

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman, James Isaac

**OTHERS:** Chris Jones – Solicitor; Chad Strickland - Superintendent

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on December 21, 2018 were approved as written on a motion made by Mr. Them and seconded by Ms. Pickett, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>January 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-1/19	\$ 2,398.45
TMA	WWTP 2008 Penn vest Into -1/19	\$ 710.88
TMA	Administrative cost- 1/19	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 19,840.86
TMA	Contracted Services	\$ 3,725.51
Frontier	Telephone	\$ 301.82
TMA	Penelec P.S 6,2,7	\$ 269.41
Penelec	P.S 1	\$ 445.40
TMA	Omni Site yearly service	\$ 1,200.00
Grainger	6 Float Switches	\$ 546.96
The Daily Review	Yearly Meeting Notices	\$ 28.35
Areys	Key copied	\$ 7.96
Selective	Flood Insurance Rte 6 / Piphers	\$ 1,901.00
GDDJ	Oct 19th – Jan 14 <sup>th</sup> services	\$ 337.50
<b>TOTAL:</b>		<b>\$33,817.77</b>

<b>Wysox Water Operating List of Bills:</b>	<b>January 2019</b>	<b>Amount:</b>
TMA	Water (Dec)	\$ 8,976.19
TMA	Contracted Services	\$ 1,195.86
Penelec	Meter Vault	\$ 51.86
TMA	AT & T 11/17-12/06	\$ 173.64
The Daily Review	Yearly Meeting Notice	\$ 28.35
AT & T	Scada 12/07-01/06/19	\$ 105.51
GDDJ	Oct 19 – Jan 14 <sup>th</sup>	\$ 577.50

January 18, 2019

Fairway Labs	Lab Invoices	\$ 15.00
<b>TOTALS:</b>		<b>\$11,123.91</b>

**Budget:**

Mr. Them contacted Mr. Cassanave to discuss our billing structure; Mr. Cassanave explained to the Board the different rate schedules his customers use for billing. Mr. Cassanave stated he can look into our numbers for the last couple of years and come up with different rate schedule and what we need to do that would fit with our customer base.

Mr. Them stated we took a \$93,000.00 loss in 2018. Mr. Williams stated we need to look at increasing rates due to the loss; we cannot afford to take another financial loss.

The Board discussed the infiltration on the sewer side we need to get that problem corrected. Mr. Strickland stated we have a call into LB Water for the price of a sewer meter but we need to correct the infiltration on the system as a whole.

The Board agreed to have Mr. Them have Mr. Cassanave look at a rate structure. Mr. Williams stated we also need to contact Stiffler McGraw to check on our infiltration problem.

**Attorney:**

Mr. Jones presented a letter to be addressed to all water or ready to connect customers informing them of the new Resolution for the Rules and Regulations for Water Use.

**Superintendent:**

Mr. Strickland stated that he will contact Stiffler McGraw on the infiltration testing.

**Quick and Jennings:**

Mr. Williams was contacted by Mr. Pruyne on the Quick and Jennings building as he represents the estate; he asked if the Authority would be willing to forgive the balance due on the account; Mr. Williams indicated we would not forgive the balance due.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:55 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Chris Jones – Solicitor

**VISITORS:** David Schultz

## Visitor:

Mr. Schultz request that we consider giving him a reduction on the water bill for a leak he had. The Board discussed the issue; Mr. Them stated that if it is confirmed to have not went through the sewer we can give an adjustment; Mr. Schultz was told Mr. Strickland will contact him on Tuesday to set up an appointment to verify the issue.

## Minutes:

The minutes from the meeting held on January 18, 2019 were approved as written on a motion made by Mr. Them and seconded by Mr. Isaac, approved.

## Bills:

Mr. Isaac questioned the billing to the Wysox Children Center is correct as the hours do not calculate correctly on the worksheet; Mr. Isaac asked for the services performed under contracted services; Ms. Maynard stated that is for the services performed by the Borough employees on the Wysox system. Mr. Williams questioned the billing for WOC energy for fuel he questioned if we had a problem with the pump station. Mr. Them questioned the bill for N.E. Controls and what that was for; Mr. Williams stated it would have to be for the Scada system. Ms. Maynard will bring the questions to Mr. Strickland when he returns from training and email his answers to the Board. The following bills for February were approved for payment on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>February 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-2/19	\$ 2,403.56
TMA	WWTP 2008 Penn vest Into -2/19	\$ 705.77
TMA	Administrative cost- 2/19	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 18,713.58
TMA	Contracted Services	\$ 6,205.06
Frontier	Telephone	\$ 295.47
TMA	Tractor Supply Heaters for PS	\$ 36.00
Penelec	P.S 1,2,4,5,7	\$ 1,025.05
Horton Electric	Myers Grinder pump repair	\$ 547.00
WOC Energy	193.7 Gallons fuel for PS	\$ 462.94
Stiffler McGraw	Invoice 104	\$ 178.00
<b>TOTAL:</b>		<b>\$32,676.10</b>

<b>Wysox Water Operating List of Bills:</b>	<b>February 2019</b>	<b>Amount:</b>
TMA	Water (Jan)	\$ 11,377.92
TMA	Contracted Services	\$ 4,207.09
TMA	Meter Vault	\$ 109.20
TMA	Penelec Lake Rd PS	\$ 734.32
TMA	Penelec Lake Rd Tank	\$ 43.52
TMA	3/4" Iperl Meter (Robert Murphy)	\$ 257.81
TMA	1"-2" Omni Meter	\$ 1,355.00
The Daily Review	Yearly Meeting Notice	\$ 28.35
N.E. Controls	AT & T Booster Modem	\$ 1,461.52
Stiffler McGraw	Invoice 104, 105	\$ 1,202.00
Fairway Labs	Lab Invoices	\$ 30.00
<b>TOTALS:</b>		<b>\$20,778.38</b>

**Attorney:**

Mr. Jones presented a copy of his bills for Aqua and his sewer billing for his residence as a comparison to the WTMA rates.

Ms. Maynard requested if we will mail out the letter to water customers on the new water rules and regulations since the ordinance was passed by the Township; Mr. Them would like to review the letter before it is mailed.

**Budget:**

Mr. Them stated that he contacted Mr. Cassanave after last month's meeting to see if he would be able to help us on a rate structure; he has yet to hear back from him. Mr. Them stated he will make a budget based on last year's numbers with no rate increase until we can get with Mr. Cassanave and look at rates and our debt.

Mr. Isaac asked about the infiltration problem; Mr. Them stated that Mr. Strickland has contacted LB Water and Mr. Cassanave for testing and the cost of a sewer meter.

**Quick and Jennings:**

Ms. Croci the executor of the estate of Thomas Jennings requested forgiveness on penalties on the account since Mr. Jennings passing; the Board will not give any forgiveness on the penalties. Ms. Maynard will contact Ms. Croci.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:35 A.M.

Respectfully Submitted,  
*April Maynard*  
 Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman, James Isaac

**OTHERS:** Chris Jones – Solicitor, Chad Strickland – Superintendent, Eric Cassanave (via phone) – Stiffler McGraw

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on February 15, 2019 were approved as written on a motion made by Ms. Pickett and seconded by Mr. Them, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>March 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 3/19	\$ 2,408.68
TMA	WWTP 2008 Penn vest Into –3/19	\$ 700.65
TMA	Administrative cost- 3/19	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 17,689.88
TMA	Contracted Services	\$ 2,222.37
Frontier	Telephone	\$ 291.50
Stiffler McGraw & Associates	Inv 108 & 109	\$ 924.00
Penelec	P.S 1,2,4,5,6,7	\$ 1,367.43
Horton Electric	Myers Grinder pump repair	\$ 630.00
Brickhouse Services	PS #3 Generator sensor & labor	\$ 550.00
Gannon Insurance	Bond	\$ 106.00
<b>TOTAL:</b>		<b>\$28,994.18</b>

<b>Wysox Water Operating List of Bills:</b>	<b>March 2019</b>	<b>Amount:</b>
TMA	Water (Feb)	\$ 10,761.23
TMA	Contracted Services	\$ 2,182.17
TMA	Meter Vault	\$ 148.12
TMA	Penelec Lake Rd PS	\$ 732.86
TMA	Penelec Lake Rd Tank	\$ 40.23
TMA	AT & T Scada	\$ 105.51
Stiffler McGraw	Invoice 108 & 109	\$ 924.00
Lehigh Railway	LRWY 19022	\$ 1,838.23
Gannon Insurance	Bond	\$ 106.00

Fairway Labs	Lab Invoices	\$ 30.00
<b>TOTALS:</b>		<b>\$16,868.35</b>

**Budget:**

Mr. Them contacted Mr. Cassanave via phone; Mr. Cassanave stated he has been working with Mr. Them on coming up with a rate schedule that best fits the Authority’s need to ensure we have a balanced budget. Mr. Cassanave stated we need to look at the customer base on who is using water; if we need to increase rates; look at our fixed expenses. There are different rate schedules throughout the business such as metered water with flat rate sewer, capital surcharge for system sustainability and improvements and billing based on water meter size and usage. Mr. Cassanave stated he understands the Boards stance on keeping the rates equitable for our customers.

Mr. Cassanave stated we need to look at our expenses to see if we can reduce any of them. He also stated we want to look at our water customers to see who is using the majority of the water and how that turns into revenue; we need a fair usage rate structure.

Mr. Cassanave wants to research our budget from last year and previous years to see what our expenses have been; he would also like to see the numbers before the water system was implemented. Mr. Cassanave stated that we might be looking a mix of managing expenses as well as raising rates. We need a rate schedule that will cover our fixed expenses and raising rates will in most cases have customers conserving water in order to keep their expenses in check.

Mr. Them stated he can gather the information that Mr. Cassanave needs in order to come up with a comprehensive analysis of our rate and expense structure.

Mr. Cassanave stated the Board needs to keep in mind the age of the sewer system and what will need to be repaired in the near future.

**Attorney:**

Ms. Maynard stated we need to get the letter out to customers on our new rules and regulations; Mr. Jones stated he will send the letter in electronic form to be sent to our water customers.

**Sherwood Groves:**

Mr. Williams stated he was contacted by Ms. Groves on the plumbing situation at Sherwood Groves; the Board discussed the situation and probable solutions to the issue. Mr. Strickland will contact Mr. Johnson and Mr. Pat Maynard on the history of the plumbing problems at that location and get back to the Board on the situation.

**Superintendent:**

Mr. Strickland stated we went to the manufactured home park and looked at the infiltration issue; there is an obvious infiltration problem. The Board discussed the issue and what was done in the past in reference to the infiltration. The Board decided to have Mr. Strickland contact Shover Investments and inform them of the problem and request they address the issue if they do not we will need to meter the sewer.

Mr. Strickland stated we need to upgrade the cell cards in the pump stations by December 31<sup>st</sup> to 4G; the cost will be \$299.00 per pump station and we have 6 we need to upgrade; and we still need pump station 5 & 6 to be upgraded to OMNI sites.

March 15, 2019

Mr. Strickland stated he tried to meet with Mr. Schultz last month in reference to his water issue and he did not show up for the appointment; we set him up on a payment plan.

Mr. Strickland also stated we need to have a tree removed that may create an issue for our booster station on Lake Road. Mr. Them stated if we can wait another month to get an estimate for next month's meeting; we may also need to verify whose property the tree resides on.

Mr. Strickland stated the sewer foreman and himself went to Lake Road and popped manhole covers and discovered some problem areas; we might not need to hire Stiffler McGraw to smoke test. The Borough can do the work at approximately \$2500.00 for each manhole repaired.

Mr. Strickland also requested if we can purchase a grinder pump to have for a back up.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:15 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

April 2, 2019

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Chris Jones – Solicitor, Chad Strickland – Superintendent, Eric Cassanave (via phone) – Stiffler McGraw

**VISITORS:** Evan Barnes, Kyle Lane – Borough Manager

The Special meeting was called to order at 10:00 A.M. in order to discuss a possible sewer extension on Pringle Lane.

Mr. Barnes stated that they had bid on property on Pringle Lane and were told that sewer was available to the property, which was incorrect as the sewer did not continue up Pringle Lane.

Mr. Barnes stated they are proposing to run the lateral behind the property and not on Pringle Lane. They will have the line engineered and proposed to the Board.

Ms. Pickett made a motion that no objection is given to the proposed sewer extension as long as it meets our design specifications and engineering inspections, Mr. Isaac seconded, Mr. Them abstained, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:26 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

**OTHERS:** Chris Jones – Solicitor, Chad Strickland – Superintendent

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on March 15, 2019 were approved as written on a motion made by Mr. Them and seconded by Mr. Isaac, approved. The minutes for the special meeting held on April 2, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

**Bills:**

Mr. Them asked if any of the contracted services on the sewer side are going to be reimbursed; Mr. Strickland stated that 70 Pine Tree Lane will be reimbursed by the customer. Mr. Henson asked if there were any other items that need to be brought to the attention of the Board; Ms. Maynard stated just the M & T payment. The following bills for April were approved for payment on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>April 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 4/19	\$ 2,413.81
TMA	WWTP 2008 Penn vest Into -4/19	\$ 695.52
TMA	Administrative cost- 4/19	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 17,290.21
TMA	Contracted Services	\$ 4,274.25
TMA	Penelec P.S 1,2,4,5,6,7	\$ 1,050.58
Frontier	Telephone 5 Invoices	\$ 292.16
The Daily Review	Meeting Notice	\$ 36.30
Penelec	P.S 1,4,5	\$ 595.33
Horton Electric	Myers Grinder pump repair	\$ 627.00
Gambal	Envelopes with logo	\$ 89.04
Arey Building Supply	Parts for grinder pump	\$ 69.45
Grainger	PVC Socket/ball valve – grinder pump	\$ 229.29
TMA	M & T Note A Interest	\$ 12,542.29
TMA	M & T Note A Principal	\$ 14,396.71
TMA	M & T Note B Interest	\$ 1,538.88
TMA	M & T Note B Principal	\$ 1,858.12
<b>TOTAL:</b>		<b>\$60,102.61</b>

<b>Wysox Water Operating List of Bills:</b>	<b>April 2019</b>	<b>Amount:</b>
TMA	Water (Mar)	\$ 11,218.37
TMA	Contracted Services	\$ 2,654.69
TMA	P.S 1,2,3	\$ 975.67
TMA	AT & T Scada (Mar – Apr)	\$ 111.09
Commonwealth of PA	Chapter 109	\$ 2,000.00
AT & T	Scada (Apr 7 –May 7)	\$ 111.09
Gambal	Envelopes w/logo	\$ 89.05
Fairway Labs	Lab Invoices	\$ 45.00
Penelec	PS 3 & Tank	\$ 727.79
<b>TOTALS:</b>		<b>\$17,932.75</b>

**Budget:**

Mr. Williams stated he has spoken with Mr. Cassanave in reference to our request for budget structures; Mr. Cassanave will be attending the May meeting with his recommendation. Mr. Them stated at this point he thinks we should put last year’s budget numbers in the see how we are doing compared to last year. Ms. Miller provided the Board a synopsis of our budget for 2003 to 2018.

The Board discussed issues facing the Authority with budget numbers and our revenue.

Mr. Henson made a motion to enter the numbers from last year into the budget, Mr. Them seconded, approved.

Mr. Them stated we will need to restructure our billing.

**Shower Investment:**

Mr. Strickland stated that he did get a response back from the maintenance personnel at the manufactured home park; Mr. Strickland made them aware of the infiltration problem; they contacted PA Rural Water to assist them on identifying and hopefully correcting the problem. Mr. Strickland informed the Board that a sewer meter is approximately \$13,000.00 and we would have to run electricity.

Mr. Them stated their infrastructure needs repaired.

**Delinquent list:**

The Board discussed accounts on the delinquent list.

**Attorney:**

Ms. Maynard stated we need to get the letter out to customers on our new rules and regulations, Mr. Jones did send the letter electronically and it was forwarded to Mr. Them as he had previously requested a copy. Ms. Pickett suggests we mail this out in June. Mr. Henson suggested a one page letter; Mr. Jones stated he will shorten the letter and have it at next month’s meeting.

**Superintendent:**

Mr. Strickland stated we are being billed an annual fee from DEP.

April 26, 2019

Mr. Strickland met with Ms. Groves on the Sherwood Groves water problem; he does think that it is possible with not too much expense to hook up the building to municipal water.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:42 A.M.

Respectfully Submitted,

*April Maynard*

Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman, James Isaac

**OTHERS:** Chris Jones – Solicitor, Chad Strickland – Superintendent

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on April 26, 2019 were approved as written on a motion made by Ms. Pickett and seconded by Mr. Them, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>May 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 5/19	\$ 2,418.95
TMA	WWTP 2008 Penn vest Into –5/19	\$ 690.38
TMA	Administrative cost- 5/19	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 15,466.06
TMA	Contracted Services	\$ 3,297.72
TMA	Penelec P.S 2,6,7	\$ 514.52
Frontier	Telephone 5 Invoices	\$ 291.31
The Daily Review	Meeting Notice	\$ 32.30
<b>TOTAL:</b>		<b>\$24,814.91</b>

<b>Wysox Water Operating List of Bills:</b>	<b>May 2019</b>	<b>Amount:</b>
TMA	Water (Apr)	\$ 12,455.06
TMA	Contracted Services	\$ 2,317.05
TMA	P.S 1	\$ 22.90
Schaedler Yesco	Thermostat fittings	\$ 46.99
<b>TOTALS:</b>		<b>\$14,842.00</b>

**Attorney:**

Mr. Jones stated that he amended the letter to be sent to water customers to one page as requested last month by the Board; he condensed the letter and tried to keep the pertinent information for customers. Ms. Maynard asked for the website for Wysox she will be contacting Mr. Kulick to get the Rules and Regulations on the website so customers can reference the

May 17, 2019

Towanda Borough website or the Wysox website for the revised regulations. Ms. Pickett made a motion to approve the letter to be sent to customers, Mr. Them seconded, approved.

Mr. Jones requested that we electronically store this information for future reference; Ms. Maynard stated we will also flag the accounts of private water source customers on our billing system for future reference.

Mr. Strickland stated he will also look for sewer infiltration during his inspection of the water hook ups.

**Superintendent:**

Mr. Strickland stated we were informed of trailers that were hooked up to one of Robert Reeves buildings; the connections need to be inspected and he informed Mr. Reeves of that.

Mr. Strickland informed the Board he met with Penn Dot on the drainage by Pringle Lane, they are aware that it is not the Authority's issue and will be repairing the issue. We had to replace a manhole cover that was damaged on Pringle Lane; the cost of the replacement will be on next month's bill.

Pump Station 2 solar panels are in need again of maintenance. Mr. Strickland has been requested to get an estimate on what it will cost to get the panels repaired once again.

Mr. Wheeler requested additional sewer credits for last year due to leaks that did not go through the sewer; Mr. Williams stated that maybe 3 months but not a year. Ms. Pickett made a motion for 3 month credit, Mr. Them seconded, approved.

Mr. Strickland informed the Board that Shover Investments is actively looking for leaks and doing repairs.

Mr. Strickland advised the Board that he spoke with persons involved in the water hook up for Sherwood Groves, they do not think the estimated cost of hooking up to the municipal water is not what has been presented to the Board and should be done.

**Budget:**

Mr. Them stated he did research as requested by Mr. Henson on what revenue would we have seen if we raised rates by the same amount rates have been increased throughout the years by TMA; roughly \$60,000 to \$100,000 is what Mr. Them estimates.

Mr. Them and Mr. Williams requested Ms. Maynard contact Mr. Cassanave to see if he will be attending next month's meeting.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:15 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Tina Pickett

**OTHERS:** Ben DeNault – Carmalt DeNault & Thompson PC, Eric Cassanave – Stiffler McGraw

**VISITORS:**

**Visitor:**

None

**Audit:**

Mr. DeNault stated the audit went well and there were no findings; Mr. DeNault understands the Board is aware of the cash loss of \$92,000.00. Mr. DeNault went over the audit with the Board. Mr. DeNault stated the only recommendation he has is risk assessment and they would like to see it documented in the minutes at least twice a year, as well as reviewing the TMA/Borough audits as the Authority relies on TMA for our processing of records.

Mr. Henson made a motion to approve the 2018 audit, Mr. Isaac seconded, approved.

Mr. Henson made a motion to include the invoice for the 2018 audit in our bills to be paid this month, Mr. Isaac seconded, approved.

**Minutes:**

The minutes from the meeting held on May 17, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

**Bills:**

The Board was informed that \$12,000.00 was transferred from water to sewer at the end of May to cover our First Citizens loan payment. Mr. Them made a motion to transfer \$35,000.00 from water to sewer to cover this month’s expenses, Mr. Henson seconded, approved.

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

<b>Wysox Operating Fund List of Bills:</b>	<b>June 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 6/19	\$ 2,424.10
TMA	WWTP 2008 Penn vest Into –6/19	\$ 685.23
TMA	Administrative cost- 6/19	\$ 2,103.67
TMA	Sewer Flows (May)	\$ 22,436.90
TMA	Contracted Services	\$ 5,303.52
TMA	Penelec P.S 1,2,4,5,6,7	\$ 1,519.38
Frontier	Telephone 6 Invoices	\$ 291.31
Gannon	Added Generator Insurance	\$ 154.00
Penelec	PS 1	\$ 438.81
Arey Supply	Solar Panel breakers, Grinder pump check valves	\$ 91.78
Stiffler McGraw & Associates	Rate review inv 110 & 111	\$ 1,303.50
GDDJ	Audit Review	\$ 75.00
LB Water	Grinder pump elbows	\$ 27.82

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EPSCO	Sump Pump Valve	\$ 69.77
Carmalt DeNault & Thompson PC	2018 Audit	\$ 2,925.00
<b>TOTAL:</b>		<b>\$39,849.79</b>

<b>Wysox Water Operating List of Bills:</b>	<b>June 2019</b>	<b>Amount:</b>
TMA	Water (May)	\$ 12,232.42
TMA	Contracted Services	\$ 2,234.25
TMA	Penelec Vault, PS, Penelec tank	\$ 741.14
TMA	AT & T	\$ 105.51
AT & T	Scada	\$ 111.09
Fairway Labs	2 Invoices	\$ 30.00
Stiffler McGraw & Associates	Rate Review Inv 110 & 111	\$ 1,303.50
Schaedler Yesco	Power Supply	\$ 211.88
Carmalt DeNault & Thompson PC	2018 Audit	\$ 2,925.00
<b>TOTALS:</b>		<b>\$19,969.79</b>

**Budget:**

The Board discussed line items on the Budget.

Mr. Henson mentioned our infiltration problem needs to be addressed; Mr. Johnson would give the board the pump station hours so that they were aware of what our issues were.

Mr. Williams mentioned in conversation that Mr. Strickland stated that maybe we need to charge the grinder customers a different rate.

Mr. Cassanave addressed the Board with his data collection on our budget; our billing is addressed under the Pennsylvania Municipal Authorities Act; the Act only states we need to collect reasonable rates for operation, maintenance and repair of its water and sewer system but it does not govern how you charge your customers.

Mr. Cassanave stated that the sewer is showing a large loss which the Board is aware but the problem in rate structure needs addressed. The Board might need to consider a flat rate sewer rate.

Mr. Them asked if we can charge a different rate for residential/commercial customers; Mr. Cassanave stated that would be a question for Mr. Jones.

Mr. Williams stated maybe we need a base rate that encompasses our debt and then our usage rate would be lower. Mr. Williams stated the base rate of \$24.98 was what the Board agreed to but the engineer stated a base rate of \$55.00 just for water back before the water system was operational. Mr. Williams stated we have been operating on the growth of the Municipality customer base but we are now at a time rates need to be increased.

Mr. Them asked Mr. Cassanave who would do an analysis of our system if we requested someone from Stiffler McGraw to do so, Mr. Cassanave stated it would be a team effort to do a financial

June 21, 2019

analysis of the Municipality, he would include their controller and come up with a rate structure or different rate structures the Municipality can adopt.

Mr. Cassanave mentioned a capitol surcharge for capital improvements as well; the Authority has to keep in mind the age of the sewer system and having funds available in case something fails.

Mr. Cassanave stated to continue billing grinder customers for repairs due to neglect to offset maintenance costs; increase rates when TMA increases rates to the Authority; ensuring all customers are connected to the water system; reduce infiltration; consider going to a flat rate sewer rate.

Mr. Henson mentioned the manufactured home park and them hooking up; Mr. Cassanave stated that eventually due to DEP regulations they might be forced to connect. Mr. Them requested if the Board is in agreement we might want to have our solicitor contact Shover Investments to see if they want to discuss connecting to the water, the Board agreed.

Mr. Isaac stated he is for a base charge to cover our debt and a usage rate.

Mr. Henson asked if Mr. Farley is still involved in the Authority; Mr. Williams stated if we request him to get involved he will, but he will ask the Board what they want and that is our issue we need to know what structure we want. Mr. Cassanave stated that having a financial person involved would be recommended.

Mr. Them stated we don't have time to discuss the issue we need to increase or change our rate schedule. Mr. Them made a motion to have Stiffler McGraw give the Board a quote on the price of analyzing our finances and give recommendations on rate structure, Mr. Henson seconded, approved.

**PWS Regulation Changes:**

Mr. Cassanave brought to the Board the changes coming into effect: System Map; Resiliency Requirements and Comprehensive Monitoring Plan all effective in August 2019. Mr. Cassanave stated he will have the System Map as that is our as built. The Resiliency Requirements is basically what happens in case of an emergency, who does what and when. The Comprehensive Monitoring Plan would be handled by TMA as it is testing the water system.

**Remote Deposit:**

Ms. Maynard requested the Board allow remote deposit to be implemented with First Citizens Bank. Mr. Them made a motion to start remote deposit, seconded by Mr. Isaac, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:45 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

**PRESENT:** William Them – Secretary/Treasurer, James Isaac, Tina Pickett

**ABSENT:** Robert Williams-Chairman, Thomas Henson-Vice Chairman

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on June 21, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Ms. Pickett, approved.

**Bills:**

The Board was informed that we had an electrical issue at pump station 2; we had to do clean up to fix the issue the pump station failure caused.

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

Mr. Isaac made a motion to transfer \$16,000.00 from water operating to sewer operating to cover bills.

<b>Wysox Operating Fund List of Bills:</b>	<b>July 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 7/19	\$ 2,429.27
TMA	WWTP 2008 Penn vest Into -7/19	\$ 680.06
TMA	Administrative cost- 7/19	\$ 2,103.67
TMA	Sewer Flows (June)	\$ 25,900.67
TMA	Contracted Services	\$ 5,398.48
TMA	Penelec P.S 4,5,6,7	\$ 729.43
Frontier	Telephone 6 Invoices	\$ 287.30
Gannon	Insurance	\$ 12,358.50
Penelec	PS 1	\$ 366.73
LB Water	Goose neck	\$ 165.00
Commonwealth of PA	Chapter 302 Cert Annual Fee	\$ 65.00
Horton	Grinder Pump Repair	\$ 397.00
<b>TOTAL:</b>		<b>\$ 50,881.11</b>

<b>Wysox Water Operating List of Bills:</b>	<b>July 2019</b>	<b>Amount:</b>
TMA	Water (June)	\$ 13,691.75
TMA	Contracted Services	\$ 2,543.01
TMA	Penelec Vault, PS, Penelec tank	\$ 641.13
TMA	Amazon – Ethernet Cord	\$ 114.98

July 19, 2019

Gannon	Insurance	\$ 4,575.50
Fairway Labs	3 Invoices	\$ 430.00
<b>TOTALS:</b>		<b>\$ 21,996.37</b>

**Budget:**

Mr. Them thought that Mr. Cassanave would have presented the quote to analyze WTMA financials; Mr. Jones stated he will contact Mr. Cassanave to see where in the process he is at.

Mr. Strickland received a message from Mr. Cassanave during the meeting stating he is working on the proposal; their CPA has been out and he needed her input on the proposal.

Ms. Pickett asked if we still have our line of credit.

Mr. Them stated if we receive a proposal we can call a special meeting if need be to get this going.

The Board requested Ms. Miller enter the revenue/expenses at the end of 2018 into the budget line items so we can compare how we are compared to last year. Ms. Miller stated she will work on it and Ms. Maynard will email the budget to the Board members.

**Superintendent:**

Mr. Strickland stated we finished lead and copper testing.

Mr. Strickland stated we are receiving grinder calls and he is billing customers when appropriate.

Mr. Them asked if the letters to the customers for the water rules and regulations have been sent out; Ms. Maynard stated she has been out of the office but will get them mailed out.

Mr. Isaac asked Mr. Strickland if he tracks the calls and what is the problem with the individual grinder call outs; Mr. Strickland stated there is a log for each call out that is documented and recorded.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:17 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Tina Pickett

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:** Brad Aronson

**Visitor:**

Mr. Aronson addressed the letter sent to customers in reference to changes in the rules and regulations for water use. Mr. Aronson requested he be grandfathered in for the use of his well; the Board explained the well can be used but any plumbing that has to do with the private water source needs to be removed from inside the residence. Mr. Aronson also addressed his usage; Mr. Strickland stated we will pull history on the meter and furnish that to Mr. Aronson.

**Minutes:**

The minutes from the meeting held on July 19, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>August 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 8/19	\$ 2,434.44
TMA	WWTP 2008 Penn vest Into -8/19	\$ 674.89
TMA	Administrative cost- 8/19	\$ 2,103.67
TMA	Sewer Flows (July)	\$ 18,349.83
TMA	Contracted Services	\$ 5,085.85
TMA	Penelec P.S 1,4,7	\$ 363.14
Frontier	Telephone 6 Invoices	\$ 290.98
Gannon	Bond Renewal (Them)	\$ 221.50
Penelec	PS 5,6	\$ 135.17
LB Water	Threaded elbows / 2 Liberty grinder pumps	\$ 1,371.82
Commonwealth of PA	Wastewater Annual Operator Certification	\$ 65.00
Horton	Grinder Pump Repair (2)	\$ 1,142.00
Mountain Lake Electric	PS 1 Repair/Trouble shoot	\$ 180.00
Stiffler McGraw & Associates	Inv 112 Meetings / Rate Review	\$ 924.50
<b>TOTAL:</b>		<b>\$ 33,342.79</b>

<b>Wysox Water Operating List of Bills:</b>	<b>August 2019</b>	<b>Amount:</b>
TMA	Water (July)	\$ 14,562.43
TMA	Contracted Services	\$ 3,237.47
TMA	Penelec Vault, PS, Penelec tank	\$ 672.51
TMA	Dallas Data – water inserts	\$ 159.60
TMA	AT & T Scada	\$ 105.51
Commonwealth of PA	Public Water Operating Systems	\$ 65.00
James & Donna Brown	Customer Refund 298 Pennsylvania Ave	\$ 75.63
Gannon	Bond Renewal (Them)	\$ 221.50
Fairway Labs	2 Invoices	\$ 400.00
Stiffler McGraw & Associates	Inv 112 Meetings / Rate Review	\$ 924.50
<b>TOTALS:</b>		<b>\$ 20,424.15</b>

**Stiffler McGraw:**

Mr. Cassanave presented the proposal for the water and sewer rate study to the Board; they will review current and historical water and sewer rate structures; review previous treasurer reports; review water usage records to identify average monthly consumption for residential, commercial, and industrial users; evaluate the income and expense trends; review the Authority's financial statements; recommend water and/or sewer rate adjustments; and a discussion of potential alternative billing methods.

Mr. Henson made a motion to enter into agreement with Stiffler McGraw for Water and Sewer Rate Study, Mr. Isaac seconded, approved.

**Attorney:**

Mr. Jones stated that Ms. Maynard requested he pen the next letter to go to customers who have yet to respond to the initial water letter.

Mr. Jones brought up the treasures report from July and the revenue reported they assumed that our normal monthly reimbursement is approximately \$30,000.00 we only reported \$18,000.00; Ms. Maynard stated that Panda did not pay but are now current. Ms. Maynard asked Ms. Miller the where the numbers for the Treasurers report are obtained; Ms. Miller stated they are from the bank statement she has deposits in transit that consist of our online payments.

**Superintendent:**

Mr. Strickland addressed a letter from Mr. Gerrity that Mr. Williams brought to the meeting on a grinder call that we went to and billed the customer an afterhours fee as we found no problem with the grinder pump. Mr. Gerrity is addressing the breaker tripping as well as disputing the afterhours fee. Mr. Isaac stated maybe we should forgive the afterhours fee but inform the customer that we need to be contacted when the problem occurs so we can investigate the problem at the time it is occurring.

Mr. Strickland requested the Board what time do we give the customer to correct any problems he finds during inspection; the Board stated 90 days for the correction of outside water source entering the residence and if an illegal connection is found 30 days to correct that problem.

Mr. Strickland stated that a plumber questioned the expense customers had in putting in a double back flow preventer for an outside water source and if customers would be reimbursed

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that original expense; Mr. Williams stated that they decided to keep a private water source in the first place instead of connecting only to municipal water.

Clarification was given on the testable back flow preventer being installed and tested annually regardless if the customer removes the plumbing for the outside water source from the residence.

Mr. Strickland stated we had two high lead hits during our recent lead and copper testing; we have to test another ten customers to keep our percentage under the required percentage allowed by DEP. The customers we informed of the results by mail it is due to internal plumbing. The Board request we send the letters certified to have proof we informed the customer of the risks of high lead at their establishment.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:45 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Tina Pickett

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:**

**Visitor:**

**Minutes:**

The minutes from the meeting held on August 16, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Henson, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>September 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment- 9/19	\$ 2,439.63
TMA	WWTP 2008 Penn vest Into -9/19	\$ 669.70
TMA	Administrative cost- 8/19	\$ 2,103.67
TMA	Sewer Flows (August)	\$ 15,560.41
TMA	Contracted Services	\$ 5,816.19
TMA	Penelec P.S 1,2,4,5,6,7	\$ 763.67
Frontier	Telephone 6 Invoices	\$ 290.34
Gannon	Add Generator – pd in June lost check	\$ 154.00
TMA	Core & Main	\$ 357.17
TMA	Amazon – PS 5	\$ 23.40
Core & Main	Manhole insert, check valve PS 1, Adapter	\$ 1,835.60
Fastenal	PS 1 bolts	\$ 47.53
Grainger	PS 7 motor run capacitor	\$ 38.74
Omni Site	Annual Wireless Service	\$ 212.88
Penelec	PS 1	\$ 244.78
<b>TOTAL:</b>		<b>\$ 30,557.71</b>

<b>Wysox Water Operating List of Bills:</b>	<b>September 2019</b>	<b>Amount:</b>
TMA	Water (August)	\$ 15,263.42
TMA	Contracted Services	\$ 2,563.61
TMA	Penelec Vault, PS, Penelec tank	\$ 647.42

TMA	AT & T Scada 8/7-9/6	\$ 111.54
Fairway Labs	1 Invoice	\$ 30.00
AT & T	Scada 9/7-10/6	\$ 111.09
<b>TOTALS:</b>		<b>\$ 18,727.28</b>

**Stiffler McGraw:**

Mr. Cassanave presented an analysis of the water and sewer rates and expenses for the Board. Mr. Cassanave stated the most alarming item that he found was that the residential customers account for 73% of the total customer base but only account for 24% of the revenue collected; the average usage is below even DEP's average for a water system. Mr. Cassanave is suggesting a rate increase of \$6.31 to just get close to break even. We are looking at an \$185,425.00 loss this year. Mr. Cassanave also stated monies are going to be needed to address the aging sewer system. Mr. Cassanave states an increase needs to be immediate to stop our loss we need \$6.00 to \$9.00 a month then we can look at other rate structure once we can stabilize our loss; Mr. Cassanave stated we might want to look at the numbers with the increase to see where we are at mid 2020 then go from there.

The Board went into discussion about the different water rate structures; Mr. Cassanave states that he looked at that but the billing scenarios are complex but he will come next month or we can have a special meeting to analyze such structures. The Board agreed next month meeting will be sufficient.

**Attorney:**

Mr. Jones stated that he needs to get with Mr. Stickland on the next letter to get out to customers; and how to address the customers who are not complying.

Mr. Jones stated that he will send out a letter to Mr. Williams on his delinquent balance.

Mr. Them asked Mr. Jones if he has a list of customers not connected to the water; Ms. Maynard will provide him with a list of customers.

**Superintendent:**

Mr. Strickland stated he contacted Stiffler McGraw as Mr. Williams changed the location of the driveway for the Dandy that would have crossed over our water line; we had no idea until a PA One Call was done; they had to address our water line so that it does not freeze. Mr. Cassanave stated that the Authority was never given final plans on the Dandy so we would not have been aware had a PA One Call not been done.

Mr. Strickland has done inspections for the people who have called our office for inspection; 5 out of 14 customers failed initial inspection they still have internal plumbing for outside water source. Mr. Strickland had been confronted by several irate customers on the new rules and regulations and some have stated we will have to legally force them to correct the issue; Mr. Jones stated we need to address those customers.

Mr. Strickland stated that Mr. Wheeler has requested another water leak adjustment; Mr. Strickland stated he was sent a photo of something he cannot decipher as a leak. Mr. Strickland stated he has been told we need to verify a leak. Mr. Them stated we need to verify the leak and we have given him adjustments in the past; but we need the leak verified, with no proof no credit

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can be given. Mr. Them stated we need to write a letter to document we need proof of leak in order to give credits. The Board agreed no credit can be given.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:20 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Tina Pickett

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:** Mr. Joseph Wheeler

**Visitor:**

Mr. Wheeler addressed the Board on the decision and letter he received on his leak in July; Mr. Strickland stated that without evidence of a leak no credit can be given. Mr. Wheeler stated he is now aware that we need to see the water leak in order to give credits in the future but he was unaware of that in July and request the Board give him sewer credits. The Board discussed the issue and will give credits based on his 3 month average; Mr. Them made a motion to approve a sewer credit based on a 6 month average; Mr. Henson seconded, approved.

**Minutes:**

The minutes from the meeting held on September 20, 2019 were approved as written on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

**Bills:**

The Board discussed a few items on the list of bills for October. The following bills for October were approved for payment on a motion made by Mr. Henson and seconded by Mr. Isaac, approved. Mr. Isaac made a motion to transfer \$10,000.00 from water operating to sewer operating to cover expenses. Ms. Maynard mentioned that per Ms. Miller year to date we have moved \$135,000.00 from water to sewer to cover expenses not including today’s transfer. Mr. Them stated he will have Susan send him an updated budget at the end of the month so he can look at expenses/revenues through the end of the year.

<b>Wysox Operating Fund List of Bills:</b>	<b>October 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-10/19	\$ 2,444.83
TMA	WWTP 2008 Penn vest Into –10/19	\$ 664.50
TMA	Administrative cost- 10/19	\$ 2,103.67
TMA	Sewer Flows (September)	\$ 13,756.36
TMA	Contracted Services	\$ 2,960.00
TMA	Penelec P.S 2,4,5,6,7	\$ 380.57
Frontier	Telephone 6 Invoices	\$ 291.02
Stiffler McGraw	Rate Review, Meetings	\$ 1,333.00
TMA	USA Bluebook	\$ 112.03
TMA	Amazon – Grinder bulbs	\$ 41.97
TMA	M & T Note A Prin	\$ 14,733.59
TMA	M & T Note A Int	\$ 12,205.41
TMA	M & T Note B Prin	\$ 1,901.60
TMA	M & T Note B Int	\$ 1,495.40
USA Blue Book	Alarm Floats (10), Control Floats (6)	\$ 1,149.55
Penelec	PS 1	\$ 212.13

Horton Electric	Grinder Repairs (3)	\$ 2,546.00
PennDot	Bridge Occupancy	\$ 1,210.00
<b>TOTAL:</b>		<b>\$ 59,541.63</b>

<b>Wysox Water Operating List of Bills:</b>	<b>October 2019</b>	<b>Amount:</b>
TMA	Water (September)	\$ 12,772.83
TMA	Contracted Services	\$ 2,237.31
TMA	Penelec Vault, PS, Penelec tank	\$ 670.39
Airline	4G Cell Modem (Wysox Tank)	\$ 794.81
Fairway Labs	2 Invoice	\$ 415.00
Penn Dot	Bridge Occupancy	\$ 1,280.00
Stiffler McGraw	Rate Review, Meetings	\$ 1,333.00
<b>TOTALS:</b>		<b>\$ 19,503.34</b>

**Stiffler McGraw:**

Mr. Cassanave stated that last month the Board requested he look at base rates and rate adjustments. Without any revenue from usage a base rate of \$212.05 monthly per customer is needed; Mr. Cassanave then worked out a base rate based on projected usage; he gave a synopsis of different base rates and usage rates scenarios. The Board agreed that the base charge is not presentable to our customers. The Board discussed the rate structures presented by Mr. Cassanave, they proposed different scenarios and Mr. Cassanave stated he would work on the particular line items and gets those in a spreadsheet to be sent to the Board prior to next month’s meeting.

Mr. Henson questioned how we were able to sustain a balance for this long and what has occurred to get us to this point; Mr. Williams and the Board agreed that the growth that Wysox had initially after the water system was installed has sustained the Authority, the tap in fees and new customers allowed the authority to work on a deficit for expenses we have incurred over the last 5 years but that is now exhausted and a new rate structure needs to be done.

Mr. Williams asked Mr. Cassanave how a \$53.00 base charge for the first thousand gallons and usage above that amount at the current rates; his reasoning being when customers were flat rate sewer the monthly bill was \$42.17 for just sewer; they got water and the bill went down to \$24.98. The Board agreed with Mr. Williams reasoning; Mr. Cassanave entered the rate structure Mr. Williams’ presented and we would be close to solvent; it would work out to a little over \$28.00 increase to customers on their monthly bill.

Mr. Them suggested we notify the paper of the rate increase and reasoning when we come up with a rate structure we want to present to our customers, Mr. Williams agreed we need to notify our customers. The Board also agreed that any increase TMA has on water and sewer needs to pass on to our customers, we cannot continue to not increase our rates.

**PA Small Water and Sewer Grant:**

Mr. Lane had spoken to Mr. Them in reference to the Small Water and Sewer Grant that is available this year; his suggestion is to apply for the Grant in order to replace our aging grinder pumps; as the maintenance is steadily increasing every year. The Board discussed the grant. The

October 18, 2019

deadline to apply is December 13th; Mr. Cassanave stated his office is applying for some of their customers; some Municipalities apply on their own; and Mr. Lane suggested that the Progress Authority would also assist in the application process.

Mr. Williams asked who was going to contact the Progress Authority about the Grant; Mr. Them stated he would represent the Authority. Mr. Cassanave stated that a resolution needs to be done; not necessarily at this meeting, but it does need to be done. Mr. Them will contact Mr. Thompson to see what we need to do. Mr. Cassanave stated we need a cost analysis as well.

**Attorney:**

Mr. Jones wanted to discuss the customer list sent to him by Ms. Maynard on customers who have yet to connect to the water system. The old Wysox Elementary School was one of customers in question Mr. Strickland stated he has been contacted by the customer to connect and he wanted to know if we are charging a tap in fee; the Board agreed yes a tap in fee will be charged; after a discussion the Board agreed to a tap in fee for both water and sewer. Mr. Strickland will contact Chris Roof to see if there are any plans for the property in order to assess the tap in fee.

**Delinquents:**

The Board discussed accounts on the delinquent list; Mr. Jones sent intent to lien letter to Mr. Williams. G.K R.E LLC was questioned Mr. Jones will send an updated letter to Mr. Getz regarding his lien amount; current amount due and also mentioning his need to connect to the water system.

**Water Inspections:**

Mr. Henson asked if we are still receiving negative calls from customers on our rules and regulation changes; Ms. Maynard stated no; but we have almost completed the inspections of the customers who contacted us on their own; we have 2 re-inspections to do on those customers who still had indoor plumbing for outside water source which they removed.

**Superintendent:**

Mr. Strickland stated we need to update to 4G, as 3G will no longer be supported, he will have a quote on the price to update next month this needs to occur prior to 2020.

**Executive Session:**

The Board entered into executive session at 12:15 p.m. in regards to a potential legal issue and remained in session until 12:19 p.m.

**Audit:**

Mr. DeNault contacted Mr. Them to inform him that he is no longer able to do the Municipalities Audit; he gave recommendations of other firms that might assist the Authority. Mr. Them will look at other firms and get back to the Authority.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 12:25 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:**

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave (via phone) – Stiffler McGraw

**VISITORS:** Ms. Bette Weaver

**Visitor:**

Ms. Weaver explained to the Board that her water bill is outrageous; per Mr. Them’s request a history report was ran; the history report does show constant usage but some zero usage. The Board explained to Ms. Weaver she needs to check her toilets and other plumbing for leaks. Mr. Henson stated that we might want to at no cost to Ms. Weaver pull a history report for the next 90 days not only to check the accuracy of our system but Ms. Weaver’s consumption, the Board agreed; Mr. Strickland explained we only get 30 days history on our report and our readings vary in days between reads.

The Board also requested we test Ms. Weaver’s water for chlorine levels as she has complained in the past of the quality of the water.

**Minutes:**

The minutes from the meeting held on October 18, 2019 were approved as written on a motion made by Mr. Henson and seconded by Mr. Isaac, approved.

**Bills:**

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

<b>Wysox Operating Fund List of Bills:</b>	<b>November 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-11/19	\$ 2,450.03
TMA	WWTP 2008 Penn vest Into –11/19	\$ 659.30
TMA	Administrative cost- 11/19	\$ 2,103.67
TMA	Sewer Flows (October)	\$ 14,277.53
TMA	Contracted Services	\$ 6,057.71
TMA	Penelec P.S 2,4,5	\$ 271.61
Frontier	Telephone 6 Invoices	\$ 291.44
TMA	Arey’s	\$ 15.98
TMA	Power System	\$ 258.88
LB Water	Single Stage pump	\$ 1,344.00
Penelec	PS 6,7	\$ 76.97
Horton Electric	Rewind Myers pump	\$ 989.00
Post Master	Box Rental	\$ 32.00
<b>TOTAL:</b>		<b>\$ 28,828.12</b>

<b>Wysox Water Operating List of Bills:</b>	<b>November 2019</b>	<b>Amount:</b>
TMA	Water (October)	\$ 10,812.92
TMA	Contracted Services	\$ 3,413.86
TMA	Penelec Vault, PS, Penelec tank	\$ 589.39
TMA	Power Systems	\$ 129.27
TMA	CC – updated sims cards	\$ 11.93
TMA	AT & T - scada	\$ 105.51
Fairway Labs	2 Invoice	\$ 30.00
Post Master	Box Rental	\$ 32.00
Turnkey Control	Modem 4G	\$ 1,367.03
<b>TOTALS:</b>		<b>\$ 16,491.91</b>

**PA Small Water and Sewer Grant:**

Mr. Cassanave sent to the Board the quote for 50 grinder pump replacements for the Small Water and Sewer Grant application.

Mr. Jones presented Resolution 2019-1 which states that the Municipal Authority is applying for the PA Small Water and Sewer Grant in the amount of \$389,300.00 and allowing Mr. Them and Mr. Williams to sign documents on behalf of the Authority; Mr. Henson made a motion to approve resolution 2019-1, Mr. Isaac seconded, approved.

Mr. Them stated he will follow up on the application process to ensure it gets submitted.

Mr. Cassanave stated that the application needs to be submitted to Mr. Thompson.

**Budget:**

Mr. Them mentioned at the end of October we are looking at a \$71,000.00 loss in revenue.

Mr. Cassanave sent a memorandum via email and will be available via phone to discuss it. The Board contacted Mr. Cassanave and he explained his rate structure scenario he presented to the Board.

The Board discussed the rate structure and amounts and base rate and flat rate amounts. Mr. Williams stated that the Board needs to research the numbers given to them and come with their recommendation to next month's meeting so that the rate resolution is passed in January.

Mr. Them asked Mr. Henson if he would be able to skype in for next month's meeting he stated he should be able to contact us via phone for at least an hour.

**Attorney:**

Mr. Jones stated a letter was sent to GK RE in reference to past due balance and notice to connect to the water system.

Mr. Jones asked Ms. Maynard if she has heard from Mr. Williams on his intent to lien letter; Ms. Maynard stated as of today no.

**Superintendent:**

Mr. Strickland stated Ferrario Realty is hooking up to water.

November 15, 2019

Mr. Strickland stated we need to upgrade to 4G the approximate cost will be \$1,794.00; Mr. Henson made a motion to allow Mr. Strickland to purchase the equipment necessary to upgrade to 4G, Mr. Isaac seconded, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:40 A.M.

Respectfully Submitted,

*April Maynard*

Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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

**ABSENT:** Thomas Henson-Vice Chairman, Tina Pickett

**OTHERS:** Chad Strickland – Superintendent; Chris Jones – Solicitor; Eric Cassanave – Stiffler McGraw

**VISITORS:**

**Visitor:**

None

**Minutes:**

The minutes from the meeting held on November 15, 2019 were approved as written on a motion made by Mr. Isaac and seconded by Mr. Them, approved.

**Bills:**

The following bills for December were approved for payment on a motion made by Mr. Isaac and seconded by Mr. Them, approved. Mr. Isaac made a motion to transfer \$23,000.00 from water to sewer to cover expenses, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>December 2019</b>	<b>Amount:</b>
TMA	WWTP 2008 Penn vest Payment-12/19	\$ 2,455.25
TMA	WWTP 2008 Penn vest Into –12/19	\$ 654.08
TMA	Administrative cost- 12/19	\$ 2,103.67
TMA	Sewer Flows (November)	\$ 14,018.84
TMA	Contracted Services	\$ 3,800.24
TMA	Penelec P.S 1,2,4,5	\$ 740.09
Frontier	Telephone 6 Invoices	\$ 294.38
TMA	Grainger – heater PS 1	\$ 184.94
TMA	Gambal - letterhead	\$ 125.93
Stiffler McGraw	Inv 3 & 115	\$ 1,040.00
Penelec	PS 1,6,7	\$ 410.92
Horton Electric	Rewind Myers pump	\$ 989.00
GDDJ	Legal fees Williams/Valenzuela/GKRE	\$ 564.00
Core & Main	Frame & cover	\$ 685.00
Selective	Rte 6/Piphers PS Flood ins	\$ 2,143.00
GDDJ	Legal Svcs 1/18/19-11/15/19	\$ 2,100.00
<b>TOTAL:</b>		<b>\$32,309.34</b>

<b>Wysox Water Operating List of Bills:</b>	<b>December 2019</b>	<b>Amount:</b>
TMA	Water (November)	\$ 8,519.44
TMA	Contracted Services	\$ 1,360.23
TMA	Penelec Vault, PS, Penelec tank	\$ 600.57

TMA	AT & T Scada November	\$ 110.88
TMA	Gambal - letterhead	\$ 125.93
AT & T	Scada	\$ 110.88
Fairway Labs	3 Invoice	\$ 45.00
Stiffler McGraw	Inv 3 & 115	\$ 1,040.00
GDDJ	Legal Svc 01/18/19-11/15/19	\$ 1,875.00
<b>TOTALS:</b>		<b>\$ 13,787.93</b>

**PA Small Water and Sewer Grant:**

Mr. Cassanave stated that the PA Small Water and Sewer Grant was filed; the awards will not be announced until May.

**Attorney:**

Mr. Jones stated a letter was sent to GK RE in reference to past due balance and notice to connect to the water system they contacted Ms. Maynard. Ms. Maynard stated that Mr. Getz did contact us and set up a payment plan; we did charge the tap in fee and past legal fees and included those amounts in his payment arrangement. Mr. Strickland stated he requested a letter from a contractor in reference to the tap in to the water system; he gave Mr. Getz 30 days to do so.

Mr. Them asked what we are pursuing in reference to our customers who are not connected to the system and those customers not inspected. Mr. Jones stated that he will get with Mr. Strickland in reference to the letters we need to send to our customers.

Mr. Isaac questioned the emails being generated about the old Valenzuela property; Ms. Maynard stated that the email where in reference to satisfaction of the lien and that has been done the property now has new owners; the property was tied into water late 2017.

**Superintendent:**

Mr. Strickland stated that we did a history report for Ms. Weaver as requested from the Board our report matches the read reported for usage; there is still usage at hours that really should not be but her usage is down; she never notified us if she checked her toilets for leaks. Mr. Strickland stated that chlorine residual was taken from the meter pit and it had a level of 0.65 and the pumps were running when we took the test; those are satisfactory levels. Mr. Them asked if we would mail the report to Ms. Weaver.

**Stiffler McGraw:**

Mr. Williams presented the service agreement with Stiffler McGraw for 2020; Mr. Isaac made a motion to accept the engineering agreement with Stiffler McGraw for 2020, Mr. Them seconded, approved.

**2020 Meeting Dates:**

Mr. Isaac made a motion to accept and advertise the 2020 meeting dates for the Authority, Mr. Them seconded, approved.

**Budget:**

Mr. Cassanave presented the Board a memorandum with what was discussed last month on rates; he suggests a base rate of \$60.00 for the first thousand gallons and usage with the TMA



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rate increase for each additional thousand; Mr. Strickland stated the rate increase will be \$.09 for water and \$.08 for sewer.

Mr. Jones presented the Board a copy of resolution 01-2015 Schedule of Rates and Fees for the Water and Sewer Systems. The Board discussed the previous rate schedule and amounts needed to increase each rate:

Water Rate: \$11.54 per 1,000 gallons to \$11.63 (.09 increase from TMA)

Sewer Rate: \$13.44 per 1,000 gallons to \$13.52 (.08 increase from TMA)

Sewer Flat Rate: \$42.17 per edu/month to \$54.08 (\$13.52 x 4)

Water and Sewer Rate for 0 to 1,000 gallons : \$24.98 wording changed Water and Sewer Base Rate 0 to 1,000 gallons \$60.00 (broke down \$24.60 water \$35.40; water expense is 41% sewer expenses 59%)

Ready to Serve Charge: \$24.98 per edu/month to \$60.00 (base rate)

The Board discussed other rates on the resolution; a fire hydrant charge to the fire company was discussed as well as meter charges.

The Board agreed to change the following rates:

Nonpayment turn on/off fee during normal work hours \$30.00 to \$50.00 (to mirror TMA)

Posting of delinquent account of any type: \$10.00 to \$20.00 (to mirror TMA)

Meter Test fees:  $5/8 \times 3/4$  \$15.00 to \$25.00

Mr. Isaac made a motion to adopt resolution 002-2019 Schedule of Rates and Fees for the Water and Sewer System, Mr. Them seconded, approved.

The Board requested a letter be sent out to customers on the rate increase.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:40 A.M.

Respectfully Submitted,  
*April Maynard*  
Towanda Borough