

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: Robert Williams-Chairman, James Isaac, Tina Pickett

ABSENT: William Them – Secretary/Treasurer, Thomas Henson-Vice Chairman

OTHERS: Chris Jones- Atty – GDDJ; Fred Johnson – Superintendent; Susan Miller – Controller

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on December 16, 2016 were approved on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved. Mr. Jones questioned a bill that was included in the original list of bills from Stiffler McGraw addressed to Wysox Township; Mr. Maynard clarified with Ms. Schoonover that that bill was excluded from payment. Ms. Miller stated that the list of what she has to be reimbursed by Panda is different as she has already invoiced Panda for some of the bills the Board is approving today. Ms. Miller was advised to amend the billing to Panda to include Mr. Jones billing for reimbursement to Panda. Mr. Isaac questioned a “card member” charge on the billing Ms. Maynard clarified from Ms. Schoonover that this was for relays and capacitors, Mr. Johnson stated that the Borough credit card was used for these items but they are Wysox responsibility. The Board agreed that Mr. Johnson should bill Shore’s Auto for the time and material on the new hook up to a different water meter pit. The Board questioned a bill from Selective Insurance that stated our insurance agent is Henry Dunn Insurance it should state Gannon’s Insurance, that bill was excluded from payment.

Wysox Operating Fund List of Bills:	Jan 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 1/17	\$ 3,109.33
TMA	Administrative cost- 1/17	\$ 2,103.67
TMA	Misc. Billing/Vendors	\$ 816.11
TMA	Sewer Flows (Dec)	\$ 11,159.34
TMA	Contracted Services	\$ 3,385.42
Frontier	Telephone – 6 Invoices	\$ 256.70
Gannon Insurance	Echo Beach – added to policy	\$ 636.00
Stiffler McGraw & Associates	Inv 101, 96, 97	\$ 11,594.60
Penelec	Electric (4 Invoices)	\$ 659.32
Horton	Grinder Pump Repairs	\$ 1,449.00
GDDJ	11/17-01/18/17	\$ 914.50
TOTAL:		\$36,083.99

Wysox Water Operating List of Bills:	Jan 2017	Amount:
TMA	Water (Dec)	\$ 9,374.18
TMA	Contracted Services	\$ 913.46

Jan 20, 2017

TMA	Misc Vendors	\$ 796.92
AT & T	Scada	\$ 99.09
Stiffler McGraw & Associates	Invoice 101 meetings	\$ 50.00
Seewald	Lab Analysis	\$ 30.00
GDDJ	11/17- 01/18/17	\$ 45.00
TOTALS:		\$11,308.65

Solicitor:

Mr. Jones stated that he is working on the deeds from Panda and working on liens for delinquent accounts.

Superintendent:

Mr. Johnson stated that he is working on the solar panels. Ms. Pickett questioned if we need to bid out different vendors; Mr. Johnson stated he had a difficult time finding the vendors he has found but he will look around.

Reorganization:

Ms. Pickett made a motion to approve and keep the existing Board, Mr. Isaac seconded, approved.

Mr. Williams – Chairman
Mr. Henson – Vice Chairman
Mr. Them – Secretary / Treasurer

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:10 a.m. on a motion made by Ms. Pickett.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones- Atty – GDDJ; Fred Johnson – Superintendent; Ben DeNault – Thompson Morgan & Co LLP

VISITORS:

Visitors:

None

Audit:

Mr. DeNault stated our audit went well, they found no discrepancies. Mr. DeNault did mention that the he is working with Ms. Miller on the way Casselle allocates cash to Wysox she is working with Dallas Data on finding an easier way of balancing the checkbook.

Mr. Isaac made a motion we accept the 2016 audit, Mr. Them seconded, approved

Minutes:

The minutes from the meeting held on January 20, 2017 were approved on a motion made by Mr. Them and seconded by Mr. Isaac, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Wysox Operating Fund List of Bills:	Feb 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 2/17	\$ 2,283.90
TMA	WWTP 2008 Pennvest Int – 2/17	\$ 825.43
TMA	Administrative cost- 2/17	\$ 2,103.67
TMA	Omni Site	\$ 900.00
TMA	Sewer Flows (Jan)	\$ 12,758.76
TMA	Contracted Services	\$ 2,232.13
Frontier	Telephone – 6 Invoices	\$ 258.42
TMA	Misc Vendors – Penelec P.S. 7,6,2	\$ 411.64
Stiffler McGraw & Associates	Inv 99	\$ 540.00
Penelec	Electric (2 Invoices)	\$ 156.39
TMA	Misc Vendors – 2017 Legal Notice	\$ 34.17
GDDJ	Audit Letter 2016	\$ 75.00
TOTAL:		\$22,579.51

Wysox Water Operating List of Bills:	Feb 2017	Amount:
TMA	Water (Jan)	\$ 9,669.35
TMA	Contracted Services	\$ 1,450.89
TMA	Misc Vendors – Penelec P.S. 3,2,1	\$ 836.89

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TMA	Misc Vendors – 2017 Legal Notice	\$ 34.18
Penelec	P.S. #1	\$ 102.81
Robert Martin	Customer Refund	\$ 24.98
GDDJ	Audit Letter - 2016	\$ 75.00
TOTALS:		\$12,194.10

Solicitor:

Mr. Jones stated that the deed for Panda was recorded. The Bond needed to be extended and Mr. Jones is awaiting the changes from Panda; instead of issuing a new bond Mr. Jones agreed to have the bond extended to 18 months after we took over the system.

Mr. Jones stated that the lien has been filed for nonpayment against GK R.E. LLC and LSF9 Master Participation.

Superintendent:

Mr. Johnson stated that he was contacted by the contractor for Dollar General in reference to hooking up they thought they needed to hook up the sewer Mr. Johnson informed them they need to connect to the water.

Mr. Isaac asked Mr. Johnson if he heard anything from Shores Auto in reference to our invoice, Mr. Johnson stated he did send an invoice and has yet to hear from him.

Mr. Them stated since we are in conversation of non hookups he did not contact Mr. Ferrario in reference to the house that has not yet connected; Mr. Johnson informed Mr. Them that there is a meter pit for the house already installed and they need to hookup; Mr. Them will contact Mr. Ferrario.

Mr. Johnson stated he wants to talk again about the solar panel he did try to look for another vendor as was requested last month; he cannot find another vendor. Blue Mountain Enterprises has offered to warranty the replacement invertors which Mr. Johnson thinks that since we did not pay for the solar panel in the first place we should at least get it operational. Mr. Them made a motion to spend up to \$5000.00 to Blue Mountain Enterprises to get the Solar Panel operational, seconded by Mr. Isaac, approved.

First Citizens Community Bank Loan:

Mr. Them provided the board paperwork and forecast on our First Citizens Community Bank Loan discussion was made on if we should extend the term it to avoid the increase in payments in the next few years which could possibly make the Authority have to raise rates; after discussion Mr. Jones will contact Mr. Landis to find out what is needed in order to extend the term of the loan.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:17 a.m. on a motion made by Mr. Isaac.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: Robert Williams-Chairman, James Isaac, William Them – Secretary/Treasurer,
Tina Pickett

ABSENT: Thomas Henson-Vice Chairman

OTHERS: Fred Johnson – Superintendent

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on February 17, 2017 were approved as amended; under First Citizens Community Bank Loan wording corrected from refinance to extend term of loan; on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Them and seconded by Mr. Isaac, approved.

Wysox Operating Fund List of Bills:	Mar 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 3/17	\$ 2,288.77
TMA	WWTP 2008 Pennvest Int – 3/17	\$ 820.56
TMA	Administrative cost- 3/17	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 13,296.78
TMA	Contracted Services	\$ 2,139.33
Frontier	Telephone – 6 Invoices	\$ 258.33
TMA	Misc Vendors – Penelec P.S. 1	\$ 253.60
TMA	Misc Vendors – BME Solar (Install)	\$ 2,314.00
Penelec	Electric (5 Invoices)	\$ 927.36
Horton Electric	Repair to Grinder Pump	\$ 411.00
Thompson Morgan & Co. LLP	Preparation Audit 2016	\$ 2,750.00
Auto Parts of Wysox	Emergency Generator Battery	\$ 104.99
TOTAL:		\$27,668.39

Wysox Water Operating List of Bills:	Mar 2017	Amount:
TMA	Water (Feb)	\$ 8,799.34
TMA	Contracted Services	\$ 1,542.68
TMA	Misc Vendors – Penelec P.S. 3,1	\$ 92.13
TMA	Misc Vendors – Quill (toner)	\$ 72.99
TMA	Misc Vendors – A T & T (scada)	\$ 99.09
TMA	Misc Vendors – Seewald (lab)	\$ 15.00
Lehigh Railway LLC	Annual Right of Way Property Lease	\$ 1,766.60
Thompson Morgan & Co. LLP	Preparation Audit 2016	\$ 2,750.00

TOTALS:		\$15,137.83

Solicitor:

Mr. Jones stated to Mr. Them to relay to the Board that he has yet to be contacted by anyone in reference to the extension of the loan for First Citizens Community Bank. Mr. T. Thompson indicated to Mr. Them that he would contact Mr. Jones but thinks that we should wait until June to extend the term of the loan; that is when the interest rate is scheduled to be changed. Mr. Them agreed with Mr. Williams that this needs to be done prior to June 1st so that we will have everything done before the rate increase.

Superintendent:

Mr. Johnson stated that we have produced energy since BME replaced the invertors on the solar panel.

Mr. Johnson requested we get a couple more OMNI units; that would cover the entire Wysox system; the cost is \$2,500.00 each a total cost of \$5,000.00. Mr. Them made a motion to have Mr. Johnson purchase two additional OMNI units, Mr. Isaac seconded, approved.

Mr. Them asked about the storm water pipe on Pringle Lane; Mr. Johnson stated that the contractors were supposed to address that when the water project was near completion.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:40 a.m. on a motion made by Mr. Isaac.

Respectfully Submitted,
April Maynard
 Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: Robert Williams-Chairman, James Isaac, Tina Pickett, Thomas Henson-Vice Chairman

ABSENT: William Them – Secretary/Treasurer

OTHERS: Fred Johnson – Superintendent

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on March 17, 2017 were approved on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

Bills:

The following bills were approved for payment on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

Wysox Operating Fund List of Bills:	Apr 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 4/17	\$ 2,293.64
TMA	WWTP 2008 Pennvest Int – 4/17	\$ 815.69
TMA	Administrative cost- 4/17	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 16,714.48
TMA	Contracted Services	\$ 3,073.68
Frontier	Telephone – 6 Invoices	\$ 263.15
TMA	Misc Vendors – Penelec P.S. 1,4,5	\$ 497.17
TMA	Misc Vendors – Library in Memory Mr. Lenox	\$ 25.00
Penelec	Electric (4 Invoices)	\$ 991.69
Gannon Insurance	Bond / Employee Renewal	\$ 106.00
Grainger	Breaker Unit – Residential Grinder Pumps	\$ 370.52
TOTAL:		\$27,254.69

Wysox Water Operating List of Bills:	Apr 2017	Amount:
TMA	Water (Mar)	\$ 11,671.55
TMA	Contracted Services	\$ 1,648.37
TMA	Misc Vendors – Penelec P.S. 2,3	\$ 700.60
TMA	Misc Vendors – Library in Memory Mr. Lenox	\$ 25.00
TMA	Misc Vendors – A T & T (scada)	\$ 100.45
TMA	Misc Vendors – Seewald (lab)	\$ 15.00
AT & T	Scada	\$ 100.45

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Seewald	Lab	\$ 15.00
Penelec	Electric P.S. # 1	\$ 320.12
Gannon Insurance	Bond / Employee Renewal	\$ 106.00
TOTALS:		\$14, 712.54

Budget:

Mr. Isaac asked if Mr. Farley was going to review our numbers for the 1st quarter of 2017. Ms. Maynard was not aware she was to send the numbers to Mr. Farley she will contact him and give him the information he needs to look at our current budget.

Superintendent:

Mr. Johnson stated that the air release on the bridge is inoperable; he had to order a new one; the force main vacuum that sends the flow across the bridge needs to have an air release in case there is air in the line. The original equipment was put in the 90's. Mr. Isaac made a motion to approve the purchase of the air release valve at the cost of \$3000.00, seconded by Ms. Pickett, approved.

Penn Dot is going to jacket the abutments on the bridge we have to remove one of the brackets that is holding our line away from the abutment once they reinforce that we will place our bracket back on.

Mr. Johnson will hold off on purchasing the two OMNI units that was approved at last month's meeting due to the purchase of the air release valve, the Board agreed that they still want to OMNI units purchased but holding off on the purchase at this time is agreeable.

Mr. Williams asked Mr. Johnson if he was aware of Asylum Township asking their residents if they want sewer; Mr. Johnson stated he was not aware of that nor has he been approached by anyone in reference to that. Mr. Johnson stated that Asylum would have to do an ACT 537 in order for this to even occur and we would be notified if that happened.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 9:42 a.m. on a motion made by Mr. Isaac.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: Robert Williams-Chairman, James Isaac, Tina Pickett, Thomas Henson-Vice Chairman

ABSENT: William Them – Secretary/Treasurer

OTHERS: Kyle Lane– Towanda Borough Manager; Chris Jones - Solicitor

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on April 21, 2017 were approved on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

Bills:

The following bills were approved for payment on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

Ms. Maynard explained to the Board that due to the amount due from sewer this month we need to transfer monies from water to sewer to cover our bills. Ms. Pickett made a motion to transfer \$63,614.57 from water to sewer, Mr. Isaac seconded, approved.

Wysox Operating Fund List of Bills:	May 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 5/17	\$ 2,298.53
TMA	WWTP 2008 Pennvest Int – 5/17	\$ 810.80
TMA	Administrative cost- 5/17	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 23,295.16
TMA	Contracted Services	\$ 4,814.44
Frontier	Telephone – 6 Invoices	\$ 271.87
TMA	Misc Vendors – Penelec P.S. 4,6,7,2	\$ 637.35
TMA	Misc Vendors – Grainger	\$ 189.26
TMA	Misc Vendors – HD Supply 2 pump repairs	\$ 2,835.00
TMA	Misc Vendors – Horton – 2 pump repairs	\$ 2,216.00
TMA	Misc Vendors – OmniSite	\$ 221.92
TMA	Misc Vendors – M & T Semi Annual Pymnt - Principal	\$ 14,818.38
TMA	Misc Vendors – M & T Semi Annual Pymnt - Interest	\$ 15,517.62
Penelec	Electric (4 Invoices)	\$ 991.69
Gannon Insurance	Renewal Policy	\$ 15,907.00
GDDJ	Legal Services	\$ 270.00
Auto Parts of Wysox	Generator – Anti Freeze	\$ 59.94
TOTAL:		\$86,176.94

Wysox Water Operating List of	May 2017	Amount:
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May 19, 2017

Bills:		
TMA	Water (Apr)	\$ 12,133.93
TMA	Contracted Services	\$ 849.02
TMA	Misc Vendors – Penelec P.S. 2,3	\$ 700.60
TMA	Misc Vendors – Library in Memory Mr. Lenox	\$ 780.34
TMA	Misc Vendors – Seewald (lab) X 3	\$ 45.00
AT & T	Scada	\$ 100.45
Seewald	Lab – 3 Invoices	\$ 45.00
Penelec	Electric P.S. # 2	\$ 90.27
GDDJ	Legal Services	\$ 300.00
TOTALS:		\$14, 344.01

Solicitor:

Mr. Jones stated that we received the final maintenance bond from Panda.

Mr. Jones asked if Mr. Them wanted us to talk about the First Citizens Community Bank loan; Ms. Maynard stated Mr. Them wanted us to vote on the loan extension; the Wysox Township Supervisors stipulation is that the Authority pays the legal fees associated with extending the terms of the loan. The Board discussed the conditions on the extension of the loan. Mr. Henson made a motion to extend the First Citizens Community Bank loan and to pay for the legal fees associated with the extension of the loan, Mr. Isaac seconded, approved.

Superintendent:

Mr. Lane updated the Board on the Towanda new water source and project.

Mr. Williams stated that at the TMA meeting they were going to set up a tour of the water and sewer system, the WTMA Board members were interested in a tour.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:30 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Fred Johnson– Superintendent; Chris Jones - Solicitor

VISITORS: Anne Cowling – Wysox Township Supervisor, Jon Kulick – Manager Wysox Township, Jonathan Foster – Attorney Wysox Township, Richard Farley - Accountant

Visitors:

None

Budget:

Mr. Farley stated our revenue is less than what was projected; we are not hitting our budget projections. Mr. Them stated our revenue should increase with the power plant and the increase in water demand due to hotter weather. Mr. Farley asked the Board for direction on what needs to be researched in order to find our issue with our revenue shortage. Mr. Them requested we put the Budget on the agenda for the next three months and review our revenue.

Ordinance:

Mr. Foster brought up the ordinance section 2.05 that has not been enforced; Mr. Foster stated we need to change the criminal enforcement to civil enforcement and to include attorney fee collection. Mr. Johnson stated he wants the ordinance to be stated so that we do not need to continue monitoring customers who kept another water source; Mr. Johnson would like to see removal of any outside well plumbing into the home; Mr. Them agreed that the Township is thinking about the same type of regulation/wording.

Mr. Johnson is to give wording on what he wants to see at time of inspection of water lines and outside plumbing. Mr. Johnson requested that he bring in Eric Cassanave to also place his knowledge into the use and disconnection of private water sources.

Ms. Maynard is to supply the Board the list of customers not connected on the water system.

Fire Flow:

Ms. Cowling addressed a question that the Wysox Fire Company brought up about flow testing the hydrants in Wysox. Mr. Johnson explained that the flow testing has not been completed in Wysox but he does not advise color coating hydrants by flow; color coating hydrants depend when the testing was performed and what the situation with water availability at the time of testing; if water availability is down at the time of actual use the hydrant may not have the same volume as it did at the time of testing, thus bringing the Authority into possible litigation.

Mr. Johnson will work with the Fire Company on flow testing.

Minutes:

The minutes from the meeting held on May 19, 2017 were approved on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Wysox Operating Fund List of Bills:	June 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 6/17	\$ 2,303.43
TMA	WWTP 2008 Pennvest Int – 6/17	\$ 805.91
TMA	Administrative cost- 6/17	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 18,589.88
TMA	Contracted Services	\$ 3,520.21
Frontier	Telephone – 6 Invoices	\$ 274.24
TMA	Misc Vendors – Penelec P.S. 1,2,4,5	\$ 1,221.57
TMA	Misc Vendors – Areys	\$ 7.96
TMA	Mowing / Trimming	\$ 355.00
Penelec	Electric (2 Invoices)	\$ 122.88
TOTAL:		\$29,214.75

Wysox Water Operating List of Bills:	June 2017	Amount:
TMA	Water (Apr)	\$ 14,464.10
TMA	Contracted Services	\$ 1,572.24
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 771.78
TMA	Misc Vendors – Seewald (lab) X 1	\$ 15.00
TMA	Mowing / Trimming	\$ 355.00
TOTALS:		\$17,178.12

Loan:

Mr. Them discussed the loan that First Citizens came back with was 2.1 % initial discussions was 2.0 %, he is going to speak with Mr. Thompson at First Citizens on the difference of rates.

Turner:

Ms. Turner sent a letter requesting a discount on her water bill; they had a water leak the Board agreed that the removal of the sewer usage was sufficient no further discount will be issued. Ms. Maynard will inform Ms. Turner of the **Board's** decision.

The Board discussed having a newsletter or correspondence sent to customers on leak detection; Mr. Johnson stated that maybe Wysox Township might want to address that on their website.

Rates:

Mr. Them stated maybe we need to address the base rate and our rate structure. That needs discussed in the future.

Ms. Maynard will supply the Board with the average monthly bills for residential customers.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 11:40 a.m. on a motion made by Mr. Them.

Jun 16, 2017

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT:

OTHERS: Darren Mendrzycki – GDDJ Solicitor

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on June 16, 2017 were approved on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

Wysox Operating Fund List of Bills:	July 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 7/17	\$ 2,308.33
TMA	WWTP 2008 Pennvest Int – 7/17	\$ 801.00
TMA	Administrative cost- 7/17	\$ 2,103.67
TMA	Sewer Flows (June)	\$ 14,343.54
TMA	Contracted Services	\$ 6,026.86
Frontier	Telephone – 6 Invoices	\$ 274.21
TMA	Misc Vendors – Penelec P.S. 1,2,4,5,6,7	\$ 828.92
TMA	Misc Vendors – Grainger	\$ 374.04
Commonwealth of PA	Chapter 302 Certificate	\$ 65.00
Mid Atlantic Pump	Grinder O Rings	\$ 505.00
Horton	Grinder Pump Repair	\$ 588.00
TOTAL:		\$28,128.57

Wysox Water Operating List of Bills:	July 2017	Amount:
TMA	Water (Jun)	\$ 15,963.05
TMA	Contracted Services	\$ 1,271.25
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 905.38
TMA	Misc Vendors – Seewald (lab) X 2	\$ 30.00
TMA	Misc Vendors – AT & T	\$ 100.45
Commonwealth of PA	Chapter 302 Certificate	\$ 65.00
AT & T	Scada	\$ 106.03

TOTALS:	\$18,441.16
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Solicitor:

Mr. Mendrzycki mentioned that Mr. Foster is still working on the extension of the loan financing; he is looking at September. Mr. Jones did receive a letter from Mr. Thompson and the loan is set at 2.0 %. Mr. Them mentioned we have until June 1st of 2018 to sign the new loan extension. Mr. Them did state it was passed by the Township and needs to go to DCED for approval.

Budget:

Mr. Them discussed the line items on the Budget. Mr. Them mentioned not being on budget on water but he expects Panda to give us additional revenue as the hotter months are still to be billed. The sewer revenue is down and we will need to monitor; but our expenses are down for the year so that may offset that revenue shortfall. Mr. Them had a question on the engineering and insurance expenses; he will speak with Ms. Miller and Mr. Sumner in reference to these increased amounts. Mr. Them expects July, August and September revenues will give us a better idea on the budget.

Customer Connections:

The Board reviewed the list of customers not yet connected to the water system.

Ms. Pickett questioned the delay on the CDBG customers; Ms. Maynard will start working with **Ms. D'Anna's replacement on the paperwork for these customers.**

Ms. Maynard also mentioned that according to her records 28 customers are still connected to an outside water source; 21 customers with no indication whether they kept an outside water source or not; and 19 customers with questionable connections.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10.00 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,

April Maynard

Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Robert Williams-Chairman

OTHERS: Chris Jones – Solicitor; Fred Johnson - Superintendent

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on July 17, 2017 were approved on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

Bills:

The following bills were approved for payment on a motion made by Ms. Pickett and seconded by Mr. Isaac, approved.

Mr. Them questioned why if he is bonded at the Township level he needs to be bonded at the Authority.

Wysox Operating Fund List of Bills:	Aug 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 8/17	\$ 2,313.25
TMA	WWTP 2008 Pennvest Int – 8/17	\$ 796.08
TMA	Administrative cost- 8/17	\$ 2,103.67
TMA	Sewer Flows (July)	\$ 13,078.64
TMA	Contracted Services	\$ 2,435.29
Frontier	Telephone – 6 Invoices	\$ 273.97
TMA	Misc Vendors – Penelec P.S. 1,2	\$ 441.66
TMA	Misc Vendors – ABB	\$ 340.00
TMA	Misc Vendors - Areys	\$ 13.78
TMA	Misc Vendors - Sensus	\$ 487.49
Gannon	Bond Renewal for William Them	\$ 221.50
Penelec	P.S. 5,4,7,6	\$ 241.12
TOTAL:		\$22,746.45

Wysox Water Operating List of Bills:	Aug 2017	Amount:
TMA	Water (Jul)	\$ 17,431.08
TMA	Contracted Services	\$ 1,525.00
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 857.44
TMA	Misc Vendors – Lab Analysis	\$ 875.00
TMA	Misc Vendors – Sensus	\$ 487.48
Gannon	Bond Renewal for William Them	\$ 221.50

TOTALS:		\$21,397.50

Solicitor:

Mr. Them requested Mr. Jones contact Mr. Foster in reference to questions he has on the changes needed to revise the Township ordinance.

Superintendent:

Mr. Johnson requested a Liberty grinder pump to have in stock; he uses these style pumps in problem areas where customers are flushing items that the other pumps cannot handle. Mr. Isaac made a motion to approve the purchase of a Liberty pump at an approximate cost of \$1,200.00; Mr. Them seconded, approved.

Budget:

Mr. Johnson requested that the Authority mirror TMA’s budget so that we can monitor pump stations and other areas of our budget thoroughly. Mr. Them stated that he would get together with Susan and Mr. Johnson and make the budget more detailed. Mr. Johnson will contact Susan and set up a date in which this can be discussed.

Mr. Them indicated our water sales are in line with the proposed budget.

Mr. Johnson explained the increase in the insurance is due to our insuring the additional pump station and increasing the insurance on the Moose Lane pump station because of our taking over the Panda system.

Mr. Them stated our bulk water purchase has increased; Mr. Johnson stated that that is due to **Panda’s increased water consumption.**

Mr. Them mentioned our sewer costs are up and revenue is not; Mr. Johnson stated that infiltration is a big problem. Mr. Johnson stated that the Authority can look for infiltration in the system. Mr. Johnson stated he can review the OMNI sites and check for increases in certain pump station flows. The year has been rainy and infiltration is just part of the system.

Delinquents:

Mr. Henson discussed accounts on the aging report.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 9:55 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,
April Maynard
 Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor; Fred Johnson - Superintendent

VISITORS:

Visitors:

None

Minutes:

The minutes from the meeting held on August 18, 2017 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Them and seconded by Mr. Isaac, approved.

Wysox Operating Fund List of Bills:	Sep 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 9/17	\$ 2,318.17
TMA	WWTP 2008 Pennvest Int – 9/17	\$ 791.16
TMA	Administrative cost- 9/17	\$ 2,103.67
TMA	Sewer Flows (Aug)	\$ 12,353.96
TMA	Contracted Services	\$ 4,095.32
Frontier	Telephone – 6 Invoices	\$ 274.23
TMA	Misc Vendors – Penelec P.S. 1	\$ 259.18
TMA	Misc Vendors – Grainger – float switch	\$ 246.24
TMA	Misc Vendors – Horton – grinder pump repair	\$ 978.00
TMA	Misc Vendors – Reeves – 3 fittings	\$ 79.44
TMA	Misc Vendors – Site Specific – cover gasket	\$ 206.10
Penelec	P.S. 2,4,5,6,7	\$ 457.26
TOTAL:		\$24,162.73

Wysox Water Operating List of Bills:	Sep 2017	Amount:
TMA	Water (Aug)	\$ 17,953.32
TMA	Contracted Services	\$ 2,066.23
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 709.72
TMA	Misc Vendors – Lab Analysis	\$ 15.00
TMA	Misc Vendors – Quill - toner	\$ 72.99
TMA	Misc Vendors – AT & T - scada	\$ 100.45
TOTALS:		\$20,917.71

Solicitor:

Mr. Jones stated he met with Mr. Foster in reference to the Township Ordinance; they reviewed the proposed changes to the ordinance; section [2.05 a] shall add any private water sources shall not be permitted in any dwelling that is serviced by the Wysox Township Water System; any existing connections need to be inspected by the Authority to prove that any private water source is not connected or cannot be reconnected to the dwelling. Section [2.05 d] states any new development will not be permitted to have a private water source. Section [7.01] will be deleted as currently written it will state penalties for not complying with the ordinance.

The Board discussed the monitoring of private well connections for commercial properties; we may need to go into the business and check how the discharge is affecting the sewer.

Mr. Jones stated we may need to send this to Mr. Cassanave to review and take his suggestions and have a final meeting with the Authority and Township Supervisors prior to making the changes to the ordinance.

Superintendent:

Mr. Johnson mentioned that the old Sears building is getting tenants and they have outstanding bills and are not hooked up to the water system. Mr. Them contacted Mr. Jon Kulick to inform him of the fact they are not hooked up to the water system.

Budget:

Mr. Them stated that the budget is not that far off from our projected numbers. Mr. Them will get with Susan on our annual and monthly loan payments.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:28 a.m. on a motion made by Mr. Isaac.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: James Isaac, Robert Williams-Chairman, Thomas Henson-Vice Chairman

ABSENT: Tina Pickett, William Them – Secretary/Treasurer

OTHERS: Chris Jones – Solicitor; Fred Johnson - Superintendent

VISITORS: Stephen Schmeckenbecher

Visitors:

Mr. Schmeckenbecher is representing Shover Investment Group II; the new owners of the manufactured home park on Route 6. Shover Investment Group II wishes to hook up the park to the Wysox water system; they are asking for forgiveness of the tap in fees which would be approximately \$90,000.00.

Mr. Williams explained that Hillside Drive residents and Panda have been charged tap in fees as well as other customers who did not hook up during the initial water project deadline; the Authority would be going against past precedence if they forgive the tap in fee for this customer and not others.

Mr. Johnson stated maybe the Authority can give Shover Investment Group II a time period to pay the tap in fee.

Mr. Williams stated the Board would have to discuss the issue and Mr. Johnson will contact Shover Investment Group with our decision.

Mr. Johnson stated we need to also address the sewer infiltration issue at the park.

The Board decided that the connection fee will be charged by edu; Mr. Johnson will explain that we are willing to work out a payment plan on the fees. Mr. Johnson will also explain the need to monitor the sewer.

Minutes:

The minutes from the meeting held on September 15, 2017 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Henson, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

Wysox Operating Fund List of Bills:	Oct 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 10/17	\$ 2,323.11
TMA	WWTP 2008 Pennvest Int – 10/17	\$ 786.22
TMA	Administrative cost- 10/17	\$ 2,103.67
TMA	Sewer Flows (Sept)	\$ 10,482.24
TMA	Contracted Services	\$ 7,057.30
Frontier	Telephone – 6 Invoices	\$ 214.74
TMA	Misc Vendors – Penelec P.S. 1	\$ 228.96
TMA	Misc Vendors – Grainger – cable weight	\$ 112.80
TMA	Misc Vendors – Core & Main – liberty pump	\$ 1,199.00
TMA	Misc Vendors – Reeves – 3 fittings	\$ 79.44
TMA	Misc Vendors – Arey - fittings	\$ 59.74
TMA	M & T Note A Interest	\$ 13,507.42
TMA	M & T Note A Principal	\$ 13,431.58

TMA	M & T Note B Interest	\$ 1,663.44
TMA	M & T Note B Principal	\$ 1,733.56
Penelec	P.S. 2,4,5,6,7	\$ 477.35
PA. Dept of Transportation	Sewage Line Bridge Occupancy	\$ 500.00
Site Specific	Grinder pump tank cover	\$ 196.82
Mid Atlantic Pump	Grinder pump package – Van Lake Rd	\$ 3,900.00
Core & Main	Saddle (sewer connection); Couplings & Ball Corp (sewer connection); 2 X 100' tubing	\$ 492.32
Penn Dot	Sewer under Bridge Occupancy	\$ 710.00
Horton Electric	Repair Grinder Pump X 4	\$ 3,615.00
TOTAL:		\$64,795.37

Wysox Water Operating List of Bills:	Oct 2017	Amount:
TMA	Water (Sept)	\$ 14,955.55
TMA	Contracted Services	\$ 4,925.35
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 650.74
TMA	Misc Vendors – Seewald Lab Analysis X 2	\$ 30.00
TMA	Misc Vendors – AT & T – scada 8/7-09/06/17	\$ 106.03
PA Dept of Transportation	Water Line Bridge Occupancy	\$ 1,280.00
AT & T	Scada 9/7 – 10/06/17	\$ 106.03
Seewald	Lab	\$ 30.00
TOTALS:		\$22,083.70

Solicitor:

Mr. Jones stated that he received correspondence from Mr. Foster that DCED approved our loan extension and we need to schedule a closing date.

Mr. Jones stated that he will be discussing the ordinance with Mr. Foster next week; Mr. Cassanave has been contacted to review the ordinance as well.

The Board discussed the tenants in the old Sears building; Mr. Jones will contact the owner in reference to their past due balance, tap in fee and requirement to connect to water.

Superintendent:

Mr. Johnson did not have any issues to discuss with the Board.

Mr. Williams mentioned to the Board the anticipated retirement of Mr. Johnson; Mr. Johnson is looking at May 2018. Mr. Johnson ensured the Board that he would remain until his replacement is fully capable of taking over.

Budget:

The Board discussed Mr. Them's letter in reference to the budget there were no questions.

Oct 20, 2017

Mr. Williams asked Mr. Johnson if he is aware of what increase we might anticipate in water rate from TMA next year; Mr. Johnson is not aware of the amount but he does know there will be an increase.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:30 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,
April Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: James Isaac

OTHERS: Chris Jones – Solicitor; Fred Johnson - Superintendent

VISITORS: None

Minutes:

The minutes from the meeting held on October 20, 2017 were approved as written on a motion made by Mr. Henson and seconded by Mr. Them, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Henson and seconded by Mr. Them, approved.

Wysox Operating Fund List of Bills:	Nov 2017	Amount:
TMA	WWTP 2008 Pennvest Payment- 11/17	\$ 2,328.06
TMA	WWTP 2008 Pennvest Int – 11/17	\$ 781.27
TMA	Administrative cost- 11/17	\$ 2,103.67
TMA	Sewer Flows (Oct)	\$ 10,002.78
TMA	Contracted Services	\$ 3,673.33
Frontier	Telephone – 6 Invoices	\$ 275.44
TMA	Misc Vendors – Penelec P.S. 1,4,5	\$ 362.10
TMA	Misc Vendors – Core & Main	\$ 53.29
TMA	Misc Vendors – Power System	\$ 647.84
Penelec	P.S. 2,6,7	\$ 264.82
GDDJ	Serviced 05/18-11/13/17	\$ 1,425.00
Postmaster	PO Box rental fee	\$ 31.50
David's Floral	Flowers (Thomas Thompson)	\$ 26.50
Jonathan Foster	Authority Loan Extension	\$ 2,559.76
TOTAL:		\$24,535.36

Wysox Water Operating List of Bills:	Nov 2017	Amount:
TMA	Water (Oct)	\$ 11,461.88
TMA	Contracted Services	\$ 4,686.17
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 674.13
TMA	Misc Vendors – Seewald Lab Analysis X 3	\$ 45.00
TMA	Power Systems	\$ 466.10
TMA	Misc Vendors – Core & Main	\$ 53.29
AT & T	Scada	\$ 100.45
David's Floral	Flowers (Thomas Thompson)	\$ 26.50

Postmaster	PO Box rental fee	\$ 31.50
TOTALS:		\$17,545.02

Solicitor:

Mr. Jones presented the loan papers for the extension. Mr. Henson made a motion Mr. Williams sign the extension of the loan, Ms. Pickett seconded, approved. Mr. Jones advised the Board that that we will only have to keep the last payment in reserve.

Mr. Jones stated he received the copy of the ordinance from Mr. Cassanave with his suggestions and revisions to the ordinance. Mr. Them suggested the revisions be noted and sent back to the Wysox Township Board of Supervisors to review. The Board of Supervisors will probably meet once again with the WTMA Board to confirm the changes and discuss enforcement of the ordinance.

Superintendent:

Mr. Johnson did not have any issues to discuss with the Board.

Shover Investments:

The Board discussed the tap in fees for Shover Investments; Mr. Them stated he spoke with them directly and explained to them our meeting schedule and time. The Board will not act on any recommendations until they are contacted directly by Shover Investments II LLC.

Budget:

Ms. Maynard mentioned that Mr. Lane wanted the Board to be aware that there will be a 5% increase next year.

Mr. Them discussed the budget he will look at the beginning of next year to do the 2018 budget so he can verify what occurred in 2017 and what we might expect in 2018.

CDBG:

Ms. Maynard asked Mr. Williams to contact Ms. Moulton to inform her that we still need the CDBG funds.

Audit:

Mr. Them asked if we can get a letter of engagement from Thompson & Co. for next year's audit; Ms. Maynard will check with Ms. Miller to see if we have one; if not she will contact Mr. DeNault for the letter.

Delinquents:

The Board discussed accounts on the delinquent list.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:45 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,
April Maynard
 Towanda Borough

Nov 17, 2017

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

ABSENT: Robert Williams-Chairman, Tina Pickett

OTHERS: Chris Jones – Solicitor; Fred Johnson – Superintendent; Eric Cassanave – Stiffler McGraw

VISITORS: Amanda Boyer – Bradford County Grant Coordinator

Visitor:

Ms. Boyer introduced herself to the Board as the new Grant Coordinator for the County; replacing Robin D’Anna. Ms. Boyer stated the CDBG grant monies need to be discussed due to the age of the grant itself. Ms. Maynard stated she resent letters to those customers who initially qualified for the CDBG grant but has yet to hear any response. Ms. Maynard will provide Ms. Boyer the contact information for those customers. Ms. Boyer stated the funds are getting critical; as there is no activity on the project and the funds might have to be returned to the State or used against another County project. Ms. Boyer stated we need a plan in place and qualifications in order to get the project underway; she will plan on attending next month’s meeting with any updates.

Minutes:

The minutes from the meeting held on November 17, 2017 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Bills:

The following bills were approved for payment on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

Wysox Operating Fund List of Bills:	Dec 2017	Amount:
TMA	WWTP 2008 Pennvest Payment-12/17	\$ 2,333.02
TMA	WWTP 2008 Pennvest Int – 12/17	\$ 776.31
TMA	Administrative cost- 12/17	\$ 2,103.67
TMA	Sewer Flows (Nov)	\$ 10,156.50
TMA	Contracted Services	\$ 1,724.15
Frontier	Telephone – 6 Invoices	\$ 276.20
TMA	Misc Vendors – Penelec P.S. 1,2	\$ 552.71
Penelec	P.S. 5,6,7	\$ 197.67
TOTAL:		\$18,120.23

Wysox Water Operating List of Bills:	Dec 2017	Amount:
TMA	Water (Nov)	\$ 9,314.88
TMA	Contracted Services	\$ 2,577.67
TMA	Misc Vendors – Penelec P.S. 1,2,3	\$ 623.37

TOTALS:	\$12,515.92
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Solicitor:

Mr. Jones asked about the balance of the Craig Lewis estate; Ms. Maynard stated the tap in fee is included in the outstanding balance.

Superintendent:

Mr. Johnson did not have any issues to discuss with the Board.

Budget:

Mr. Them stated he is working on the numbers for next year's budget. Mr. Henson and Mr. Them discussed items on the budget.

Auditor:

Mr. Isaac made a motion to enter an agreement with Carmalt DeNault & Thompson PC for 2018 auditing services, seconded by Mr. Them, approved.

Engineer:

Mr. Them made a motion to enter into an agreement with Stiffler McGraw for 2018 engineering services; seconded by Mr. Isaac, approved.

Delinquents:

Mr. Henson asked the Board if there were any questions on the aging report.

GK R.E. LLC:

Mr. Them requested Ms. Maynard send a letter to Mr. Getz informing him to connect the former Sears building to the water system.

Shover Investments:

Mr. Them requested Ms. Maynard send a letter to Shover Investments Grp 2 LLC inviting them to a Board meeting.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:00 a.m. on a motion made by Mr. Henson.

Respectfully Submitted,
April Maynard
Towanda Borough