

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.

Wysox Operating Fund List of Bills:	January 2024	Amount:
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
TOTAL:		\$ 68,804.88

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Wysox Project Acct List of Bills:	January 2024	Amount:
TOTAL:		\$ 0.00

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
TOTALS:		\$ 38,028.48

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

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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.

Wysox Operating Fund List of Bills:	February 2024	Amount:
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
TOTAL:		\$ 57,698.45

Wysox Project Acct List of Bills:	February 2024	Amount:

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February 16, 2024

TOTAL:	\$ 0.00
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Wysox Water Operating List of Bills:	February 2024	Amount:
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
TOTALS:		\$ 37,606.10

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.

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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.

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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.

Wysox Operating Fund List of Bills:	March 2024	Amount:
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
TOTAL:		\$ 37,074.92

Wysox Project Acct List of Bills:	March 2024	Amount:
TOTAL:		\$ 0.00

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

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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
TOTALS:		\$ 18,456.74

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

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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 Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 19, 2024

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

ABSENT: Tina Pickett

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

VISITORS: None

Visitor:

Minutes:

The minutes from the meeting held on March 15, 2024 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 April, Mr. Henson seconded, approved.

Wysox Sewer Operating List of Bills:	April 2024	Amount:
TMA	Wilmington Trust – 5/01/2024	\$ 3,061.25
TMA	Administrative cost- 4/24	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 27,993.04
TMA	Contracted Services	\$ 2,820.56
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 2,540.72
TMA	M & T monthly pymnt	\$ 4,988.45
GDDJ	Webster intent to lien fees & Audit ltr	\$ 95.00
Gannon Insurance	Comm Policy Pkg	\$ 1,169.00
Stiffler McGraw	Inv 149, 150, 151, 152	\$ 6,639.38
Penelec	PS 1	\$ 608.97
TOTAL:		\$ 52,020.04

Wysox Project Acct List of Bills:	April 2024	Amount:
TOTAL:		\$ 0.00

Wysox Water Operating List of Bills:	April 2024	Amount:
TMA	Water (Mar)	\$ 10,194.14
TMA	Contracted Services	\$ 3,119.55
BNYMellon NY	Apr 2024	\$ 12,572.91
TMA	Penelec Lake Rd. Vault, PS	\$ 1,138.31

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GDDJ	Webster – intent to lien fees & Audit ltr	\$ 95.00
TMA	AT & T Scada	\$ 96.18
Gannon Insurance	Commercial Pkg Policy	\$ 1,169.00
Pace Analytical	Lab Analysis	\$ 89.00
Stiffler McGraw	Inv 149, 150, 151, 152	\$ 21,319.37
TOTALS:		\$ 49,793.48

Engineer:

Mr. Williams stated he would catch up the Board on what is occurring with the inspections, Mr. Isaac and Mr. Henson stated they read Mr. Casanave's letter.

Mr. Casanave stated he would like to apologize to the Board it should not have gotten this out of hand. Mr. Casanave stated he will go to the company president to see what can be done; Mr. Casanave stated he would like to propose a lower rate for Mr. Johnson's services. Because of the delay in bills being presented to the Board for approval the billing was questioned; Mr. Casanave stated he should have informed the Board of the costs. Mr. Casanave stated that Mr. Johnson is about halfway done and he did finish what he had scheduled. Mr. Casanave brought a thumb drive with the files of what has been completed to date. The Board discussed the inspection process and what is being documented. Mr. Williams stated he does not want the inspections to stop but we need to get control of the expenses. Mr. Them stated that the process needs to be more specific in cost, when we went with Stiffler McGraw we had in mind that we would be spending, a little more the Erb contract, we are looking at \$56,000.00 and we are only half way through the inspections. Mr. Williams pointed out that the more expensive costs are still to come with our non-compliant customers. Mr. Casanave stated Mr. Johnson is currently unavailable as of now as we had to have him fill a vacancy due to a coworker being out for an extended time. Mr. Casanave stated he will have a report of what has been done to date and send it to the Board.

Mr. Casanave stated that we are going to start the metering of the areas of concern for infiltration as proposed in the Bradford County Grant. Mr. Casanave wants to start this in early May late April. Mr. Casanave stated if we wanted to wait until Mr. Aikey returns, the Board stated he should start the monitoring and bring Mr. Aikey up to speed when he returns.

Mr. Casanave stated the Penn Dot Engineer sent a map of the bridge replacement and it looks from the map our water line is not affected, our sewer line hangs off the bridge so it is affected. Penn Dot needs a consultant authorization so that Mr. Casanave can represent the Authority. The engineering costs will be in the 25/75 cost share for Penn Dot project. Mr. Casanave hopes to have the paperwork by our May meeting for signature/authorization.

Attorney:

Mr. Jones stated he has been working on liens. Mr. Jones stated that the Harkness property will have a lien filed; Mr. Harkness has been deceased and no estate has been filed. He looked into taxes and they are being paid. Mr. Jones stated the Authority could file the lien and wait, or we can file paperwork and become the executor of the estate as no family member has done so. Mr. Williams stated that they have the house in disarray with garbage. Mr. Jones stated he will look to see if there is a mortgage.

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Superintendent:

Ms. Maynard stated the OMNI has been installed as is operational; Mr. Maynard was present with the Envirep representative.

Bond Redemption:

Mr. Jones stated he did reach out to Mr. Hottenstein in reference to the account, and he hasn't heard back from him yet. Mr. Jones updated the Board that part of our bond refinance was to have any excess funds to be held by BNY Mellon, since we have not yet done that Mr. Jones wants to get the information on that process, it was an oversight on all parties. Mr. Jones requested the interest rate we are currently receiving from First Citizens.

Treasurers Report:

Mr. Them stated we are showing a loss in both water and sewer and we haven't entered the Stiffler McGraw bills yet. Mr. Them questioned if the interest from 2023 given back to us; Ms. Maynard stated she would ask Ms. Schoonover.

Mr. Henson:

Mr. Henson wanted the back story on the Penn Dot situation on Smokerise; Ms. Maynard stated the situation was resolved after Mr. Aikey and Ms. Hotaling met with Penn Dot, they wanted our sewer line marked so that it is not disturbed.

Mr. Henson mentioned that he read a report of a Texas water system being hit by hackers; we might want to ensure we have a system that is not vulnerable to hackers.

Mr. Henson stated at his last meeting we found a resident who had a switch to change from well to municipal water, have we found others; Mr. Casanave stated that customer did fix the switch and Mr. Strickland went and inspected that property; and no others that egregious have been found.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:41 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 17, 2024

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

ABSENT:

OTHERS: Chris Jones – Solicitor

VISITORS: None

Visitor:

Minutes:

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

Bills:

Ms. Maynard stated that the bill for Bishop Brothers is for Ms. Russell; apparently, we had a defective meter; Mr. Aikey stated we should be responsible to pay the invoice; we have switched our procedure in the future to verify it is not our equipment. Mr. Isaac questioned the invoice for Selective Insurance; Ms. Maynard stated that the policy did increase by approximately \$1,000.00 from last year the only difference is that Selective did change our payment schedule; instead of the 9 pay they want the premium paid in 4 installments, payments in June 1, August 1, October 1 and last payment due by December 1. Mr. Sumner stated he would gladly come to a meeting to discuss our policy. The Board requested a copy of the policy be emailed, and requested Ms. Maynard contact Mr. Sumner to come to next month's meeting. Mr. Henson made a motion to approve the following bills for May, Mr. Isaac seconded, approved.

Wysox Sewer Operating List of Bills:	May 2024	Amount:
TMA	Wilmington Trust – 6/01/2024	\$ 3,061.25
TMA	Administrative cost- 5/24	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 28,586.70
TMA	Contracted Services	\$ 5,208.48
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,706.55
TMA	M & T monthly pymnt	\$ 4,988.45
GDDJ	Inv 4858 – Legal Svcs 01/09-04/19/24	\$ 570.00
Gannon Insurance	Comm Policy Pkg	\$ 2,866.50
TMA	Frontier - telephone	\$ 54.26
TMA	USA Blue Float switches/ check valves	\$ 1,049.06
Penelec	PS 1	\$ 538.04
Eric Aepli	Refund	\$ 59.24
Frontier	Phone Svc	\$ 53.32
TOTAL:		\$ 50,845.52

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 17, 2024

Wysox Project Acct List of Bills:	May 2024	Amount:
Stiffler McGraw	Inv 3 – Flow metering review	\$ 1,640.00
Envirep	Omni Site Install PS 6	\$ 3,220.00
TOTAL:		\$ 4860.00

Wysox Water Operating List of Bills:	May 2024	Amount:
TMA	Water (Apr)	\$ 7,870.22
TMA	Contracted Services	\$ 2,551.52
BNYMellon NY	May 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault, PS	\$ 1,168.10
GDDJ	Inv 4858 – Legal Svcs 01/09-04/19/24	\$ 570.00
TMA	AT & T Scada	\$ 186.78
Gannon Insurance	Commercial Pkg Policy	\$ 420.50
Pace Analytical	Lab Analysis	\$ 89.00
Commonwealth of PA	DEP Chap 109 Annual Fee	\$ 2000.00
Bishop Brothers Construction	Inv 57731 – 25 Lundy Ave	\$ 942.50
Penelec	Lake Rd Tank, PS 1	\$ 844.80
TOTALS:		\$ 29,216.34

Engineer:

Mr. Williams stated he hasn't completely read Mr. Casanave's letter he sent the Board. The Board agreed to table the discussion until Mr. Casanave is at the meeting.

Attorney:

Mr. Jones stated that Mr. Harkness property had a notice of foreclosure in the paper, the lien has been filed. Mr. Jones stated that what is in the paper is only notification for the estate, once it goes to Sheriff Sale, we will update the lien amount with what is currently due.

Mr. Jones stated that he spoke with Mr. Hottenstein and he was forwarding information on the Bond Redemption; Mr. Hottenstein did state that any excess funds are placed in a high interest-bearing account.

Treasurers Report:

Mr. Them stated he also talked to Mr. Hottenstein, Mr. Them stated last year's revenues we would owe them approximately \$250,000.00. Mr. Them stated if Mr. Jones talks to M & T, since we are receiving 5% from FCCB do we have to send them the monies; Mr. Jones stated that they are the fiduciary of the Bond so they want the monies to show the bond holders we have the funds to pay our debt.

Mr. Them stated we are showing a \$15,000.00 loss in water our revenue is down and we budgeted for a \$28,000.00 gain for the year. The sewer revenue is looking good but our sewage cost is up

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 17, 2024

due to infiltration; overall we have a loss of \$21,000.00; we budgeted a \$28,000.00 loss for the year so we are behind in that aspect as well. The inspection cost has impacted our budget.

Superintendent:

Not in attendance.

Pine Tree Lane

Ms. Maynard stated she had to send Mr. Maynard for a grinder call when she pulled up parcel map viewer to show him where the residence was, she seen that we only have 2 customers on the sewer on that street; Ms. Maynard stated Mr. Miller our sewer foreman stated that was a private line that others properties were requested to tie in if they wanted; Ms. Maynard questioned if we ever took over the line.

Mr. Henson stated that he had as-builts of our sewer lines that he gave to Mr. Johnson to make copies but he never received them back.

Mr. Jones stated he will do research to see if we own that sewer line. If we own the line then the customers should connect.

Mr. Williams stated he does not remember adopting this sewer line and apparently since water was to follow sewer, we must not have known of this sewer line.

Pool fill Credits:

Ms. Maynard stated a customer asked if we offer pool fill credits. After discussion, Mr. Henson made the motion not to give pool fill credits, Mr. Isaac seconded, approved.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:21 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough