

# Towanda Municipal Authority

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January 16, 2023

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

**PRESENT:** Michael Angerson, Michael Walsh, Carmen Venezia, Fred Johnson, Mark Christini, William Shaw, Kayla Saxon, Joseph Snell

**ABSENT:** Robert Williams-WTMA Chairman

**OTHERS:** Lauren Hotaling, Borough Manager; Eric Casanave, Stiffler McGraw; Phil O'Dell, The Daily Review

**Visitors:** None

## Visitors:

### **Joseph Snell:**

Mr. Walsh introduced Mr. Snell to the Board he is representing Towanda Township.

## Minutes:

The December 16, 2022 meeting minutes were approved with correction of having Mr. Johnson both present and absent in the minutes, he was present, on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

## Bills:

The December bills were approved on a motion made by Mr. Angerson, and seconded by Mr. Shaw, approved.

## Executive Session:

Ms. Hotaling called an executive session at 5:07 p.m. the Board remained in session until 5:10 p.m. in reference to a delinquent account balance. Ms. Maynard stated she wrote off \$18,614.92 in total for both accounts as all we could pursue is the lien on file for \$1961.92.

## Reorganization:

Mr. Johnson made a motion to have the following Board officers, Mr. Venezia seconded approved.

Mr. Walsh – Chairman

Mr. Venezia – Vice Chairman

Mr. Angerson – Secretary/Treasurer

Mr. Snell – Assistant Secretary/Treasurer

As well as keeping the compensation the same as 2022:

Legal Counsel \$2,250.00

Secretary / Treasurer and Assistant Secretary / Treasurer \$175.00 each

## Monroeton Water Line Replacement:

Ms. Hotaling stated that Penn Vest has approved all of its final costs. There is \$39,000.00 in holdback monies due the Authority that will be released once Penn Vest and DEP close out their checklist.

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Stiffler McGraw is digitizing Continental's as-built drawings.

## **2018 Flood:**

Ms. Hotaling stated she submitted her quarterly report. We are still awaiting the approval for the change order.

## **Penn Dot Route 220 section 223 Project:**

Ms. Hotaling stated that project is anticipated to start in April our cost will be \$62,400.00.

## **Water Loss Report:**

Ms. Hotaling stated that Ms. Maynard and Ms. McGuire are gathering the numbers for 2022 so that Mr. Strickland can work on the water loss report which is due March 1<sup>st</sup>.

## **Sewer:**

Ms. Hotaling stated that Stiffler McGraw is still working on getting information gathered prior to presenting anything to the Board.

## **Small Water and Sewer Grant:**

Mr. Casanave stated he requested an extension for this project (Thomas Street PRV)

## **IWorqs-Public Works Software:**

Ms. Hotaling stated we are still receiving training and hope to get this project underway.

## **Funding:**

Ms. Hotaling stated we are still awaiting to hear anything on the applications we have submitted for funding.

Mr. Johnson's has a concern is the new funding sources, the matches we need to have, and our resources to fund these projects. Mr. Angerson stated his concern is valid but we need to pursue these projects as they come up as we might not have the funding source or resources in the future.

Ms. Hotaling presented the SRBC Consumptive Use Mitigation Grant she will be applying for. The application deadline is January 31<sup>st</sup>. The Grant requires a 10% match, we are requesting \$419,742.00 from SRBC requiring us to have \$46,638.00 to match; this is a meter replacement grant; we currently set aside monies for meter replacement already in our budget. Mr. Angerson made a motion to approve the submission for the SRBC Consumptive Use Mitigation Grant in the amount of \$419,742.00, Ms. Saxon seconded, approved.

Mr. Walsh asked if we have a chance in getting this funding; Ms. Hotaling stated she looked at who has been granted this in the past and it looks like we meet the criteria they are looking for, it should help in addressing water loss. Our water loss was 47% we have worked on reducing that number and SRBC only wants to see 20%; Mr. Strickland stated he would be thinking we will be at 40% this year. Newer meters would help with some of the loss, but Mr. Johnson stated that most exists in service lines.

## **Broadband:**

Ms. Hotaling stated she received a quote for the Broadband services being ran, we were looking at

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tying in the treatment plant and Roberts and Church wells. Ms. Hotaling stated that during Riverfest we had an AT & T tower go down and lost all communication with the wells at that time. Ms. Hotaling contacted Mr. Roy for a quote as she had not heard back from him he stated \$20-\$25,000.00 for the initial set up to run poles and extend the line to the wells. Ms. Hotaling stated that also in that conversation he wanted to know how many routers we currently use in the system; we have 13 and we currently pay approximately \$40.00 each monthly, his quote was \$1,700.00 monthly that is a huge discrepancy; Ms. Hotaling stated she will reach out to Mr. Roy to get further clarification on the costs; she understands the initial setup cost but not the monthly cost.

## **Letters of Financial Interest:**

Ms. Hotaling stated the forms need filled out and returned to Ms. Maynard.

## **Delinquents:**

Ms. Hotaling stated we heard back from Portnoff last month and that was discussed at last month's meeting. Ms. Hotaling reached out to Mr. Litwin from Tunkhannock and he is not interested. Mr. Casanave also provided someone to contact as well.

Ms. Maynard stated that we did receive payments on some delinquent accounts so even though we wrote off the debt we could not pursue for the Hart property due to liens not being filed, we did receive payments on Applebee property and McLinko property which is approximately \$2,600.00 in payments.

Mr. Walsh stated that we still have the North Towanda property; Ms. Maynard stated that we are waiting for Rose to return in order to see if Mr. Pruyne ever filed a lien on that property.

Ms. Saxon questioned the delinquent list and the color codes; Ms. Maynard stated that the colors coding indicates where we are in the process of collection. Ms. Saxon asked if these are all the accounts delinquent; Ms. Maynard stated no these are only the accounts that have delinquent amounts sitting at 60 days or more; we send out a notice at 60 days to inform the customer they are delinquent and issue a shut off at 90 days. Mr. Johnson asked if we are issuing liens; Ms. Maynard stated that we have sent delinquent list to our Attorney and no liens have been filed. Our collections stop after 90 days of delinquency.

The Board suggested putting out a request for service.

## **Debt:**

Ms. Hotaling stated that Mr. Johnson wanted to see our outstanding debt; Ms. Hotaling provided amortization schedules on what the Authority has outstanding. She provided the amortization schedule for the Penn Vest loan on the water treatment plant that loan goes out until 2041. The sewer bond refinance was also presented with a drop in 2031 (M & T Bank Loan) that debt goes out until 2044.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary