

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

January 19, 2024

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

**ABSENT:** Tina Pickett, James Isaac

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

**VISITORS:** Richard Meredith

**Visitor:**

Mr. Meredith stated that his water bill is inconsistent for two people. Mr. Them stated we would do a history report and furnish it to Mr. Meredith, but he assumes it might be a toilet. Mr. Meredith agreed to pay the \$25.00 for a meter history report and Mr. Them would discuss the findings with him.

**Reorganization:**

Mr. Them made a motion to keep the current officers:

Mr. Williams – Chairman

Mr. Henson – Vice Chairman

Mr. Them – Secretary/Treasurer

Mr. Henson seconded, approved.

**Minutes:**

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

**Bills:**

Mr. Henson made a motion to approve the following bills for January, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>January 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 2/01/2024	\$ 3,061.25
TMA	Administrative cost- 1/24	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 25,235.82
TMA	Contracted Services	\$ 4,687.79
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,681.75
Penelec	PS 1,4,5	\$ 1,320.50
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Inv 4654 Svcs 9/15- 12/15/23	\$ 472.50
Frontier	Telephone 1 line	\$ 53.24
Stiffler McGraw	Inv 3 Proj 23-6004 LSA Grant	\$ 924.50
Stiffler McGraw	Inv 147 & 148 meetings/Customer inspections/mileage	\$ 7,008.08
The Daily Review	2024 Meeting Dates	\$ 30.65
Vacri Construction Corp	RTE 6 Bridge Force Main Leak Repair	\$ 9,750.00
Xylem	Replace ck 1874 6/22 never cashed	\$ 3,486.69
<b>TOTAL:</b>		<b>\$ 68,804.88</b>

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

January 19, 2024

Wysox Project Acct List of Bills:	January 2024	Amount:
<b>TOTAL:</b>		<b>\$ 0.00</b>

Wysox Water Operating List of Bills:	January 2024	Amount:
TMA	Water (Dec)	\$ 13,717.35
TMA	Contracted Services	\$ 1,942.90
BNYMellon NY	Jan 2024	\$ 12,572.91
TMA	Penelec Lake Rd. PS,Tank, Vault	\$ 1,106.20
GDDJ	Inv 4665 Svcs 9/15-12/15/23	\$ 472.50
TMA	AT & T Scada	\$ 96.18
Stiffler McGraw	Inv 147 &148 meetings, customer inspections, mileage	\$ 7008.09
The Daily Review	2024 Meeting Dates	\$ 30.65
Penelec	Lake Rd PS, Tank	\$ 1,081.70
<b>TOTALS:</b>		<b>\$ 38,028.48</b>

**Engineer:**

Mr. Casanave sent an email that outlined the 72 inspections that have been completed as of last week.

**Attorney:**

Mr. Jones stated that he sent letters to the accounts we had questioned on the delinquent list, as well as a letter to Landy & Rossetti for the Chilson property.

The Board discussed the list provided by Mr. Johnson on customers you have not yet responded to him for inspection; Mr. Jones will give Ms. Maynard a letter to send to the customers on the list.

**Superintendent:**

Mr. Strickland provided photos to the Board on the damage of the main; he did state we should look into having our engineer examine the main for damage; the age and material used at the time over 40 years ago are suspect; this is the second emergent repair that has had to be done on the main. During the repair we were contacted by the railroad who stated we should have applied for a permit; they let us continue and finish the repair. Vacri Construction stated they could replace the entire main in 3 days; Mr. Strickland stated he was surprised at that estimate. Mr. Williams stated we would also have to haul the waste during the down time.

The Board entered into discussion of the main either to inspect or replace it in its entirety; they weighed the amount to inspect and the amount to replace. Mr. Strickland stated he had already reached out to Mr. Casanave on this matter. The Board questioned the material being used currently and if they are any new alternatives with a longer life span. Mr. Williams asked Mr. Strickland if Vacri could provide a rough estimate on a full replacement cost; Mr. Strickland

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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January 19, 2024

stated he could reach back out to them for a price. Mr. Strickland stated he could also reach out to Milnes as well; they are the company who did the other repair; we were unable to contact them for this repair; but he was happy with the work Vacri performed.

The Board agreed Mr. Casanave needs to give the Board more information on what we are looking at for replacement of the main.

Mr. Them stated when would we receive the invoice for the repair; Mr. Strickland stated we had received the invoice; Mr. Strickland retrieved the invoice and Henson made a motion we add to the list of bills to be paid this month, Mr. Them seconded, the Board approved payment to Vacri for the repairs made to the sewer main in the amount of \$9,750.00.

## **Treasurers Report:**

Ms. Maynard stated she completed the water report for Mr. Strickland and our water usage is down approximately 2,000,000 gallons from last year that would account for the low revenue in water.

Mr. Them stated at year end we were up over \$100,000 over expenses; he wants the Board to consider putting that in a reserve account. Mr. Them stated he is still working on the budget.

Mr. Them wants the budget, rate resolution and new reserve account put on the agenda for next month. Mr. Jones wants the Board to review the rate schedule to see if any fees need changed. Ms. Maynard will send last year's fee schedule for the Board review.

## **Letters of Financial Interest:**

Mr. Williams stated that the letters of financial interest need filled out and returned.

## **Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:28 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

## February 16, 2024

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

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Lauren Hotaling – Borough Manager, Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

Mr. Them stated he spoke with Mr. Meredith and explained to him it must be a toilet; Mr. Meredith was fine with the explanation.

Ms. Maynard stated we might hear from Mr. Aronson as he requested another history report Ms. Maynard explained the cost of that, we did do a couple as a courtesy as he thought the contractors at the bottom of his driveway hit his service line.

**Minutes:**

The minutes from the meeting held on January 19, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

**Bills:**

Mr. Isaac made mention of the sewer bill for this month; Ms. Maynard stated that Mr. Strickland requested Ms. Hotaling put the rainfall total for the month on the Borough list of bills. Mr. Isaac made a motion to approve the following bills for February, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 3/01/2024	\$ 3,061.25
TMA	Administrative cost- 2/24	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 36,005.75
TMA	Contracted Services	\$ 4,099.80
TMA	Penelec PS 2,3,6,7,8, 187 Heat tape	\$ 1,733.80
Penelec	PS 1,4,5	\$ 1,203.68
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Thompson 2 lien ltrs/Landon Atty lien fees	\$ 216.37
Frontier	Telephone 1 line	\$ 55.01
TMA	OmniSite – annual 6 PS's	\$ 1,890.00
TMA	MK Flaggers – Route 6 force main repair	\$ 1,092.00
Gannon Associates	Bond renewal	\$ 130.50
Xylem	Relay & Fuses PS 6 & BTC	\$ 1,118.18
<b>TOTAL:</b>		<b>\$ 57,698.45</b>

<b>Wysox Project Acct List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

February 16, 2024

<b>TOTAL:</b>	<b>\$ 0.00</b>
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<b>Wysox Water Operating List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>
TMA	Water (Jan)	\$ 16,355.49
TMA	Contracted Services	\$ 1,571.67
BNYMellon NY	Jan 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 220.72
GDDJ	Landon ATTY lien fees	\$ 136.38
TMA	AT & T Scada	\$ 96.18
TMA	Pace Analytical	\$ 80.00
TMA	LB Water 4" OMNI, 7 - 2" OMNI, meter parts & 3 - 1" OMNI	\$ 5,225.80
Penelec	Lake Rd Tank, Vault	\$ 1,000.40
Gannon Associates	Bond renewal	\$ 130.50
Pace Analytical	Lab Analysis	\$ 89.00
Kenneth Whipp	Refund	\$ 63.52
Alton Homan Estate	Refund	\$ 63.52
<b>TOTALS:</b>		<b>\$ 37,606.10</b>

**Engineer:**

Mr. Casanave stated we are half way through with the inspections. Mr. Casanave stated that the letters that were sent by the Authority have had some success on getting customers to contact Mr. Johnson for inspection.

There is a pattern developing on the inspections so far; customers kept the well pipe which is rated at a lower PSI then the Authority regulations. Mr. Them mentioned that once the inspections are completed maybe sending a letter to those customers would be sufficient.

Mr. Casanave stated that they have a spreadsheet that once the inspections are complete, they will give to the Authority based on address and name of each water customer.

Mr. Casanave stated that TSS (Total Sand Solutions) sent in request for will serve letter from the Authority. The letter sent February 9, 2024 was presented for the Board to discuss; the rates presented will have to be assessed against our current EDU rates per our rules and regulations. Mr. Them questioned if Mr. Casanave will contact TSS as they are awaiting our response. Mr. Casanave stated he will contact them and inform them we have the letter.

Mr. Casanave stated that Mr. Strickland contacted him after last month's meeting to provide the Board numbers of what it would cost to get the force sewer main replaced on the bridge; Mr. Casanave estimated \$2,916,000.00. He looked at the Panda extension as a reference, keeping in mind that is a smaller pipe size than what goes across the Memorial Bridge; that project was completed in 2017, and we have to account for inflation. Mr. Casanave stated that this would be a grant project to say the least. Mr. Them stated maybe we set up a plan so we can have that ready for the next funding source.

Mr. Them asked for the company's names that may be involved in this project as Mr. Strickland was to contact them for a quote; it was Vacri and Milnes.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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February 16, 2024

## **2024 Budget:**

Mr. Them stated he did not contact Gannon's to check on insurance rates for this year so he left them the same; he did speak with Mr. Strickland on our expenses. He budgeted a loss in sewer and a small gain in water; we had \$100,000.00 gain in revenue last year. Mr. Them stated that if we continue to have infiltration as we did last month that could affect the numbers.

Ms. Pickett made a motion to approve the 2024 Budget as presented, Mr. Isaac seconded, approved.

Mr. Williams questioned if we have installed all the equipment needed to identify our infiltration problem; Ms. Maynard stated we know we purchased the OMNI system for pump station 6 but they are researching if it was installed. Ms. Maynard stated that unfortunately we no longer have Mr. Strickland nor Mr. Tabor; Mr. Tabor would have been the person to install the OMNI system. Ms. Hotaling stated we do have Mr. Ayers who is not in until next week; she will check with him to see if he can install the OMNI system.

## **Superintendent:**

Ms. Hotaling presented paperwork to purchase a tablet to replace the AR5502, our meter reader. Ms. Hotaling went out to the field to see the reader in action and LB Water mentioned the reader needs replaced as it is not functioning correctly. The cost of a replacement reader would be upwards of \$10,000.00; but since Wysox has the newer technology we could purchase a tablet along with the accessories needed to accomplish the reading. The tablet could be purchased on our T Mobile or AT & T account for a couple of hundred dollars and a monthly fee for service for cellular data. LB water provided a quote for a command link and auto gun for \$2,583.72 which would need to be purchased for the tablet, these items would need to be purchased with the new reader if we chose to go that route as well as our current equipment is outdated.

Mr. Isaac made a motion to approve the purchase of the tablet and reading apparatus to accompany the tablet at a cost of less than \$3000.00, Mr. Them seconded, approved.

## **Attorney:**

Mr. Jones presented the rate resolution; water will increase from \$14.05 to \$14.24 per 1000 gallons; sewer from \$14.62 to \$14.81 per thousand gallons; sewer flat rate will increase from \$58.48 to \$59.24 per EDU; the base rate and ready to serve charge will increase from \$63.52 to \$63.90. There is also an increase in the meter test fees from \$25.00 to \$50.00. Mr. Jones stated he left the service charge on the inspection blank as it was to be discussed at this meeting. Ms. Maynard stated the inspection fee is if a person questions the accuracy/integrity of our meter itself; this entails us removing the meter and taking the meter to the sewer plant to put the device on our flow meter to verify if the meter is in compliance. The Board agreed to increase that rate from \$50.00 to \$150.00; Ms. Pickett questioned what happens if the meter is found to be non-compliant; Ms. Maynard stated we would adjust all prior billings and refund the customer the fee.

Mr. Them made a motion to adopt Resolution 01-2024 Wysox Township Municipal Authority Schedule of Rates and Fess for the Water and Sewer System, with the rate increases previously discussed, Mr. Isaac seconded, approved.

## **Treasurers Report:**

Mr. Them stated that when he was doing the budget he contacted Ms. Schoonover to see about the interest on the accounts. Ms. Schoonover sent over the documents from the bank and Mr.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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February 16, 2024

Them found the rates were incorrect. The amount due to this error was \$3,134.85; \$1,190.39 in the water operating; \$685.29 in sewer operating; \$1259.17 in the project account.

FCCB is willing to reimburse our accounts and leave our contract the way it is expiring in June of 2025, or they will leave it the way it is and extend our rate for an additional 6 months.

Mr. Them made a motion to have FCCB reimburse us the amount they owed us for incorrect interest rate being assessed on our account, Ms. Pickett seconded, approved.

Mr. Them stated he mentioned last month that maybe we should put our excess monies in a capitol reserve account. Ms. Pickett questioned what would be the advantage of getting another account for our funds, wouldn't it cost money to open another account. The Board agreed not to open another account for capitol reserve. Ms. Maynard stated that she thought that the bond refinance had asked for additional funds be sent to them to be held in reserve; Mr. Them stated he was unaware of that and would contact Mr. Hottenstein.

Ms. Maynard is to forward the 2024 budget to all appropriate personnel.

## **HallockShannon PC:**

Ms. Maynard presented the 2024 agreement for our 2023 audit with HallockShannon PC. Mr. Them stated this was emailed to him he already signed it and returned via email. Ms. Pickett made a motion to have HallockShannon P.C. perform our 2023 audit, Mr. Isaac seconded, approved. Ms. Maynard had Mr. Them sign our copy to have the agreement on file.

## **Delinquent List:**

Mr. Them questioned if there were any accounts that needed addressed on the delinquent list. Mr. Jones stated the Harkness account, Mr. Harkness passed away last year. Ms. Maynard stated that the water was shut off for non-payment; Mr. Williams stated there is someone living there still. Mr. Jones stated a lien will be filed.

Ms. Maynard stated Mr. Landon has paid his account off but we will be adding the attorney fees for the lien that was processed and now satisfied.

Mr. Jones mentioned we also received payment from the Chilson property after a letter was sent to Rosetti & Landy.

Ms. Maynard stated that Mr. Thompson also came in and paid.

## **Adjournment:**

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

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 15, 2024

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

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

**OTHERS:** Lauren Hotaling – Borough Manager, Matthew Aikey - Superintendent; Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on February 16, 2024 were approved as written, on a motion made by Ms. Pickett, and seconded by Mr. Them, approved.

**Bills:**

Mr. Williams questioned the bills for Stiffler McGraw they total \$27,958.75 of which \$27,448.75 are for the inspections and we are only half way done; Ms. Maynard stated she questioned the rates with Stiffler McGraw; Mr. Them stated we only budgeted \$20,000.00 for inspections this year. Ms. Maynard stated we paid invoices already this year for inspections. Mr. Williams questioned that the rate was by the hour with the expectation of 3 an hour. The Board discussed the contract for the inspections. Ms. Pickett made a motion not to pay the Stiffler McGraw invoices until we get clarification on the invoices. Mr. Williams requested Mr. Them speak with Mr. Casanave about the invoices. Ms. Pickett made a motion to approve the following bills for March, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 4/01/2024	\$ 3,061.25
TMA	Administrative cost- 3/24	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 23,584.77
TMA	Contracted Services	\$ 1,866.06
TMA	Penelec PS 2,3,6,7,8,	\$ 1,287.23
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Williams intent to lien fees	\$ 20.00
Frontier	Telephone 1 line	\$ 55.01
TMA	Amazon – Galaxy Tablet / Case	\$ 108.49
<b>TOTAL:</b>		<b>\$ 37,074.92</b>

<b>Wysox Project Acct List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
<b>TOTAL:</b>		<b>\$ 0.00</b>

<b>Wysox Water Operating List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
TMA	Water (Feb)	\$ 13,925.40



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 15, 2024

TMA	Contracted Services	\$ 2,974.50
BNYMellon NY	Mar 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 202.98
GDDJ	Williams – intent to lien fees	\$ 20.00
TMA	AT & T Scada	\$ 96.18
TMA	Amazon – Galaxy Tablet / Case	\$ 108.49
TMA	LB Water – Kornerhorn w/ball valve	\$ 948.00
Pace Analytical	Lab Analysis	\$ 89.00
Welles Mill Co Inc	Refund	\$ 92.19
<b>TOTALS:</b>		<b>\$ 18,456.74</b>

### **Inspections:**

Mr. Williams explained the inspection process to Mr. Aikey, he reviewed what the inspectors are looking for as far as compliance with our rules and regulations.

Mr. Aikey questioned what is done if they are found noncompliant; Mr. Williams stated they will be sent a letter after the inspections are completed on what they need to repair. Mr. Jones stated our rules and regulations will be reviewed to ensure that we are not being unreasonable to our customers.

### **Engineer:**

Mr. Casanave sent an email updating the board; Ms. Maynard stated she had contacted Mr. Casanave as well as Mr. Jones on a couple of items she was made aware of. Mr. Dunn property, Mr. Miller our sewer foreman, was approached to move the meter pit from its current location; Mr. Casanave stated that the request should be made to the Authority not an employee. Mr. Jones stated that since the Authority has been made aware a letter needs to be addressed to Middendorf Contracting and Mr. Dunn stating that we will move the meter pit to where they need it relocated but the request needs to be made to the Authority. Ms. Maynard will send the letter.

Ms. Maynard stated the other property Mr. Miller brought to her attention is the sewer line at the new Dollar General property; we were not provided proof that that our sewer line was capped. Mr. Casanave stated we should camera it; if we do not find anything we should be okay; if we do we need to address it.

Ms. Maynard stated the last item was our force main on Smokerise; a Penn Dot employee spoke with Mr. Miller and stated our sewer main is in the area of the ditch they are doing for drainage. Ms. Hotaling stated they did speak with Penn Dot and we are not moving our force main that has been there since 1986. Mr. Aikey stated they went yesterday and met with Penn Dot on site and they are in agreement on the sewer main but they ask we put a marker to show where are main is and to also mark our manhole, so it will not get hit again; our markers were moved and our line was hit.

### **Envirep:**

Ms. Hotaling stated the grant from the county paid for the OMNI system for pump station 6; Mr. Tabor was to install it but he is no longer employed. The quote from Envirep is for \$3,220.00 to

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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March 15, 2024

install the OMNI system. Mr. Them made a motion to have Envirep install the OMNI system, Ms. Pickett seconded, approved.

**Attorney:**

Mr. Jones stated he has been working on collections.

Mr. Jones stated when we did our bond refinance in 2021, part of our indenture was to send our savings/retained earnings to a Bond Redemption and Improvement fund; we are allowed to keep 3 months operating funds in our account. Mr. Jones thought this was an automatic thing but apparently it is not; Mr. Them stated it has been overlooked by all parties involved. He did his calculations and we can keep \$225,000.00 at the end of each year; he is looking at expenses to be approximately \$75,000.00 a month. Mr. Them stated he will verify what we have, and see what needs to be sent to that fund. Mr. Them stated if we need monies, we just need to send our minutes from the meeting requesting funds. Mr. Them will ask Mr. Hottenstein the procedure when we get the figures of what we can transfer. It only needs to be done annually.

**Superintendent:**

Ms. Hotaling stated the only item she had was the Envirep quote.

**Haggerty Property:**

Mr. Haggerty requested from Mr. Them the ability to use the property on 248 Pennsylvania Ave that has a meter pit, to place a holding tank in the ground and pump the water to his other property. Mr. Them stated that he would be better off placing the tank at his property and pump from there. Ms. Maynard stated Mr. Haggerty addressed this before, Mr. Strickland was hesitant as we would not be able to ensure we could provide him the water he thinks that that system would provide due to the pumping uphill. Mr. Jones stated we would be servicing the property that has a meter pit, so he does not see an issue, what is done after that would be the responsibility of Mr. Haggerty. Mr. Them mentioned that the pressure in that area is low, but according to Mr. Casanave it is sufficient. Mr. Them stated he will tell Mr. Haggerty that it is feasible. Mr. Jones stated Mr. Them should speak to Mr. Casanave just to ensure our decision is correct.

**Treasurers Report:**

Nothing discussed.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:58 a.m.

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough