

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent

VISITORS: None

Visitor:

Reorganization:

Mr. Them made a motion to keep the current officers:
 Mr. Williams – Chairman
 Mr. Henson – Vice Chairman
 Mr. Them – Secretary/Treasurer
 Mr. Isaac seconded, approved.

Minutes:

The minutes from the meeting held on December 16, 2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Strickland mentioned we had to purchase a meter for the Riverstone so our larger meters are starting to fail; Mr. Strickland stated that fortunately this meter gave us warning and it is still operating but we don't know how much longer it will stay working before it goes blank and we lose any flows. Mr. Strickland stated he did contact Mr. Them to start budgeting to have monies on hand to purchase meters on an as needed basis. Mr. Isaac questioned Wilmington Trust; Ms. Maynard stated that the name was corrected for the TMA bond refinance company we were reporting it as WWTP TMA bond refinance but the company furnishing the bond is Wilmington Trust. Mr. Williams questioned the flood insurance from last month; Mr. Strickland stated it went down \$800.00 to \$900.00 from last year, Mr. Strickland looked at the coverage and it looks the same. Mr. Isaac made a motion to approve the following bills for January, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	January 2023	Amount:
TMA	Wilmington Trust – 2/01/2023	\$ 3049.40
TMA	Administrative cost- 1/23	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 18,646.65
TMA	Contracted Services	\$ 3,787.79
Frontier	Telephone 6 Invoices	\$ 292.69
TMA	Penelec 2,3,4,5,6,7,8,9	\$ 1,493.91
TMA	Envirep – 30' Coax Cable PS 5	\$ 166.62
Penelec	PS 1	\$ 458.63
TMA	M & T monthly pymnt	\$ 4,988.45
The Daily Review	Legal Notice	\$ 28.15

TOTAL:		\$ 35,015.46
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Wysox Water Operating List of Bills:	January 2023	Amount:
TMA	Water (Dec)	\$ 13,804.57
TMA	Contracted Services	\$ 1,690.53
TMA	Penelec Tank, Vault, PS	\$ 960.34
TMA	Dallas Data Backflow Mgmt Software/Setup	\$ 5,050.00
Stiffler McGraw	Invoice 140	\$ 441.00
TMA	AT & T Scada	\$ 96.18
BNYMellon NY	January 2023	\$ 12,839.58
TMA	LB Water 4" Meter (Riverstone)	\$ 1,500.00
Vincent Arena	Overpayment Refund	\$ 117.86
Pace Labs	Labs	\$ 40.00
The Daily Review	Legal Ad	\$ 28.15
Penelec	PS	\$ 963.04
AT & T	Scada	\$ 96.18
TOTALS:		\$ 37,627.43

Engineer:

Mr. Williams asked if there was anything we needed to discuss with Mr. Casanave; Mr. Jones stated the only thing is the County Grant as we received the funds and Mr. Them informed him a separate account was set up for the funds. Ms. Maynard stated that Mr. Casanave stated that Stiffler McGraw would be waiting for spring to start the project according to last month's conversation.

2023 Budget:

Mr. Them had emailed the 2023 budget numbers to the Board members prior to this month's meeting for review. Mr. Them stated he had reviewed and made his numbers and reasoning for his numbers on the first spreadsheet he provided. Mr. Them stated he kept the bulk water numbers the same as last year and increased sales by the increase from TMA, he put in the line item for meter purchases, he did not include the backflow module in the budget but he will correct that and include the annual maintenance for the upcoming years. He shows a net of \$25,535.00 in water. In sewer we will have a net loss of \$22,605.00. Mr. Them used the same reasoning when he budgeted the sewer he kept the sewer flows high as we did have a dry year and he made a rate change in revenue due to our increase from TMA. The Grant fund he does not think he has money in the correct line items; Ms. Maynard will provide Mr. Them a copy of the approved grant application so changes can be made. Mr. Isaac made a motion to approve the 2023 budget, Ms. Pickett seconded, approved.

Attorney:

Mr. Jones presented Resolution 01-2023 Schedule of Rates and Fees for the Water and Sewer Systems:

Water Rate \$14.05 per 1000 gallons Sewer Rate \$14.62 per 1000 gallons
 Sewer Flat Rate \$58.48 per EDU Water & Sewer Base Rate for 0 to 1000 gallons \$63.52
 Ready to Serve Charge \$63.52 per EDU

This is the increase of rates based on TMA's rate increase of \$.42 for water and \$.58 for sewer all other fees remained the same.

Mr. Isaac made a motion to approve Resolution 01-2023 Schedule of Rates and Fees for the Water and Sewer System, Mr. Them seconded, approved.

Mr. Jones questioned Mr. Them if he reached out to the Wheeler's, Mr. Them stated yes, he explained the situation to Mr. Joseph Wheeler and informed him to get in touch with Mr. Strickland. Mr. Jones is also composing a letter to Mr. Wheeler on the Wysox Motel and Mobile Home Park regarding the separate connection that is now required since they subdivided the property and the water that feeds the motel is being serviced by the property now owned by Mr. Vick for the Mobile Home Park. Mr. Jones will get in touch with Mr. Strickland and get the information to complete the letter to submit to all parties involved in the Esther Pipher Estate and Mr. Vick.

Superintendent:

Mr. Strickland stated that he got a call last night on a plugged sewer on Lake Road by pump station 4; the main was plugged by the pump station and it came out on the property prior to the pump station out of the clean out and the customers basement; our personnel worked 5 hours to fix the issue; Mr. Strickland stated he contacted Mr. Sumner to file a claim. Mr. Them asked what the issue was, Mr. Strickland stated that there was such a volume of water after the plug we are still investigating what the issue was, we did see a lot of grit, we have never had an issue at that location. Mr. Sumner will reach out to the homeowner; Mr. Strickland advised the homeowner to contact their homeowner insurance company as well. Mr. Strickland stated we are cleaning up his yard and assisting the homeowner as much as we can.

Mr. Strickland stated Ms. Maynard reached out to Erb Inspections and has not heard anything. Ms. Maynard stated she sent them the new water rules and regulations, the new checklist and the letter that was sent to customers this month in reference to inspections, Ms. Maynard also explained in the email our meeting date for this month's meeting in case they had any questions and how Mr. Strickland and Mr. Casanave would go on a few inspections so that we are on the same page.

Ms. Maynard explained that we had received emails and calls on the letter from our paperless customers who were unable to open the attachment; she reached out to Xpressbillpay who are researching the issue and have only identified the web browser as the issue; customers using edge cannot open the attachment; Ms. Maynard is going to pull a list of customers who are paperless and just resend the letter to them.

Mr. Isaac questioned a bill for a bad float and rags, did the customer get billed for that. Mr. Strickland stated that the customer was educated as this is the first time to that location for that issue.

Treasurers Report:

Mr. Them stated that he thinks he covered this under the budget but the final 2022 numbers are on the report if anyone has any questions.

Letters of Financial Interest:

Mr. Williams stated that the Letter of Financial Interest needs to be turned in by all Board members to Ms. Maynard.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:12 a.m.

January 20, 2023

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent, Andrea McLinko – Assistant Billing Clerk

VISITORS:

Visitor:

Ms. McLinko

Ms. McLinko was introduced to the Board she is the assistant billing clerk.

Minutes:

The minutes from the meeting held on January 20, 2023 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Them mentioned he seen that we had pump station issues. Mr. Strickland stated yes we had the one at the bottom of Lake Road he mentioned last month; we are in contact with our insurance in reference to the claim; the issue was chunks of asphalt. Mr. Them questioned how this could occur; Mr. Strickland stated he was aware that Penn Dot replaced a storm drain, when he and Mr. Miller were looking at manholes he seen a piece of our sewer main in the ditch so they obviously hit our main and repaired it without informing us; we did camera that portion of the main to verify everything is okay. We also had a manhole broken so the pavement could have been introduced then as well. Mr. Isaac made a motion to approve the following bills for February, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	February 2023	Amount:
TMA	Wilmington Trust – 3/01/2023	\$ 3049.40
TMA	Administrative cost- 2/23	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 22,627.08
TMA	Contracted Services	\$ 4,564.42
Frontier	Telephone 6 Invoices	\$ 298.40
TMA	Power Systems- Generator service	\$ 1,337.17
TMA	OmniSite – Annual Agreement	\$ 1,890.00
Penelec	PS 1,2,3,4,5,6,7,8,9	\$ 2,429.75
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Stiffler McGraw – retainer	\$ 86.75
Schaedler Yesco	LED light for Pole Light at PS 4	\$ 180.93
GDDJ	Inv 3876 Legal Services 6/22-1/20/23	\$ 727.50
TOTAL:		\$ 44,283.52

February 17, 2023

Wysox Water Operating List of Bills:	February 2023	Amount:
TMA	Water (Jan)	\$ 14,166.16
TMA	Contracted Services	\$ 1,343.02
TMA	Power Systems – Generator Service	\$ 221.87
TMA	Stiffler McGraw retainer	\$ 780.00
BNYMellon NY	March 2023	\$ 12,839.58
Pace Labs	Labs	\$ 120.00
GDDJ	Inv 3880 Legal services 9/2022-1/2023	\$ 1,102.50
Penelec	PS, Vault, Tank	\$ 1,150.45
TOTALS:		\$ 31,723.62

Engineer:

Attorney:

Mr. Jones stated that we have a copy of what was sent to the Esther Pipher Estate and Mr. Vick in reference to the two parcels that was once was the Wysox Motel and Mobile Home Park. He has not received any response on his letter yet.

Superintendent:

Mr. Strickland stated that we are still seeing a large amount of wipes and rags at the pump stations; we did install homemade baskets at the Wilbur Beers pump station and the pump station on Pond Hill . We have extra man hours emptying the baskets.

Mr. Strickland stated we received plans for a commercial property on Mr. Schmeckenbecker's property by Shover Investments (trailer park). They would be demolishing the house that currently sits on the parcel and we might be looking at smaller flows from the proposed business.

Mr. Strickland mentioned that the EPA has forced DEP to revisit the lead/copper rule revision; EPA has requested we inventory all service line connection; since our system is fairly new, we should be fine. Backflow preventers is also a part of this so we are ahead of the new regulations with our inspections. They are also requesting we identify soldered lead joints in individual residences as well, they did not clarify if the Authorities have to bear the cost of replacing piping that has lead, but Mr. Strickland stated he thinks it will be the burden of the Authority. Mr. Them questioned when DEP stopped the use of lead, Mr. Strickland stated in 1991.

Mr. Isaac asked if we can have Erb Inspections add that to the checklist; Mr. Strickland stated we could but they would be burdened looking for any/all lead joints. Mr. Them stated maybe we need them only to identify that a residence has copper lines that are soldered.

Treasurers Report:

Mr. Them stated that January's numbers are in but it is too early to look at the numbers.

2022 Audit:

Ms. Maynard stated we received our engagement letter from HallockShannon P.C. to perform our 2022 Audit. Mr. Them made a motion to have Mr. Williams sign the engagement letter for our 2022 Audit, Mr. Isaac seconded, approved.

Ms. Maynard stated that HallockShannon are coming next week to start the Borough and TMA's Audit so she will give them the signed document then.

February 17, 2023

Mr. Them mentioned to Ms. Maynard to send our 2021 Audit to Mr. Hottenstein.

Erb Inspections:

Ms. Maynard submitted a copy of what was going to be sent to customers in regards to our inspections. The board agreed the letter looks correct and Erb Inspections should proceed.

Ms. Maynard also mentioned that Erb Inspections requested a list of customers that the Board would like to be placed on the priority list for inspection.

Mr. Schultz:

Mr. Them questioned what are we going to do with his outstanding debt; Mr. Jones stated we are waiting for the inspection in order to proceed.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:03 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

PRESENT: James Isaac (via teleconference), William Them – Secretary/Treasurer, Robert Williams-Chairman

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on February 17 2023 were approved as amended to move Ms. McLinko from “visitor” to “other” on a motion made by Mr. Them, and seconded by Mr. Isaac, approved.

Bills:

Mr. Them stated our expenses are up for the first two months of the year. Mr. Isaac made a motion to approve the following bills for March, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	March 2023	Amount:
TMA	Wilmington Trust – 4/01/2023	\$ 3,049.40
TMA	Administrative cost- 3/23	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 17,633.70
TMA	Contracted Services	\$ 5,049.42
Frontier	Telephone 6 Invoices	\$ 298.49
TMA	Horton Elec- Repair 2 Myers motors	\$ 1,720.00
TMA	Schaedler Yesco – pole light PS 4	\$ 180.93
Penelec	PS 1,2,3,4,5,6,7,8,9	\$ 1,945.74
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Gannon Assoc Employee dishonesty bond	\$ 130.50
Halliday Products Inc	Inv 00097277 Trash Buckets PS 4 & 5	\$ 700.99
GDDJ	Inv 3968 Review & Prep for Audit ltr	\$ 75.00
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,708.25
TMA	Gambal - envelopes	\$ 124.29
Selective Insurance	Deductible Recovery – Shaffer claim	\$ 250.00
TOTAL:		\$ 39,958.83

Wysox Water Operating List of Bills:	March 2023	Amount:
TMA	Water (Feb)	\$ 11,518.84
TMA	Contracted Services	\$ 2,224.13
TMA	Areys – couplings laundromat meter	\$ 36.78
TMA	A T & T – Scada	\$ 90.60

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

BNYMellon NY	April 2023	\$ 12,839.58
TMA	Lake Rd Vault, Tank	\$ 229.87
GDDJ	Inv 3968 Review & prep audit letter	\$ 75.00
TMA	LB Water – 4” Meter – Isaac’s	\$ 1,500.00
TMA	Dallas Data – Inspection notice	\$ 550.00
TMA	Gannon Assoc Employee dishonesty bond	\$ 130.50
TMA	Gambal – envelopes	\$ 124.29
Penelec	Lake Rd PS, Tank	\$ 897.49
AT & T	Scada	\$ 96.18
TOTALS:		\$ 30,313.30

Engineer:

Attorney:

Mr. Jones questioned if the inspections have started. Mr. Strickland stated that they have begun but Mr. Casanave or himself could not attend the first inspection as they were only given 14-hour notice and they could not fit it in their schedule; they have some scheduled for the 28th that they will be able to go to. Mr. Strickland stated he does not know how many inspections are scheduled for that day they are not getting a good response from customers. Mr. Them asked if we have something in place for customers who do not respond, Mr. Jones stated we should be notified and inform him and he will send correspondence to the customer. Mr. Them stated he will call Jay and check on the process, Mr. Strickland stated maybe he will contact Mr. Them after the 28th meeting first, Mr. Strickland will contact Mr. Them with his and Mr. Casanave’s opinion on the process.

Mr. Jones stated that the Wheeler’s have contacted Mr. Strickland to get the new meter pit installed. Mr. Strickland stated he did inform Mr. Wheeler to sever the line from the trailer park that currently feeds the motel.

Mr. Jones questioned Mr. Landon’s bill on the delinquent list; Ms. Maynard stated it was a leak she left a door knocker at the residence as we have no contact information. Ms. Maynard was contacted by a sister who stated it was a water line, Ms. Maynard requested proof of the leak but as of today we have had no further contact.

Ms. Maynard asked about the Reese property Mr. Jones stated we need to get an inspection done in order to pursue anything further.

Executive Session:

The Board entered on into executive session at 9:43 a.m. and remained in session until 10:14 a.m. in regards to potential legal issues.

The Board discussed the issues with construction and our lack of being informed of keeping a well, or being informed to inspect the water service after the construction is approved or in planning process.

Mr. Strickland stated he will see what was found on the Schultz inspection with Erb. Ms. Maynard is to check with Erb to see what has occurred on the customers we requested they prioritize on inspection.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

Superintendent:

Mr. Strickland stated that we found infiltration on the property behind Sherwood Groves. We discovered a make shift manhole that was introducing a lot of infiltration from the swamp on the property. We capped the line.

Treasurers Report:

Mr. Them stated that the numbers are down, Ms. Maynard stated that Hamilton Liberty did not pay but we received their payment this month.

Mr. Them discussed our interest rates from First Citizens Community Bank, the township had their interest rate increased. Mr. Them is to contact the bank to negotiate our interest rate.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:29 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 21, 2023

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

ABSENT: Tina Pickett, William Them – Secretary/Treasurer

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on March 17, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

Bills:

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

Wysox Operating Fund List of Bills:	April 2023	Amount:
TMA	Wilmington Trust – 5/01/2023	\$ 3,049.40
TMA	Administrative cost- 4/23	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 21,868.38
TMA	Contracted Services	\$ 4,018.33
TMA	Telephone 6 Invoices	\$ 298.49
TMA	Schaedler Yesco – dup payment	\$ - 180.93
Penelec	PS 1,2,4,5,6,7	\$ 1,072.22
TMA	M & T monthly pymnt	\$ 4,988.45
The Daily Review	Legal notice	\$ 41.00
TOTAL:		\$ 37,259.02

Wysox Water Operating List of Bills:	April 2023	Amount:
TMA	Water (Mar)	\$ 11,549.62
TMA	Contracted Services	\$ 2,274.93
BNYMellon NY	May 2023	\$ 12,839.62
Penelec	Lake Rd Vault, Tank	\$ 946.21
TMA	Pace Analytical	\$ 65.00
TOTALS:		\$ 27,675.38

Engineer:

Mr. Casanave stated he received a call from Mr. Them a couple of weeks ago in reference to the inspections being performed by Erb Inspections. Mr. Them had requested a quote from Stiffler McGraw to do the inspections. Mr. Williams stated that he was not informed by Mr. Them on this matter; Mr. Casanave stated he sent his proposal to Mr. Them as we do have a local inspector who can perform the inspections. Mr. Casanave stated he is aware the Board was not informed of the conversation with Mr. Them. Mr. Casanave informed the Board that Erb performed inspections without informing with sufficient amount of time either he or Mr. Strickland, so they

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 21, 2023

could attend to ensure they are looking at, and requiring what the Board has put in the rules and regulations. Mr. Casanave stated he has not seen any of the checklist on the properties that have been inspected and he has seen a couple of pictures; Mr. Williams stated he has not seen anything returned. Mr. Casanave stated his proposal is \$75.00 an hour; he is not aware what the current contract with Erb is; Mr. Williams stated he thinks it is per inspection, but does not know the rate exactly. Mr. Williams stated that he was not aware of the issues with Erb Inspections so he would need to get more information in order to proceed; the Schultz property was inspected and we had more questions than we received answers. Mr. Isaac stated that we are awaiting paperwork from them in regards to backflow preventors we need to have on file for inventory, is that being done? Mr. Henson asked if we have been informed of any future inspections; Mr. Casanave stated he was informed March 30th but then he was not informed if they occurred or they were cancelled.

Mr. Casanave continued after the executive session to inform the Board that they are ready to start on the infiltration study with the funds received from the county. Smoke testing needs to be performed during the dry season and metering during the wet season; we are almost done with the wet season; we would not start smoke testing until the middle of summer when it is dry; what direction does the Board want him to begin. Mr. Williams stated we already had an issue with our pump station 4 at the end of Lake Road that caused a sewage back up onto a property. We found the issue of gravel that was introduced into the system most likely from a Penn Dot repair we were not informed about. Mr. Williams asked Mr. Casanave how many feet between manholes; Mr. Casanave stated every 400 feet on the straight runs and at any change of direction of the line; Mr. Williams stated why were our manholes placed in the ditch area; Mr. Casanave stated that should not be allowed to occur. Mr. Williams stated why we can't just move them along with the fire hydrant that he informed Mr. Strickland he seen a fire company pulling water from just across the street. Mr. Casanave stated they are in our plan to DEP and just can not be moved or eliminated without DEP's approval of the change. Mr. Williams agrees with Mr. Casanave but the location of the manholes has allowed for infiltration and damage from plow trucks.

Mr. Henson stated do we have cameras included in the grant funds and could we change the scope; Mr. Casanave stated the scope should not be changed and yes, we had cameras, smoke testing, as well as metering in the scope of plan. Mr. Casanave stated with how dry this spring has been he would forgo the metering this year as we would only capture the end of the "wet" season that really has not been wet, but we could go ahead with the cameras of the lines and start the smoke testing during the summer months.

Mr. Isaac stated we would think the timing of each test should be up to the engineer, as they know more about that timing than this Board would. Mr. Henson asked Mr. Casanave if he was looking for a motion to proceed; Mr. Casanave stated not at this meeting, he was just informing the Board of what portion of the study needs to be started and when they would like to start the different items in the study.

Mr. Casanave stated he will reach out to Erb per the Board's request, and he will come with a timeline of the infiltration study for next month's meeting.

Executive Session:

The Board entered on into executive session at 9:58 a.m. and remained in session until 10:30 a.m. in regards to potential legal issues, with no action taken.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 21, 2023

Attorney:

Mr. Jones has been contacted by Mr. Schultz, he will be in contact with Mr. Casanave, Mr. Strickland and Erb Inspections before he reaches back out to him and his attorney.

Mr. Jones stated he will get with Ms. Dinelli in reference to the proposed gas lease that was addressed in a letter to the Authority, he will have an update on this for next meeting.

Superintendent:

Not in attendance.

Treasurers Report:

Mr. Them is not in attendance.

Adjournment:

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

Respectfully Submitted,
Laurie McGuire for
April 2 Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 19, 2023

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

ABSENT:

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on April 21, 2023 were approved as written, on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

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

Wysox Operating Fund List of Bills:	May 2023	Amount:
TMA	Wilmington Trust – 6/01/2023	\$ 3,049.40
TMA	Administrative cost- 5/23	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 21,511.98
TMA	Contracted Services	\$ 3,435.03
TMA	Telephone 6 Invoices	\$ 292.08
Penelec	PS 1,3,4,5,6,7,8, heat tape	\$ 1,101.16
TMA	M & T monthly pymnt	\$ 4,988.45
GDDJ	Schultz Property	\$ 302.25
GDDJ	Inv 4094 svc 02/17-03/24/23	\$ 187.50
Grainger	Inv 9671477975 -6 grinder control floats	\$ 924.42
TOTAL:		\$ 37,895.94

Wysox Water Operating List of Bills:	May 2023	Amount:
TMA	Water (Apr)	\$ 12,125.01
TMA	Contracted Services	\$ 4,350.58
BNYMellon NY	Jun 2023	\$ 12,839.62
Penelec	Lake Rd Vault, Tank	\$ 1,170.02
TMA	Pace Analytical	\$ 65.00
TMA	AT & T Scada	\$ 90.60
GDDJ	Schultz Property	\$ 302.25
GDDJ	Inv 4093 svc 02/17-03/24/23	\$ 187.50
Pace Analytical	Labs	\$ 40.00
PA Dept of Environ Protection	Chapter 109 Safe Drinking Water Annual Fee	\$ 2,000.00
Stiffler McGraw & Associates	Inv 141 Cust inspection consult	\$ 693.00

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 19, 2023

AT & T	Scada	\$ 96.18
TOTALS:		\$ 33,959.76

Engineer:

Mr. Casanave stated he received inspections work sheets from Erb Inspections with accompanying photos. He stated that some of the inspection worksheets are not complete nor signed by the inspector.

Executive Session:

The Board entered into executive session at 9:35 a.m. and remained in session until 10:04 a.m. in regards to potential litigation and enforcement of the Rules and Regulations.

Inspections:

The Board discussed inspectors; Mr. Them asked Mr. Strickland if TMA would hire an inspector for the required inspections; Mr. Strickland stated no. Mr. Williams asked if the Township can; Mr. Them stated he will look into it at the Township. Mr. Strickland stated we don't need people on payroll, they just need to be contracted. Mr. Williams stated he doesn't think that the Board need to continue having this discussion every other month, we need to find a reliable contractor who can do the required inspections. The Board members will contact personnel to see if they are interested. Mr. Henson stated is there anything on our contract with Erb that would inhibit us from informing them they are no longer needed. Mr. Jones stated he will look at the contract for any wording on that, but he thinks it was just for their services.

Ms. Pickett made a motion that if Mr. Jones reviews the contact and does not find any wording to release Erb Inspections, Mr. Henson seconded, approved.

Engineer:

Mr. Casanave stated that part of the County Grant was the infiltration study Mr. Casanave presented the Engineering Service Agreement for that study. The scope was outlined in sections; smoke testing; televising; metering; review and map preparation; report.

Mr. Isaac made a motion to approve the Engineering Service Agreement for the infiltration study, and to set the timeline for the study as the Engineer sees fit; Mr. Henson seconded, approved.

Mr. Casanave thanked the Board and stated that he should have information on the study next year.

Attorney:

Mr. Jones stated he had nothing further to discuss.

Superintendent:

Mr. Strickland stated he would like to purchase the OMNI system that was approved in the grant. The Board stated to go ahead with the purchase.

Mr. Strickland stated he informed Mr. Them that we had five 2-inch meters fail last month; they are \$1500.00 each, we had stock but he needs to purchase two more to have on hand.

Mr. Them made a motion to purchase meters as needed; Mr. Williams asked how many we have currently, Mr. Strickland stated 3 with two he purchased. Mr. Williams stated how many are we looking at, Mr. Strickland stated basically all of the Golden Mile. The Board approved the purchase of meters on a as needed basis.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 19, 2023

Treasurers Report:

Mr. Them stated we are approximately \$6,000.00 in the black as of the April numbers.

Mr. Jones asked if Mr. Them was able to renegotiate our interest rate. Mr. Them stated FCCB only offered 2%; Mr. Them stated C & N is offering 4.5% they stated for Mr. Them to get them the numbers and they will look into giving us a better rate.

Sewer upgrade:

Mr. Henson stated he seen in the paper that we are looking at a sewer upgrade; Mr. Strickland stated we are meeting with Penn Vest today to see funding sources, we are hoping for grant. Mr. Williams stated what time we have left on our loan obligation are we going to end the current funding and start a new obligation; Mr. Strickland stated that the time might be close. Mr. Casanave stated the sewer plant is in need of repair.

Adjournment:

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

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

June 16, 2023

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

ABSENT:

OTHERS: Chad Strickland- Superintendent; Chris Jones – Solicitor

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on May 19, 2023 were approved as written, on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

Mr. Isaac questioned our insurance policy and why they do not invoice us earlier so we are not playing catchup as we are now behind in payments; Ms. Maynard stated that the Board decided last year to start our payments in April so that all payments were completed in the fiscal year and our policy does not renew until May; which we did miss that invoice somehow, Mr. Isaac stated if we want to make our payments in the fiscal year Gannon's should start invoicing us in April so that we take human error out of the equation. Mr. Isaac made a motion to approve the following bills for June, Mr. Henson seconded, approved.

Wysox Operating Fund List of Bills:	June 2023	Amount:
TMA	Wilmington Trust – 7/01/2023	\$ 3,049.40
TMA	Administrative cost- 6/23	\$ 2,103.67
TMA	Sewer Flows (May)	\$ 23,777.82
TMA	Contracted Services	\$ 5,030.46
TMA	Stiffler McGraw Inv 142	\$ 52.50
Penelec	PS 1,2,3,4,5,6,7,8, heat tape PS 9	\$ 1,325.71
TMA	M & T monthly pymnt	\$ 4,988.45
Envirep	Flanged spool PS 2	\$ 1,588.00
Frontier	Telephone 1 line	\$ 53.20
Gannon Insurance	9 pay (payment 1-3)	\$ 4,759.50
Horton Electric Motor Svc	Rewind Myers Grinder (4)	\$ 2,827.00
Stiffler McGraw	Inv 143	\$ 52.50
TOTAL:		\$ 49,578.21

Wysox Water Operating List of Bills:	June 2023	Amount:
TMA	Water (May)	\$ 15,105.49
TMA	Contracted Services	\$ 2,606.99
BNYMellon NY	Jul 2023	\$ 12,706.25
Penelec	Lake Rd Vault, Tank, PS	\$ 954.03
TMA	Stiffler McGraw Inv 142	\$ 645.50
Stiffler McGraw	Inv 143	\$ 206.50
Gannon Insurance	9 pay (payment 1-3)	\$ 2,254.50

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

June 16, 2023

Jessica Mahoney	Refund overpayment	\$ 149.53
TOTALS:		\$ 34,728.79

Attorney:

Mr. Jones stated he had pulled the contract for Erb Inspections, he was not sure if the Board wanted him to write a letter to them; the contract stated that either party had the right to terminate the agreement with a fourteen-day notice. Mr. Jones will write a termination of services to Erb Inspections.

Mr. Jones stated that after last month's meeting he contacted attorney Niemiec in regards to Mr. Schultz; he is awaiting confirmation on setting up a meeting date.

Mr. Jones stated the oil and gas lease for the property we own for pump station 7 has been revised as the acreage and tax parcel id number was incorrect. We own 0.359 acres not 5.6 as indicated on the first proposal. When we acquired the property a separate parcel number was not assigned so he contacted the assessment office and had that fixed. The Board was given a copy of the revised gas lease for our property; Mr. Jones stated he missed on review that they have it addressed to Mr. Them Supervisor as the signature required; Mr. Jones stated he would recommend the Board authorize Mr. Williams to sign the lease once it is revised. The lease is for \$500.00 the minimum amount as we do not own an acre of property with 16% cost free royalties. Mr. Jones had other amendments added to the lease to protect the Authority.

Mr. Them made a motion to authorize Mr. Williams to sign the oil and gas lease with Chesapeake once the necessary changes to the authorized signor is corrected, Mr. Henson seconded, approved.

Mr. Jones provided Ms. Maynard the parcel information for pump station 7 and requested she forward that the Gannon's insurance as well.

Superintendent:

Mr. Strickland stated we had another 7 meters go bad this month; the cost is approximately \$1100.00 we are waiting for the meters they are on back order. The Board asked for the number of big meters; Mr. Strickland stated the exact number he does not have right now but ballpark is 30 to 40. Mr. Strickland stated we will have exact numbers next month to give the Board.

Treasurers Report:

Mr. Them inquired about water purchase and sales as our projected numbers are far behind; Ms. Maynard stated our summer months are when we have the most revenue.

Mr. Them stated that FCCB offered a sweep account that offers 0.35% less than the federal rate that is currently 5.25% so they are offering 4.87%; we will keep \$25,000.00 in the operating accounts and the balance will go to the sweep to earn interest. Mr. Them stated that maybe we want to only keep \$10,000.00 in the accounts to earn more interest. Ms. Pickett made a motion to have Mr. Them negotiate are interest rate with FCCB and authorize any changes in sweep accounts, Mr. Henson seconded, approved.

Delinquent:

Mr. Henson stated he sees another shut off for the other Schultz property; Ms. Maynard stated that we will receive payment as this is the meter that feeds Clipper Jims. Mr. Them asked about the Landon property; Ms. Maynard stated they had a leak of some sort we had attempted to reach

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

June 16, 2023

out to him to find out what was leaking he has not contacted the Authority and the property has been shut off for nonpayment; Mr. Them mentioned the property is up for sale; Mr. Jones inquired if a lien has been filed; Ms. Maynard stated no. Ms. Maynard stated his sister contacted us and she was told if we could get proof of the leak we could offer sewer adjustments if it did not run down the sewer and we have not heard back from anyone on this property.

Inspector:

Mr. Isaac stated he reached out to a potential inspector and informed him of what we were looking for and gave him Mr. Strickland's contact information.

Mr. Them asked if this is our only option; Mr. Strickland stated that Stiffler McGraw has an inspector; the Board discussed that could be an option if we do not find one.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 9:08 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

July 21, 2023

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

ABSENT: Tina Pickett

OTHERS: Chris Jones – Solicitor

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on June 16, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

Bills:

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

Wysox Operating Fund List of Bills:	July 2023	Amount:
TMA	Wilmington Trust – 8/01/2023	\$ 3,049.40
TMA	Administrative cost- 7/23	\$ 2,103.67
TMA	Sewer Flows (Jun)	\$ 17,836.74
TMA	Contracted Services	\$ 4,998.28
TMA	Penelec PS 2,3,6,7,8,9	\$ 625.09
Penelec	PS 1,2,4,5,6,7,8, heat tape PS 9	\$ 1,059.75
TMA	M & T monthly pymnt	\$ 4,988.45
Henry & Sara Dunn	Overpayment refund	\$ 158.60
Frontier	Telephone 1 line	\$ 53.21
Gannon Insurance	9 pay (payment 4)	\$ 1,586.50
Gannon Insurance	Bond	\$ 221.50
HallockShannon P.C.	2022 Audit	\$ 2,200.00
TOTAL:		\$ 38,881.19

Wysox Water Operating List of Bills:	July 2023	Amount:
TMA	Water (Jun)	\$ 21,593.20
TMA	Contracted Services	\$ 2,559.43
BNYMellon NY	Aug 2023	\$ 12,706.25
Penelec	Tank, PS	\$ 978.97
TMA	AT & T Scada	\$ 90.60
TMA	Pace Labs	\$ 430.00
TMA	Penelec Lake Rd Vault	\$ 75.52
Gannon Insurance	9 pay (payment 4)	\$ 751.50
Gannon Insurance	Bond	\$ 221.50
AT & T	Scada	\$ 96.18
HallockShannon P.C.	2022 Audit	\$ 2,200.00
TOTALS:		\$ 41,703.15

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

July 21, 2023

Attorney:

Mr. Jones stated the oil and gas lease was executed; Mr. Williams signed the corrected lease and that was forwarded to Chesapeake.

Mr. Jones sent the letter to Erb Inspections terminating the contract.

Mr. Jones stated that we received confirmation from Attorney Niemiec stating that he has a conflict of interest and cannot represent Mr. Schultz in regards to his property in Wysox. Mr. Jones stated he has reached out to Mr. Schultz to get a meeting set up with him, Mr. Strickland, Mr. Casanave, and himself on August 10th; the meeting date has not been confirmed. Mr. Jones stated they will be looking at compliance to the water system; Ms. Maynard mentioned we still have a balance on the account after the lien was paid off.

Superintendent:

Ms. Maynard stated that Mr. Strickland went through the big meters we have in the system we have an additional 16 meters that may have to be replaced soon; we still have the seven 2-inch meter on back order. Ms. Maynard stated that the Bradford Towne Center 8-inch meter had to be ordered as it is now giving us a warning; Mr. Them asked on the price of that meter; Ms. Maynard stated Mr. Strickland did not give her the amount of that item, other than it is a fire line meter and he did not know how that was allowed to be put in service during inspection. Mr. Jones asked if the customers are paying an additional amount for meter replacement; Ms. Maynard stated our billing is not structured that way currently. Ms. Maynard discussed the other big meters in the system; Panda has a 6-inch meter, and we have three 4-inch meters. The life span of the 2 inch and bigger meters is ten years. Mr. Them stated he will look into addressing a meter replacement charge into the budget.

Treasurers Report:

Mr. Them stated the numbers are looking good. He is questioning the water sales at 36.8% while cost is at 29.3%; Ms. Maynard stated that the hot months should bring the numbers closer to what was budgeted. Mr. Them also stated that sewer sales are at 48.5% while cost is at 44.2% that is probably due to a dryer year. At this time, we are showing a profit even though we budgeted a loss at year end.

Mr. Them did mention our electric costs are up.

2022 Audit:

Mr. Them mentioned that the Audit stated our net position increased \$298,307; 116.24%; Mr. Them stated that is mainly due to the grant we received.

Mr. Henson made a motion to approve the 2022 Audit from HallockShannon P.C., Mr. Isaac seconded, approved.

Inspections:

Mr. Them stated that the person Mr. Isaac suggested is not interested in the position. Mr. Them stated maybe we need to hire Stiffler McGraw to do the inspections. The Board entered into discussion on the inspections and Stiffler McGraw. Mr. Them mentioned that the cost would be \$75.00 an hour. Mr. Henson made a motion to retain Stiffler McGraw to do our water inspections, Mr. Them seconded, approved.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

July 21, 2023

Mr. Them made a motion to have Mr. Jones review the contract with Stifler McGraw and insert the wording of the right to terminate the contract if we are not satisfied with the work performed in the contract and have Mr. Williams sign the agreement so that work can commence as soon as possible, Mr. Henson seconded, approved.

Delinquent:

Mr. Henson stated Mr. Schultz is not current; Ms. Maynard explained the payment made on the account was in regards to the lien we had on the property which had to be paid as he was selling property in Towanda and our lien came up during closing so he had to satisfy that lien. Ms. Maynard stated that she is still billing Mr. Schultz for service on this meter pit as discussion was made when the house was torn down to continue billing as the garage was at one time serviced by this meter pit. Mr. Jones stated that that will be discussed during the conversation they have set for the 10th of August. Mr. Williams pointed out that the property did not become one parcel until sometime after the house was demolished. Mr. Jones stated he could get a date on when the parcels were combined and we can remove those billings after that date.

Mr. Jones mentioned the Landon property, Ms. Maynard stated that a lien needs to be filed, we have not heard nor have we received payment from Mr. Landon.

Mr. Jones stated he will file a lien on all the properties that are highlighted as shut off.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:12 a.m.

Respectfully Submitted,
April 2 Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

August 18, 2023

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

ABSENT:

OTHERS: Chad Strickland – Superintendent, Eric Casanave – Stiffler McGraw

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on July 21, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

Bills:

Mr. Henson made a motion to approve the following bills for August, Mr. Isaac seconded, approved.

Wysox Operating Fund List of Bills:	August 2023	Amount:
TMA	Wilmington Trust – 9/01/2023	\$ 3,049.40
TMA	Administrative cost- 8/23	\$ 2,103.67
TMA	Sewer Flows (Jul)	\$ 18,288.18
TMA	Contracted Services	\$ 4,676.33
TMA	Penelec PS 3,8,9	\$ 255.30
Penelec	PS 1,4,5	\$ 667.08
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Supply House – contactor & relay	\$ 216.23
Frontier	Telephone 1 line	\$ 53.23
Gannon Insurance	9 pay (payment 5)	\$ 1,586.50
TMA	2023 Chap 302 Annual Svc Fee	\$ 65.00
TMA	Envirep PS 1,2 Annual Svc Agreement	\$ 1,978.92
TMA	LB Water Liberty Package Grinder pump	\$ 4,820.00
Schaedler Yesco	Black copper wire PS 5	\$ 82.50
The Daily Review	2022 Audit Report Advertising	\$ 158.96
TOTAL:		\$ 42,989.75

Wysox Water Operating List of Bills:	August 2023	Amount:
TMA	Water (Jul)	\$ 17,743.37
TMA	Contracted Services	\$ 1,444.99
BNYMellon NY	Sept 2023	\$ 12,706.25
Penelec	Tank, PS	\$ 907.65
TMA	LB Water – chamber o rings, 8” meter Bradford Towne Center	\$ 3,709.40
TMA	Pace Labs	\$ 40.00

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

August 18, 2023

TMA	Penelec Lake Rd Vault	\$ 82.48
Gannon Insurance	9 pay (payment 5)	\$ 751.50
TMA	2023 Chapter 302 Annual Service fee	\$ 65.00
The Daily Review	2022 Audit Report Advertising	\$ 158.95
TOTALS:		\$ 37,609.59

Engineer:

Mr. Casanave thanked the Board for engaging Stiffler McGraw to complete the waterline inspections. Ms. Maynard stated she will send a list of water customers with mailing address and phone numbers if they have one on record. Mr. Them asked if the list will be prioritized; Ms. Maynard stated we only have one customer on the priority list that has not been inspected. The Board agreed just to start over with all inspections at this point. Mr. Casanave stated that Chad with Stiffler McGraw should be free by the end of September with his current obligations.

Mr. Casanave stated they are ready to start the smoke testing and televising at the Shover Investments trailer park; they have drafted a letter to go out to residents of the trailer park to inform them not to be alarmed if they see smoke when they start the smoke testing. Mr. Them stated what is going to be done after that is complete; Mr. Casanave stated they will televise Lake Road, they will only smoke test if they find it necessary to do so.

Executive Session:

The Board entered into executive session at 9:40 a.m. and remained in session until 10:15 a.m. in regards to potential legal action.

Attorney:

Mr. Jones is not in attendance.

The Board voted to inform Mr. Jones to give Mr. Schultz 90 days to comply with the water regulations.

Superintendent:

Mr. Strickland stated we are still having the rag issue, and we are now experiencing electrical issues due to the severe storms we have been having lately.

Mr. Strickland stated we are currently trying to locate the force main by the Riverstone; Penn Dot is redesigning the guardrails and extending 50 feet. We have been unable to metro-tech the force main because of the guardrails are interfering with our signal. We need to find our main so that Penn Dot does not hit it during this reconstruction. Things have changed since it was installed in 1986 so we are having difficulty locating it.

Treasurers Report:

Mr. Them stated the numbers are still off, our water sales are at 46% and cost is at 37.4%, Mr. Them asked if Panda pulling water, Ms. Maynard stated yes.

Mr. Them stated we are currently \$57,000.00 in revenues over expenditures.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

August 18, 2023

Grant Opportunity:

Mr. Henson mentioned he heard that there might be grant opportunities out. Mr. Casanave stated that the Local Shares Account has opened up again, applications are being accepted between September 1st and November 30th. Mr. Casanave stated that we could apply for water meters and we could apply for grinder pumps again. Mr. Casanave stated this is a very competitive grant. Mr. Casanave stated we would need to adopt a resolution and do a cost estimate. Mr. Them stated it is not on the agenda.

Mr. Casanave stated he can put some items together and we can get this on the agenda for next month.

Delinquent:

Mr. Henson stated Mr. Landon is holding a rather large balance on the aging report. Ms. Maynard stated he is shut off for nonpayment and at our last meeting Mr. Jones was going to start the lien process on the accounts that have been shut off.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:38 a.m.

Respectfully Submitted,

April 2 Maynard

Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

September 15, 2023

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

ABSENT: Tina Pickett

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on August 18, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

Bills:

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

Wysox Operating Fund List of Bills:	September 2023	Amount:
TMA	Wilmington Trust – 10/01/2023	\$ 3,049.40
TMA	Administrative cost- 9/23	\$ 2,103.67
TMA	Sewer Flows (Aug)	\$ 22,233.42
TMA	Contracted Services	\$ 8,025.38
TMA	Penelec PS 2,3,6,7,8,9	\$ 729.91
Penelec	PS 1	\$ 462.71
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	LB Water-curb stop box rod	\$ 28.00
Frontier	Telephone 1 line	\$ 53.23
Gannon Insurance	9 pay (payment 6)	\$ 1,586.50
TMA	Bishop Brothers – manhole binder	\$ 62.96
GDDJ	Atty fees lien Reese property	\$ 136.37
GDDJ	Legal Services 4/21-7/21/23	\$ 705.00
TOTAL:		\$ 44,165.00

Wysox Project Acct List of Bills:	September 2023	Amount:
TMA	Envirep PS 6 Omni Site	\$ 4,640.00
TOTAL:		\$ 4,640.00

Wysox Water Operating List of Bills:	September 2023	Amount:
TMA	Water (Aug)	\$ 17,155.11
TMA	Contracted Services	\$ 2,266.98
BNYMellon NY	Oct 2023	\$ 12,706.25
TMA	Penelec Vault	\$ 81.38

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

September 15, 2023

TMA	LB Water –2- 2” meters	\$ 2,050.00
TMA	Pace Labs	\$ 250.00
TMA	AT & T - SCADA	\$ 90.60
Gannon Insurance	9 pay (payment 6)	\$ 751.50
GDDJ	Atty fees lien Reese Property	\$ 136.38
GDDJ	Legal Services 4/21-7/21/23	\$ 705.00
Wilmington Trust	Debt Service fee collection	\$ 2,500.00
TOTALS:		\$ 38,783.80

Treasurers Report:

Mr. Them stated the numbers are still off, our bulk water purchase is at 44% and sales at 56% but we are still in the black overall. Ms. Maynard stated we did have an issue with Sheetz irrigation meter that used an excessive amount of water last year; Mr. Them mentioned that the amount used by Sheetz should not affect the budget that much.

Engineer:

The Board contacted Mr. Casanave via teleconference. Mr. Casanave stated that he discussed possible funding for DCED local shares account with Mr. Strickland. They came up with two projects one being replacing meters throughout the system; it would be the cost and installation of the meters by a third-party vendor; they (DCED) do not want us to purchase the meters and keep them in inventory, they want the funds expended as soon as they are purchased; the cost of the meters would be around \$27,000.00 so then we would add installation cost, it would be a smaller grant amount and might be funded. The Board discussed this funding option and asked Mr. Casanave his suggestion; Mr. Casanave stated that the Board would be awaiting funds that might not be advantageous at this time because the meters in this grant request are already needing to be replaced. We will still have meters in the system that will need replaced by the time we receive the grant funds but the Board would have to make the decision of they want to take that risk of meters not needing replaced prior to receiving this funding. The other discussion was upgrading pump station 5 or pump station 4; this would be a defined scope of work; Mr. Strickland stated that he would like both upgraded but currently pump station 5 is showing more need. The Board discussed the upgrades and how they might help with the “flushable” wipe problem. Mr. Strickland questioned if we could put both pump stations in the grant application; Mr. Casanave stated that from what was learned from the first round of applications staying with a lower request of funds might be the way to go. Mr. Isaac made a motion to have Stiffler McGraw proceed with the grant application to upgrade pump station 5, Mr. Henson seconded, approved. Mr. Casanave stated his next step is to do the cost estimate, get the grant paperwork prepared and have the Board approve a resolution with the amount at next month’s meeting. We will also get support letters from our legislators. The grant application needs to be submitted by November 30th.

Executive Session:

The Board entered into executive session at 10:06 a.m. and remained in session until 10:15 a.m. in regards to potential legal action.

Attorney:

Mr. Jones stated he sent a letter to Mr. Schultz in reference to the water line inspection. The Board agreed to have monies transferred from 114 Golden Mile Rd to 82 Golden Mile Rd, as they now only have one service line to the property.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

September 15, 2023

Superintendent:

Mr. Strickland stated we are doing business as usual.

He questioned the Board if they heard anything about the new Penn Dot location on Craftmaster Road; we were only notified in the beginning when the site was proposed but apparently the property was purchased in July. Penn Dot wanted a water line extension to the location. Mr. Jones stated his office represented the sellers at this location he will reach out to the person he dealt with at Penn Dot so see if the extension of the water and sewer lines are still being proposed. Mr. Them stated the Township has not heard anything.

Mr. Isaac asked about the new Dollar General; Mr. Strickland stated they did contact us; Ms. Maynard stated they submitted an application of service. Mr. Strickland stated this is not a new tap as there is already a meter pit at the proposed location.

Sweep Account:

Mr. Williams questioned the sweep account under other matters; Ms. Maynard stated that pertains to our old sweep account still being active; Ms. Schoonover found that this account was still holding \$77,000.00 at the 1% interest rate; it was never closed when we opened the other account; it has been closed, so all funds will go to the higher interest sweep account.

Delinquent:

Ms. Maynard stated Mr. Chilson sold his property to Mr. Vanderpool, we were not notified of closing until Mr. Chilson contacted us to state he sold the property; Landy & Rossettie were the attorney's involved in the transaction and they did not contact us for final bill; Mr. Chilson was aware he would be receiving a final bill but has yet to pay us.

Ms. Maynard also asked for Mr. Thompson be notified to pay his bills.

Ms. Maynard informed the Board the lien was paid on the Reese property and we are awaiting the additional funds from the company who purchased the property.

Adjournment:

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

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

October 20, 2023

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

ABSENT: Robert Williams-Chairman, Tina Pickett

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on September 15, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Isaac made a motion to approve the following bills for October, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	October 2023	Amount:
TMA	Wilmington Trust – 11/01/2023	\$ 3,049.40
TMA	Administrative cost- 10/23	\$ 2,103.67
TMA	Sewer Flows (Sept)	\$ 21,626.46
TMA	Contracted Services	\$ 3,503.47
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,141.00
Penelec	PS 1,2,4,5	\$ 1,042.67
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	WG Maiden Annual Meter Calibration	\$ 371.50
Frontier	Telephone 1 line	\$ 53.52
Gannon Insurance	9 pay (payment 7)	\$ 1,586.50
TMA	Sensus FlexNet Software Support	\$ 487.49
PA Dept of Transportation	Annual Bridge Occupancy Veterans Bridge & Route 187 Bridge	\$ 1,210.00
Stiffler McGraw & Associates	Inv 144&145 &23-6004	\$ 1,106.07
TOTAL:		\$ 42,269.20

Wysox Project Acct List of Bills:	October 2023	Amount:
Stiffler McGraw & Associates	Project 23-6002 smoke testing	\$ 608.00
TOTAL:		\$ 608.00

Wysox Water Operating List of Bills:	October 2023	Amount:
TMA	Water (Sep)	\$ 12,866.63
TMA	Contracted Services	\$ 2,113.70

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

October 20, 2023

BNYMellon NY	Nov 2023	\$ 12,706.25
TMA	Penelec Vault, Tank, PS	\$ 960.15
TMA	Sensus FlexNet Software Support	\$ 487.49
TMA	Pace Labs	\$ 55.00
TMA	AT & T - SCADA	\$ 96.18
Gannon Insurance	9 pay (payment 7)	\$ 751.50
PA Dept of Transportation	Annual Bridge Occupancy Route 187	\$ 1,280.00
AT & T	Scada	\$ 96.18
Stiffler McGraw & Associates	Inv 144 & 145	\$ 105.00
Penelec	Lake Rd Tank, PS	\$ 887.52
TOTALS:		\$ 32,405.60

Attorney:

Mr. Jones stated his office filed a lien for the Landon and Munkittrick properties; Mr. Jones stated that they received a mail return for Mr. Landon; Ms. Maynard stated the services have been shut off since November.

Engineer:

Mr. Casanave stated that he met with Mr. Strickland at pump station 5 to see what would be needed for the upgrade.

Mr. Casanave presented the documentation for the upgrade of pump station 5 and cost of such items to file for the Local Shares Grant. The grant is coming in at \$592,000.00; this would include replacing the valve vault, adding a comminutor and an in-place generator, as well as improving the access off Lake Road. The grant only allows 10% for engineering costs the cost of the grant request would be \$672,600.00 adding engineering and administrative cost. The board discussed the added funding of \$74,880.00 for engineering; Mr. Casanave stated we could use that as match for the grant which would make it more appealing to be funded; as the Authority would have matching funds for the project. Mr. Strickland stated that if we are not awarded the total grant can we cut some items; Mr. Casanave stated that we can. Mr. Them asked if we would be able to get a short-term loan to cover the costs; Mr. Casanave stated yes, but we would have to wait to see what happens with the project. Mr. Casanave projected engineering costs based on a 6-month project, if the project does not take that long the engineering cost would be less.

Mr. Them asked the timeline on the project Mr. Casanave stated that when it is awarded, we have two years to complete the project.

Mr. Strickland stated what paperwork will have to be filed with DEP; Mr. Casanave stated this is a straight forward project; we will have to file a permit application with DEP since we are adding a comminutor and a generator.

Mr. Them made a motion to approve Resolution 02-2023 for \$672,600.00 to apply for the Local Shares Grant for pump station 5, Mr. Isaac seconded, approved.

Mr. Them questioned our inspections; Mr. Casanave stated he hopes to get started on them soon. He is looking at the end of month or early November. Mr. Casanave stated he will accompany Chad for the first couple of inspections, Mr. Strickland will go as well.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

October 20, 2023

Mr. Casanave stated that the smoke testing at the mobile home park was done in 2000 found issues at that time; Mr. Casanave wanted to verify we have legal authority to request another study; Mr. Jones did not see an issue with that as long as notice is given to the customer.

Mr. Casanave stated we have been informed of the bridge replacement at Lake Wesauking. Mr. Casanave stated he has been given preliminary drawings but the sewer line will be impacted. They have authorized preliminary engineering. We are awaiting the utility meeting to ensure what is being affected by the bridge replacement. Penn Dot does a 75/25 cost share. Mr. Them made a motion to have Mr. Casanave attend the utility meetings for the bridge replacement project, Mr. Isaac seconded, approved.

Superintendent:

Mr. Strickland questioned Mr. Them on the proposed traffic circle that was discussed on the Route 6 Route 187 intersection; Mr. Them stated that the traffic circle has been eliminated. Mr. Strickland stated he heard that they may be moving Lake Road; Mr. Them stated that they are looking at moving Lake Road closer to Tractor Supply and working on the red lights instead of the traffic circle. Mr. Strickland stated that if that occurs, we will have water to relocate again at 75/25 cost share. Mr. Henson stated how did our water line end up under the Tractor Supply retention pond; Mr. Casanave stated he does not know how that happened. Mr. Them stated he will forward the plans to Mr. Strickland and Mr. Casanave for the revised Penn Dot work at the Route 6 Route 187 intersection.

Treasurers Report:

Mr. Them stated our revenue should be at 75% at the end of September but our water sales are at 65% the purchase of bulk water is at 50% so it looks good. The sewer is looking good most likely because of a dry year.

Adjournment:

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

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

November 17, 2023

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

ABSENT: Tina Pickett

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on October 20, 2023 were approved as written, on a motion made by Mr. Them, and seconded by Mr. Isaac, approved.

Bills:

Mr. Isaac made a motion to approve the following bills for November, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	November 2023	Amount:
TMA	Wilmington Trust – 12/01/2023	\$ 3,049.40
TMA	Administrative cost- 11/23	\$ 2,103.67
TMA	Sewer Flows (Oct)	\$ 21,877.56
TMA	Contracted Services	\$ 4,307.12
TMA	Penelec PS 3,6,7,8,9	\$ 428.48
Penelec	PS 1,2,4,5	\$ 1,156.02
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	USA Bluebook Grinder floats	\$ 817.18
Frontier	Telephone 1 line	\$ 53.94
Gannon Insurance	9 pay (payment 8)	\$ 1,586.50
TMA	Areys Electrical grinder parts, 2” coupling	\$ 55.59
USPS Postmaster	PO Box 221 Renewal Fee	\$ 41.00
Stiffler McGraw & Associates	Inv 146&23-6004 (LSA Grant)	\$ 1,092.00
TOTAL:		\$ 41,556.86

Wysox Project Acct List of Bills:	November 2023	Amount:
Stiffler McGraw & Associates	Project 23-6002	\$ 308.00
TOTAL:		\$ 608.00

Wysox Water Operating List of Bills:	November 2023	Amount:
TMA	Water (Oct)	\$ 14,541.42
TMA	Contracted Services	\$ 1,859.66

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

November 17, 2023

BNYMellon NY	Dec 2023	\$ 12,706.25
TMA	Penelec Vault	\$ 109.49
TMA	LB Water Meter nuts & bolts	\$ 100.00
TMA	Pace Labs	\$ 80.00
TMA	Phila Business Forms – Water Operating checks	\$ 497.98
Gannon Insurance	9 pay (payment 8)	\$ 751.50
USPS Postmaster	PO Box 221 yearly renewal	\$ 41.00
Stiffler McGraw & Associates	Inv 146	\$ 52.50
Penelec	Lake Rd Tank, PS	\$ 824.29
TOTALS:		\$ 32,405.60

Engineer:

Mr. Casanave presented the Board his engineers report.

He requested Mr. Williams sign the matching funds commitment letter to be submitted to DCED for the Local Shares Grant we have applied for.

Mr. Casanave stated he and Mr. Strickland and Mr. Johnson went to inspect a few customers for the water system. He presented the Board with the findings on the inspections. He suggested compliance letters to be sent out to everybody inspected. Mr. Casanave stated that maybe we wait on sending out the letters so that we do not look like we are targeting people.

Mr. Them had questions on the inspections; and he inquired if we have contacted our problem customer; Mr. Casanave stated that no they have not been able to make contact.

The Board discussed the findings in the inspections done so far as they relate to our current Water Rules and Regulations.

Executive Session:

The Board entered into executive session at 10:05 a.m. and remained in session until 10:28 to establish legal representation of the Rules and Regulations.

Engineer:

Mr. Casanave stated he was approached by M.R. Dirt on a property on Shiner Rd that wants to extend the water and sewer line about 960 feet. M.R. Dirt wanted to know if the Authority would possibly take over the line once it is designed. The anticipated water usage is approximately 4,150/per day. Mr. Williams stated they would need to get authorization to go under the railroad. Mr. Williams stated that he does not see the issue if they engineer and build it, with taking over they system. Mr. Williams also addressed Penn Dot's expansion, even though we haven't heard from them; why would we have two railroad crossing. Mr. Casanave stated they haven't heard from Penn Dot.

Mr. Casanave stated this is all preliminary work, M.R. Dirt has to engineer and bring that to the Board for approval.

Attorney:

Mr. Jones stated that he has nothing further to discuss.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

November 17, 2023

Superintendent:

Mr. Strickland stated we are still having issues with disposable wipes.

Mr. Strickland asked if we needed to bid out the installation of the grinder pumps, we were allowed to purchase; Mr. Casanave stated that with the dollar amount, it would need to put out to bid.

Mr. Strickland stated there has been issues with the proposed Dollar General he will be going out to meet with the contractor today; we were not informed of closing and the building is now down and we were not informed of that either. Mr. Strickland stated that he contacted Mr. Schmeckenbecher who stated the property sold about a month ago.

Treasurers Report:

Mr. Them stated we are currently at \$86,000.00 revenue over expenses, through the end of October; our sewer expenses are a large part of the net in revenue, due to it being a dryer year.

Mr. Them is still questioning the water numbers as they are not what was projected at this point in the year.

Adjournment:

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

Respectfully Submitted,
April 2 Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

December 15, 2023

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

ABSENT:

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

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on November 17, 2023 were approved as written, on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

Bills:

Mr. Isaac made a motion to approve the following bills for December, Mr. Them seconded, approved. Mr. Isaac mentioned the fees assessed by Pace Labs; Mr. Casanave stated Pace Labs purchased Fairway labs; Mr. Williams asked if we have another lab we can look at for services; Mr. Casanave stated the lab has to have certain certifications per DEP; Mr. Strickland stated the closest lab would be Mansfield but we would have to transport them.

Wysox Operating Fund List of Bills:	December 2023	Amount:
TMA	Wilmington Trust – 1/01/2024	\$ 3,049.60
TMA	Administrative cost- 12/23	\$ 2,103.67
TMA	Sewer Flows (Nov)	\$ 19,127.34
TMA	Contracted Services	\$ 2,651.70
TMA	Penelec PS 3,6,7,8,9	\$ 469.71
Penelec	PS 1	\$ 461.49
TMA	M & T monthly pymnt	\$ 4,989.10
TMA	Power Systems PS4 Control repair, PS 1,2,3 Generator Service	\$ 2,292.16
Frontier	Telephone 1 line	\$ 53.24
Gannon Insurance	9 pay (payment 9)	\$ 1,586.50
Gannon Insurance	Flood Ins. Rt6/Piphers PS 2	\$ 953.00
RJ Corman Railroad	Railroad crossings	\$ 618.58
TOTAL:		\$ 38,356.09

Wysox Project Acct List of Bills:	December 2023	Amount:
TOTAL:		\$ 0.00

Wysox Water Operating List of Bills:	December 2023	Amount:
TMA	Water (Nov)	\$ 13,020.62

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

December 15, 2023

TMA	Contracted Services	\$ 1,739.14
BNYMellon NY	Jan 2024	\$ 12,039.48
TMA	Penelec Lake Rd, Vault	\$ 118.34
TMA	LB Water 2" Meter, Check Valves	\$ 3,454.00
TMA	Pace Labs	\$ 80.00
TMA	AT & T Scada	\$ 90.60
Gannon Insurance	9 pay (payment 9)	\$ 751.50
RJ Corman Railroad	Railroad Crossing Rte 187/Riverfront	\$ 1,580.81
TOTALS:		\$ 32,874.49

Engineer:

Mr. Casanave presented the Board his engineers report.

Mr. Casanave stated the grant application for Pump Station 5 was submitted; the award date is set for September but it will probably be January 2025.

Mr. Casanave stated 34 inspections have been completed as of 12/14/23; Mr. Johnson is documenting and photographing each location. He is having difficulty scheduling appointments; he is having customers question who he is, or not getting any response.

Mr. Casanave updated the Board on the TSS water and sewer extension that was discussed last month, when he was approached by M.R. Dirt; this plan is proceeding through Bradford County Planning. Wysox Township requested clarification if they wanted public or private water and sewer as the plans submitted had both and did not clarify which way they were going to proceed. The Authority needs engaged prior to planning if they need public water and sewer. Mr. Casanave stated that this would get the Authority services to that area. Mr. Williams stated maybe we can have them responsible for the railroad crossing as we did with PANDA on the Bridge; Mr. Casanave stated he will pull the PANDA contract and see that the wording is placed on this extension, if they proceed with public water and sewer. Mr. Henson question the project; Mr. Williams stated a 25,000 square foot building with office space and a car wash.

Attorney:

Mr. Jones stated that he questioned Ms. Maynard on the agenda, she is doing it properly; due to some recent cases he wanted to ensure the Board is aware that an agenda cannot be amended unless no funds are being expended or for an emergency situation, anything else needs discussed at a future meeting or a special meeting needs to be advertised.

Ms. Maynard stated she would email Mr. Jones and Ms. Trowbridge her questions on the accounts on the delinquent list that need addressed. Mr. Henson asked what other accounts need discussed other than Mr. Chilson; Ms. Maynard stated we probably need a letter sent to Mr. Williams and Mr. Thompson; Ms. Maynard stated she has received payments from Mr. Landon. Ms. Maynard also mentioned Mr. Michel and Mr. Smith need letters from our attorney as well; Mr. Michel's mail is being returned.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

December 15, 2023

Superintendent:

Mr. Strickland stated that we are going to have our sewer tech, Mr. Ayers go out to the grinder pumps and check alarms and do preventative maintenance. He will be able to give us a list of grinder pumps that are in need of repair/replacement.

Mr. Isaac questioned what Mr. Strickland was able to get done with the proposed Dollar General Store; Mr. Strickland stated he contacted the head developer and contractor and was able to get everything resolved. Ms. Maynard stated we were also put in contact with the closing agent and both billings have been submitted, we have not received payment yet.

Treasurers Report:

Mr. Them stated he contacted Ms. Schoonover to fix an accounting error on a revenue line; but our numbers still look good through November, we are looking at a \$95,000.00 revenue over expenses. Mr. Them stated he estimated water revenue incorrectly.

Mr. Them questioned the rate increase from TMA; Ms. Maynard stated that it is \$0.19 in water and \$0.19 in sewer; Mr. Strickland stated that the meeting is at noon and he will verify those amounts.

Mr. Them stated he will work on the budget after he gets the December numbers; he hopes to have it by the January meeting.

2024 Meeting Dates:

Mr. Isaac made a motion to approve and advertise the following 2024 meeting dates, Ms. Pickett seconded, approved.

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

2024 Engineering Agreement:

Mr. Them questioned if the rates increased, Mr. Casanave stated rates were increased. Mr. Williams questioned if the inspector rates increased; Mr. Casanave stated no. Mr. Henson made a motion to enter into engagement with Stiffler McGraw for 2024, Mr. Isaac seconded, approved.

Adjournment:

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

Respectfully Submitted,
April Z Maynard
Towanda Borough