

Towanda Municipal Authority

February 26, 2024

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

PRESENT: Michael Walsh, Carmen Venezia, Katrina Murray, Fred Johnson, William Shaw, Roger Hatch

ABSENT: Joseph Snell, Mark Christini, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Eric Casanave, Stiffler McGraw; Morgan Madden, (via zoom)
Eckert Seamans Cherin & Mellott, LLC; Ian Whinnery; Shane Walker; Erik Berggren, The Daily Review

Visitors: None

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Minutes:

The January 15, 2024 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Venezia, approved.

Bills:

The January bills were approved on a motion made by Mr. Venezia, and seconded by Mr. Johnson, approved.

Executive Session:

The Board entered executive session at 5:07 p.m. and remained in session until 5:23 p.m. regarding personnel issues. The Board discussed Mr. Matt Aikey starting March 4th as our superintendent, and our Utility Maintenance and Sewer Utility Maintenance positions we currently have open.

Water:

Ms. Hotaling stated that Mr. Nagle with Stiffler McGraw spent a week at the Water Treatment plant with half of the public works staff. Mr. Nagle had to return on Thursday to help Mr. Whinnery, Mr. Walker and Mr. Maynard trouble shoot a problem.

Mr. Nagle gave a copy of monthly, quarterly, and annual reporting that is required. Mr. Venezia asked who Mr. Nagle was, Mr. Casanave stated he is an environmental scientist and a prior operator so he has a wealth of knowledge and experience.

LB Water came in to train employees on how to install water meters, half of the day was spent going over equipment and software, the afternoon was spent out in the field.

Thomas Street PRV:

Ms. Hotaling stated we had to ask for another extension on this project for another year. Mr. Casanave stated LB Water has a different supplier and we might have to change valves and it will not be done by June so we had to ask for a extension.

EPA Service Line Inventory:

Ms. Hotaling stated we have to have 90% of our system inventoried by October 16th, we have approximately 500 properties inventoried and ready to be mapped.

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Sewer:

Mr. Casanave stated that they are approximately 50- 60% complete with design drawings. Mr. Casanave stated that he has the DEP Part 2 Water Quality Permit and the Waterways and Wetlands Permit applications for signature. Mr. Casanave also provided an advertisement that has to go into the Daily Review for our categorical exclusion for a 30-day review process from the public; we would submit this with any public comments if we get any at all, this procedure is required by DEP. Mr. Venezia questioned the DEP Part 2 permit; Mr. Casanave stated it is our construction permit. Mr. Walsh outlined the project for those new to the Board, we are performing maintenance upgrades on the Head Works and facility and some components, once that is completed, we are going to change the process of the plant. Mr. Casanave stated the facility was rehabbed in 2008, prior to that 1994 and it was built in 1957. Mr. Walsh stated we are hoping for a grant this project will be upwards of 5 million dollars. Mr. Casanave stated they are still looking at late summer early fall to be completed and go back to Penn Vest for funding.

Mr. Johnson made a motion to authorize Mr. Walsh sign the PADEP Part 2 Water Quality Permit Application for the Wastewater Treatment Plant Headworks project, Mr. Shaw seconded, approved.

Mr. Venezia made a motion to authorize Mr. Walsh to sign the Waterways and Wetlands Encroachment Permit application, Mr. Johnson seconded, approved.

Mr. Casanave stated the only thing left is the advertisement; Ms. Maynard stated she will have the ad placed in the paper.

PA Rural Water:

Ms. Hotaling stated that Mr. Walker, Mr. Maynard and Mr. Whinnery attended class for Operator Health and Safety Survival Guide in Williamsport for credits.

HallockShannon P.C:

We received the engagement letter for our 2023 audit. Mr. Shaw made a motion to engage HallockShannon P.C. to perform our 2023 audit, Mr. Venezia seconded, approved.

Tour:

Ms. Hotaling stated she knows that last month we discussed a tour of the Water Plant and Waste Water Treatment Plant, she is looking at scheduling in the next two months.

Rules and Regulations:

Ms. Madden stated she completed the water and sewer regulations. The Board is to review the regulations and provide any changes prior to next month's meeting. Ms. Madden would prefer that all changes be sent to Ms. Hotaling so that they are channeled to her. Ms. Hotaling stated she would get any changes to Mr. Madden at least a week prior to the meeting so we can adopt them next meeting.

Executive Session:

The Board entered executive session at 5:39 p.m. and remained in session until 5:54 p.m. regarding property acquisition.

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Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:54 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary