

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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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