday the same base questions Sarah Dunn had in her email sent to the Board; she was given the same information that was presented to the Wheelers.

Mr. Wheeler asked what is the projected pay off of the debt. Mr. Them answered 30 years and stated they just completed refinancing because interest rates came down and saved \$10,000. Mr. Brown stated he was there to support his good friends Mr. and Ms. Wheeler and added he used to serve on the Towanda Municipal Authority and has an idea what is going on. All visitors left the meeting.

**Minutes:**

The minutes from the meeting held on April 22, 2022 were approved as written on a motion made by Mr. Isaac, seconded by Mr. Henson. Motion carried.

**Bills:**

Mr. Isaac made a motion to pay the bills as presented, seconded by Mr. Henson. Motion carried to pay the following bills:

<b>Wysox Sewer Fund List of Bills:</b>	<b>May 2022</b>	<b>Amount:</b>
TMA	WWTP TMA Bond	\$ 3,036.23
TMA	Administrative Cost – 5/22	\$ 2,103.67
TMA	Contracted Services	\$ 4,583.89
TMA	Penelec PS 2,3,6,7,8,9	\$ 842.31
TMA	Vendor Invs – Arey & Omni	\$ 60.68
TMA	M&T monthly pymt	\$ 4,988.44
Towanda Water & Sewer	Sewer	\$21,697.23
Grainger	Teether Floats (4)	\$ 535.92
Gannon	Premium	\$ 1,576.50
Penelec	PS 1	\$ 374.01
Horton Electric Motors	Repair Myers Pumps (2)	\$ 1,398.00
Frontier	Telephone (6 invoices)	\$ 289.28
<b>TOTAL:</b>		<b>\$41,486.16</b>

May 20, 2022

<b>Wysox Water Operating List of Bills:</b>	<b>May 2022</b>	<b>Amount:</b>
Towanda Water & Sewer	Water	\$19,590.97
TMA	Contracted Services	\$ 1,558.76
TMA	Vendor Inv – Penelec Vault	\$ 179.31
Commonwealth of PA	Chapter 109 Safe Drinking Annual Fee	\$ 2,000.00
AT&T	Scada	\$ 90.60
Fairway Labs	Labs	\$ 40.00
Gannon	Premium	\$ 525.50
M&T	April 2022 ACH	\$12,839.58
<b>TOTAL:</b>		<b>\$36,824.72</b>

**Mr. Casanave:**

Reported that he, Mr. Jones, and Mr. Strickland met after the previous meeting at the Board's request to discuss the regulations; there are a couple of separate matters that cannot be completed in one stroke of a pen.

**Executive Session:**

Executive session called at 10:00 a.m. by Mr. Williams the Board remained in session until 11:10 a.m. to discuss the legal implications on enforcement of some regulation issues. Following the discussion enforcement issues and legal issues associated with customers on delinquent list no decisions being made the executive session was ended at 11:10 a.m. by Mr. Jones.

**Superintendent:**

Mr. Strickland discussed Pump Station 7, new sensor has been recommended by Shane Walker, Chief Plant Operator. The current sensor is causing the pumps to run and overheat. The new one, would be a radar type sensor that would not be triggered by grease. Motion made by Mr. Henson to approve purchase of the new sensor at a cost of \$966.00; seconded by Mr. Isaac. Motion carried.

**Treasurer's Report:**

Mr. Them reported they are \$33,000 in the black and holding to budget.

**Adjournment:**

As there was nothing further to discuss, Mr. Henson motioned the meeting adjourned., seconded by Mr. Williams. Motion carried. Meeting adjourned at 11:15 a.m.

Respectfully Submitted,  
*Laurie L. McGuire*  
Recording Secretary

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

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

**OTHERS:** Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

Mr. Isaac questioned our visitor who was supposed to show up; Ms. Maynard explained he was complaining of the rates and not being able to visibly see his meter. Mr. Williams stated that he did not think that we are violating any rules as it was engineered and meter pits were installed.

**Minutes:**

The minutes from the meeting held on May 20,2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>May 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 07/01/2022	\$ 3,036.23
TMA	Administrative cost- 6/22	\$ 2,103.67
TMA	Sewer Flows (May)	\$ 18,897.29
TMA	Contracted Services	\$ 3,141.21
Frontier	Telephone 6 Invoices	\$ 289.49
TMA	CardMember (Strut channels & nuts)	\$ 305.64
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 900.12
GDDJ	Invoice 3317 Legal Services/ Munkittrick lien fees	\$ 681.00
Gannon	Premium	\$ 1,576.50
Power System	PS 1 & 4 service	\$ 1,130.07
Xylem	PS 6 & 7 Impeller rings	\$ 3,486.69
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 40,536.35</b>

<b>Wysox Water Operating List of Bills:</b>	<b>May 2022</b>	<b>Amount:</b>
TMA	Water (May)	\$ 22,069.73
TMA	Contracted Services	\$ 1,943.61
TMA	Penelec Tank, Vault	\$ 174.78
Penelec	PS	\$ 745.05
Gannon	Premium	\$ 525.50
Fairway Labs	Lab Analysis	\$ 40.00

June 17, 2022

GDDJ	Invoice 3317 Legal Services / Munkittrick lien fees	\$ 1,431.00
BNYMellon NY	July 2022	\$ 12,839.58
<b>TOTALS:</b>		<b>\$ 39,769.25</b>

**Attorney:**

Mr. Jones stated that Mr. Casanave and himself went through the rules and regulations and made appropriate changes; Mr. Jones provided the Board a copy of the draft revisions; they are not complete as Mr. Casanave needed to discuss the back flow prevention requirements with Mr. Strickland.

Mr. Jones stated that they defined a disconnected private water system; one being a private water system being located outside a dwelling to mean the physical severing of the supply line and the filling of said supply line with non-shrink grout to assure a permanent non reusable seal; the other when the private water system exists within the dwelling to mean the physical severing of the supply line and filling the said supply line with non-shrink grout at the point where the supply line enters the branched interior piping of the structure to assure a permanent non reusable seal. Human consumption was defined to mean the use of water for drinking, bathing, showering, food preparation, cooking, dishwashing, laundry, and/or maintaining oral and/ or body hygiene. Mr. Jones added a section that if the property is demolished, we sever the service line to protect our main. We also defined a service line both the Authority's service line and customer service line.

Mr. Jones stated that section 2.05 further defined a disconnected private water system. Section 7.09 basically states our right to inspect a property.

Mr. Jones stated he responded to Mr. Niemiec who is representing Mr. Schultz; Mr. Niemiec acknowledged our letter but has not contacted him since; Mr. Jones will contact Mr. Niemiec for any update but will inform him the Authority plans to pursue collections and compliance.

Mr. Jones informed the Board that Pipher's Tavern has paid, Marie Wilt property is paid, Mr. Williams did pay on the initial intent to lien letter but he has a high balance, Mr. Munkittrick's bill is paid.

**Country Cottage:**

Mr. Williams stated he was approached by Mr. Bennett in reference to the subsidence on his property that Mr. Strickland was made aware of back in February. Ms. Maynard stated Mr. Strickland did inform Mr. Bennett that it would be addressed once asphalt was available, a reminder will be sent to Mr. Strickland.

**Adjournment:**

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

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Robert Williams-Chairman

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

**VISITORS:** Gerald Howard

**Visitor:**

Mr. Howard stated that he has been the maintenance man for Ms. Leann Wolfe for several years. Mr. Howard is asking for forgiveness on the sewer portion on the bill as Ms. Wolfe had a water leak that did not go through the sewer. Mr. Howard thought he was treated rather rudely when he came into the office to request the reduction in the bill. Mr. Isaac asked if he took any pictures of the leak Mr. Howard stated he did not know he had to. Mr. Howard also questioned our winterization procedure we do for Ms. Wolfe’s property, Mr. Howard stated the meter pit was placed in an area that he did not approve of, and Mr. Johnson is aware of the issue. Mr. Henson apologized for how he was treated and asked for a motion to have the sewer credited on the account, Ms. Pickett made the motion to approve the sewer credits, Mr. Them seconded, approved. Mr. Howard was told in the future we need photos of the leak or the Authority needs notified in order to see the leak/repairs to verify it did not go down the sewer. Mr. Henson stated the agreement on the winterization needs further investigation. Ms. Maynard will contact Ms. Wolfe with the amount due on her bill.

Mr. Henson requested Mr. Casanave look at the property and check for notes on the Wolfe property.

Mr. Strickland stated he would contact Mr. Johnson as well to get the history of this meter pit installation.

**Minutes:**

The minutes from the meeting held on June 17, 2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

**Bills:**

Mr. Isaac questioned a bill for low water pressure; what is done in that situation, Mr. Strickland stated we have to respond to ensure it is not a water main leak but usually we just adjust the pressure reducer valve. Mr. Isaac made a motion to pay the following bills for July, Ms. Pickett seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>July 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 08/01/2022	\$ 3036.23
TMA	Administrative cost- 7/22	\$ 2,103.67
TMA	Sewer Flows (June)	\$ 14,939.11
TMA	Contracted Services	\$ 3,580.28
Frontier	Telephone 6 Invoices	\$ 289.49
TMA	CardMember (Battery)	\$ 53.39
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 1,052.55
HallockShannon	2021 Audit	\$ 2,000.00
Gannon	Premium	\$ 1,576.50
Stiffler McGraw	Invoice 126 & 133	\$ 2,228.00

Commonwealth of PA	Chapter 302 Annual Fee	\$ 65.00
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 35,912.66</b>

<b>Wysox Water Operating List of Bills:</b>	<b>July 2022</b>	<b>Amount:</b>
TMA	Water (June)	\$ 25,297.38
TMA	Contracted Services	\$ 2,961.61
TMA	Penelec Tank, Vault, PS	\$ 1,009.12
TMA	AT & T Scada	\$ 90.60
Gannon	Premium	\$ 525.50
HallockShannon	2021 Audit	\$ 2,000.00
Stiffler McGraw	Invoice 126 & 133	\$ 1,276.00
Commonwealth of PA	Chapter 302 Annual Fee	\$ 65.00
BNYMellon NY	August 2022	\$ 12,839.58
<b>TOTALS:</b>		<b>\$ 46,064.79</b>

**Engineer:**

Mr. Casanave stated that the changes to the rules and regulations outlined last month did not include the changes to the backflow prevention. Mr. Casanave stated he was able to sit with Mr. Strickland and review the regulations in regards to the back flow prevention. Mr. Casanave stated that the average life span of a back flow preventer is 5 to 7 years the water system has been in existence for over 8 years, with that being said he made a blanket policy. Mr. Casanave presented the rules and regulations that Mr. Jones presented last month with his suggested changes to back flow prevention. Section 2.06 discusses the need for back flow preventers to prevent cross contamination; Mr. Casanave reviewed with the Board his recommended changes. Mr. Strickland advised that the sentence that references that when it is discovered a back flow preventer is not operating it be replaced or repaired as some can be repaired. Mr. Strickland also suggested that a change be made to paragraph 2 where it states "A double backflow prevention device" be changed to "A dual backflow prevention device"; a dual is standard a double is testable. Mr. Jones suggested that we put the definition in the regulations to ensure they are defined as to their difference.

Mr. Henson wanted to review the changes and what burden we are putting on the consumer. Mr. Casanave stated maybe we have the testing every two years instead of annually. The Board discussed the backflow preventers and cost to replace them. Mr. Casanave stated the cost to keep a private water system places another level of potential contamination because there is a risk of unregulated untested water being introduced to the municipal water system. Mr. Casanave stated the burden of cost is something the Board has to decide; Mr. Them stated that burdening the Authority with the cost of testing will ultimately relate to what we charge the customer. Mr. Casanave stated that the initial inspection needs completed to know how many customers have and want to continue using their private water system. Mr. Henson stated in the first paragraph can it be put that the customer will pay for the testing, Mr. Casanave agreed that we need to outline who is responsible for what. Mr. Henson mentioned paragraph two we already have customers who have to replace their back flow preventer; Mr. Casanave mentioned that we need to look at this and do a start date for the customer base. Mr. Strickland stated the double back

July 15, 2022

flow preventers are tested but they have a life span as well and that should be investigated and entered into the regulations. Mr. Henson mentioned that the 3<sup>rd</sup> paragraph and if the Board is agreeable to what is written; Mr. Casanave stated maybe to outline the costs and who is responsible to burden the cost in that summation as well.

Mr. Them stated he would like to review these changes in their entirety so he can review the changes; Mr. Casanave stated these changes are not to be adopted today we need to discuss the changes and costs.

**Superintendent:**

Mr. Strickland stated the new probe was installed at pump station 7 it is working well. We are still getting a lot of the flushable wipes at the pump stations; we will try to inform our customers again.

**Treasurers Report:**

Mr. Them stated everything looks good for revenue and expenditures so far this year; we have had a dry year and that has helped keep costs down.

**Delinquents:**

Mr. Henson asked about the delinquent list. Ms. Maynard stated we are doing good we still have our problem accounts.

**Attorney:**

Mr. Jones stated he is still working on Mr. Schultz, he sent correspondence to Attorney Niemiec to accept service on his client's behalf to enforce our rules and regulations and lien we have filed, Mr. Niemiec has yet to respond.

**Audit:**

The Board discussed the Audit presented by HallockShannon P.C. for the fiscal year 2021. Mr. Them made a motion to approve the 2021 Audit, Mr. Isaac seconded, approved.

**Mr. Williams:**

Ms. Maynard stated Mr. Williams was concerned by having to pay the tap in fees; the Board agreed we can have Mr. Williams make a payment arrangement for the tap in fee.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Robert Williams-Chairman

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

**VISITORS:** Gerald Howard

**Visitor:**

Mr. Howard stated that he has been the maintenance man for Ms. Leann Wolfe for several years. Mr. Howard is asking for forgiveness on the sewer portion on the bill as Ms. Wolfe had a water leak that did not go through the sewer. Mr. Howard thought he was treated rather rudely when he came into the office to request the reduction in the bill. Mr. Isaac asked if he took any pictures of the leak Mr. Howard stated he did not know he had to. Mr. Howard also questioned our winterization procedure we do for Ms. Wolfe’s property, Mr. Howard stated the meter pit was placed in an area that he did not approve of, and Mr. Johnson is aware of the issue. Mr. Henson apologized for how he was treated and asked for a motion to have the sewer credited on the account, Ms. Pickett made the motion to approve the sewer credits, Mr. Them seconded, approved. Mr. Howard was told in the future we need photos of the leak or the Authority needs notified in order to see the leak/repairs to verify it did not go down the sewer. Mr. Henson stated the agreement on the winterization needs further investigation. Ms. Maynard will contact Ms. Wolfe with the amount due on her bill.

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Mr. Strickland stated he would contact Mr. Johnson as well to get the history of this meter pit installation.

**Minutes:**

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**Bills:**

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<b>TOTALS:</b>		<b>\$ 46,064.79</b>

**Engineer:**

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Mr. Henson wanted to review the changes and what burden we are putting on the consumer. Mr. Casanave stated maybe we have the testing every two years instead of annually. The Board discussed the backflow preventers and cost to replace them. Mr. Casanave stated the cost to keep a private water system places another level of potential contamination because there is a risk of unregulated untested water being introduced to the municipal water system. Mr. Casanave stated the burden of cost is something the Board has to decide; Mr. Them stated that burdening the Authority with the cost of testing will ultimately relate to what we charge the customer. Mr. Casanave stated that the initial inspection needs completed to know how many customers have and want to continue using their private water system. Mr. Henson stated in the first paragraph can it be put that the customer will pay for the testing, Mr. Casanave agreed that we need to outline who is responsible for what. Mr. Henson mentioned paragraph two we already have customers who have to replace their back flow preventer; Mr. Casanave mentioned that we need to look at this and do a start date for the customer base. Mr. Strickland stated the double back

July 15, 2022

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**Superintendent:**

Mr. Strickland stated the new probe was installed at pump station 7 it is working well. We are still getting a lot of the flushable wipes at the pump stations; we will try to inform our customers again.

**Treasurers Report:**

Mr. Them stated everything looks good for revenue and expenditures so far this year; we have had a dry year and that has helped keep costs down.

**Delinquents:**

Mr. Henson asked about the delinquent list. Ms. Maynard stated we are doing good we still have our problem accounts.

**Attorney:**

Mr. Jones stated he is still working on Mr. Schultz, he sent correspondence to Attorney Niemiec to accept service on his client's behalf to enforce our rules and regulations and lien we have filed, Mr. Niemiec has yet to respond.

**Audit:**

The Board discussed the Audit presented by HallockShannon P.C. for the fiscal year 2021. Mr. Them made a motion to approve the 2021 Audit, Mr. Isaac seconded, approved.

**Mr. Williams:**

Ms. Maynard stated Mr. Williams was concerned by having to pay the tap in fees; the Board agreed we can have Mr. Williams make a payment arrangement for the tap in fee.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

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

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on July 15, 2022 were approved as written on a motion made by Mr. Henson, and seconded by Mr. Them, approved.

**Bills:**

Mr. Henson questioned if there was anything unusual this month on the bills; Mr. Strickland stated we found a leak at an air release on Pringle Lane. Mr. Isaac made a motion to pay the following bills for August, Mr. Henson seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>August 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 09/01/2022	\$ 3036.23
TMA	Administrative cost- 8/22	\$ 2,103.67
TMA	Sewer Flows (July)	\$ 14,833.07
TMA	Contracted Services	\$ 2,990.47
Frontier	Telephone 6 Invoices	\$ 296.60
TMA	Arey – hexfasten, bits	\$ 49.84
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 938.59
TMA	Envirep – Annual Service	\$ 1,917.87
Gannon	Premium	\$ 1,576.50
Stiffler McGraw	Invoice 134 & 135	\$ 123.50
Penelec	PS 1	\$ 286.50
TMA	M & T monthly pymnt	\$ 4,988.44
Vega	PS 7 C11 & Bracket	\$ 758.20
Gannon	Bond Renewal	\$ 221.50
Daily Review	Legal Notice Audit Report	\$ 105.47
<b>TOTAL:</b>		<b>\$ 34,205.45</b>

<b>Wysox Water Operating List of Bills:</b>	<b>August 2022</b>	<b>Amount:</b>
TMA	Water (July)	\$ 28,599.56
TMA	Contracted Services	\$ 2,089.52
TMA	Penelec Tank, PS	\$ 1,036.45
TMA	AT & T Scada	\$ 96.18

TMA	Bishop Brothers 19mm	\$ 156.98
Gannon	Premium	\$ 525.50
Arey	Full port ball ( Pringle Ln)	\$ 32.98
Stiffler McGraw	Invoice 134 & 135	\$ 1,471.75
Gannon	Bond Renewal	\$ 221.50
BNYMellon NY	September 2022	\$ 12,839.58
Penelec	PS	\$ 858.54
Fairway	Labs	\$ 360.00
The Daily Review	Legal Notice Audit Report	\$ 105.47
<b>TOTALS:</b>		<b>\$ 48,394.01</b>

**Engineer:**

Mr. Casanave stated he spoke with Mr. Johnson in reference to the Wolfe property no commitment was made in reference to the waterline; Mr. Casanave looked at it, it is shallow and in a wooden box, Mr. Casanave does not know why it was not placed in the original location. Mr. Casanave wanted it noted that he took video and it looks like the line was placed there for convenience as it looks like the private water system once existed at that location. Mr. Casanave, suggest we reach out to Mr. Howard and have him put in writing what he is expecting from the Authority, that way we have in writing so that we can respond.

Mr. Casanave stated that after last month's meeting Mr. Casanave went back and made the corrections discussed in the meeting. Mr. Casanave emailed a copy of the rules and regulations with the changes to the Board. Definitions were made and wording was tightened up, and guidance on costs and who is responsible for what.

The backflow and cross connections were changed to mirror the definitions that DEP has on record. The testable back flow preventor was defined and the regulation to have it tested annually was kept in the regulation. The residential dual check valve was defined and outlined that the integrity of the entire system needs to be adhered to protect the Authority from cross contamination. Mr. Casanave also outlined that the dual check valve needing to be replaced every 8 years. Mr. Jones stated that since the testable back flow preventor is tested annually if it is found defective, we need to outline a time period they have in order to correct the issue; Mr. Casanave stated that 14 days would be adequate.

The Board had no further questions on the corrections to the rules and regulations.

Mr. Them asked what is the next step. Mr. Casanave stated that Mr. Jones would have a copy for next months meeting to be adopted; we would then be able to go to Erb Inspections and inform them of what needs to be done and inspected.

Mr. Jones stated that the only thing we have to work on is that the dual check apparatus is already due for replacement, how are we going to handle that with the customers. Mr. Strickland stated the approximate cost is \$75.00 to \$100.00 plus installation. The Board discussed this issue and how to go forth.

Mr. Jones will do the corrections of rules and regulations per todays discussion and bring that to the Board for next month's meeting.

August 19, 2022

**Ms. Wolfe:**

Mr. Isaac asked what are we going to do with the property, Mr. Strickland stated he will contact Mr. Howard.

**Attorney:**

Mr. Williams called an executive session at 10:42 a.m. and remained in session until 10:54 a.m. due to potential legal issues, no action was taken.

**Superintendent:**

Mr. Strickland stated that Sherwood Groves is now connected to the water system, so they can be taken off the list.

Mr. Jones stated that Mr. Benjamin passed away; Mr. Williams stated that the estate is being handled by Ms. Snedeker, Mr. Jones will reach out to her.

Mr. Strickland stated that we are having issues at pump station 4 and 5; due to flushable wipes. Mr. Strickland stated he will need Mr. Casanave to look at the issue to see if we can correct this, to stop having to go out on a daily basis to fix the issue. The Board agreed to have Mr. Strickland contact Mr. Casanave.

**Tour:**

Mr. Williams stated that there was a tour given a while back of the system it would be beneficial for this Authority to tour the system just to obtain some knowledge of how things work.

**Treasurers Report:**

Mr. Them stated everything looks good for revenue and expenditures so far this year; we have had a dry year and that has helped keep costs down. Mr. Them asked about the treasurer's report provided by Ms. Miller being accurate; Ms. Maynard stated he needs to talk to Ms. Miller. Mr. Williams asked if the infiltration lids have been installed, Mr. Strickland stated yes.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:07 a.m.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

## AMMENDED MINUTES

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

**ABSENT:** None

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

**VISITORS:** No visitors

Following a moment of silence and the Pledge of Allegiance meeting called to order at 9:30 a.m. by Chairman Williams.

**Minutes:**

The minutes from the meeting held on August 19, 2022 were approved as written on a motion made by Mr. Them, seconded by Mr. Isaac. All in favor. Motion carried.

**Bills:**

Mr. Isaac noted there were quite a few additions. Mr. Them said the one is for the annual administrative trustee fee for M&T/Wilmington Trust. Mr. Isaac questioned the contracted services is usually around \$3,000 for sewer and \$2,000 for the water but has jumped to over \$5,000 for sewer and asked if that includes for the guys going out and fixing problems in the off hours; Mr. Them and Mr. Williams answered yes. Mr. Isaac did note there were a lot of call outs this month and wanted to be clear this was not for just the clerical employees and Chad Strickland. Mr. Them added on the water side the labor and contracted services is only 35% of the budget and 56% of the budget on sewer at two-thirds through the year and his goal to have the budget come out close to where planned.

Mr. Henson made motion to pay the bills as presented, seconded by Mr. Isaac. All in favor. Motion carried.

<b>Wysox Sewer Fund List of Bills:</b>	<b>September 2022</b>	<b>Amount:</b>
TMA	WWTP 2008 Pennvest Int. – 10/22	\$ 3,036.23
TMA	Administrative Cost – 9/22	\$ 2,103.67
TMA	Contracted Services	\$ 5,044.96
TMA	Misc. Vendors: Penelec PS2, 3, 4, 5 6, 7, 8, 9	\$ 666.42
TMA	Misc. Vendors: Cardmember-relays	\$ 130.60
TMA	Misc. Vendors: WG Malden-calibration	\$ 345.79
TMA	Misc. Vendors: Core & Main	\$ 477.35
TMA	M&T monthly Pymt	\$ 4,988.44
Towanda Water & Sewer	Sewer	\$14,525.07
L/B	Single Pump (2)	\$ 3,072.50
L/B	Discharge Kits	\$ 300.00
GDDJ	Invoice 3598	\$ 450.00

September 16, 2022

Xylem	Repairs LED Display	\$ 1,086.14
Gannon	Premium	\$ 1,576.50
Frontier	Telephone	\$ 295.54
<b>TOTAL:</b>		<b>\$38,099.21</b>

<b>Wysox Water Operating List of Bills:</b>	<b>September 2022</b>	<b>Amount:</b>
Towanda Water & Sewer	Water	\$21,230.85
TMA	Contracted Services	\$ 2,168.11
TMA	Misc. Vendors: Penelec Tank	\$ 37.92
TMA	Misc. Vendors: Penelec Vault	\$ 122.95
TMA	Misc. Vendors: AT&T Scada	\$ 30.16
Gannon	Premium	\$ 525.50
Fairway	Labs	\$ 40.00
GDDJ	Invoice 3597	\$ 1,725.00
Wilmington Trust	Debt Service	\$ 2,500.00
M&T	ACH	\$12,839.58
<b>TOTAL:</b>		<b>\$41,220.07</b>

**Mr. Casanave:**

Not in attendance. Mr. Jones stated he spoke to Mr. Casanave; all he had is the Rules and Regs they had worked on and there were no changes other than what was discussed at the last meeting. Mr. Casanave will be available by phone if needed.

**Attorney:**

Mr. Jones stated everyone has a copy of the Rules and Regs with the marked changes been discussed over several meetings; all those changes were accepted. One additional change that was discussed at the last meeting was a faulty backflow had to be repaired as soon as possible and Mr. Jones's recommendation was within fourteen days to get corrected. Mr. Jones proposes the Rules and Regs be adopted today. Mr. Williams asked if there were any questions to the proposed changes to the Rules and Regulations Resolution 3-2022.

Mr. Henson stated he would like to propose a couple of examples that are around the lake. Example A: Where people have whisked water from the lake for their own use over the years and replaced their connection with an outside spigot; he asked what will be the ramifications for them with this proposed ordinance. Mr. Jones answered that because they have a private water source located on their property that is in use, they would be required to have a testable double backflow and an annual inspection.

Example B: A person has a lake side pump that has been disconnected and they also have a line that comes from his property that has been severed; will she be forced to have an annual inspected testable double backflow expense. Mr. Strickland answered no if everything is severed. Mr. Jones answered that is the same if you had a well on your property and you severed it that would be the same but they would have to have the dual check type.

Mr. Them asked if it was decided that the WTMA would provide the dual checks; Mr. Strickland answered he has a quote for 200 but nothing has been decided yet.

Mr. Williams asked for a motion to accept the new Rules and Regulations; Mr. Isaac made the motion to accept; Mr. Them seconded the motion. Mr. Henson abstained. Chairman Williams stated motion passed with three approvals and one abstention. Motion carried. Necessary board signatures obtained by Mr. Jones in a pause to the meeting.

Mr. Jones stated next on his agenda is the litigation with David Schultz. The letter from Attorney Niemiec is attached to the agenda. Mr. Jones stated he has drafted a response to the letter from Mr. Schultz's attorney; he will be reviewing it with Mr. Strickland and Mr. Casanave now that the new Rules and Regulations can be referenced. Mr. Jones will also meet with Mr. Williams to get the complaints signed and then proceed with inspections.

An Executive Session was called at 9:42 a.m. by Mr. Henson for questions related to the litigation with Mr. Schultz. Executive Session ended at 10:02 a.m.

After a brief discussion on a checklist for Erb Inspections to follow at the Schultz property, Mr. Strickland felt Mr. Casanave should look the current checklist over and recommend any changes. Mr. Strickland will send his current list to Mr. Casanave to re-tool any modifications and add any technical wording.

An Executive Session was called at 10:04 by Mr. Williams for further discussion on the pending inspections of Mr. Schultz's property. Executive session ended at 10:07 a.m.

Mr. Them commented he wants to get the Schultz matter resolved as quickly as possible.

**Superintendent:**

Mr. Strickland reported on the request from Carl Bankert who is looking to put in a 275' extension from Route 6 through Sherwood Groves property to his property out back with his public right-of-way. Mr. Bankert is looking to hire Stiffler as his engineers to design it which could be a conflict with Wysox Municipal Authority having Mr. Casanave as their engineer. Mr. Strickland added it has been done in the past with the Panda project and he personally doesn't see a problem with it because we will know it is installed right and his dime will be involved inspecting it. Mr. Bankert needs verbal approval from the Board to assure him there will be no conflict of interest if he uses Mr. Casanave through Stiffler.

Mr. Strickland added Mr. Bankert has a proposed development that he will need water to; there are rumors of another computer server/bit coin mining operation that could be some decent water flows used for cooling. Mr. Strickland's main concern is stagnant water in the main if the development does not happen; Mr. Bankert would like a blow-off installed but Mr. Strickland recommends a fire hydrant. The property already has sewer hooked up.

Mr. Jones added with the Panda project, the Board only required that a separate engineer be used within the Stiffler firm.

Deciding no vote on this request was needed, the Board unanimously agreed to allow Mr. Bankert to proceed with Stiffler for his engineering needs.

Mr. Strickland discussed the quote from Core & Main, the quote came in at \$18,000.00 for 200 backflow preventers; Mr. Them asked how many needs replaced; Mr. Strickland stated we need the inspections to be performed in order to know how many we need. This is only to provide customers with a replacement backflow preventer as they are already at the life expectancy provided by the manufacturer; the customer would still have to get a plumber to install the apparatus. These back flow preventers are for residential customers who did not keep a private water source all others customers are required to have the testable backflow apparatus.

Mr. Isaac asked when the 8 years starts; Mr. Strickland stated after installation.

Mr. Them stated we need a letter sent to our customers in reference to this requirement.

Mr. Them stated Mr. Kulick inquired if we have received the hydrant markers; Mr. Strickland stated they are on back order.



September 16, 2022

Mr. Isaac asked if the new property on Laning Creek Road has reached out to the Authority; Mr. Strickland stated yes, they have paid their tap in fees. We are awaiting to be contacted by the contractor in order to physically do the tap to the main.

**Treasurer's Report:**

Mr. Them stated we budgeted making a profit of \$19,575.00 in water we are currently showing a profit of \$21,413.00; we budgeted \$1,200.00 profit on sewer we are at \$57,221.00; Mr. Them stated he thinks that is because of the dry year we have not had the infiltration we normally have seen. Mr. Them asked if we are missing revenue as our budget for water sales is at 73% and our cost is at 80%; Mr. Strickland stated that the Pringle Lane leak has something to do with some of the difference.

Mr. Williams brought up the fact of the recent rains; Mr. Strickland stated that we can see the numbers at pump station 5, but we are also seen an increase in pump station 4 as well.

**County Grant:**

Mr. Them stated he received a call from Mr. McLinko in reference to our request for an infiltration study, Mr. McLinko asked Mr. Them speak to Mr. Miller in reference to our request; Mr. Them called Mr. Miller and Mr. Miller stated to send him what we are asking for; we have already submitted our request to the County. Mr. Them thinks Mr. Casanave needs to contact Mr. Miller. Mr. Them stated we asked for \$189,000.00 Mr. McLinko gave him the feeling that they might only do \$100,000.00. Mr. Them stated any monies might help; Mr. Strickland is to call Mr. Casanave to contact Mr. Miller.

**Aging Report:**

Mr. Henson asked about Mr. Munkittrick, the Board was told he was shut off and he is not in compliance with the Rules and Regulations. Mr. Henson also questioned Mr. Harkness; Mr. Jones stated that Mr. Harkness has passed; Mr. Henson stated he wanted to know about the shut off notice; Ms. McGuire stated that we issue shut off notices. Mr. Henson also questioned the balance of Ms. Conway; Mr. Strickland stated that is the balance due as she did not pay the total amount due.

**Lake Road:**

Mr. Henson asked if we have been approached about the development on Lake Road; Mr. Strickland stated he thought that it is going to be a camper.

**Adjournment:**

As there is nothing further to discuss the meeting was adjourned at 10:32 a.m.

Respectfully Submitted,  
*Laurie L. McGuire*  
Recording Secretary

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

**OTHERS:** Chad Strickland-Superintendent, Chris Jones – Solicitor, Eric Casanave – Stiffler McGraw

**VISITORS:** Carl Bankert

**Visitor:**

Mr. Bankert stated he has a tenant who wants to develop in the property he owns on Ennis Lane behind Moore’s Auto and before the Bradford Towne Center, it is 18 acres they own. They will need water for cooling the computers that they will be putting in use, the water will only be needed during the hottest time of the year. Mr. Bankert stated that the plan is to extend water from the main to this property using an 8-inch line; it is approximately a 300-foot extension. The tenant will then tap a 1-inch line for their business. The water line will be turned over to the Authority once it is completed and approved.

Mr. Casanave stated he just received the plans and they are in the processes of reviewing.

Mr. Isaac stated he remembered at last months meeting Mr. Strickland stated he wanted a hydrant and not a blow off; Mr. Bankert stated this would be stagnant water so he does not see the need for a hydrant; Mr. Casanave stated because it is stagnant water, we need a hydrant to keep the chlorine residual up; Mr. Henson asked if we should require a hydrant; Mr. Strickland stated maybe Stiffler McGraw should review the plans and come up with their recommendations for the Authority.

Mr. Strickland will get back to Mr. Bankert with any recommendations or approval of the presented plans.

The Board discussed stipulations to the agreement and later tabled to have Mr. Casanave review the project scope to approve it based on our Rules and Regulations.

**Minutes:**

The minutes from the meeting held on September 16, 2022 were approved with the following correction Mr. Henson stated in the Rules and Regulations he abstained not Ms. Pickett. Mr. Henson made a motion to approve the corrected minutes, Mr. Isaac seconded, approved.

**Bills:**

Mr. Isaac made a motion to approve the following bills for October, Mr. Them questioned if there was anything unusual this month on the bills; Mr. Strickland stated we received the hydrant markers and are working on installing them; Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>October 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 11/01/2022	\$ 3036.23
TMA	Administrative cost- 10/22	\$ 2,103.67
TMA	Sewer Flows (Sep)	\$ 16,176.40
TMA	Contracted Services	\$ 4,990.48

Frontier	Telephone 6 Invoices	\$ 295.49
TMA	Sensus – Yearly Software	\$ 487.48
TMA	Penelec PS 1,2,4,5	\$ 786.08
TMA	Cooper Electric- starters	\$ 917.94
Gannon	Premium	\$ 1,576.50
Stiffler McGraw	Invoice 136	\$ 325.63
Penelec	PS 3,6,7,8,9	\$ 348.01
TMA	M & T monthly pymnt	\$ 4,988.44
Penn Dot	Sewer Line x 2	\$ 1,210.00
Horton Electric	Repair Myers pump	\$ 1,045.00
<b>TOTAL:</b>		<b>\$ 38,287.35</b>

<b>Wysox Water Operating List of Bills:</b>	<b>October 2022</b>	<b>Amount:</b>
TMA	Water (Sep)	\$ 17,640.43
TMA	Contracted Services	\$ 1,639.60
TMA	Penelec Tank, PS, Vault	\$ 894.67
TMA	AT & T Scada	\$ 92.60
TMA	Sensus – Yearly Software	\$ 487.48
Gannon	Premium	\$ 525.50
Penn Dot	Bridge Water Line	\$ 1,280.00
Stiffler McGraw	Invoice 136 & 137	\$ 472.62
Core & Main	5’ hydrant markers	\$ 1,527.50
BNYMellon NY	November 2022	\$ 12,839.58
Penelec	PS	\$ 785.89
Fairway	Labs	\$ 460.00
AT & T	Scada	\$ 96.18
<b>TOTALS:</b>		<b>\$ 38,742.05</b>

**Engineer:**

Mr. Casanave presented the checklist for Erb Inspection, he changed wording to match the wording in the rules and regulations. Mr. Casanave went over the checklist he added use type so we can separate by residential, commercial and industrial customers; inside ball valve which is a requirement of the Authority, pressure reducer valve (not a requirement to have) but it would be nice to know which customers have one; the next two columns are for the residential dual check valve or the testable dual check valve assembly, this is based on a private water system or if they are a commercial/industrial customer who automatically need the dual check apparatus; the next two columns address if the premises have a private water system or a disconnected private water system; the next three well on premises, well hooked up inside residence, cross connections are to be documented whether it exists or not on the date of inspection; illegal sewer hook ups for infiltration purposes; Mr. Casanave stated the disconnected private water system will be omitted as it is addressed already; thermal expansion tank is to document customers who have one on the premises.

Mr. Casanave mentioned the Board stated that they requested either Mr. Strickland or himself go on a couple of inspection with Erb so that we are all on the same page of what is being documented and what is needed to be inspected.

Mr. Isaac inquired what will happen with this documentation; Mr. Casanave stated it should be documented in the customer records; Mr. Strickland stated that our billing software can document these items as well as provide reports so we know when a customer needs to provide us tests on the dual check valves or whose valves needs replaced and so forth.

Mr. Jones questioned the fact that some of the columns don't actually pertain to the rows; Mr. Casanave stated that the original checklist was shaded to allow what was need to be completed for each row; Mr. Henson mentioned why would we rely on the shading but put N/A in the columns. The Board also wanted the pass/fail changed to yes/no.

Mr. Strickland stated are the modifications going to be done and just sent to the Board without having to go to another meeting for approval; Mr. Casanave stated he would make the changes and email the Board. Mr. Jones stated once that is finalized Erb Inspections needs to be notified. Mr. Strickland stated that maybe Mr. Casanave needs to go with Erb on the initial inspections he would also go but he wants Mr. Casanave available to answer any questions Erb might have on the inspection checklist.

Mr. Isaac reiterated we need this documented and computerized maybe we need another signature on who entered this into the system.

Mr. Them stated that he does not think we need to do inspections until letters are sent to customers to inform them what we are inspecting and why. Mr. Williams inquired how long before the letters are sent do we start inspections, Mr. Them stated not long maybe a month. The Board asked Mr. Casanave to write the letter to be sent to customers; Mr. Them stated the letter should outline the date inspections will begin, stating the regulation, the Board wants a simple letter.

Mr. Casanave informed the Board that he has left messages for Commissioner Miller and has not heard anything back in reference to the request of funds for the infiltration study.

Mr. Casanave sent the Board information on upcoming funds that may be available; Mr. Casanave stated maybe we want to look pump station upgrades or placing flow meters in our system; smaller projects; the funding he is looking at for the Authority has a limit of up to \$500,000.00 with a 15% match. The deadline is December 21<sup>st</sup>. If the Board wants to pursue this grant application a resolution with numbers needs to be passed at next months meeting; we really don't have much of a notice to really do much research before the deadline; Mr. Casanave stated he will get with Mr. Strickland and identify problem areas that we need to addressed. Mr. Henson mentioned the flushable wipe issue we have; Mr. Casanave stated we can look at pumps or installing comminutors which he thinks would be beneficial than installing a pump that may or may not solve the problem. Mr. Strickland stated pump station 4 & 5 have issues with the wipes but it is system wide; Mr. Strickland stated that the other pump stations do not have the same issue as these do maybe it is the pump themselves or these pump stations have customers who use more of the disposable wipes; Mr. Casanave and Mr. Strickland will come up with something to address these pump stations and present it to the Board next month.

**Attorney:**

Mr. Jones wanted clarification on the Schultz on the delinquent list; Mr. Williams stated that Schultz Auto Body has nothing to do with David and Lynette Schultz. Mr. Strickland inquired on the action on David Schultz, Mr. Jones stated we are waiting on the violation of the Rules and Regulations, but he is going after enforcement on the lien.

Mr. Henson mentioned Ms. Maynard's note on Mr. Munkittrick; the Board discussed the issue with Mr. Munkittrick not complying.

October 21, 2022

**Superintendent:**

Mr. Strickland stated that he has nothing additional to discuss.

**Treasurers Report:**

Mr. Them stated everything looks good for revenue and expenditures so far this year; we have \$11,000.00 over expenditures in water and \$9,400.00 in sewer for the end of September and a year to date of \$99,000.00 total over expenditures but we had a dry year.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:12 a.m.

Respectfully Submitted,  
*Laurie McGuire*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

**OTHERS:** Chris Jones – Solicitor, Eric Casanave – Stiffler McGraw (via teleconference)

**VISITORS:** None

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on October 21, 2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

**Bills:**

Mr. Isaac questioned the invoice for Laning Creek Road he wanted to know if it was for Mr. Rawlings, Ms. Maynard stated yes and the invoice was sent to Fusion Homes for reimbursement. Mr. Them questioned the bill as to why we are billing Fusion Homes for the material and costs; Ms. Maynard stated this is new construction they are reimbursing cost to get services to their location. Mr. Jones stated that tap in fees are for capacity of the system and all other associated costs need to be reimbursed; the water project took into account the tap in fees and construction cost so existing customers did not need to pay anything other than the connection to the meter pit. Mr. Henson made a motion to approve the following bills for November, Mr. Isaac seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>November 2022</b>	<b>Amount:</b>
TMA	WWTP TMA bond – 12/01/2022	\$ 3036.23
TMA	Administrative cost- 11/22	\$ 2,103.67
TMA	Sewer Flows (Oct)	\$ 16,830.96
TMA	Contracted Services	\$ 5,268.50
Frontier	Telephone 6 Invoices	\$ 292.72
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 820.03
Gannon	Premium	\$ 1,576.50
Stiffler McGraw	Invoice 138	\$ 454.25
Postmaster	Box Rental	\$ 37.00
TMA	M & T monthly pymnt	\$ 4,988.44
<b>TOTAL:</b>		<b>\$ 35,408.30</b>

<b>Wysox Water Operating List of Bills:</b>	<b>November 2022</b>	<b>Amount:</b>
TMA	Water (Oct)	\$ 19,899.26
TMA	Contracted Services	\$ 3,612.53
TMA	Penelec Tank, Vault	\$ 149.16
Gannon	Premium	\$ 525.50

Stiffler McGraw	Invoice 138	\$ 454.25
Postmaster	Box Rental	\$ 40.00
BNYMellon NY	December 2022	\$ 12,839.58
Penelec	PS	\$ 777.78
Fairway	Labs	\$ 40.00
<b>TOTALS:</b>		<b>\$ 38,335.06</b>

**Engineer:**

Mr. Casanave stated he sent two emails one with an updated checklist and letter to customers and another with a revised letter to the customers. Mr. Casanave asked if there are any questions regarding the letter, Mr. Isaac and Mr. Them agreed the letter looks good, it is clear and states what we will be looking for. Ms. Maynard stated that changing the contact from the Authority to Erb Inspections, Mr. Casanave made the changes; he stated the letter should be put on letter head dated and signed by whom the Authority designates; Mr. Henson stated that the designated person should be Mr. Williams as Chairman, the Board agreed. Mr. Casanave made the changes to the letter and emailed the corrected copy to Ms. Maynard. Mr. Casanave asked if there are any changes that need to be done on the checklist. Mr. Them stated that instead of the not applicable boxes being colored maybe "N/A" should be put in those boxes, the Board and Mr. Casanave discussed the formatting and it was agreed to keep the formatting the same as presented. Mr. Them wanted to know when we will get the letters out to the customers, Ms. Maynard asked if we could send them with our billing, it would probably not go in next months billing but they should be able to attach it to January billing; the Board agreed to have it attached to the January bill file.

**Attorney:**

Mr. Jones stated that we have a Subrecipient Agreement between Bradford County and the Authority to sign for the funds we requested for the infiltration study in the amount of \$196,000.00; both Mr. Casanave and Mr. Jones reviewed the agreement and suggest the Authority sign it. Mr. Them suggested we open a new account to track these funds, Mr. Casanave agreed. Mr. Casanave stated the request was for an engineering study and for the purchase of grinder pumps, we will have to get with Mr. Strickland to see when he wants to order the pumps and where they are going to be stored. The study itself had two components metering and smoke testing; each study is done at different times of the year, the metering is done during the wet season, and the smoke testing is done during the dry season; Mr. Casanave doesn't think they would start the project until March or April. Mr. Isaac approved the signing of the Subrecipient Agreement by and between Bradford County and Wysox Township Municipal Authority, Mr. Henson seconded, approved.

Mr. Them made a motion to open a separate checking account for the County Grant funds, Mr. Henson seconded, approved.

Mr. Williams questioned Mr. Casanave on making an application for funding that was discussed last month, did he and Mr. Strickland come up with any projects; Mr. Casanave stated that Mr. Strickland and himself identified projects but could not come up with any that could be easily be put in for application; Mr. Casanave stated that hopefully we will have more time before the next round of funding comes about.

**Back flow prevention:**

Ms. Maynard stated that during her training with Dallas Data our billing software company she asked about the Backflow module that is currently not active; Dallas Data stated we could track

serial numbers, installation dates, and track activity. Ms. Maynard stated that having that data placed on the customer account is better than keeping up with an excel spreadsheet. Mr. Henson stated that we should purchase the module the cost is \$4050.00; Mr. Jones stated that we should table this until next month and place it on the agenda, the Board agreed.

**Mr. Munkittrick:**

Mr. Jones wanted clarification on this account; Ms. Maynard stated that we were never notified to have water service restored; Mr. Munkittrick recorded usage, which has not happened since 2018; Ms. Maynard issued a shut off notice for nonpayment, his current balance includes \$272.00 in attorney fees due to the lien that was placed on the account, but he has not made payment since June. Mr. Jones wanted notified if he turned water back on since we shut it off.

**Chesapeake:**

Mr. Jones stated we received a gas lease for property that we own; he is doing a title search as Chesapeake stated we own 5+acres we own less than an acre. He will research and get back to the authority.

**Superintendent:**

Mr. Strickland was to discuss the solar panels, that is tabled until next month.

**Treasurers Report:**

Mr. Them stated everything looks good for revenue and expenditures so far this year; we were \$8,600.00 to the good over expenditures for October, and \$41,000.00 for the year; Mr. Them thinks that we look good but it is probably again due to the dry year. Ms. Pickett stated that maybe we need to have a couple of years under our belt before we look at our rates; Mr. Williams agreed but we also need to have a capital reserve set up so we are not in the same position we were a few years ago. Mr. Them stated that we discussed purchasing backflow preventers for the existing customers and we might be able to have the funds to do so.

**Delinquents:**

Mr. Henson asked Ms. Maynard to discuss the accounts on the delinquent list. Ms. Maynard stated that Mr. Denny was shut off but they have since paid and service was restored, the Board is aware of Mr. Munkittrick, the Reese property we are awaiting funds from the Salvation Army but they are not paying on any balance so they will once again be placed on the shut off list again, the Board is aware of Mr. Schultz, Mr. Williams is keeping up his payment arrangement for the tap in fees. Mr. Them mentioned the Thompsons being delinquent again, Ms. Maynard stated they are flat rate sewer so we cannot shut them off but they did pay the last time we were going to issue a lien against them. The Wysox Motel and Mobile Home Park called yesterday to state they would be sending in payment; Mr. Williams stated the deed for this property was in the paper last week, Mr. Them stated the subdivision was approved. Mr. Jones inquired about the auctions of the Robert Benjamin Estate properties; Ms. Maynard stated she heard the Lake Road property was purchased but she has not heard anything; the property on the Golden Mile is going up for auction this weekend.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:27 a.m.



November 18, 2022

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** James Isaac, William Them – Secretary/Treasurer, Tina Pickett, Thomas Henson-Vice Chairman (via teleconference)

**ABSENT:** Robert Williams-Chairman

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

**VISITORS:** None

**Visitor:**

The Board discussed that Mr. Meredith did not show again for a meeting.

**Minutes:**

The minutes from the meeting held on November 18, 2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

**Bills:**

Mr. Strickland mentioned we received the flood insurance bill from Selective and it was much lower than previous years. Mr. Isaac made a motion to approve the following bills for December, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>December 2022</b>	<b>Amount:</b>
TMA	Wilmington Trust – 1/01/2023	\$ 3049.40
TMA	Administrative cost- 12/22	\$ 2,103.67
TMA	Sewer Flows (Nov)	\$ 17,535.16
TMA	Contracted Services	\$ 2,328.03
Frontier	Telephone 6 Invoices	\$ 292.69
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 1,317.07
Gannon	Premium	\$ 1,576.50
Stiffler McGraw	Invoice 139	\$ 330.75
Penelec	PS 1	\$ 371.54
TMA	M & T monthly pymnt	\$ 4,988.44
R J Corman	16” Sewer Line	\$ 591.94
Selective	Route 6/Piphers Flood Ins	\$ 1,202.00
<b>TOTAL:</b>		<b>\$ 35,687.19</b>

<b>Wysox Water Operating List of Bills:</b>	<b>December 2022</b>	<b>Amount:</b>
TMA	Water (Nov)	\$ 15,453.59
TMA	Contracted Services	\$ 1,618.41
TMA	Penelec Tank, Vault	\$ 165.88
Gannon	Premium	\$ 525.50
Stiffler McGraw	Invoice 139	\$ 183.75
TMA	AT & T	\$ 90.60
BNYMellon NY	January 2023	\$ 12,839.58
TMA	Core & Main – Hydrant Markers	\$ 1,527.50

RJ Corman	24" & 16" Waterline	\$ 1,436.33
<b>TOTALS:</b>		<b>\$ 33,841.14</b>

**Engineer:**

**Attorney:**

Mr. Jones stated that he submitted the signed paperwork to the county for the grant we will be awarded.

Ms. Maynard mentioned sending the new information to Erb Inspections so they have the new rules and regulations, checklist and see a copy of the letter being sent to customers.

**Superintendent:**

Mr. Strickland stated that the modem for the solar panels is out of date so what data that is sending is sparse; the Board agreed to table the purchase of new equipment until 5 G is out so we do not update then have to update again.

Mr. Strickland brought up the subdivision of the Wysox Motel and Mobile Home Park; Mr. Wheeler was to contact him when they were ready to separate the lines as it is now Mr. Vick's meter is furnishing water to the Motel which is now on his own parcel. Mr. Them stated he will call and discuss it with the Wheeler's. Mr. Them asked how this was approved by planning and the utilities did not get addressed. Mr. Jones looked up and the property it transferred back in July.

**Treasurers Report:**

Mr. Them stated as of November 30<sup>th</sup> we are up \$116,000.00 for the year; water was down, Ms. Maynard stated that Hamilton Liberty did not pay until December 1<sup>st</sup>. Mr. Them thinks we will be able to purchase the back flow preventers at this time; we will wait until the December numbers come in to see how we are doing.

**2023 Meeting Dates:**

Mr. Isaac made a motion to approve the following dates for publication for our 2023 meeting dates, Mr. Them seconded, approved.

January 20 <sup>th</sup>	February 17 <sup>th</sup>	March 17 <sup>th</sup>
April 21 <sup>st</sup>	May 19 <sup>th</sup>	June 16 <sup>th</sup>
July 21 <sup>st</sup>	August 18 <sup>th</sup>	September 15 <sup>th</sup>
October 20 <sup>th</sup>	November 17 <sup>th</sup>	December 15 <sup>th</sup>

**Engineer Agreement:**

Mr. Them made a motion to sign the 2023 Engineering Services Agreement for 2023 with Stiffler McGraw, Mr. Isaac seconded, approved.

**Back flow prevention:**

Ms. Maynard stated that last month we discussed purchasing the module to track the back flow preventers on the billing system. The cost came back at \$4,050.00 plus an additional \$1,000.00 for set up and training and \$1,340.00 annual software fee. Mr. Isaac made a motion to approve the purchase of the Back Flow Prevention Module, Mr. Them seconded, approved.

December 16, 2022

**FCCB Bank Account:**

Ms. Maynard stated she received the signature pages for the new bank account, the Authority already voted to open the new account to track the County Grant funds. Mr. Them made a motion we sign the signature document for FCCB but wait until we receive the funds from the County to open the bank account, Mr. Isaac seconded, approved.

**Budget:**

Mr. Them stated he will get the numbers at year end and should have a budget for next meeting. Mr. Them asked Mr. Strickland for the rate increase for WTMA; Mr. Strickland stated TMA's meeting is at noon but the proposed rate increased is 12% for sewer and 6% for water; Mr. Strickland will inform Mr. Them if that is approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:15 a.m.

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough