

Towanda Municipal Authority

January 19, 2015

The January meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:15 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Richard Schmeig

ABSENT: Joel Christian, Paul Sweitzer, Ellen Lacek, William Shaw

OTHERS: Kyle Lane, Manager; Fred Johnson, Supervisor; James Pruyne, Solicitor

Visitors:

Visitors:

None

Reorganization:

Ms. Sullivan made a motion to approve the reorganization as presented, Mr. Schmeig seconded, approved.

Chairman - Michael Walsh

Vice Chairman – Paul Sweitzer

Secretary/Treasurer – Paul Dewitt

Asst. Secretary/Treasurer – Charlotte Sullivan

Legal Counsel - James Pruyne

Compensation – Legal \$2,200.00 Secretary/Treasurer \$300.00

Minutes:

The December minutes were approved on a motion made by Ms. Sullivan and seconded by Mr. Dewitt, approved.

Bills:

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

New Water Source:

Mr. Lane informed the Board of the updates from Jim Casselbury; he is establishing the water table for both the Roberts' and Church property.

The Church property is going to the Bradford County Planning Commission to approve the subdivision the meeting is January 20th.

Mr. Cassanave is working on a contour map to establish a driveway on the church property. Mr. Lane stated the church property is the ideal place for the treatment center.

Mr. Lane stated that Mr. Carmen Venezia is retiring in February he did offer to be our environmental consultant; he would be compensated by GTP per our agreement.

Mr. Lane is still looking for funding for the water project. Mr. Lane is still looking at grants but because of our water rates we do not qualify we need 3 million dollars to fund our portion of the water project.

Sewer:

Mr. Lane indicated that our costs for the Penn Dot sewer relocation are now approximately \$7,000.00 our original cost was approximately \$9,675.00.

Towanda Municipal Authority

January 19, 2015

Audit:

Mr. Lane stated we are still waiting for 2012 and 2013 from Thompson's we will be going to Lochen and Chase for future audits.

Budget:

Mr. Lane stated revenue was up for 2014 but we also billed the double month usage in order to catch up our billing to current. Our bulk sales were down but we did get the payment from Chief for their September draws, he also noted that Chesapeake has used their credit and Stacy is contacting them to see if they are going to renew for 2015.

Delinquents:

The Board entered executive session at 6:07 p.m. and remained in session until 6:32p.m. In regards to possible ligation on past due accounts.

Mr. Dewitt made a motion for Mr. Pruyne to execute collective lawsuits, seconded by Ms. Sullivan, approved.

Rates:

Mr. Johnson stated need to increase our rates due to frozen meters and pipes due to property owners not protecting our meters from the elements he wants fees increased to \$100.00 for working hours and \$150.00 for non working hour call outs. Motion to increase rates was made by Mr. Dewitt and seconded by Ms. Sullivan, approved.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Dewitt and seconded by Ms. Sullivan at 6:50 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

February 23, 2015

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

PRESENT: Paul DeWitt, Charlotte Sullivan, Richard Schmeig, Paul Sweitzer, Ellen Lacek, William Shaw

ABSENT: Joel Christian, Michael Walsh

OTHERS: Kyle Lane, Manager; Fred Johnson, Supervisor; James Pruyne, Solicitor, Eric Cassanave, Stiffler & McGraw, James Lowenstein, Daily Review

Visitors:

Visitors:

None

Minutes:

The January minutes were approved as amended on a motion made by Ms. Lacek and seconded by Ms. Sullivan, approved.

Bills:

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

Water:

Mr. Lane informed the Board that he, Mr. Johnson, and Mr. Walsh met with PENNVEST last week in regards to the funding of the new water source. PENNVEST invited Mr. Miller from DEP to attend the meeting; discussion was made on what was needed prior to requesting funds from PENNVEST. Their current rates on PENNVEST loans are 1.34%. PENNVEST looks at medium income with how much the populous can pay for water and sewer, so our water rates will not affect qualifying for a loan. We cannot do an application to PENNVEST until we have permit in hand or are permit ready. Mr. Lane stated with the funds from GTP we may not need an interim loan in order to get us permit ready but if we need a loan that can be rolled into the PENNVEST loan as well.

Mr. Lane contacted Mr. Casselbury to see where we are at; the pre-drawing plan was sent to DEP, the aquifer test to SRBC, and the pilot testing to DEP for the treatment plant. Mr. Johnson stated we may be looking at two years of pilot testing on the Roberts property. The Church property can be up and running sooner.

Mr. Cassanave stated that Mr. Casselbury plans is to have the two plans into DEP and SRBC in by March, the SRBC plan is what dictates how much water can be pulled out of the system, the testing measures what effects this may have on other wells in the area.

Mr. Lane stated once again that we need the tank in North Towanda approved as part of this project, we do have the property on Tomahawk Rd. we can put a pump station on.

On Thomas St. we need to put a pressure reducing valve the current one was not designed correctly and it is 20-25 years old. Mr. Johnson stated this will cost approximately \$70,000.00. After much discussion Mr. Johnson asked that we table this until next month. A motion was made to formulate a package to put this project out to bid by Mr. DeWitt, seconded by Ms. Lacek, approved.

Mr. Pruyne is working on the closing on the Church property; they need three trustees to sign the paperwork. We are purchasing the property in lieu of condemnation.

Towanda Municipal Authority

February 23, 2015

Sewer:

Mr. Lane stated that the NPDES permit has been submitted. DEP questioned the meter for the influent, due to the design of the sewer plant we are accounting for our influent more than once. Mr. Johnson stated we may have had a meter in place but it may have been bypassed for some reason. We need to purchase another meter the approximate cost will be \$5000.00.

PA Rural Water:

Mr. Lane said the PA Rural Water Conference coming up, Mr. Johnson will be going down one day and test for membrane filtration. Other borough employees are going down for Water and Sewer classes. Mr. Lane is planning on going down for the finance round table which is presented by PENNVEST.

Delinquents:

Mr. Lane advised the Board we did receive a partial payment from Mr. Farley and Niemiec's on balances owed. Mr. Johnson asked Mr. Pruyne where we were on the other accounts that were submitted to him to pursue payment. Mr. Pruyne said he has been working on Farley at this time. Ms. Lacek and Mr. Shaw request a copy of the delinquent list be sent to them excluding accounts that had been paid as of today.

Mr. Venezia:

Mr. Dewitt requested we write a letter to Mr. Venezia accepting his offer to be our environmental consultant.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Dewitt and seconded by Ms. Sullivan at 6:50 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority
March 2015 - No Meeting

Towanda Municipal Authority

April 20, 2015

The April meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:07 p.m.

PRESENT: Michael Walsh, Richard Schmieg, Paul Sweitzer, Ellen Lacek, William Shaw

ABSENT: Joel Christian, Paul DeWitt, Charlotte Sullivan

OTHERS: Kyle Lane, Manager; Fred Johnson, Supervisor; Eric Cassanave, Stiffler & McGraw

Visitors: Ben Kershner – M.R. Dirt

Visitors:

None

Minutes:

The February minutes were approved on a motion made by Ms. Lacek and seconded by Mr. Shaw, approved.

Well access road development Project 10-6002-107 Contract 2015-1:

Mr. Cassanave opened bids, we had four sealed bids:

M.R. Dirt \$24,850.00

Vermilya Construction \$67,228.00

B.T. Adams LLC \$62,575.00

Glen O' Hawbaker Inc \$106,616.00

All bids contained appropriate paperwork, but will need review by Stiffler & McGraw.

Motion was made by Mr. Shaw to accept M.R. Dirt's bid pending review by our engineers, seconded by Ms. Lacek, approved.

Bills:

The February and March bills were approved on a motion made by Mr. Sweitzer and seconded by Ms. Lacek, approved.

Water:

Mr. Lane indicated that bulk water sales are down.

Mr. Lane stated that Mr. Casselbury has monitoring wells done, he plans on submitting his SRBC and DEP pre drilling and aquifer test plans by the end of May. Only two customers responded to our notice to monitoring their wells, Mr. Casselbury will be monitoring them as well, as part of the aquifer testing.

The tank in North Towanda needs to be added to the project. Mr. Lane is looking into ACT 13 funding.

Mr. Lane indicated we have been made an offer on our mineral rights on our Satterly Hollow property. They are offering \$1,000,000.00 for all rights and \$500,000.00 for half of the rights. Mr. Sweitzer made a motion to sell 50% of our mineral rights at Satterly Hollow, seconded by Mr. Shaw, approved.

Mr. Sweitzer suggests we take the funds from the sale of mineral rights and pay off at least one of our loans. If we pay off our sewer loan Wysox would still owe for the debt service.

Towanda Municipal Authority

April 20, 2015

Mr. Lane has started looking at funding for the water project he has been looking at the current M&T bank loan he has taken the loan we currently have to Mr. Thompson (accountant) and Mr. Joe Joyce from C & N Bank in order to see what is the structure of the loan itself, neither party can understand how the loan was structured. The Board suggests Mr. Lane contact Mr. David Unkovic to help him sort this out.

Mr. Lane indicated we cannot submit our application to PENNVEST for funding until we have permit in hand we might have the funds to get to permit ready or we can take a loan or use the monies from the sale of the mineral rights.

The Board asked about the pressure reducer valve that needs replaced on Poplar Street, the initial estimate was \$70,000.00. Mr. Cassanave stated that most of the cost is in the vault which Mr. Johnson wants replaced as it difficult to work in the current vault. Mr. Johnson wants Mr. Cassanave to look at the project to see if that is what we are actually looking out in pricing.

Mr. Sweitzer asked that he would like to see a list of what needs replaced or repaired in our infrastructure, instead of looking at expanding maybe we need to fix what we have. Mr. Johnson said we do have some areas that need to be looked at. Mr. Lane said that we can provide the Board with these items. Mr. Walsh agrees that a list needs to be presented to the Board with each projects priority.

Mr. Lane also mentioned that PennDot is taking Bridge Street down to dirt and at that time we will need to replace sewer and water lines, PennDot is aware of this and the project might be delayed to 2017 as we are not the only utility this project will affect.

Sewer:

The Chapter 94 report came back, Mr. McClain from Stiffler McGraw assisted in this process. The only thing we need to address is the effluent meter that needs replaced.

New Albany:

Mr. Lane stated that we have been hired by New Albany to run their sewer plant, we will fix their sewer system and make them compliant with DEP and then hand it back over to them. Mr. Cassanave mentioned they were hired by New Albany to renew their NPDES permit and they will share what they have found as deficient.

Hemlock Hills:

Mr. Lane indicated he spoke with Mr. Scott Middendorf and Mr. Chris Roof in regards to the tap in fees. They were under the understanding that they would be reimbursed the tap in fees as they are turning over the system back to the Authority once it is complete. Mr. Lane indicated we have received one tap in fee and kept the funds because we incurred fees for Stiffler McGraw to review the pump station that is going in. Mr. Lane would like a written agreement that states that the tap in fees will be reimbursed but if we incur any costs we will keep the tap in fees. He would also like to see an agreement on the project itself in regards to warranty and future costs the Authority will incur from this project. Mr. Cassanave stated the Authority needs to ensure that the project itself is up to our standards prior to taking the system over.

Delinquents:

Mr. Lane spoke with Rose at Mr. Pruyne's office to see how our liens are progressing; he was told that the liens are being taking care of.

Executive Session:

Towanda Municipal Authority

April 20, 2015

The board entered executive session at 6:28 p.m. and remained in session until 6:35 p.m. in regards to potential legal issues and right-of-ways.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer and seconded by Ms. Lacek at 6:36 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

May 18, 2015

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

PRESENT: Michael Walsh, Richard Schmieg, Paul Sweitzer, Ellen Lacek, William Shaw, Paul DeWitt, Charlotte Sullivan

ABSENT: Joel Christian

OTHERS: Kyle Lane, Manager; Fred Johnson, Supervisor; Jim Pruyne, Solicitor

Visitors: None

Visitors:

None

Minutes:

The April minutes were approved as amended on a motion made by Mr., Sweitzer and seconded by Mr. Shaw, approved.

Bills:

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

Budget:

Mr. Lane pointed out that we are on budget with incoming revenues, again bulk water sales are down.

Water:

Mr. Lane stated that we are waiting on the bond information from M.R. Dirt to start the driveway and well pad on the Church property.

Mr. Lane stated that Mr. Cassanave updated him on the water projects via email Mr. Lane updated the Board.

Mr. Lane stated that Mr. Johnson is looking at the Thomas Street project; Mr. Johnson stated if we purchase the parts we may be able to keep the price below what is required to take the project out to bid. Mr. Johnson stated he is in contact with an employee of Fenton Welding who worked for Milnes and might be able to help with the project. Mr. Johnson will advise the board of his decision next month.

Mr. Lane is working on proposing the North Towanda tank to the Progress Authority for funding; the paperwork is due in June.

Audit:

Mr. Thompson has been contacted and given a deadline of May 30th to provide us the 2012 audit. Mr. Thompson needs to do 2013 as well. Mr. Lane has already retained Lochen and Chase to do the 2014 audit; if we do not receive the audits by May 30th they will do 2012, 2013 and 2014.

Refinancing:

Towanda Municipal Authority

May 18, 2015

Mr. Dewitt made a motion to allow Mr. Lane to look into refinancing loan A and B, seconded by Mr. Shaw, approved.

Sewer:

The sewer plant had a break in and a 50' cord was stolen; the cable belonged to Wysox Township Municipal Authority and has been reported to our insurance. Mr. Lane stated cameras are going to be installed at the sewer plant.

Bridge Street:

Mr. Lane updated the Board on the Bridge Street project that Penn Dot is going to do which will require we replace water and sewer lines. Mr. Lane stated the initial start date was 2016 but is might be pushed back due to the utilities involved in the project, if it does proceed as scheduled it will be 70/30 split for any expenses.

Maintenance:

Mr. DeWitt asked on the items that need repaired or replaced and a schedule or time table; Mr. Johnson stated he will work on a list.

Delinquents:

Mr. Pruyne stated he is working on Farley his balance is back up and he is not paying current bills, he is also working on Grogan. Mr. Sweitzer stated we need a time line to get this done we cannot hold off month after month. Mr. Lane asked Mr. Pruyne with we have legal fee structure is not we need one. Mr. Pruyne will get the liens done for Farley and Grogan and we need to start the shut off process again for Mr. Farley's properties.

Mr. DeWitt and Ms. Lacek requested a current delinquent list.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer and seconded by Ms. Lacek at 6:15 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Jun 15, 2015

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

PRESENT: Michael Walsh, Richard Schmieg, Ellen Lacek, William Shaw, Paul DeWitt, Charlotte Sullivan

ABSENT: Joel Christian, Paul Sweitzer

OTHERS: Kyle Lane, Manager; Fred Johnson, Supervisor; Jim Pruyne, Solicitor

Visitors: None

Visitors:

None

Minutes:

The May minutes were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Bills:

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

Monroeton Gun Club:

Monroeton Gun Club is requesting not to be billed the Fire Lines for their cooperation on the hookup and our easement. Mr. Shaw made a motion we forgive Monroeton Rod and Gun Club annual fire lines, seconded by Ms. Sullivan, approved.

Mr. Lane stated he would send a letter to Monroeton Gun Club thanking them for their cooperation and that we will not be billing the Fire Suppression Line fee to them.

Water:

Mr. Lane informed the Board that the Consumer Confidence Report was mailed out to all customers of the Water System.

Mr. Lane met with M.R. Dirt on the Church Well road, they are planning to start digging on Wednesday. Mr. Lane also met with M.R. Dirt on Monday per Mr. Casselbury's request to see if the Robert's pad can be done so both sites are finished at the same time.

Mr. Lane stated that Mr. Cassanave is working on the rough drawing of the Robert's property. Mr. Cassanave indicated he is working on our permit for our membrane filtration testing.

Refinancing:

Mr. Lane is still looking into refinancing our loans to consolidate our debt, he has been speaking with the local banks and given different options to refinance; Mr. Lane would like to hire a Financial Advisor to assist in this consolidation. Mr. Walsh asked if we will look at doing a RFP or if Mr. Lane has someone in mind. Mr. Dewitt asked if Mr. Lane has contacted Dave Unkovich to see if he can recommend anyone, Mr. Lane stated he will call him.

Sewer:

Towanda Municipal Authority

Jun 15, 2015

The sewer plant needs a grit pump, the cost is \$5400.00.

X-Press Bill Pay:

Mr. Lane updated the Board that we will begin the process on going online with X-Press Bill Pay; the merchant account is in process. We will be charged the utility rate on credit card transactions, in order to keep this rate we cannot charge the customer. The service will offer a different payment option to customers. Motion made by Ms. Sullivan to continue with X-Press Bill Pay, seconded by Ms. Lacek, approved.

Billing:

Mr. Lane stated we would like to have our printing of the bills outsourced as well, we will get the billing ready and send Dallas Data (our software vendor) the file they will mail them out on an 8 x 11 paper with return envelope the approximate cost is \$0.69 per bill. Ms. Sullivan made a motion to outsource the printing of bills, Mr. Shaw seconded, approved.

Delinquents:

Mr. Pruyne stated he is has been working on the liens Mr. Lane had him pull some back; Mr. Lane indicated the ones pulled back were accounts in which payments were received. Mr. DeWitt asked about Mr. Farley's accounts, Mr. Pruyne said the lien has been filed and he plans on suing Mr. Farley.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Ms. Lacek and seconded by Ms. Sullivan at 6:16 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Jul 20, 2015

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

PRESENT: Michael Walsh, Richard Schmieg, William Shaw, Paul DeWitt, Charlotte Sullivan, Joel Christian, Paul Sweitzer

ABSENT: Ellen Lacek

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor Joel Christian, James Loewenstein, Daily Review; Laurie McGuire, Chief Billing Clerk, TMA

Visitors: None

Visitors:

None

Minutes:

The June minutes were approved on a motion made by Mr. Dewitt and seconded by Mr. Sweitzer, approved.

Bills:

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

Water:

Mr. Lane informed the Board that at Wilmot Street pump reducer valve was replaced and is up and running. We also discovered a leak in the parking lot of Hurley's Supermarket that was repaired.

Mr. Dewitt stated that we hired a company to look for leaks on the New Albany line in the past, Mr. Lane stated we do have ways of looking for leaks by taking the water meter read on both sides of the line if there is great discrepancy we will look for a leak. There are several sections of pipe on the New Albany water line that need addressed

Mr. Lane informed the Board that the Church Property driveway and pad is about 60% complete. Mr. Lane stated Mr. Cassanave has the specs on the Roberts Property; Mr. DeWitt made a motion we go out to bid for the Robert's property pad and driveway, Mr. Shaw seconded, approved.

Mr. Lane indicated that once both properties pads are complete Mr. Casselbury will go out to bid for the drilling on both sites.

GTP has drilled an observation well on the Church Property.

Mr. Lane stated that BCVMPA has requested a water spigot in the Veterans Memorial Park; Mr. Sweitzer made a motion to provide water to the park Mr. Christian seconded, approved.

Mr. Christian mentioned that there may be a way to place a camera in the pipes to check for leaks.

Sewer:

Towanda Municipal Authority

Jul 20, 2015

The sewer plant had cameras installed. We have had several items taken and hope this will discourage or assist us in finding out who is doing this. Teldair is the company we contact with they will do the research and turn over the information to the police if anything were to occur.

We received our NPDES permit last week.

We took in hydrostatic water for the testing of pipelines which came up to \$20,000.00 in revenue; we have a request from PANDA to do the same for their plant.

Refinancing:

Mr. Lane is still looking into refinancing our loans, Mr. Unkovic recommended a firm out of Harrisburg to assist us on the best way to refinance and consolidate our debt.

Delinquents:

Mr. Lane indicated we have collected about \$10,000.00 about 10% of the accounts that a lien was filed against. Mr. Pruyne indicated he filed liens on 37 customers; Mr. Farley is the only one he will be executing on the lien as of now.

Mr. Sweitzer stated that we need to follow through with everybody on this collection process no variations.

The Board entered into executive session at 5:30p.m and remained in session until 5:58p.m. Pertaining to legal matters.

Union:

Mr. Sweitzer mentioned to the Board that on August 10th there will be mediation talks regarding the Union contract.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer and seconded by Ms. Sullivan at 6:20 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Aug 17, 2015

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

PRESENT: Michael Walsh, Richard Schmieg, William Shaw, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer

ABSENT: Ellen Lacek, Joel Christian

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor

Visitors: None

Visitors:

None

Minutes:

The July minutes were approved as amended; removed Joel Christian as he was listed as others and in present in roll call; on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

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

Water:

Mr. Lane presented a vegetation easement from Penelec for the Lime St. Tank property. Mr. Pruyne stated the easement should state no pesticides be used that may affect our water quality. Mr. Lane suggests Mr. Pruyne take the easement and change what wording needs to be added and he will present the revision to Penelec. Mr. Sweitzer made a motion to accept the easement with Mr. Pruyne's revisions, seconded by Mr. Schmieg, approved.

Due to a change in the rules for limited highway access Penn Dot plans on providing us with a permanent right of way to access our tank from the 220 By Pass.

Mr. Lane stated that the gas rights agreement we signed has lapsed so we will not be receiving any of the funds we initially thought we would be getting; the agreement was to be null and void if no payment was received in 60 to 90 days after signature; that time frame has lapsed.

Mr. Johnson has priced out purchasing the pressure reducer valve and having it placed in a vault and then digging and placing the whole unit in the ground and connecting it; the cost would be approximately \$32,200.00. Mr. Lane stated initially we were quoted \$70,000.00 to have an outside company do this project.

Mr. Lane stated we are still losing half the water we are producing due to leaks. Mr. Johnson stated due to the low water pressure from the springs it is hard to locate any leaks on those lines. Mr. Johnson states he does not think the volume is not bad; he is still running numbers to attempt to find leaks on the system. Mr. Johnson stated that Stiffler and McGraw assisted us in the past with finding leaks; this was funded by Panda; we might want to have another company take a look at our system to assist us with leak detection. Mr. Johnson wants to purchase a Leak Correlator instead a new Aquascope it will be less than \$5000.00 and was already in this year's budget. Mr. Johnson does have a list of locations we would use this new equipment on.

Mr. Dewitt asked what our problem with the Vo-Tech Line is; Mr. Johnson stated it is the pipe that has a thinner wall no fill was placed in the ditch so the pipe is sitting on rocks and the water pressure; the vibration

Towanda Municipal Authority

Aug 17, 2015

of the pipe against rocks is causing leaks in this line. The Vo-Tech line was put in by a private company. If we put a tank in the system it will relieve the pressure and may stop the leaks.

Mr. Lane informed the Board that the County Commissioners approved the Tank in North Towanda; Mr. Chris Brown with the Progress Authority represented TMA for our project presentation to the County Commissioners.

The Church driveway is about finished the original bid was \$24,800.00 the cost is now approximately \$50,000.00. M.R. Dirt is stating Stiffler and McGraw did not estimate the correct amount of fill required; Stiffler McGraw is stating everything was properly stated. Mr. Sweitzer said they bid on spec if the spec is incorrect we need to go after the engineer for the difference. Mr. Lane stated he has been going back and forth between M.R. Dirt and Stiffler McGraw for the last month, the project is on hold. Mr. Casselbury has already put an RFP for the well drilling so we need this done. Mr. Sweitzer recommends we pay M.R. Dirt now and the board will decide if we go after damages. Mr. Pruyne is get a letter out the both parties stating TMA is fronting the money to complete the project we are making no admission and will be going after damages; Mr. Pruyne will work with Mr. Lane to get the letter out as soon as possible. Mr. Sweitzer made a motion to pay M.R. Dirt to complete the project, Mr. Dewitt seconded, approved.

Mr. Lane wants to put the minimal amount of construction to the Robert's pad; the driveway because of the length can be up to \$100,000.00, this is in the flood plain and we might not want to put that much money in the pad and driveway . Mr. Lane is to see if Mr. Haight can do this project without going out to bid.

Sewer:

Mr. Lane stated that Mr. Shane Walker retain a class B certification for the sewer plant so we may place the solid waste in our bio dump instead of going to Northern Tier Solid Waste Dump this would save us over \$20,000.00 a year.

Gold Police Car:

The police car that Gordon Brassfield our meter reader uses will not pass inspection. Mr. Sweitzer states that we can get a vehicle from the police department. Mr. Lane is to look to see if there is any vehicle available from the police department.

Re-financing:

Mr. Lane will be meeting with Mr. Wagner whom Mr. Unkovich recommended.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer and seconded by Ms. Sullivan at 6:20 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Sep 21, 2015

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

PRESENT: Michael Walsh, Richard Schmieg, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer, Ellen Lacek, Joel Christian

ABSENT: William Shaw,

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Eric Cassanave, Stiffler & McGraw

Visitors: None

Visitors:

None

Minutes:

The August minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Dewitt, approved.

Bills:

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

Engineer:

Mr. Cassanave states that Mr. Casselbury expects to begin testing sometime in October.

Mr. Cassanave stated there is a change in the Roberts' property design for the driveway and pad; the pilot testing needed for the membrane testing requires an injection well or we must have the water hauled away; the injection well will be part of the bid. Mr. Sweitzer made a motion to take the Robert's driveway and pad construction to include the injection well out to bid, seconded by Ms. Sullivan, approved.

Mr. Cassanave stated that he and Mr. Lane can open the bids but a special meeting will be needed in order to award the bid.

Mr. Cassanave states we now need to contact Penelec to have power brought to the wells. Mr. Cassanave said he was quoted \$49,000.00 and \$53,000.00 for each property respectively; a pole cost \$25,000.00. We also need to look at where we want to place the poles. Penelec will require easements for the electrical right of way. Mr. Sweitzer made a motion to work on the required right of ways for our electrical lines, seconded by Mr. Dewitt, approved.

Mr. Lane stated he would like the treatment plant on the Church property. Mr. Cassanave stated he agrees with Mr. Lane but that depends on the grade between the Roberts and Church properties.

Mr. Johnson asked for a timeline; Mr. Cassanave stated that Mr. Casselbury is drilling the test wells in October at that time he will do the DEP and SRBC permits; the preliminary testing and data has already been done so once the wells are drilled we can compare our data and what effects it has on the river; the pilot testing will be done at the same time; the pilot testing has to be done for 90 days according to DEP regulations. Mr. Cassanave stated that Mr. Casselbury will be done with his testing long before the pilot testing is completed. Mr. Lane stated we need to do the PNDI study as well. Mr. Johnson stated he would like the timeline so ensure we are on track and where the progression on the project is.

Towanda Municipal Authority

Sep 21, 2015

Mr. Lane wanted the tank in North Towanda put into the water system plan as we have received the funds from the County already; Mr. Cassanave will work with Mr. Lane on coming up with a timeline for this project and placing the tank in the total plan. The tank will require looking at the location of where the tank will be placed and ensuring it is at the correct elevation for the service area. Mr. Dewitt made a motion to have Stiffler McGraw include the tank for North Towanda in the water project, seconded by Ms. Lacek, approved.

Inter-Municipal Agreement:

Mr. Pruyne has the inter-municipal agreement for Wysox and Asylum Township that needs Mr. Walsh and Mr. Dewitt's signatures at his office. Mr. Lane explained the only role TMA has in the agreement is that TMA agreed that the water and sewer flows for the Panda plant will not go against Wysox Township Municipal Authority's allocation. The allocation was for up to 60,000 and 10,000 during drought conditions.

Sewer:

Mr. Lane stated with NPDES permit we will be required to do additional testing. Mr. Johnson stated are wet testing will be required to be done once a year; this testing was only required when we renewed our permit. Nutrient reduction testing that was done twice a month will be done twice a week.

Gold Police Car:

Mr. Lane will be purchasing a vehicle for him and giving his vehicle to Gordon Brassfield the meter reader. Mr. Lane said the vehicle will be split 1/3 water 1/3 sewer and 1/3 to the Borough; he plans on spending \$10,000.00.

Union Contract:

The Board entered executive session at 5:45 p.m. and remained in session until 6:15 p.m. In regards to the 2016-2018 Union Contract and its terms and agreements.

Re-financing:

Mr. Lane will be met with Mr. Wagner he drafted up an agreement that states he will put together a finance structure, debt structure, income, revenue and expenses find a loan, bank or bond and his fee at closing \$28,500.00. Mr. Sweitzer asked what a total debt loan is; Mr. Lane said he wanted the new water source project to be rolled into this loan as well. Mr. Lane thinks this fee is too high, he is in conversation with the Progress Authority and they think a tax free loan from a local bank and all we need is a bond council at the end. Mr. Lane believes the loan at M & T Bank states that there is a prepayment penalty.

Bridge St:

Mr. Lane hired another engineer to look at the Bridge Street Project; Penn Dot has come back stating they will give the utilities 2016 to relocate/replace their lines and the paving project will begin in 2017. The sewer estimate came in at \$255,180.00 Penn Dots share would be \$191,385.00 ours would be \$63,725.00; the water at \$251,162.00 and again the split would be 75% Penn Dot share 25% our cost. Mr. DeWitt asked how we would pay for this; Mr. Lane states we have the funds for this. Mr. Sweitzer made a motion to have Mr. Lane sign the Penn Dot agreement for the Bridge Street Project, seconded Mr. DeWitt, approved.

Collections:

Mr. Lane would like to thank April and Laurie for their collections efforts, using a structured collections process has brought in revenue.

Towanda Municipal Authority

Sep 21, 2015

Mr. Pruyne stated he has sent notices out for intent to lien.

The Board discussed accounts on the delinquent lists.

Mr. Kovacs:

Mr. Kovac's asked us to review his water usage for February at 14,000 gallons and July at 28,000 gallons. This is an office with only one employee and he does not understand the difference in usage. Mr. Sweitzer stated that we will not be uniform in treatment of customers if we forgive some customers' questionable usage and not others. Mr. Johnson stated that credits we have given is for water used and does not go through the sewer are the only adjustments we do.

Audit:

Mr. DeWitt asked for the audits, Mr. Lane stated we have 2013 and 2014 is currently with Lochen and Chase; we are caught up on audits.

Lime Street:

Penn Dot stated our temporary Limited Highway Access can be made permanent right of way driveway off of 220 if we own the property. Mr. Lane has contacted Bart Schrader estate to see if we can purchase a piece of land, we will not be dealing with the other land owner on this. We need to do a survey to verify our gate is on the correct property. Penn Dot will contact us at the end of this month to see where we are at on the property allocation. Mr. Dewitt made a motion to pursue the access for the 220 Highway access, seconded by Mr. Schmieg, approved.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Dewitt and seconded by Mr. Sweitzer at 6:45 p.m.

Respectfully Submitted,
Laurie McGuire
Recording Secretary

Towanda Municipal Authority

Oct 7, 2015 – Special Meeting

The October Special meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:02 p.m.

PRESENT: Michael Walsh, Richard Schmieg, Paul DeWitt, Charlotte Sullivan, Joel Christian, William Shaw

ABSENT: Paul Sweitzer, Ellen Lacey

OTHERS: Kyle Lane, Manager; Eric Cassanave, Stiffler & McGraw

Visitors: None

Visitors:

None

Engineer:

Mr. Cassanave states the bids opened on Monday October 5th; four bids were received Bristol Excavating is the low bid at \$22,852.80.

Mr. Cassanave checked Bristol's Excavating references; Calvin Bristol understood the scope of work and how it was going to be per the specs. Mr. Cassanave drafted a letter awarding Bristol Excavating the bid, they added two line items to their bid which was reflected in their bid price that was geo textile to put down underneath their stone and for the mobilization and demobilization (getting their equipment in and out); what that did was bring the price of the stone lower. Whatever they disturb they have to put back. Mr. DeWitt made a motion to grant Bristol Excavating the bid for the Roberts Property, Mr. Shaw seconded, approved.

Lime Street:

The Executor of the Bart Schrader estate was contacted and is willing to sell the property on Lime Street so that we can get our permanent right of way off of 220. Mr. DeWitt made a motion to have Stiffler McGraw do the survey and deed research, seconded by Ms Sullivan, approved.

North Towanda Tank:

Mr. Cassanave and Mr. Lane went to look at the property in North Towanda for the tank, Mr. Keith Kinsman's property is the ideal place for the tank from what they viewed; it is also the same property that was looked at when the tank was initially planned years ago.

Mr. Walsh stated we need to look into the agreement we made for tap in fees for North Towanda, Mr. Walsh thinks the agreement was for ten years we would like to verify that is now expired.

Hemlock Hills:

Ms. Sullivan stated that another basement is being dug up on the Hemlock Hills development she was wondering if Mr. Johnson has been notified. Mr. Lane stated that a similar agreement for tap in fees was made verbally with Middendorf Contracting; he has a written agreement drafted and needs to send it to Mr. Pruyne for review.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Dewitt and seconded by Ms. Sullivan at 12:30 p.m.

Towanda Municipal Authority
Oct 7, 2015 – Special Meeting

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Nov 16, 2015

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

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer, Ellen Lacek, William Shaw, Richard Schmieg

ABSENT: Joel Christian

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Eric Cassanave, Stiffler & McGraw; Fred Johnson, Superintendent

Visitors: None

Visitors:

None

Minutes:

The September minutes were approved as amended; the wording on Mr. Kovac's request to look at his water usage for February and July was clarified; and the October Special Meeting minutes were approved as written on a motion made by Ms. Lacek and seconded by Ms. Sullivan, approved.

Bills:

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

Engineer:

Mr. Lane stated that Mr. Cassanave, Mr. Johnson and himself created a timeline for the water project.

Mr. Cassanave updated the timeline project on information he received from Mr. Casselbury. Mr. Cassanave stated the between now and spring most of the time will be spent on the pilot study. The scaled down treatment plant study that is required by DEP will establish the water quality, how it is to be treated and treatment expectations. The pilot study will be done at 8 gallons a minute. Between now and March the testing will be done by Mr. Casselbury for the DEP and SRBC permitting and the pilot study will be done; at the end of the pilot testing a written report will be submitted to DEP for approval. Mr. Sweitzer asked how we will be paying for this project; Mr. Lane said we have roughly \$800,000.00 in the bank and this should take us to permit ready and then we can go to PennVest for funding of the whole project. Mr. Cassanave stated the major cost of the water project is going to be the treatment plant and pipes.

Mr. Cassanave stated by mid October 2016 Mr. Casselbury hopes to have permitting done.

Mr. Cassanave stated that the plant design can begin once we get DEP approval; this can begin regardless of SRBC approval of what amount can be drawn from the wells. The plant design will have to take in consideration size and location; we also want to make the plant big enough for expansion. Mr. Cassanave also mentioned that the board realizes that SRBC will take in the whole water systems water sources when they permit our draw from the new wells; they will also look into how much water we lose in our system. Mr. Johnson does want to work on detecting our leaks in the water system this can also help with our SRBC request. Mr. Johnson has requested a correlator purchase in next year's budget.

Towanda Municipal Authority

Nov 16, 2015

Water:

Mr. Lane stated that Stiffler & McGraw are still looking at where the appropriate place would be to place the North Towanda Tank; both Mr. Cassanave and he did meet with one of the property owners of a proposed location for the tank. Mr. Cassanave wants to meet with Mr. Johnson to go over the plans that were proposed in 1995 for the tank to see if the locations of the pump station and proposed location for the tank are still feasible.

Lime Street:

Mr. Cassanave stated they are still researching the deeds; Mrs. Vanderpool was able to furnish deeds for the property lines Stiffler McGraw copied the deeds and are still doing research.

Sewer:

Mr. Lane stated we are still working on the class A sludge certification for the sewer plant. Mr. Johnson stated if we get into selling the sludge we will have to get a Department of Agriculture permit.

Mr. Lane stated that the sewer plant is eleven years old and items are getting worn down and will need replaced. Mr. Lane asked Mr. Walker to forecast out maintenance on the sewer plant.

Mineral Rights:

Mr. Lane stated that we received another offer to sell our mineral rights at Saterlee Hollow the 160 acres; the original deal fell through; this company is offering \$450,000.00 the original offer was \$500,000.00. This funding can help pay for any unforeseen maintenance for the sewer plant and the vault on Thomas Street. Mr. Sweitzer made a motion to sell 50% of the mineral rights for Saterlee Hollow, Mr. Shaw seconded, approved.

Water and Sewer Billing:

Mr. Lane stated that we will no longer be sending out postcards to our customers we will be sending out an 8 x 11 invoice with a return envelope.

Bridge St:

Mr. Lane stated that Mr. Johnson and he have a meeting on Thursday November 19th with Penn Dot and Valley Energy on where we are going to put the utilities.

Budget:

Mr. Lane is working on the budget and plans to present at the December meeting. Mr. Lane might want to increase the base rate as that is billed to every customer who has a meter.

Scada:

Mr. Johnson would like to upgrade the Scada system, Mr. Johnson and Mr. Lane met with a representative who went over the costs to upgrade.

Towanda Municipal Authority

Nov 16, 2015

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Dec 18, 2015

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:15 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Paul Sweitzer, William Shaw, Richard Schmiegl

ABSENT: Joel Christian, Ellen Lacey

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; James Loewenstein – Daily Review

Visitors:

Visitors:

None

Minutes:

The November minutes were approved as amended; Mr. Schmiegl was notated as being absent but was present; on a motion made by Mr. Sweitzer and seconded by Mr. Shaw, approved.

Bills:

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

Water:

Mr. Lane stated that the two wells on the Robert's property have been drilled, they plan on being done on Wednesday December 23rd with the Robert's property; around the second week in January is when they plan on starting the drilling on the Church property. The road on the Robert's property has held up during the drilling process.

Mr. Lane, Mr. Casselbury, Mr. Cassanave and Mr. Johnson plan on meeting with DEP on Wednesday December 23rd to see how they wish us to handle the well head on the Robert's property. We have an idea from Mr. Casselbury on what we want to do we want DEP to verify our plans are correct and will get approved.

Hemlock Hills:

Mr. Lane stated in 2007 there was conversation with M.R. Dirt in reference to the development on Hemlock Hills; the conversation basically stated we would give tap in fees back to M.R. Dirt to assist them in paying for the water project in the development as they were turning it over to the Authority upon completion. There is no formal agreement with M.R. Dirt in reference to the oral agreement. The agreement was that we would charge a tap in fee to the resident of \$1500.00 for the water and \$1100.00 for sewer we would keep \$500.00 of the water tap in fee and return the rest to M.R. Dirt the \$500.00 is for the meter pit that we purchase and M.R. Dirt installs. Mr. Sweitzer made a motion to have Mr. Lane and Mr. Pruyne enter in an agreement with M.R. Dirt in reference to the tap in fees for the Hemlock Hills development, Ms. Sullivan seconded, approved.

Sewer:

Mr. Lane stated a pump on the A-TAD failed and has to be replaced we had to order it from Sweden and the costs is \$20,000.00. We have looked at other vendors and this is the only vendor that sells the pump we need. Mr. Sweitzer made a motion for the purchase Mr. Shaw seconded, approved.

Towanda Municipal Authority

Dec 18, 2015

Main Street:

Resolution 2015-1 was voted to allow Mr. Lane to sign and Ms. Kulick to attest to incorporate the risers of 2 manholes on Main Street for the 2016 Penn Dot resurfacing project. Motion made by Mr. Dewitt and seconded by Mr. Sweitzer, approved.

Yes – unanimous

No – no one

Absent – Mr. Christian, Ms. Lacey

Lime Street:

Mr. Lane spoke with Mr. Cassanave who stated that we should have the final documents by the end of the month identifying the property lines and what we purchase to have our permanent access to our tank off of the 220 bypass.

Canton Avenue:

Mr. Shaw asked if we have heard of low pressure complaints from people in that area, Mr. Johnson stated that he needs to refer those persons to us so we can log the complaints and investigate the issue.

Budget:

The Board entered into executive session at 12:55 p.m. and remained in session until 12:58 p.m. in regards to personnel issues with Council.

Mr. Sweitzer made the Board aware that Mr. Lane's contract was renewed for the next two years.

Mr. Lane stated the water and sewer rates will remain the same the base charge (meter charge) will increase \$2.38 for the typical residential meter. We will be replacing truck two with a medium pickup truck with a trailer they can place their supplies in, the 25% we owe for the Bridge Street project, the purchase of the Lime Street property and the costs for the Scada system is included in the budget. Mr. DeWitt made a motion to approve the 2016 budget, seconded by Ms. Sullivan, approved.

Mr. Walsh brought up the electric costs; Mr. Lane said he did lock in a rate until 2017.

Panda:

Mr. Johnson and Mr. Lane had a tour of the Panda Power Plant and their filtration system. The plant should be up March or April.

WTMA:

Mr. Sweitzer suggests that we should have a representative from the Wysox Township Municipal Authority on our Board.

Delinquents:

Mr. Pruyne stated he is filing the third lien on Farley, Ms. Maynard is not aware of the lien being filed. Mr. Lane asked Mr. Pruyne if he will execute the liens on Grogan.

Towanda Municipal Authority

Dec 18, 2015

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 1:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary