

Towanda Municipal Authority

Jan 15, 2018

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

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Carmen Venezia, Paul Sweitzer, Abraham Brandt

ABSENT: Ellen Lacek, William Shaw, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Matt Hicks, Daily Review

Visitors:

Visitors:

None

Minutes:

The December 15, 2017 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Mr. Brandt, approved.

Bills:

The December bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. Venezia, approved.

Water:

Mr. Lane reported to the Board that due to the weather we have been working on frozen pipes, frozen meters and water leaks over the last few weeks.

Mr. Lane is working with the Progress Authority on filling out PA. Small Water and Sewer Grant for the Thomas Street pressure reducing valve and vault; the application must be submitted by February 28th.

The public supply permit was submitted January 2nd, we received a letter stating they received our application and it is in review.

The SRBC report should be turned in next week by Mr. Casselbury; the hydro report. Mr. Venezia asked if the SRBC application has been submitted yet, Mr. Lane stated Mr. Casselbury is reviewing that and the hydro report is essentially part of the application. SRBC has to review our application and issue a water allocation permit.

Mr. Lane has one easement signed; he is working with Wes Mosier on the larger property easement.

The archaeological study has began, soil samples have been taken, the study will cost approximately \$19,000.00, if something is found in the study the cost will be more.

Sewer:

Mr. Lane is still waiting to hear from the USDA on the equipment grant/loan for a purchase of a backhoe.

Bridge Street:

Mr. Lane stated we are still awaiting the reimbursement for the engineering fees.

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Walsh Granite Project:

Mr. Walsh asked Mr. Lane if he received a corrected invoice for this project; Mr. Lane stated he returned the invoice back to Penn Dot and has yet to hear anything.

Budget:

Mr. Lane stated that the fund balance went down overall \$6,534.00 for 2017; the Bridge Street project was paid out of operating.

LB Water:

Mr. Lane got the estimate for the flex net system it is \$164,000.00 initial investment; an additional annual fee of \$20,000.00. The cost does not include meters; Wysox has the meters already but the rest of the system would have to be upgraded to the flex net compatible meter. Mr. Lane would like to revisit this project once the new water source project is complete.

Asset Management:

Mr. Lane stated that PMAA is sponsoring a webinar on Asset Management on January 30th; Mr. Lane will attend that webinar.

Statement of Financial Interest:

Mr. Walsh informed the Board to return the statement of financial interest to Ms. Maynard.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:00 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Feb 26, 2018

The February meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:03 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Carmen Venezia, Paul Sweitzer, Abraham Brandt, Ellen Lacek, William Shaw

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Matt Hicks, Daily Review

Visitors:

Visitors:

None

Minutes:

The January 15, 2018 meeting minutes were approved as written on a motion made by Mr. Shaw and seconded by Ms. Sullivan, approved.

Bills:

The January bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Water:

Mr. Lane has submitted the Small Water and Sewer Grant application on February 9th for \$90,000.00 for the Thomas Street pressure reducer valve and vault; he should hear about who was awarded the grant in the summer time. Ms. Pickett sent a letter in support of our application.

Mr. Lane stated that SRBC has sent a letter stating we need to register our system; not only does this have to do with our new water project but all "grandfathered" systems will have to register. The deadline to register is June 1st the application has been filled out and will be submitted prior to that date. We will now be required to submit reports on usage to the SRBC on our entire water system. We were regulated on the water withdraw of the spring and James Street wells by a department that no longer exist.

Mr. Casselbury provided his hydrological report; he submitted to DEP and he is in the process of submitting it to the SRBC. The permit application fee per well is \$13,000.00 which is lower because we are a municipality; Mr. Lane contacted SRBC to inform them of the fact we are a municipality and to request that the Roberts wells be considered a well field instead of two separate wells.

The proposed location of the North Towanda tank was turned down by Schaedler Yesco's engineer; Mr. Cassanave is working with the engineer to explain that the location we surveyed is the best location for the tank.

The archaeological study has eliminated 90% of the water project; he has shovel work to do on the proposed water treatment site and the Mosier/Roberts property.

The wellhead protection for the Roberts wells has encountered an issue as the tax map was incorrect and we need to request right of way from the Lehigh Railroad. Mr. Cassanave has submitted paperwork to the railroad to request the right of way.

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Sewer:

Mr. Lane is still waiting to hear from the USDA on the equipment grant/loan for a purchase of a backhoe; we were supposed to be notified by February 8th.

We need to replace the bio filter media it has been 5 years since it was last replaced; the cost is \$8,000.00

Gateway Green has contacted Mr. Lane again; they state that this is still an ongoing project.

Penn Dot:

Mr. Lane stated we received the engineering costs for the Bridge Street project.

Penn Dot is paving Route 6 from Mix Avenue to the bridge just west of the old Leroy's restaurant in North Towanda; we are addressing the manholes on this project which is set to begin in June.

Penn Dot has offered to return Poplar Street back to the Borough; the reason this is being brought up to the Municipality is that any water and sewer issues need to be addressed by the Municipality; Penn Dot will not give us funds to address any issues they are only giving the Borough the funds to repave and add curbing to Poplar Street. Mr. Johnson stated that sewer needs to be addressed from 3rd to Western. Mr. Lane stated when the Borough takes over the road we will take it down and any water or sewer issues will need to be addressed at the time of the project before we repave it. Mr. Lane thinks the whole project can be done in house.

Saterlee Hollow:

The Ash trees have been removed and the initial logging is complete. Mr. Roberts will need to go back and look at the property for the next trees to be logged.

Superintendent:

Mr. Lane put the job opening in the paper for 5 days the deadline for applications is March 16th.

Union Negotiations:

Mr. Sweitzer mentioned that this is the year for Union negotiations if any Board member wants to sit in on negotiations they are more than welcomed.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:50 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Mar 19, 2018

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

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Carmen Venezia, Paul Sweitzer, Abraham Brandt, William Shaw, Robert Williams-WTMA Chairman

ABSENT: Ellen Lacek

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent

Visitors: Eric & Blythe Jones, Michael Tabor, Mary Lewis

Visitors:

Mr. & Mrs. Jones asked the Board if they are planning on addressing the Vo-Tech line; they have to close their business because of the lack of water when there is a leak on the line. Mr. Johnson stated that the Board has been informed of the problems with the Vo-Tech line and plan on addressing the issue; he also suggested the Jones acquire a holding tank that can get them through any loss of water to keep the business open during water leaks.

Ms. Lewis had a concern with her water pressure; she stated she has had issues in the past but now the problem is severe and taking a shower is all but impossible due to the lack of water. Mr. Johnson stated that the water crew has been up on several occasions but has been unable to obtain access to Ms. Lewis's premises in order to determine what the issue is. Ms. Lewis agreed to set up an appointment in order to have the water crew check is she is in need of a booster pump or might have something in the meter blocking water flow.

Mr. Tabor was in just to observe the meeting.

Minutes:

The February 26, 2018 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Mr. Shaw, approved.

Bills:

The February bills were approved on a motion made by Ms. Sullivan and seconded by Mr. Venezia, approved.

Vo-Tech Line:

Mr. Lane did receive the estimate from Stiffler McGraw on the replacement of the Vo-Tech line; 1.3 million is the estimate. There are only 33 connections on the line itself; but it does need addressed; there have been at least 2 leaks on the line this year already; Mr. Johnson thinks there has been more.

Mr. Walsh suggested we try a VFD on the pump station to see if that takes some of the pressure off the line to avoid leaks; Mr. Johnson stated that might help the tank in North Towanda should really improve the line. The Board needs to keep in mind the line itself is deteriorated.

North Towanda Tank:

Mr. Lane stated the County is building an Emergency Center in North Towanda; the property might be an ideal place for the new tank; it is not as high in elevation as the Schaedler Yesco property but that would be a 1,700 foot extension. Ms. Sullivan stated we might want to research the airport air space due to the size of the tank;

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the Board agreed to have Mr. Cassanave made aware of that situation. Mr. Lane stated Mr. Cassanave will be attending next month's meeting.

Mr. Lane will be meeting with the commissioners next week on the tank.

Archeological Study:

The archeologist found prehistoric Native American pottery and Indian heads on the other side of Tracks Road they found a historic site foundation. Mr. Raber is recommending we move the line; Mr. Lane stated by moving the line they would have to excavate in the new location and might find the same thing; a phase II study could be done and would be rather expensive and open ended; or we can use the railroad right of way; Mr. Lane stated that the Phase II would be less expensive then asking the railroad for a right of way; Mr. Cassanave is looking into this for us. Mr. Lane stated these are the only sites found in the entire study so we are fortunate in that way. Boring under the findings might be our cheapest way of moving on with the project.

USDA Loan/Grant:

Mr. Lane received a verbal notification we received the award to purchase the backhoe.

Sewer:

The Chapter 94 report is complete; Mr. Lane can provide a copy if anyone is interested in reviewing it.

Superintendent Position:

Mr. Lane provided copies of the resumes received for Mr. Johnson's position to Mr. Walsh, Mr. DeWitt and Mr. Sweitzer; they will set up interviews starting next week.

Granite Walsh Project:

Mr. Walsh asked if we received a corrected billing yet for the project; Mr. Lane stated no correspondence has been received and he will wait to hear from Penn Dot.

Sugar Creek:

Mr. Walsh needs to sign an agreement with the Commonwealth in order to drill under Sugar Creek along with a onetime payment for \$750.00

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:10 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

Apr 16, 2018

The April meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:02 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Carmen Venezia, Paul Sweitzer, Abraham Brandt, Ellen Lacek, Robert Williams-WTMA Chairman

ABSENT: William Shaw

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent; Eric Cassanave, Stiffler McGraw

Visitors: None

Visitors:

None

Minutes:

The March 19, 2018 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Ms. Lacek, approved.

Bills:

The March bills were approved on a motion made by Ms. Sullivan and seconded by Ms. Lacek, approved.

Superintendent:

Mr. Lane has decided on Chad Strickland as Mr. Johnson's replacement; his start date is May 7th. Mr. Johnson will stay until Mr. Strickland is efficient in the position.

USDA Loan/Grant:

Mr. Lane stated we received the grant/loan for the backhoe; we received a \$37,000.00 grant and \$50,000.00 loan we have to match \$13,000.00.

Water:

Mr. Lane stated we received our general permit today.

Mr. Lane asked Mr. Cassanave why the Army Corp of Engineers is involved; Mr. Cassanave stated because every water way is considered navigable.

Mr. Lane stated we received to PAGO2 permits for the plant and water line; NFDES permits. Submerged land license agreement has also been received.

The public water supply permit was submitted in January and the withdraw permit to SRBC was submitted April 2nd a little behind schedule. Mr. Lane stated that the SRBC stated they will try to ensure that our permits are reviewed prior to August to ensure we submit to Penn Vest for their October deadline.

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North Towanda Tank:

The County is building an Emergency Communication Center and we are interested in placing the tank on that property. They are expanding the water line to the new building so we would need to extend the line to the tank. Mr. Cassanave presented a map of the proposed new building as well as our water line and proposed extension and tank placement to the Board. Mr. Johnson will speak with the engineers on the County project to check the rational on where they are placing the water line.

The land we received for the pump station is not feasible for the system. We will look at upgrading our existing one.

Mr. Cassanave asked if we want a standard generator at the pump station, Mr. Johnson stated yes; Mr. Lane would rather have a portable one. Mr. Cassanave stated we need an answer within the next month; Mr. Lane stated we need a generator so put that in the plans; we will decide which one later. The Board agreed that we might want to put a couple of portable generators on the project.

We will also be adding fire flow and need to look at sites for hydrants.

Vo Tech Line:

Mr. Cassanave stated the estimate to replace the Vo Tech Line is approximately \$990,000.00 for 6,400 feet of the line. Mr. Walsh asked if the engineering costs for this are included in the total project; Mr. Cassanave stated that no this will be an additional project. Mr. Johnson stated that we might need to consider replacing the line up to the Sugar Creek crossing; the Board agrees. Mr. Sweitzer made a motion to enter into an agreement with Stiffler McGraw on the replacement of the Vo Tech line from the Sugar Creek crossing, Ms. Lacek seconded, approved. The added line will obviously increase the pricing; the board agreed we need to address the Vo Tech line.

Roberts Well Heads:

Mr. Cassanave stated we ran into an infringement due to the tax maps being incorrect that will require us to ask for a right of way from the railroad. Mr. Cassanave spoke with Norfolk Southern who agreed to the right of way and they dropped it down to Lehigh Railway; Mr. Cassanave is in contact with Tom Clark from Lehigh Railway and we are awaiting a signed agreement.

Archeological Study:

Mr. Cassanave stated the archeologist found prehistoric Native American pottery and Indian heads on the Mosier property and on the other side of Tracks Road they found a historic site foundation. Mr. Cassanave spoke with PHMC (Pennsylvania Historical & Museum Commission) and they are in agreement to bore under those two sites, Mr. Cassanave contacted Mr. Raber the archeologist and placed him in contact with PHMC. If this is unacceptable we will have to go to a Phase II testing or move the lines; this is feasible on the foundation site but not on the Mosier property because they did not test to see how much land is involved. PHMC and Mr. Raber are supposed to talk on Tuesday April 17th.

Scada:

Mr. Cassanave stated we will be looking at upgrading to the Scada system throughout the water/sewer system; Mr. Johnson is in agreement the system needs to be on the Scada system.

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Visitors:

The Board asked about the visitor request from last month. Mr. Johnson stated he has not heard about any progress on Ms. Hart's issue. Ms. Lewis never contacted us back in order to check her issue. Ms. Sullivan found Ms. Lewis's delinquent account on the aging; Ms. Maynard stated that she was delinquent, a lien was filed, but she was allowed to be set back up and has not made payments on this old account.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:06 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

May 21, 2018

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

PRESENT: Michael Walsh, Paul DeWitt, Charlotte Sullivan, Carmen Venezia, Paul Sweitzer, Abraham Brandt, William Shaw

ABSENT: Ellen Lacek, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Jim Pruyne, Solicitor; Fred Johnson, Superintendent (ret); Eric Cassanave, Stiffler McGraw; Chad Strickland, Superintendent; Matt Hicks, The Daily Review

Visitors: Gerrie Daly Finnegan

Visitors:

Ms. Daly Finnegan stated she wanted to see if the Board would grant forgiveness on her property at 101 N. Main St.; no one lives at the property and she is receiving the base charge; she received the shut off notice and did not pay it so now the billing is over \$100.00; she has contacted her son to pay the bill. The property is both in the name of her and her son. Ms. Daly stated there is no meter and pipes are broken. She cannot afford to pay the bill. Mr. Johnson stated the base charge is billed no matter if the property is occupied or not water service is available to the property.

The Board will discuss Ms. Daly Finnegan's concern; Ms. Daly Finnegan wants the decision in writing to give to her son what is due in the account; Mr. Walsh stated that Mr. Lane and Mr. Strickland will compose a letter to Ms. Daly.

Minutes:

The April 16, 2018 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

The April bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. DeWitt, approved.

Superintendent:

Mr. Lane introduced Mr. Chad Strickland to the board replacing Mr. Johnson as superintendent.

Bulk Water:

Mr. Lane stated that we have met our projected water sales for the year. Due to the heavy rains we have experienced we noticed the new location for the Bulk Water Station has been inaccessible; Mr. Lane will be meeting with Penn Dot to discuss the drainage issue.

SRBC Reporting:

Mr. Lane stated that the SRBC reporting system for even grandfathered systems has been submitted; they asked for 5 years of data. Due to the new water source we will be losing our grandfathered status.

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May 21, 2018

Sewer:

Mr. Lane stated we had to replace controls to the raw sewage pumps but the cost was relatively cheap. Mr. DeWitt asked if parts are kept in inventory; Mr. Lane stated that besides the major replacement items we do have spare equipment. Mr. Sweitzer asked if the operation of the sewer plant is covered until Mr. Strickland is trained; Mr. Lane stated Mr. Walker is the operator and Mr. VanDeWeert is his back up. Mr. Lane stated that Mr. Johnson works with Mr. Cassanave on the Chapter 94 reports.

Mr. Johnson stated we found a municipality who will sell us nutrients.

Shane Walker:

Mr. Lane stated that Mr. Walker took the Water Operator certification last week in order to operate the new water treatment plant. Mr. DeWitt asked if there is a backup for that position; Mr. Lane stated it would be that Mr. Walker is the back up to Mr. Tabor. Mr. Walker is our only active employee with both licenses; they still need to get more certificates. Mr. Johnson stated that his license is available until everyone gets their licenses to run the water/sewer system.

Small Water and Sewer Grant:

Mr. Lane stated he received notice that our application is being presented to the Board in July; this would be for the pressure reducer valve and vault for Thomas Street. This does not mean we received the grant but we made it to the next step.

Union Negotiations:

Mr. Lane stated he has contacted the union negotiation members; he is waiting to hear from the Teamsters. The contract is set to expire this year and it is a 3 year contract.

Water:

Mr. Lane stated we received about 18 questions this week on our water supply permit we submitted in January. Mr. Casselbury and Mr. Shura are working on the questions.

Mr. Lane received the letter from SRBC that our application is administratively complete.

EDA Grant:

Mr. Lane stated he applying for an EDA Grant; it is based on income.

Water:

Mr. Cassanave mentioned that the questions on the water supply permit did include questions on the Robert's and Church water line as well as the test wells on those properties.

Mr. Cassanave stated the historical review is just another check on the permit process; Mr. Cassanave stated PHMC has agreed to allow us to bore under the historic sites.

Mr. Cassanave stated that the land development plan was presented to the Bradford County Planning Commission last Tuesday.

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The North Towanda projects the tank and pump station rehab and extending the water line 500 feet to the water tank; an amendment has been done to our DEP permit for those items.

The replacement for the Vo Tech line is underway they have submitted one calls for the line.

The Commissioners Office requested we extend the water line before the fall of this year as they are planning on having the garage built for the EOC building by then.

Mr. Walsh asked if we will be able to make the August deadline for Penn Vest; Mr. Cassanave thinks we will and he will have a timeline on the project and permits for next meeting. Mr. Lane stated he is in contact with representatives from SRBC.

North Towanda Township:

Mr. Lane stated that we received a letter from the Township addressing it customers concerns of the Vo Tech Line.

Customer Concerns:

Mr. Sweitzer was contacted by a customer in reference to pool fills; the Board agreed 3 years ago not to give pool credits and that has not changed as this time.

Mr. Walsh was contacted by a customer from McNamara Road in reference to the water; Mr. Johnson stated they did not want to connect to the water at the time it was installed and if they wish to now they need to come to the Board and pay for the extension of the water line.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:12 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

June 18, 2018

The June meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:07 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Carmen Venezia, Paul Sweitzer, Robert Williams-WTMA Chairman

ABSENT: Ellen Lacek, Charlotte Sullivan, Abraham Brandt, William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Matt Hicks, The Daily Review

Visitors: None

Visitors:

Minutes:

The May 21, 2018 meeting minutes were approved as written on a motion made by Mr. Venezia and seconded by Mr. DeWitt, approved.

Bills:

The May bills were approved on a motion made by Mr. Venezia and seconded by Mr. DeWitt, approved.

Water:

Mr. Lane stated that the DEP application questions were answered by Stiffler McGraw and resubmitted. Mr. Lane has not heard from SRBC.

The North Towanda tank and pump station amendment was signed by Mr. Walsh and submitted this week. The land development office required Stiffler McGraw to answer questions for the County planner they responded and resubmitted the application; Mr. Lane is hoping it will be approved this month.

Resolution 2018 - 1:

Resolution 2018-1 Allowing Mr. Lane and Ms. Kulick to attest the application for the Federal Economic Development Assistance (EDA) Grant for \$2,000,000.00 to assist with the funding of the water project; Mr. Sweitzer made a motion and Mr. DeWitt seconded. Northern Tier Regional Planning is assisting Mr. Lane with filing for the grant.

Yes – Mr. Walsh, Mr. DeWitt, Mr. Sweitzer, Mr. Venezia, Ms. Lacek (by phone)

No – no one

Absent – Ms. Sullivan, Mr. Shaw, Mr. Brandt

Bulk Water:

Mr. Lane stated that we have met our projected water sales for the year.

Sewer:

Mr. Walker is out due to a foot injury; Mr. VanDeWeert and Mr. Stroud are keeping the sewer plant running in his absence.

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June 18, 2018

Union Negotiations:

Mr. Lane stated that the 2nd or 3rd week of July is when we expect to start union negotiations.

Mr. Lane also mentioned we went through an audit of the Health and Welfare plan.

Agreement with Bradford County:

Mr. Lane asked Mr. Pruyne to put the agreement in writing between the County and TMA in reference to the water extension to the EOC property.

Budget:

Mr. Lane stated we are at budget with revenue and expense.

Vehicle:

Mr. Lane stated the vehicle that Gordon Brassfield drives is having issues; Mr. Williams suggested taking it to Exhaust Specialties they can rebuild the exhaust system.

Audit:

Mr. Lane stated the audit should be arriving shortly.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. DeWitt at 6:35 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

July 16, 2018

The July meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:04 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Charlotte Sullivan, Abraham Brandt, Robert Williams-WTMA Chairman

ABSENT: Carmen Venezia, Ellen Lacek, William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Eric Cassanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Visitors:

Minutes:

The June 18, 2018 meeting minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Mr. DeWitt, approved.

Bills:

The June bills were approved on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Audit:

Mr. Lane stated the 2017 financial audit is complete and in order no findings were brought to our attention; Ms. Miller keeps the books in good order.

Union Negotiations:

Mr. Lane stated that the union representative who conducts the Union negotiations is out of the office on a medical leave; they have set up a tentative date of September 10th as our first meeting date if the representative is still unavailable someone will be sent in his place to start negotiations. Mr. Sweitzer suggested Mr. Lane call and set a second meeting date so that negotiations do not interfere with the 2019 Budget.

The Teamsters is whom we purchase our health insurance and fund the union employee pension plan; we create an invoice and submit payment to the teamsters on our behalf; the Teamsters do not provide us an invoice. We are audited on a 6 year basis and they audit our payments; we have been found to have discrepancy during a time a person leaves or starts employment. They agreed to waive the health fund findings but will not waive the pension portion; approximately \$1,600.00; this amount will be split between water, sewer and Borough.

Sewer:

Mr. Lane stated that we are having problems at the sewer plant and pump station 7; we had to replace the control panel at the sewer plant at a cost of \$3,500.00; the bio filter media needs replaced at a cost of approximately \$7,000.00, the cost is for the actual product our personnel install it.

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EDA Grant:

Mr. Lane stated the EDA Grant has been submitted; this is a federal grant; it is being reviewed.

Water:

Mr. Cassanave and Mr. Shura updated the Board on the water project. They have addressed the comments that DEP and SRBC had on our applications and resubmitted to the appropriate entity.

Mr. Sweitzer made a motion to have Mr. Walsh sign an agreement with Lehigh Railway for a right of way needed to ensure our well head protection, Mr. Brandt seconded, approved.

Mr. Cassanave stated the archeological study is complete and they will allow us to keep our projected water line we will just be boring under the found sites; we are awaiting the written approval from the archeologist

Mr. Cassanave stated that we on the agenda September 2nd for the SRBC meeting. Mr. Brandt asked if we need to be there; Mr. Lane will ask Mr. Casselbury if we should attend.

Mr. Cassanave thinks we are on the projection to be on the Penn Vest October meeting; funds would be awarded in January. Mr. Cassanave suggests we address a few items so that we have them in hand instead of going to the Penn Vest meeting and having to have a meeting to address funding requirements:

- I. A resolution to apply for funding; Mr. Sweitzer made a motion that Mr. Walsh sign a resolution that allows TMA to apply for Penn Vest funding (amount currently left blank as we are awaiting the EDA grant), seconded by Ms. Sullivan, approved.
- II. A declaration to reimburse the general fund for short term borrowing, this is to insure any funds that may be borrowed during construction as we may need a line of credit; Mr. Shura stated we may need to float 3 or 4 months of payments, a schedule will be given to the Authority that will outline costs. Mr. DeWitt made a motion for Mr. Walsh to sign the declaration, Mr. Brandt seconded, approved.
- III. A letter of responsibility, basically stating we will follow the Penn Vest guidelines and reimburse the funds given by Penn Vest. Mr. Sweitzer made a motion that Mr. Walsh sign the letter of responsibility, Mr. Brandt seconded, approved.

Mr. Lane discussed along with Mr. Shura and Mr. Cassanave explained to the Board the different Penn Vest funding services.

Mr. Cassanave stated the North Towanda tank, pump station, and Vo Tech line was a separate water supply permit; it is at DEP will not be out until August 15th.

Mr. Cassanave has a cost proposal out for test borings at the tank site to see the what the soil is and load bearing for the tank as well as the crossing at Sugar Creek; spending the money now will help when going out to bid for the projects as we will have a better understanding of what will be needed to do to accomplish these projects.

The Vo Tech replacement line will have fire hydrants and locations will be discussed.

Mr. Cassanave opened up questions from the Board:

Mr. Sweitzer asked when we would go out to bid; Mr. Shura stated we go to the Penn Vest meeting in October will be awarded funding in January so after that time; we could go out to bid before but not knowing the

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funding source and requirements from the funding source it would be easier just to wait to see what is awarded and from what funding source state or federal.

Mr. Lane asked about the different projects and lumping some together; Mr. Cassanave suggested we leave the projects separate as the timeline for completion will be different; if we lump them together we might have to wait on a leg of the project to be complete to start another.

Mr. Walsh asked if the Army Corp of Engineers is involved; Mr. Lane stated that he questioned DEP and was informed no; Mr. Shura stated we already received the federal authorization for the Sugar Creek crossing for the Roberts project from the Army Corp of Engineers.

Mr. Lane discussed the right of ways particularly Mr. Mosier the biggest property we need to receive a right of way; Mr. Cassanave stated that the property is located in North Towanda and the North Towanda easements on building is where are water lines are going so there is no loss of property use. We have Mr. Mosier and another property owner left to get our right of ways.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:13 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

TOWANDA MUNICIPAL AUTHORITY

AUGUST 2018 - NO MEETING

Towanda Municipal Authority

September 17, 2018

The September meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:04 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Charlotte Sullivan, Abraham Brandt, Carmen Venezia, Robert Williams-WTMA Chairman

ABSENT: Ellen Lacek, William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Coy Goble, The Daily Review

Visitors: None

Visitors:

Minutes:

The July 16, 2018 meeting minutes were approved as written on a motion made by Mr. Sweitzer and seconded by Mr. DeWitt, approved.

Bills:

The July and August bills were approved on a motion made by Ms. Sullivan and seconded by Mr. Sweitzer, approved.

Water:

Mr. Lane stated we received our SRBC water withdraw permit our DEP public supply permit should be here either this week or next. SRBC did indicate they need more time to review the spring; we had to submit a separate withdraw permit for that which will not affect our current project.

We have our creek crossing permits from DEP; we have our PHMC clearance; we have our Bradford County Land Development conditional approval; our Geotechnical study is done; our PNDI environmental study is complete; we only have to put together our Penn Vest packet to be submitted by October 31st.

Mr. Venezia asked how we are on water loss procedures as that was indicated in the paperwork to bring that down to 20% within the next 5 years. Mr. Lane stated the variables in water loss consists of: we have water blow offs that run 24 hours a day, old meters (as they age they slow or stop recording usage), private water line leaks, fires, flushing and old mains.

The permit for the North Towanda Tank and Vo Tech line delayed us going to Penn Vest earlier as we had to wait for the permit to be issued for that phase of the project; DEP considered the replacement of the Vo Tech line will help with water loss situation.

We are looking to be awarded the funding from Penn Vest in January.

Mr. Lane stated that he received a letter that we have been selected and he hopes we receive the \$3,000,000 EDA grant.

The Geo technical study was completed for the Sugar Creek crossing which Mr. Lane stated is solid rock and the Geo Technical study was done on the North Towanda tank site.

Towanda Municipal Authority

September 17, 2018

Mr. Strickland will be taking his water test next week.

Flood:

Mr. Lane updated the Board on the August 14th flooding that took place in which 4 of our crossings were compromised; we replaced 80' of pipe on one crossing. All crossings have been repaired but the pipe is currently exposed. Mr. Lane gathered the expense and information for repair of the water lines and submitted to the Bradford County EMA; Mr. Cassanave assisted in pricing which came up to approximately \$730,000.00 in order to bring the system in order and fix our current exposed pipe repairs.

We were able to back feed customers up to Brocktown Rd we had approximately 30 customers without water service for 6 days and a boil advisory for 15 days.

Pump Station 9 flooded and caused approximately \$21,379.00 in damage Mr. Lane submitted this to our insurance. Mr. Walsh asked if we can raise the control panel; Mr. Sweitzer stated we have at least 3 claims on this property already we might want to look at either replacing the structure or adding some type of protection.

PA Small Water and Sewer Grant:

Mr. Lane stated that the awards will be announced September 18th we applied for the Thomas Street pressure reducer valve and vault.

Sewer:

DEP inspected the sewer plant; they had suggestions on reporting our septic receiving for mainly the hydrostatic water there is a DEP report to be filed; the companies have to test the hydrostatic water before dropping it off, they are just looking for that compliance to verify we are receiving what they state we are receiving and that they are doing the appropriate testing.

Union Negotiations:

Second meeting was completed today.

USDA Loan:

Mr. Lane stated we closed on the loan for the backhoe today.

Budget:

Mr. Lane stated he has started the 2019 budget.

Customer Complaint:

Ms. Sullivan asked if we have had any more complaints from Ms. Lewis from North Towanda on her water pressure issues; Ms. Maynard stated no.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:13 p.m.

Towanda Municipal Authority

September 17, 2018

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 15, 2018

The October meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:07 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Charlotte Sullivan, Abraham Brandt, Carmen Venezia, Robert Williams-WTMA Chairman

ABSENT: Ellen Lacek, William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Eric Cassanave & Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Visitors:

Minutes:

The September 17, 2018 meeting minutes were approved as written on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Bills:

The September bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. Venezia, approved.

Water:

Mr. Lane stated we received our EDA Grant for 3,000,000.00 this is to be used for the building of the treatment plant.

The Penn Vest application is due by October 31st. Mr. Cassanave stated that the Penn Vest award will not be issued until January so at that time we would start the bidding process for the project(s). Mr. Shura thinks bids would go in February and bid opening in April.

All permits and ancillary approvals are on hand

Mr. Lane stated that since we are a municipality we will have four separate contracts for each trade for the project. Mr. Shura stated we can combine projects to have a contractor work on separate phases of the project but only deal with one contractor instead of for example 2 different electrical contractors; we can hire one contractor who would do the different electrical work at the different sites. Stiffler McGraw will set up the bid documents and check with Mr. Lane to see what his ideas are on breaking up the project or letting one contractor do the phase work keeping in mind the time constraints of when each phase needs completed; Mr. Shura stated we can instead of splitting or combining the different work we can also request an option for a combined pricing from the contractors so you can evaluate the different pricing scenarios; usually the combined bid is lower and you can look at your options.

Mr. Lane stated before the meeting Mr. Shura, Mr. Cassanave and himself discussed the interim funding that may be needed for the project, Mr. Lane stated he will contact Mr. Unkovic for what may be needed. Mr. Shura stated that they will have a draw schedule so we will know what amount we need to carry. Mr. DeWitt asked if Mr. Lane can contact our local banks; Mr. Lane stated he did consider making request to our local banks but he will contact Mr. Unkovic first to get more direction.

Towanda Municipal Authority

October 15, 2018

Mr. Sweitzer asked Mr. Lane if he needs assistance in the project as a whole; Mr. Lane stated Northern Tier has offered to take care of the EDA Grant and he will inform the Board if he needs assistance.

Mr. Lane stated Mr. Strickland passed his water test; it might be a year before we will be able to remove Mr. Johnson's license and replace it with Mr. Strickland license.

Mr. Lane stated he received a letter today from Bradford County Commissioners requesting permission to maintain their well on the property; they are citing NFPA guidelines and want it for a backup water system. Mr. Shura thinks the tank would be sufficient. Mr. Cassanave asked if it is for fire protection would the well be hooked up by their fire system, the Board thinks it won't just be for fire protection but to service the building. Mr. Williams stated we might want to research the actual guidelines as NFPA is used unnecessarily in some instances. Mr. Sweitzer made a motion to accept the County's request to maintain a private water source as long as wording is place in the agreement on backflow prevention, Mr. DeWitt seconded, approved. Mr. Pruyne suggested that Mr. Cassanave review the agreement; Mr. Lane stated we will contact Mr. Cassanave.

Mr. Lane stated we have not heard anything from FEMA on the flood damage; we can no longer wait our pipe is exposed and needs to be encased for protection. One of the crossings Penn Dot is going to encase; Mr. Lane told the engineer to contact Mr. Cassanave; Mr. Cassanave stated he has not been contacted. Mr. Sweitzer made a motion to repair our damaged pipes, Mr. Venenzia seconded, approved. Mr. Lane stated he might have to hire someone to perform this work.

Mr. DeWitt mentioned in the past we had an active program for detecting water leaks, Mr. Lane stated we have not continued the program but we are going to have a make a formal plan on water loss.

PA Small Water and Sewer Grant:

Mr. Lane stated that we did not receive the grant. We will do the Thomas Street pressure reducer valve and vault project regardless.

Sewer:

The insurance check for pump station 9 arrived. We are waiting for Environrep to repair what was damaged. The old/new Leroy's restaurant has a sewer issue we are going to have to be plugged the building is not in use but we are having sewer issues. Mr. DeWitt asked who is responsible, Mr. Lane stated that that is the problem we are going to plug the sewer and see if we can correct the issue.

Union Negotiations:

The Union contracted approved for another 3 years.

USDA Loan:

Mr. Lane stated the backhoe is arrive the end of November.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 6:15 p.m.

Towanda Municipal Authority

October 15, 2018

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

November 19, 2018

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

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Charlotte Sullivan, Abraham Brandt, Carmen Venezia, Ellen Lacek, William Shaw, Robert Williams-WTMA Chairman

ABSENT:

OTHERS: Kyle Lane, Manager; Coy Goble, The Daily Review

Visitors: None

Visitors:

Minutes:

The October 15, 2018 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

The October bills were approved on a motion made by Mr. Sweitzer and seconded by Mr. Venezia, approved.

Water:

Mr. Lane stated that the Penn Vest application was submitted on October 31st.

Mr. Lane asked Mr. Pruyne if he was contacted by Mr. Unkovic; Mr. Lane stated he updated Mr. Unkovic on our water project.

Mr. Lane stated he submitted RFP's to the local banks for a line of credit during the construction of the Water Project; Mr. Lane read the proposed offers from C & N Bank, First Citizens Community Bank, and Chemung Canal. The Board discussed the terms proposed by each bank and suggested Mr. Lane request \$5,000,000.00 as a line of credit just in case we might have unforeseen expenses. Ms. Lacek made a motion to have Mr. Lane discuss the increased rate and terms with C & N Bank; if they are the same terms to enter into agreement with them for the line of credit, Mr. DeWitt seconded, approved.

Mr. Lane stated he was contacted by DEP in reference to our exposed water line; he is in contact with MR Dirt to encase the pipe in concrete and cover with grout rip on top; the approximate cost is \$30,000.00.

Sewer:

Mr. Lane informed the Board that he signed an agreement for Gorman-Rupp to conduct preventative maintenance on all sewer pump stations for 2019. The cost is \$7,360.00 of which Wysox Township Municipal Authority will pay \$1,635.00.

Budget:

Mr. Lane stated he is finished with the proposed 2019 budget for water and sewer; he discussed some changes to line item revenues and will further discuss the budget on our December 21st meeting.

Towanda Municipal Authority

November 19, 2018

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:50 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

December 21, 2018

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:05 p.m.

PRESENT: Michael Walsh, Paul DeWitt, Paul Sweitzer, Charlotte Sullivan, Carmen Venezia, William Shaw, Robert Williams-WTMA Chairman

ABSENT: Abraham Brandt, Ellen Lacek,

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Jim Pruyne, Solicitor; Bree Ostrander, The Daily Review

Visitors: None

Visitors:

Minutes:

The November 19, 2018 meeting minutes were approved as written on a motion made by Mr. Dewitt and seconded by Mr. Venezia, approved.

Bills:

The November bills were approved on a motion made by Mr. DeWitt and seconded by Ms. Sullivan, approved.

Reorganization/ 2019 Meetings:

Mr. Venezia made a motion to approve the reorganization for the Board, compensation for legal and treasurer as well as the 2019 meeting dates, Mr. Shaw seconded, approved.

Reorganization:

Chairman – Michael Walsh

Vice Chairmen – Paul Sweitzer

Secretary/Treasurer – Paul DeWitt

Asst. Secretary/Treasurer – Charlotte Sullivan

Legal Counsel – James Pruyne

Annual Compensation:

Legal \$2,200.00

Secretary/Treasurer \$150.00

Asst. Secretary/Treasurer \$150.00

2019 Meeting Dates:

January 21st

February 25th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October 21st

November 18th

December 20th 12:00 p.m.

Towanda Municipal Authority

December 21, 2018

Water:

Mr. Lane, Mr. Strickland and Mr. Johnson met with Stiffler McGraw on the water project last week; the plant and water line plans were reviewed. Mr. Lane stated that Stiffler McGraw suggested that maybe we should consider going out to bid for the project before our Penn Vest award to get things moving forward; we are looking at 8 prime contracts.

The Penn Vest meeting is January 30th; they only had a couple of questions on our application and they were financial questions.

Mr. Lane stated that the flooding in August was declared a disaster for municipalities; Mr. Lane needs a resolution from the Board that appoints Mr. Lane as the applicant agent; Mr. Dewitt made a motion to appoint Mr. Lane as the applicant agent for the Authority, seconded by Mr. Sweitzer, approved. We have 4 creek crossings that need repaired and exposed pipe on the water line also needs addressed.

Sewer:

Mr. Lane informed the Board that chemical tanks at the sewer plant are being retired through DEP, we have not used the tanks since 2013 and they were causing more harm than what they were intended to do which was to lower the phosphorous level; we were doing annual inspections per DEP regulations on empty tanks; it is a process and he has hired someone to do the paperwork which will cost approximately \$1,900.00 to remove them from our system.

Scada:

Mr. Lane stated we lost our Scada system around Thanksgiving; we hired a company out of Vestal that is rebuilding our system. Mr. Venezia asked if that is going to be compatible with our new water project equipment, Mr. Lane stated we will have equipment that is compatible with our current system. We are cloning another hard drive to have as backup in case this happens again.

Budget:

Mr. Lane stated the budget does not show a rate increase for 2019. He is projecting a \$65,000.00 loss in operating.

Mr. Lane moved bulk water sales and realty royalty revenue to the capitol fund.

The budget includes \$45,000.00 to address any water and sewer issues we might encounter when the Borough takes over Poplar Street from the state. \$40,000.00 for meters; we need to work on replacing meters in the Borough. Mr. Lane stated that we also have a new vehicle purchase; Mr. Venezia asked what type of vehicle that we are looking to purchase; Mr. Lane stated something like a F250 to be able to pull our trailers and be used as a backup vehicle in case we have a vehicle out of service.

Mr. Sweitzer made a motion we accept the 2019 budget as proposed, Mr. DeWitt seconded, approved.

C & N Bank:

Mr. Lane stated C & N bank agreed to the increase line of credit with the same interest rate terms.

Workload:

Mr. Walsh asked Mr. Lane is he is going to need to have someone to help him with the water project. Mr. Lane stated he thinks he will be okay; Northern Tier stated they would help with the EDA grant and Stiffler McGraw stated they could assist with the Penn Vest requisitions; he might request their help if need be.

Towanda Municipal Authority

December 21, 2018

Ulster Authority:

Mr. Lane was approached by Ulster to see if they can join the municipality; this is not for financial reasons it has more to do with manpower, currently the Board members are the personnel who work on the water system, they have no employees. They have 175 customers. They have \$1,000,000.00 in debt. Mr. Sweitzer and Mr. Walsh stated they would sit down and discuss this with them. If the Board is not interested in having Ulster join the Authority they would still like to see if we would enter into an agreement to provide personnel to work on the water system. Mr. Walsh stated to go ahead and make a date for a meeting; have Stiffler McGraw look at the system. Mr. Venezia asked if we would be incorporating their system to ours; we might need to look into this with SRBC; a management agreement might be better.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 1:00 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary