

Towanda Municipal Authority

January 20, 2020

The January meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 5:12 p.m.

PRESENT: Michael Walsh, Charlotte Sullivan, Carmen Venezia, Fred Johnson, Paul Sweitzer, Robert Williams-WTMA Chairman

ABSENT: Ellen Lacek, Paul DeWitt, William Shaw

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

Visitors: None

Visitors:

None

Water Project:

Mr. Lane updated the Board on the water project;

The transmission main is mostly completed just the line to the vault needs completed and landscaping will not be done until spring so we will be able to close this contract out then.

The Vo Tech line is complete from the Creek to Best Line and is currently in use.

The Tank has been filled and we are waiting for DEP for the operations permit; we have passed all sanitation testing. That contract will also be complete once we get DEP approval and then we can remove the existing equipment and start using the new equipment.

The water treatment plant is being painted the HVAC and electrical is being done on the building; the membrane filters should be here in two weeks.

Spring:

Mr. Lane stated that the Spring application is going to the Board on February 6th.

2018 Flood:

Mr. Lane stated his project has been approved by FEMA; he has asked Mr. Cassanave for service agreements for the repair of the flood damage.

Sewer System:

Mr. Lane stated we submitted our NFDES permit.

We purchased a new computer that will help Thermal Processes that designed the ATAD; the new computer will provide remote capability which will help with paying the cost of having someone flown out to fix the problem. The representative will be here in February and will set up the remote capability on the new computer.

SR 3020 Turn back:

Mr. Lane stated we will be doing some of the water and sewer lines during the repaving process; he budgeted \$400,000.00 for that.

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Budget:

Mr. Lane went over the 2019 financials; in water we ended the year in revenue at 106% of what was budgeted; \$30,000.00 was FEMA reimbursement. The water expenditures for the year were 98% of what was budgeted. We made \$91,000.00 in bulk water sales that sits in fund 24. In sewer our revenue was at 101% of what was budgeted the funds include the insurance payment for the pump station (other insurance payment was put in the capitol reserve account). The sewer expenses came in at 102% of budget again that is partly due to the expense for repairing the pump station. Overall the 2019 expenses and revenues came in on budget.

Mr. Lane wanted the Board made aware of the legislature looking at a water use fee in order to pay for the Chesapeake Bay obligation; this would be an expense of a tenth of a penny a gallon which in our case would be \$1,000.00 a day.

Minutes:

The December 20, 2019 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Venezia, approved.

Bills:

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

Pay Applications:

Mr. Shura presented the following pay applications:

Contract 1 & 6 pay application 4 (revised from last month's approval- we were missing some items it previously was approved for \$130,256.40) for \$202,938.59 for Continental Construction

Contract 2 pay application 7 for \$91,611.84 for Lobar

Contract 5 pay application 6 for \$17,451.11 for Kimble

Contract 7 pay application 5 for \$107,206.50

Contract 9 pay application 3 (final pay application for EOC line) for \$7,846.85

Mr. Venezia made a motion to pay the above pay applications, Mr. Johnson seconded, approved.

Mr. Shura presented Penn Vest requisition 7 for \$344,274.91; Mr. Johnson made a motion for the requisition, Mr. Venezia seconded, approved.

Mr. Shura presented the following change orders:

Change order 2 for contract 1&6 for the Vo Tech line extension for adding the line from the creek to the pump station and for changing the drop pipe for the well from galvanized to stainless which added an additional \$3,500.00 to our approval from last month for \$93,560.75

Change order for Contract 9 that deducts \$57,325.05 for paving and restoration that did not have to be done.

Ms. Sullivan made a motion to approve the change orders as presented, Mr. Venezia seconded, approved.

Mr. Shura presented certificates of substantial completion for Contract 1 & 6 and Contract 9 both dated December 16, 2019 (our last inspection date). Continental still needs some restoration work to be completed.

Mr. Venezia made a motion to sign the certificates of substantial completion, Ms. Sullivan seconded approved.

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Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Venezia at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

February 24, 2020

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

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

ABSENT: Ellen Lacek, Fred Johnson, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Visitors:

None

Minutes:

The January 20, 2020 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Sweitzer, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project;

The North Towanda Tank went online on February 7th, the Vo Tech line is complete, the new pump station is active and running; the substantial completion walk through was done this morning, we have a punch list, only minor items found. The SCADA system is not yet online which requires Mr. Strickland or Mr. Tabor to have to go up and check the tank level; the SCADA system will be installed at the completion of the project.

The membrane systems from Pall have arrived and are currently being installed at the treatment plant.

The 12" main has been ran from the treatment plant to well #1 they are approximately 30' from completion.

Mr. Walsh questioned how long it will take to get the system online or does the system have to be ran to get approval; Mr. Shura stated once everything is complete and running, disinfection is completed, we will submit to the state for inspection and once that is complete an operations permit is granted and we can bring the system online.

Mr. Lane asked Mr. Shura where the water is going to be discharged during the disinfection process; Mr. Shura stated a temporary piping will most likely be installed for the discharge water; the clear well will never be emptied as it will be potable water.

Spring:

Mr. Lane stated that the Spring application was going for public comment on February 6th; Mr. Lane incorrectly stated it was going to the Board on the 6th; it is going to the Board March 13th.

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2018 Flood:

Mr. Lane stated Mr. Shura has the service agreement for the project has been approved by FEMA. The cost will be approximately \$45,000.00. Mr. Sweitzer made a motion to accept the Engineering agreement with Stiffler McGraw, Mr. Shaw seconded, approved.

Mr. Lane advised the Board we have already spent \$80,000.00 in emergency repairs, which we will get reimbursed by FEMA.

Sewer System:

Mr. Lane stated we submitted our NFDES permit.

Mr. Lane stated we are replacing the head works at the plant.

SR 3020 Turn back:

Mr. Lane stated we opened bids for the water and sewer portion of the turn back 2 weeks ago, our work came in at \$424,828.60 from Sikora Brothers Paving; Mr. Lane stated he had budgeted \$450,000.00 in fund 25. The project will encompass water main from Convent to Western; sewer main and adding manholes from Western to 3rd; water main and valves from Pine to Bridge.

North Towanda Land:

Mr. Lane was approached to sell the property we have in North Towanda across from Jones' Diner for \$1000.00; the property was going to be where we were going to place our pump station after engineering the project is was not a feasible location. It is approximately a one acre piece of land but due to the right of ways from North Towanda and Penn Dot it may not be buildable land.

The Board discussed the usage of the land and agreed that Mr. Lane review other uses of the land.

Pay Applications:

Mr. Shura presented the following pay applications:

Contract 2 pay application 8 this is some of the cost of the Pall membranes for \$583,162.69

Contract 3 pay application 4 for \$238,574.34

Contract 4 pay application 1 for \$76,770.00

Contract 5 pay application 7 for \$21,622.85

These pay applications are mainly the treatment plant

Mr. Venezia made a motion to pay the above pay applications, Mr. Sweitzer seconded, approved.

Mr. Shura presented Penn Vest requisition 7 for \$53,898.97; Mr. DeWitt made a motion for the requisition, Mr. Venezia seconded, approved.

Mr. Shura presented the following change orders:

Change order 2 for contract 2 for \$10,555.68 for the piping modifications that were needed for the Pall membrane system installation this is piping fittings and a couple of valves.

Change order 3 for Contract 3 & 8 for \$1,240.00 replacement of fuses in the pump station.

Change order 4 for Contract 3& 8 for \$10640.00 changes needed in the SCADA monitoring system for new requirements from DEP.

Ms. Sullivan made a motion to approve the change orders as presented, Mr. Venezia seconded, approved.

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Mr. Sweitzer questioned the change orders and the amount we have went over contracted amounts; Mr. Shura stated we are about 1% they budgeted 10% so we are doing good in that aspect.

Mr. Shura also stated to the Board that as of today we are ahead of schedule on the project.

Chapter 110 /SRBC reporting:

Mr. Lane stated the Chapter 110 report has been submitted, as well as the SRBC report we are now required to do our water loss was 43% which is down from last year, it is a work in progress, we should see some improvement with the Vo Tech line being replaced.

Equipment:

Mr. Sweitzer asked if we have any equipment we need to have on hand that needs purchased; Mr. Lane mentioned that Mr. Walker wanted a meter to meter the affluent. Mr. Walker has submitted some potential equipment that might work; Mr. Lane does not want to go with fiberglass for the meter vault. Mr. Sweitzer stated that maybe we want to use our bulk water sales to purchase the equipment next year.

Fox Chase pump station:

Mr. Strickland stated that we found the customer who has been flushing garbage down the sewer; Mr. Lane wrote a letter to the customer and we will continue to monitor the situation.

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

March 16, 2020

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact, the regular meeting was cancelled.

PRESENT: None

ABSENT: None

OTHERS: None

Visitors: None

Bills:

Mr. Lane received via email approval for payment of the February bills; Mr. Sweitzer, Ms. Lacek, Mr. DeWitt, Ms. Sullivan, Mr. Johnson, and Mr. Venezia approved via email, Mr. Walsh verbally approved.

Pay Applications:

Mr. Lane received via email approval for following pay applications and Penn Vest requisition; Mr. Sweitzer, Ms. Lacek, Mr. DeWitt, Ms. Sullivan, Mr. Johnson, and Mr. Venezia approved via email, Mr. Walsh verbally approved.

Contract 2 pay application 9 for \$554,963.09

Contract 4 pay application 2 for \$55,080.00

Contract 5 pay application 8 for \$4,994.19

Penn Vest requisition 7 for \$25,103.33

Substantial completion certificates issued for contract 2019-8 and 2019-7.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

April 20, 2020

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact the regular meeting was held via phone conference. The April meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 1:00 p.m.

PRESENT: via phone - Michael Walsh, Charlotte Sullivan, Carmen Venezia, Paul DeWitt, William Shaw, Ellen Lacek, Fred Johnson

ABSENT: Paul Sweitzer, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Brian Shura, Stiffler McGraw; Coy Goble, Daily Review

Visitors: None

Minutes:

The February 24, 2020 and March 16, 2020 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 Mr. DeWitt and seconded by Ms. Lacek, approved.

Water Project:

The following pay applications were approved for payment by a motion made by Mr. DeWitt and seconded by Ms. Lacek.

Contract 2 pay application 10 for \$261,582.67
Contract 1 & 6 pay application 5 for \$46,642.00
Contract 3 & 8 pay application 6 for \$44,712.00

Ms. Sullivan made a motion to approve Penn Vest requisition 8 for \$73,793.42, seconded by Mr. DeWitt, approved.

Change order # 1 for contract 5 in the amount of \$4,328.88 was approved by a motion made by Ms. Lacek and seconded by Mr. Shaw, approved.

Covid 19:

Mr. Lane informed the Board the efforts he has put in place to limit the employees contact with the public: Personnel are limited in hours they are working, only essential duties are being accomplished when applicable, personnel are being alternated every other week .

Mr. Lane also informed the Board that our revenues have been on track up to this point.

Adjournment:

As there was nothing further to discuss the meeting was adjourned at 1:28 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

May 18, 2020

Due to the Covid 19 pandemic and the CDC's recommendation for restrictions on group contact the regular meeting was set to be held via teleconference; due to technical difficulties the teleconference was cancelled and Mr. Lane asked the Board respond via email on approval of bills, minutes and pay applications.

PRESENT: None

ABSENT: None

OTHERS: None

Visitors: None

Minutes:

Mr. Lane received via email approval for the April minutes; Mr. Walsh, Ms. Sullivan, Mr. Johnson, Mr. Sweitzer, Mr. Venezia, and Mr. Shaw approved via email.

Bills:

Mr. Lane received via email approval for payment of the April bills; Mr. Walsh, Ms. Sullivan, Mr. Johnson, Mr. Sweitzer, Mr. Venezia, and Mr. Shaw approved via email.

Pay Applications:

Mr. Lane received via email approval for following pay applications and Penn Vest requisition; Mr. Walsh, Ms. Sullivan, Mr. Johnson, Mr. Sweitzer, Mr. Venezia, and Mr. Shaw approved via email.

Contract 2 pay application 11 for \$80,324.15
Contract 3 & 8 pay application 7 for \$103,446.00

Penn Vest requisition 9 for \$34,498.74

Unaccounted for water:

Mr. Lane discussed with Coy Goble the Authority's achievement of finding leaks and lowering our water loss numbers.

Mr. Lane also discussed that he would identify water line projects that would further reduce the water loss if funding becomes available for infrastructure.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

June 15, 2020

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

PRESENT: Michael Walsh, Paul Sweitzer, William Shaw, Fred Johnson

The following via teleconference: Ellen Lacek, Charlotte Sullivan, Carmen Venezia, Paul DeWitt

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw; Eric Cassanave, Stiffler McGraw; Matt Hicks, The Daily Review

Visitors: None

Minutes:

The May 18, 2020 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

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

Small Water and Sewer Grant:

Mr. Lane stated he inquired on the grant and they stated a decision will be made on September 16th now. We applied for the Thomas Street PRV replacement.

SR 3020 Turn back:

Mr. Lane stated the water line work is finished from Convent, Poplar to Western the main is installed and are awaiting test results and will tap it into the main and connect the approximate 16 customers to the new line. Today they started on the sanitary sewer line on Third and Poplar and will proceed up to Western. They have also installed two manholes; five manholes will be installed all together in the project.

Sewer:

Mr. Lane stated one of the blowers to the ATAD system failed; the cost was \$18,000.00 for the replacement. There are two blowers one is a backup; Mr. Lane wants to refurbish the other one as well so we do have a good back up if needed.

2018 Flood:

Mr. Lane stated the survey crew from Stiffler McGraw did their work last week, Stiffler McGraw will come up with a design and we will get bids together. Mr. Lane also submitted the first requisition for reimbursement of the work we had done previously which is about \$93,000.00 which includes all the main that was replaced behind the maple leaf and the scouring we had at Brocktown Road and the other work we did in order to get the water line up and running after the flood damage; these funds were taken out of water operating.

Lime Street:

We had to replace our power line to the equalizer tank on Lime Street; we finished the project on June 12th.

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June 15, 2020

Water Project:

Mr. Lane stated there was left over funds from the EDA Grant; the Grant is only to fund the treatment plant. We used the funds to pave the driveway up to the plant.

Mr. Shura updated the Board on the water project; due to the Covid situation there was a delay in the project so right now substantial completion is August 2nd; the previous start up should have been about now, we are looking at the end of July for initial start up. Stiffler McGraw is awaiting a formal extension from the contractors but that would be acceptable due to the current situation with Covid and the shut down that they had to endure. The generator was delivered to the plant and is awaiting start up by the manufacturer; Mr. Shura thinks the plant will be up and operational by mid August.

Mr. Shura presented the following pay applications:

Contract 2 pay application 12 for \$87,423.42

Contract 5 pay application 9 for \$2,070.65

Mr. Sweitzer made a motion to approve the pay applications, Mr. Shaw seconded, approved.

Mr. Shura presented the Penn Vest requisition:

Penn Vest requisition #12 for \$41,815.97

Mr. Sweitzer made a motion for the Penn Vest requisition, Mr. Shaw seconded, approved.

There will be a formal change order for the paving at the plant; we are only at 1% in change order amounts to date; we budgeted for 10%.

Mr. Lane stated that EDA has been paying.

Identifying Projects:

Mr. Lane stated there is word of an infrastructure bill that may be coming out; he is working with Stiffler McGraw in identifying parts of our system we would like to replace/repair. Stiffler McGraw identified and gave rough estimates on costs; the State is working on issuing a bill that would work with infrastructure of old lead lines for replacement, they are partnering with Penn Vest who would want shovel ready projects. Water lines in the Borough and Monroeton have been identified; costs range from \$1.6 million to \$64,000.00 Mr. Lane stated the smaller projects can be done with Capitol Reserves or bulk water sales, or even Small Water and Sewer Grants. Mr. Shura stated the \$1.6 project can be separated into smaller projects. Mr. Johnson asked why Monroeton was identified as the majority of the projects; Mr. Lane stated they used Mr. Chilson's inventory of the water system and identified the oldest lines in the system; Mr. Johnson was questioning because he knows that Monroeton okay with leaks.

Mr. Lane also discussed that he would identify water line projects that would further reduce the water loss if funding becomes available for infrastructure.

Adjournment

As there was nothing further to discuss, a motion to adjourn was made by Mr. Sweitzer at 5:40 p.m.

Towanda Municipal Authority

June 15, 2020

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

July 20, 2020

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

PRESENT: Michael Walsh, William Shaw

The following via teleconference: Ellen Lacek, Charlotte Sullivan, Carmen Venezia, Paul DeWitt

ABSENT: Robert Williams-WTMA Chairman, Paul Sweitzer, Fred Johnson

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw; Coy Goble, The Daily Review

Visitors: None

Minutes:

The June 15, 2020 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Shaw, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project: The system should be ready to be started up on August 10th. We should be able to visit the site in October.

We needed to get an easement for a pole for Penelec on the Church property; we already had the conduit buried to what we assumed would be the power pole, but Penelec wants to install another power pole.

Mr. Shura presented the following pay applications:

Contract 2 pay application 13 for \$121,417.32

Contract 3 & 8 pay application 8 for \$99,310.50

Contract 4 pay application 3 for \$20,610.00

These all have to do with the treatment plant.

Mr. Venezia made a motion to approve the pay applications, Mr. Shaw seconded, approved.

Mr. Shura presented the Penn Vest requisition:

Penn Vest requisition #13 for \$8,652.69

Ms. Lacek made a motion for the Penn Vest requisition, Mr. Venezia seconded, approved.

Mr. Shura presented the following change orders:

Contract 2 change order 3 for \$176,744.74 which is the paving to the treatment plant that was discussed last month; this is covered by the EDA Grant.

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Contract 3 & 8 change order 5 for \$36,744.00 that encompasses the SCADA Communication system, Mr. Shura stated that was about \$11,000.00 the rest is for the conduit work for the Robert well; this was supposed to have been added to Continental's contract but since they are not on site and it was missed, it is being added to the electrical contractor, as well as running a meter cable coming out of the Roberts well that is used to convert the reading to actual flow; the longer the cable the more sensitive the signal and due the flooding concerns for the property it was determined to not run the cable but to mount transmitters to the meter vault, that requires a small stand to be attached to the top of the vault; Mr. Shura stated the Board must understand that the equipment might not survive a flood and might have to be replaced; this is more cost effective than replacing the cable.

Mr. Shaw made a motion to approve the change orders, Mr. Venezia seconded, approved.

Mr. Lane informed the Board that we are receiving our EDA reimbursement within 3 weeks of submission.

2018 Flood:

Mr. Lane stated that Stiffler McGraw is still working on the design and putting the bid specs together; maybe next month we will have documents to approve to get the items out to bid.

We also received our reimbursement of \$93,051.64 from FEMA, which was taken out of water operating to do the emergency repairs on the water line to get it up and running after the flood.

Sewer:

Mr. Lane stated we have two working blowers for the ATAD system.

We are purchasing items for the sewer plant mainly wear and tear items.

SR 3020 Turn back:

Mr. Lane stated the water and sewer lines are almost to completion; the line work is finished on Poplar to Convent, the only thing left is Third Street and Bridge to Pine.

We did replace the sewer from Western to Third, and installed 5 manholes. They need to address the sewer and Cash Creek.

Mr. Lane presented to the Board the first pay application for Sykora Brothers in the amount of \$213,916.66; it is monies budgeted for in Capital Reserves from our Satterlee Hollow gas lease money. Mr. Shaw made a motion to pay Sykora Brothers, Mr. Venezia seconded, approved.

Small Water and Sewer Grant:

Mr. Lane stated that he is still hearing September 16th on the decision of the grant.

2019 Audit:

Our 2019 Audit is complete and copies are available. Mr. Walsh asked if there were any suggestions, Mr. Lane stated no comments were made but they suggested policies on handling of funds; due to our office size some work cannot be separated.

Towanda Municipal Authority

July 20, 2020

Budget:

Mr. Lane stated that we are still on budget for the year even through the pandemic. Mr. Lane will have more specifics for next month's meeting.

Chesapeake:

Mr. Lane informed the Board that Chesapeake filed Bankruptcy; they currently owe us \$14,000.00 in bulk water sales. Mr. Lane stated that they deactivated Chesapeake's access to draw water based on the bankruptcy. Mr. Pruyne will be given the appropriate paperwork to file on our behalf.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

August 17, 2020

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

PRESENT: Michael Walsh, William Shaw, Paul Sweitzer, Fred Johnson

The following via teleconference: Ellen Lacek, Charlotte Sullivan, Carmen Venezia, Paul DeWitt

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw

Visitors: None

Minutes:

The July 20, 2020 meeting minutes were approved as written on a motion made by Ms. Lacek and seconded by Mr. Shaw, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project: The water project is nearing completion one to two more months.

The Scada integrator showed up today; the computer was programmed to monitor the new system and should be integrated into our existing Scada system. Once Cambria Systems gets done with the Scada work, Pall will be onsite to start turning on the membrane system that should be next week. They will be testing the clear well pumps tomorrow; they are filling the clear well with 4 feet of water to test the pumps to ensure they were properly installed and working correctly.

Mr. Lane stated there seems to be a lot of items that need to be done within the next couple of weeks.

Mr. Venezia asked when DEP will be up to inspect; Mr. Lane stated they are working that out, currently with the Covid situation DEP needed to get authorization from the Governor in order to come up and inspect; initially there was to be two inspections one about now at start up and then when the system was in full operation; they have been authorized one day to do the inspections. Mr. Shura stated that he needs to see when it would be best for them to come up and inspect, he is thinking that with the schedule of start up of the system it should be in two weeks from now. Mr. Shura stated they will have two inspectors one will look at the equipment and the other will look at the reporting. Once the inspections are done we might be given items to correct and once that is done we will be issued an operator license and will be able to start using the system. Mr. Lane asked if there will be testing required; Mr. Shura stated the contractors are responsible for the testing and submission to bring the system online.

Mr. Venezia inquired about training, Mr. Shura stated there will be training on operating the equipment and Chad and or Shane will have to work under an operator with a subclass for membranes; this is a 3 month training. Mr. Lane stated that Ulster Township uses an engineer who has the certification, we will be contacting him.

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Mr. Lane stated there still is no electricity to the Church well; Penelec requires we pay the bill, have conduit buried before they set the pole. We do have a generator to operate the well if need be.

Mr. Lane informed the Board that Mr. Cassanave stated we need to do a final walk through to release the final retainage payment for Continental for the Vo Tech Line, it is approximately \$9000.00; Mr. Shura thinks there also might be some punch list item for them as well as verifying we received the as-builts. There is also a punch list that needs completed from Pioneer for the pump station we also need their steel certificate. Mr. Shura stated all contractors need to provide the American Steel certification and equipment certificates.

Mr. Shura presented the following pay applications:

Contract 2 pay application 14 for \$158,054.68 Lobar – for the Boards information \$570,000.00 is left on this contract this does not include the access road which is an additional \$176,000.00
Contract 3 & 8 pay application 9 for \$117,598.35 Electrical – for the Boards information \$205,000.00 left
Contract 4 pay application 4 for \$3,915.00 HVAC – for the Boards information \$21,000.00 left
Contract 7 pay application 6 for \$43,453.60 Pioneer- for the tank and pump station – for the Boards information \$39,000.00 left that is mainly punch list items

Mr. Shaw made a motion to approve the pay applications, Mr. Johnson seconded, approved.

Mr. Shura presented the Penn Vest requisition:

Penn Vest requisition #14 for \$96,825.68

Mr. Shaw made a motion for the Penn Vest requisition, Mr. Venezia seconded, approved.

Mr. Shura presented a change order: ESA amendment 2 for the access road and design for permitting, the additional costs for Stiffler McGraw is \$17,500.00; Ms. Lacek made a motion to approve the amendment, Mr. Sweitzer seconded, approved.

Holly Property:

Mr. Lane stated that the property on the site has been given to the Bradford County Manor in lieu of payment; Mr. Lane is going to go to the Commissioners to see if we can obtain this property.

2018 Flood:

Mr. Lane stated that Stiffler McGraw is still working on the design and putting the bid specs together to get the items out to bid.

Mr. Lane stated that we were also able to obtain funds from FEMA for Cash Creek which was also affected in 2018; we will be replacing 340 feet of sewer main with two new manholes from Third St. to Second St.

Sewer:

Mr. Lane stated we received a bill for the blower it was \$17,072.53.

Mr. Walker and his crew replaced impellers and wear plates on pump station 10 and it is operating efficiently.

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SR 3020 Turn back:

Mr. Lane stated the only utility work left on this project is the water main on Third St from Bridge to Pine; Mr. Lane request the Board approve payment for Sykora Brothers for \$103,638.62, these funds are coming out of capitol reserves; Mr. Sweitzer made a motion we approve payment to Sykora Brothers Mr. Shaw seconded, approved.

Small Water and Sewer Grant:

Mr. Lane stated that he was informed about an hour ago we were approved; we will be awarded \$80,000.00 with a \$25,000.00 match to replace the Thomas St. PRV.

Budget:

Mr. Lane reviewed the Budget with the Board.

We will have to pay \$5000.00 due to our workers comp audit; TMA's portion will be \$3500.00.

Chesapeake:

We are still waiting on a date to file our claim for our unpaid bulk water sales in the amount of \$14,000.00.

Hemlock Hills:

DEP is requiring a generator for this location.

Hillcrest Drive:

We had a sewer backup issue with a customer; we will install a check valve to ensure our main does not create an issue at the location.

The Board discussed the Hillcrest issues with clay pipes and the main location; it will have to be fixed.

Capital improvement fee:

We may want to look at a capital improvement fee to be put in our bills in order to fund our infrastructure replacement.

GIS Mapping:

We had the system mapped but when we look at the program everything is skewed it shows mains in sidewalks not in the road; Mr. Shura stated it can be just a program problem and can be an easy fix.

Computer Server:

Mr. Lane stated that we have to replace our server; the server was \$20,000.00 seven years ago.

Truck 3:

Mr. Lane stated that truck 3 needs replaced about \$69,000.00.

Towanda Municipal Authority

August 17, 2020

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:25 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 21, 2020

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

PRESENT: Michael Walsh, William Shaw, Paul Sweitzer

The following via teleconference: Charlotte Sullivan, Carmen Venezia, Paul DeWitt

ABSENT: Robert Williams-WTMA Chairman, Fred Johnson, Ellen Lacek

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw

Visitors: None

Minutes:

The August 17, 2020 meeting minutes were approved as written on a motion made by Mr. Shaw and seconded by Mr. Sweitzer, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project:

The water plant, the mechanical system for the filtration are up and running, Pall has some minor adjustments to do.

Mr. Strickland received training on sewage pump.

The driveway is laid out with about of 40 feet of storm water drainage.

The Scada integrator programmer has been on site for several weeks, working on the system.

We are awaiting a gas regulator to run gas to the plant for the backup generator.

The clear well was drained and disinfected.

The pole went up for the commercial power at the church well, should be completed by Friday.

In order for Mr. Strickland to get his operating license he needs to have three months working under a certified operator; that will be Travis Long.

DEP is coming Friday; Ms. Schroeder was up last week to go through what she needs and what formats are needed to be done in order to submit reporting to DEP.

The pipeline work is complete we are withholding \$70,000.00 until we get the steel certifications.

Mr. Shura stated that Pall had some issues they had to correct so that put us behind a little but start up should be in 2 weeks.

Mr. Sweitzer asked who was going to have the operating license, Mr. Lane stated Mr. Strickland, Mr. Tabor, Mr. Walker, and Mr. Whinnery.

Mr. Shura stated we are behind approximately a month and a half from substantial completion of the original contract, we need to take in account covid and lack of being able to obtain equipment after the covid pandemic.

Mr. Lane presented the following pay application:

Contract 2 pay application 15 for \$78,479.66 for Lobar

Mr. Shaw made a motion to approve the pay application, Mr. Sweitzer seconded, approved.

Towanda Municipal Authority

September 21, 2020

Mr. Lane presented the Penn Vest requisition:

Penn Vest requisition #15 for \$32,902.24

Ms. Sullivan made a motion for the Penn Vest requisition, Mr. Sweitzer seconded, approved.

Mr. Lane stated the Mr. Shura submitted EDA request # 8 on August 27th, and we are awaiting payment.

Mr. Lane mentioned that we initially borrowed 4.3 million from Penn Vest and are approximately at 3.5 million in expenses, we are under budget.

2018 Flood:

Mr. Lane stated that Stiffler McGraw is finalizing the crossing, the wetland delineation representative is coming to look at the plans. We are hoping to get bidding out soon, as we have until May 2021 to get the work done.

Sewer:

Mr. Lane stated that Mr. Walker has made calculations and we need to buy phosphorus credits this year; we need at least 900; we have secured 700 from Shamokin/Coal Township and Mr. Strickland has contacted Clearfield Township for an additional 200. Mr. Sweitzer asked for the cost, Mr. Lane stated approximately \$2,000.00 to \$3,000.00.

SR 3020 Turn back:

Mr. Lane stated that the water and sewer lines are complete; Mr. Lane request the Board approve payment for Sykora Brothers for \$117,315.75. The final amount of \$63,000.00 which is retainage will be requested next month. Mr. Shaw made a motion to approve payment to Sykora Brothers for \$117,315.75, Mr. Sweitzer seconded, approved.

Mr. Walsh asked about settling in the areas of construction; Mr., Lane stated we have a year after substantial completion to address such issues.

Mr. Lane stated that this will deplete fund 25 our gas lease money, it was used between the water project to get permit ready and this project.

Small Water and Sewer Grant:

Mr. Lane stated that he electronically signed to accept the grant from DCED to replace the Thomas St. PRV; he is waiting for the grant agreement.

Budget:

Mr. Lane stated he has started working on the 2021 Budget; we need a standby generator for Hemlock Hills approximately \$20,000.00; we need to purchase a new computer server that is \$23,000.00; we want a track steer approximately \$90,000.00; we need to look into a flush truck, Mr. Lane is looking into a jetter/flush truck, a flush truck to replace ours is over \$100,000.00; and a sewer push camera.

Water levels:

The spring is down to 245, our wells are down a bit, and Mr. Lane was contacted by GTP as they have to contact us as part of their drought plan.

Towanda Municipal Authority

September 21, 2020

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:58 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 19, 2020

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

PRESENT: Michael Walsh, William Shaw, Paul Sweitzer, Fred Johnson

The following via teleconference: Charlotte Sullivan, Carmen Venezia, Paul DeWitt, Ellen Lacek

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw; Samantha Latos, The Daily Review

Visitors: None

Minutes:

The September 21, 2020 meeting minutes were approved as written on a motion made by Mr. Shaw and seconded by Ms. Lacek, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project:

Pall is performing an 8-hour performance test on the filtration system at the water plant; they also were working on the controls.

The 14-day chlorine analyzer test is complete and we passed.

The chlorine storage tank was inspected and passed.

The fire suppression system was inspected and passed.

The regulator we were pending for the natural gas to be connected to the generator and furnace was installed we are awaiting equipment start up for that equipment.

Mr. Lane stated there is site work left, a roof over the generator, tile that needs installed. Mr. Shura stated they are looking at doing substantial completion inspections next week.

The Scada system is taking longer than we anticipated to get up and running.

Mr. DeWitt asked if we will be able to tour the site; Mr. Lane stated he thought it would be this month but we are now looking at December.

Mr. Lane stated that there is a lot of reporting at the site.

Mr. Cassanave, Mr. Strickland and Mr. Lane did the final walkthrough on October 1st with Continental Construction, Mr. Shura stated it was not put in the Penn Vest requisition so that will be in next month's pay applications. Mr. Lane stated that the North Towanda Tank and pump station is pending the steel certification so payment for that work is being held pending those documents.

Mr. Shura presented the following pay applications:

Contract 2 pay application 16 for \$143,606.53

Contract 3 & 8 pay application 10 for \$116,674.25

Mr. Johnson made a motion to approve the pay applications, Mr. Shaw seconded, approved.

Towanda Municipal Authority

October 19, 2020

Mr. Shura presented the Penn Vest requisition:

Penn Vest requisition #16 for \$27,747.53

Ms. Lacek made a motion for the Penn Vest requisition, Mr. DeWitt seconded, approved.

Mr. Shura explained that once the EDA Grant is exhausted, we will request the monies from Penn Vest.

Mr. Shura stated we have change order 4 for contract 2 in the amount of \$15,677.10 this includes adding an output module for the chlorine analyzer for one of the components to which we were not privy to the information from DEP until after the contract went out to bid, the FRP slide gate changing from soil to a concrete pedestal, and the drainage improvements for the plant site.

Ms. Lacek made a motion to approve the change order, Mr. Sweitzer seconded, approved.

Mr. Walsh asked if we see any water loss improvement in the North Towanda line; Mr. Lane mentioned that we have seen improvement but we are now seeing increasing water loss from the Spring to Monroeton.

2018 Flood:

Mr. Lane stated that Stiffler McGraw is finalizing the crossing and preparing bid specs.

Sewer:

Mr. Lane stated that we need had to buy 750 phosphorus credits this year.

Mr. Lane stated we lost another pump at the treatment plant the cost is \$25,000.00 it is located in the ATAD, the lead time is 14 to 18 weeks. We did send it to Horton's but it was not repairable.

Mr. Sweitzer stated we need to have a maintenance plan for the sewer plant with backup equipment. Mr. Shura stated that an asset maintenance plan would be advisable with the age of the sewer plant.

Kellogg Road Bridge Replacement:

The bridge is in the planning process and going to be replaced by Bradford County, it was lost during the 2018 flooding; our water main is only a foot from where they are planning on putting in a pier; if it is in direct conflict FEMA will pay to relocate the main; Bradford County is going to excavate to ensure our water main will not be effected.

Small Water and Sewer Grant:

Mr. Lane stated they received the executed grant agreement today; Mr. Lane will contact Mr. Cassanave.

Budget:

Mr. Lane stated we will have a new header to track the treatment plant expenses.

Mr. Lane stated he might have a budget by the November meeting. Mr. Lane wanted to reiterate that the rates were set by resolution to reimburse our Penn Vest loan.

Towanda Municipal Authority

October 19, 2020

Customer Letter:

A customer/business who was affected by the pandemic requested some leniency on her delinquent balance; the Board agreed to accept payment on current balance and have the customer pay something toward the arrears; Ms. Maynard will notify the customer.

Delinquent Accounts:

Mr. Lane stated that Chesapeake did pay what was owed for the bulk water.

Mr. Lane stated that we filed our claim for our billing for Frontier Communication, as they filed for bankruptcy; Ms. Maynard stated they are paying the current billing.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:05 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

November 16, 2020

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

PRESENT: Michael Walsh, Paul Sweitzer, Fred Johnson

The following via teleconference: Charlotte Sullivan, Carmen Venezia, Paul DeWitt, Ellen Lacey

ABSENT: Robert Williams-WTMA Chairman, William Shaw

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; James Pruyne, Solicitor; Brian Shura, Stiffler McGraw; Samantha Latos, The Daily Review

Visitors: None

Executive Session:

Mr. Walsh called for an executive session in regards to personnel issues at 5:03 p.m. they remained in session until 5:10 p.m.

Minutes:

The October 19, 2020 meeting minutes were approved as written on a motion made by Ms. Lacey and seconded by Mr. Dewitt, approved.

Bills:

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

Water Project:

Mr. Lane updated the Board on the water project:

Essentially the plant is operational but it is not online; we have some control issues we need to correct before we can operate the plant.

The pressure transducer communication for the Roberts well needs correcting.

They started the paving but had to stop due to the weather.

Pall is coming up next week to do the performance test as they could not do that due to the control issue.

The county is working on installing dark fiber that will go through our well sites on the Penelec poles, we might be able to connect to that in the near future and that should fix some of our connectivity issues. Mr. Shura stated that this can be added to the Penn Vest loan; Mr. Lane stated the only cost would be equipment, 7 spans to the Roberts wells and the cost we would be charged monthly.

Mr. Shura presented the following pay applications:

Contract 1 pay application 6 for \$9,900.00 this is the final pay application.

Contract 2 pay application 17 for \$143,467.00

Contract 4 pay application 5 for \$2,700.00

Contract 5 pay application 11 for \$2,127.57

Mr. Sweitzer made a motion to approve the pay applications, Mr. Venezia seconded, approved.

Towanda Municipal Authority

November 16, 2020

Mr. Sweitzer had inquired if we keep money back in case, we have an issue in the future; Mr. Shura stated we have a year to file against the maintenance bond.

Mr. Lane stated that we have withheld monies for Pioneer for the North Towanda Tank project as we are still awaiting the steel certificate, Mr. Shura stated they have punch list items as well to address.

Mr. Shura presented the Penn Vest requisition:

Penn Vest requisition #17 for \$34,647.31

Mr. Johnson made a motion for the Penn Vest requisition, Mr. DeWitt seconded, approved.

Mr. Shura is requesting substantial completion for contract 4 & 5 the HVAC and plumbing for the plant, Mr. Johnson made motion for substantial completion for the HVAC and plumbing contracts, Mr. Sweitzer seconded, approved.

Mr. Shura explained to the Board that the performance test needs to be performed before we can put the plant online, we need to run the filter system at 700 gallons per minute for 8 hours; per DEP regulations we need to run the test at our maximum capacity.

Mr. Lane stated we need to approve the substantial completion for Continental as it was overlooked; Mr. Sweitzer made a motion to approve the substantial completion for Continental, seconded by Mr. Johnson, approved.

Property Acquisition:

Mr. Lane stated that the property adjacent to the driveway to the plant was up for upset sale; Mr. Lane stated we was unwilling to go as high as the other person bidding for the property.

2018 Flood:

Mr. Lane stated that we talked to Mr. Casanave last week on the design; he is almost complete with the documents. Mr. Lane is hoping to have the documents available to vote on taking the project out to bid next month.

Sewer:

Mr. Walker did do a critical equipment list.

Mr. Strickland delivered the failed blower to Albany NY to be rebuilt as a backup.

We ordered a mixer which is another piece of equipment that is essential to have on hand.

While we were talking about asset management Mr. Walsh asked about new water treatment plant; Mr. Shura stated that we have a list of spare items from Pall that is essential to have and we do have some spare equipment on hand.

SR 3020 Turnback:

Mr. Lane stated as for as the water and sewer for this project it is complete.

Towanda Municipal Authority

November 16, 2020

Small Water and Sewer Grant:

Mr. Lane stated he is waiting for the go ahead to start the project.

Budget:

Mr. Lane stated he sent information to the Board on the 2021 budget.

The unknown in the budget is the water treatment plant. Mr. Lane received information from Travis Long on budgets on the nearby plants; since we are larger, he doubled their budgeted amounts as a starting point, and we will have the debt service for the Penn Vest Loan. Mr. Lane is anticipating \$165,000.00 in operational costs and \$200,000.00 in debt services.

We need to bring in an additional \$600,000.00 in revenue.

On the sewer side Mr. Lane is looking at having sewer standing alone and not having monies transferred from water to make sewer solvent.

Mr. Lane stated his recommendation was sent to the Board; he wants the Board to review his proposed rate increase. Ms. Sullivan opposed the amount of the rate increase; the rates are high we don't need to raise the base rate as well. Mr. Pruyne asked what amount of the increase was mandated by Penn Vest; Mr. Lane stated the water rate is what is set by Penn Vest the sewer increase is so that sewer stands alone in operation. Mr. Lane is aware we will not come to a decision tonight, this is a large increase for TMA, and he will look at different scenarios and contact the Board prior to next month's meeting.

Mr. Lane received rates from neighboring water companies and reviewed the rates with the Board.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 6:20 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

December 18, 2020

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

PRESENT:

The following via teleconference: Michael Walsh, Fred Johnson, Charlotte Sullivan, Ellen Lacek

ABSENT: Paul Sweitzer, Carmen Venezia, Paul DeWitt, William Shaw, Robert Williams-WTMA Chairman

OTHERS: Kyle Lane, Manager; Chad Strickland, Superintendent; Brian Shura, Stiffler McGraw

Visitors: None

Mr. Paul DeWitt:

Mr. DeWitt submitted his resignation from the TMA Board.

Reorganization / 2021 Meeting Dates:

Mr. Johnson made a motion to approve the reorganization of the TMA Board and 2021 Meeting Dates as provided by Mr. DeWitt, Ms. Lacek seconded, approved.

Michael Walsh – Chairman
Paul Sweitzer – Vice Chairman
Charlotte Sullivan - Secretary/Treasurer
James Pruyne – Legal Counsel

Compensation for 2021
Legal \$2250.00
Secretary/Treasurer \$175.00

2021 Meeting Dates at 5:00 p.m.:

January 18 th	July 19 th
February 22 nd	August 16 th
March 15 th	September 20 th
April 19 th	October 18 th
May 17 th	November 15 th
Jun 21 st	December 17 th @ 12:00 p.m.

Minutes:

The November 16, 2020 meeting minutes were approved as written on a motion made by Ms. Sullivan and seconded by Mr. Johnson, approved.

Bills:

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

Water Project:

Towanda Municipal Authority

December 18, 2020

The following pay applications were presented:

Contract 2 pay application 18 for \$330,341.94
Contract 3 & 8 pay application 11 for \$29,862.30

Ms. Sullivan made a motion to approve the pay applications, Ms. Lacek seconded, approved.

The following Penn Vest requisition was presented:

Penn Vest requisition #18 for \$19,896.32.

Mr. Johnson made a motion for the Penn Vest requisition, Ms. Lacek seconded, approved.

The following change orders were presented:

Contract 2 change order 5 for \$15,644.89 for the Robert's well pump replacement.
Contract 3 & 8 change order 6 for \$13,379.703

Ms. Sullivan made a motion to approve the change orders, Ms. Lacek seconded, approved.

The request for substantial completion for contract 2 was presented. Ms. Lacek made a motion to approve the substantial completion for contract 2, Mr. Johnson seconded, approved.

Ms. Lacek made a motion to approve the Stiffler McGraw supplement, Ms. Sullivan seconded, approved.

2018 Flood:

Ms. Sullivan made a motion to approve the 2018 flood repair design from Stiffler McGraw in order to get the items out to bid, Ms. Lacek seconded, approved.

Budget:

Mr. Johnson made a motion to approve the 2021 budget, Ms. Lacek seconded approved.

2021 rates are as follows:

Towanda Water \$6.24 per 1000 gallons	Towanda Sewer \$12.23 per 1000 gallons
Wysox Water \$6.24 per 1000 gallons	Route 220 Sewer \$12.47 per 1000 gallons
New Albany Water \$4.00 per 1000 gallons	Wysox Sewer \$3.75 per 1000 gallons

Towanda Flat Rate Sewer \$52.77
Route 220 Flat Rate Sewer \$54.92

Base rate Residential under 1" \$14.00
1" \$20.95 3" \$76.84
1.5" \$27.94 4" \$111.76
2" \$44.70 8" \$223.52

Fire Lines \$100.00 per inch per year	Shut Off/On Fee \$50.00
After Hours Shut Off/On Fee \$150.00	Posting Fee \$20.00
Late Fee 10% of Current Bill	NSF Fee \$30.00
Tap In Fee Water \$1,100.00	Tap In Fee Sewer \$1,100.00

Towanda Municipal Authority

December 18, 2020

Adjournment

As there was nothing further to discuss, the meeting adjourned.

Respectfully Submitted,
April Maynard
Recording Secretary