

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

February 21, 2025

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

ABSENT: Tina Pickett

OTHERS: Eric Casanave – Stiffler McGraw; Chris Jones – Solicitor; Matt Aikey– Superintendent

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on January 17, 2025 were approved as written, by a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Isaac made a motion to approve the following bills for February, Mr. Them seconded, approved.

Wysox Sewer Operating List of Bills:	February 2025	Amount:
TMA	BNY Mellon – February 2025	\$ 3,938.26
TMA	Administrative cost- 2/25	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 18,495.63
TMA	Contracted Services	\$ 6,471.23
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 2,349.22
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Horton Elec – PS 7 pump rebuild	\$ 3,345.00
Frontier	Telephone	\$ 108.53
TMA	Stiffler McGraw Inv 161	\$ 155.00
TMA	Auto Parts – 1 case 10W30 PS 2	\$ 39.48
Penelec	PS 1,2,4,5,6,7	\$ 1,597.19
Gannon Assoc Ins	Bond Employee Dishonesty Policy	\$ 130.50
Stiffler McGraw	Inv 1 PS 5 / Inv 3 Pond Hill Rd / Inv 162	\$ 1,962.13
Power System Electric Inc	Inv 53687-53690 Annual Service	\$ 1,724.47
TOTAL:		\$ 47,408.76

Wysox Project Acct List of Bills:	February 2025	Amount:
Stiffler McGraw	Inv 11 – Smoke Testing	\$ 2,014.50
TOTAL:		\$ 2,014.50

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Wysox Water Operating List of Bills:	February 2025	Amount:
TMA	Water (Jan)	\$ 19,173.72
TMA	Contracted Services	\$ 5,702.90
Wilmington Trust	Feb 2025	\$ 12,439.57
TMA	Penelec Lake Rd. Vault, Tank, PS	\$ 1,098.08
Pace Analytical	Lab Analysis	\$ 100.60
TMA	Stiffler McGraw Inv 161	\$ 155.00
TMA	AT & T - SCADA	\$ 90.60
AT&T	SCADA	\$ 96.18
Gannon Associates Ins	Employee Dishonesty Bond	\$ 130.50
Penelec	Lake Rd Tank, PS	\$ 1,011.09
Stiffler McGraw	Inv 3 Pond Hill, Inv 162	\$ 1,395.62
Lewis Chere Estate	Refund	\$ 63.90
TOTALS:		\$ 41,457.76

Engineer:

Mr. Casanave stated that at last month's meeting we discussed the Pond Hill Project relocating our sewer main; this project will go out to bid later this year; it is a 2026 Penn Dot project. Mr. Casanave provided the Board with the estimated cost of this project; the probable cost is \$147,205.00; of course, if the project is incorporated, we do not know what the bid would come in at. Mr. Casanave stated his opinion is to incorporate the project with Penn Dot's overall project even if the bid comes in higher, we would not be in time constraints to get the project done when Penn Dot needs it to be completed and they would be liable if something were to occur. Penn Dot is awaiting our response if this project will be incorporated or not. The 25% cost share is based on the bid, and if we are liable for the 25% is still in conversation between Ms. Pickett and Penn Dot. Mr. Williams stated we should incorporate the project; Mr. Casanave and Mr. Isaac concur. Mr. Casanave stated there is a letter of incorporation that Penn Dot needs, he will send that over to Ms. Maynard this afternoon for signature. Mr. Isaac made a motion to have Mr. Williams sign the letter of incorporation for the Penn Dot Pond Hill Road Project, Mr. Henson seconded, approved.

Executive Session:

The Board entered executive session at 9:42 a.m. and remained in session to 10:31 a.m. in reference to grinder pumps.

Solicitor:

Mr. Jones discussed the Bond Redemption and Improvement Fund that we are to send our excess funds to in accordance to our bond refinance; Mr. Jones and Mr. Them reached out to the bank and it was agreed to wait until the end 2024 to send our excess funds, as we had not in the past, it was overlooked by both entities.

Mr. Them stated the numbers he gave Ms. Gracz when they first talked were incorrect; we were missing two payments being recorded for our debt. Mr. Them stated he spoke with Ms. Schoonover in reference to us relying on these figures being accurate; we did reach out to Ms. Gracz with the correction. Mr. Jones stated Ms. Gracz agreed to the \$120,000.00 number; when

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we approve this number, they will request the funds via ach, once they receive the funds, we can request the funds be put into an interest-bearing account. We can have access to the funds if we need them.

Mr. Them mentioned what we were given by Mr. Aikey as having an impact on what our numbers are.

Superintendent:

Mr. Aikey stated we are having an issue with pump station 2 by the smoke shop; we replaced a pump with a used spare, but that is having problems as well; the other pump has a worn seal and we are losing oil and having to add oil on a daily basis.

Mr. Aikey presented a quote from Envirep for \$17,505.00; Mr. Them questioned if there would be any additional costs; Mr. Aikey stated we should be able to install these ourselves, he reviewed the quote and does not see anything that warrants additional funds. They may see something we do not see once the pumps are removed.

Bond Redemption and Improvement Fund:

Mr. Jones stated we are jumping from one thing to another we need to vote on the excess funds going to the bond redemption; we in turn continue discussion on the pumps we need for pump station 2; we will then go back to Ms. Gracz and inform her of the expense, and then send them \$103,000.00.

Mr. Them made the motion to have the \$120,000.00 approved for the bond redemption fund and to have Mr. Jones talk to Ms. Gracz about our expense for the pumps and see if she will reduce the amount due to this expenditure, Mr. Henson seconded, approved.

Superintendent:

Mr. Aikey stated he has the grinder agreement; he wanted to know if there is a deadline on the grant; the Board stated there is none.

Mr. Aikey mentioned the Bradford Towne Center pump station; he sent emails to get history on whose responsibility this pump station is. Mr. Williams stated he does not recall taking over the system, he knows that Mr. Johnson was the operator at one time. Mr. Aikey stated he thinks that since Mr. Johnson took care of it Mr. Strickland took care of it, we have not found any documentation it is ours. Mr. Casanave stated we do report that pump station on our Chapter 94 report. Mr. Aikey stated we are spending time and money taking care of that pump station.

Part of the headworks project that TMA was awarded grant funds for is to implement Scada at all the remote sites at a cost of \$15-\$20,000.00 per site; is that pump station ours to allocate these funds to or not. The Board discussed what has been past practice in taking care of stuff we are not liable for.

Mr. Casanave stated in his research he did find wording from the designer which basically states the pump station was to be dedicated to the Authority or the wording to appease DEP was inserted that they would have an operator of their sewage system; Mr. Casanave could not find documentation that the Authority accepted it. Mr. Casanave stated he will look to see who DEP has on file for this pump station. Including the pump station on our Chapter 94 report does not imply we own the pump station; it implies we our documenting our system operation.

Mr. Them made a motion to purchase the pumps we need for pump station 2, Mr. Henson seconded, approved.

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Mr. Them questioned if we are addressing the grease issue; Mr. Aikey stated it is on his list to do.

TMA Merger:

Mr. Aikey read the minutes of the TMA meeting in regards to the merger:

“Ms. Schoonover stated at the last Wysox meeting it was addressed that they do not wish to expend any funds if TMA is not interested in the merger. Mr. Walsh stated that we are interested, they have to address the wells and the grinder pumps; Mr. Johnson stated they have not come back to the Board in reference to that. Mr. Johnson stated that they need to have a public meeting to address to their customers what they want to do as they would be taking the rules and regulations of TMA.”

Mr. Them stated that he thought this would be a regionalization of the Boards; if they do not want to that then I guess we should not go any further.

Mr. Aikey questioned if Mr. Williams wants to talk to Mr. Walsh in regards to this; Mr. Williams stated that he read in the paper what TMA thought of the merger but no one has come to WTMA to discuss anything. Mr. Williams thinks that Towanda does not want to take over Wysox’s problems; we have an infrastructure and a system that is profitable. Mr. Aikey stated that from an operational side it would be ideal to merge. Mr. Williams stated he will contact Mr. Walsh, but he is uncertain as to why. Ms. Maynard stated that in the meeting Mr. Walsh was to get with Mr. Christini who was doing the research on the merging to see if he has come up with the questions TMA had in reference to the merger.

Mr. Aikey stated we need to be on the same page, we have the funds to automate the sewer system and it will not happen if TMA treats WTMA as a separate entity. Mr. Casanave stated WTMA could grant TMA easements to the pump stations to get the system automated. Mr. Casanave stated this needs to be agreed upon sooner than later as we have the grant funds approved and we are starting the project. Mr. Them mentioned that Mr. Aikey had mentioned we have to have a letter from WTMA to TMA to do that; Mr. Casanave stated he will speak with Mr. Shura to see what is needed. Mr. Williams stated we are responsible for 15.8% of the sewer plant shouldn’t this technology fall within that aspect of that agreement.

Water Discrepancy:

Mr. Them questioned Mr. Aikey if the water discrepancy is due to water meters, the water meter that records the Wysox usage or leaks. Mr. Aikey stated they did fix a hydrant that was leaking by Sheetz. Mr. Them stated that the discrepancy will cost the Authority monies anywhere from \$3,800.00 to \$7,600.00 a month and we need to get a handle on it.

Budget:

Mr. Them went over his proposed water budget for 2025, he did not want to overstate revenue, he went through the numbers with Mr. Aikey. The expenses he did not see anything that stood out, he questioned the bulk water number he budgeted; he is budgeting a \$6,700.00 loss in water.

Mr. Them went over the sewer proposed budget line items; he stated he budgeted a \$52,000.00 loss in sewer.

Mr. Them stated his question is do we live with a loss in revenue or raise rates.

Mr. Williams thinks we need to raise rates.

Mr. Them stated he will get with Ms. Maynard and see what rates should be proposed.

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Mr. Aikey stated if Wysox considered the SRBC grant to replace meters; Mr. Casanave stated they would have to come up with a match.

Mr. Henson stated we will consider a rate increase and have a budget approved in March; Mr. Williams concurs; Mr. Williams stated we are still paying for increased rates in maintenance.

Mr. Them stated that we need to decide where the monies come from for the Bond Redemption fund; it was decided out of water to keep the quarterly amount needed in sewer operating; Mr. Isaac made a motion to have the excess funds come from water operating, Mr. Henson seconded, approved.

Valoroso:

Mr. Williams addressed the request from Mr. Valoroso, he stated it is past practice that a customer continued to be billed whether the property is occupied or not, until the property is demolished. Ms. Maynard will advise Mr. Valoroso.

Delinquent List:

Mr. Henson questioned the property that we could not shut off due to a boiler system; Ms. Maynard stated that if they have boiler heat, we are not allowed to terminate services in the winter. Ms. Maynard will forward that to Mr. Jones for collections if we do not receive payment.

Mr. Henson mentioned the Munkittrick lien; Mr. Jones stated that typically when a lien is placed on a property the property is usually subject to other forms of delinquency so it would eventually end up in Sheriff Sale and our lien would be satisfied. Mr. Jones stated we could force the sale but do we want the property and can we afford to pay any other existing liens on the property. Mr. Them stated we need to enforce the inspection be done on his property how do we do that; Mr. Jones stated we can send a certified letter and request an inspection of his property. Mr. Williams stated Ms. Maynard send the letter to Mr. Munkittrick giving him 15 days to schedule an inspection. Ms. Maynard will send the letter to Mr. Jones prior to sending it out.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 12:24 p.m.

Respectfully Submitted,
April 2 Maynard
Towanda Borough