

Towanda Municipal Authority

January 16, 2023

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

PRESENT: Michael Angerson, Michael Walsh, Carmen Venezia, Fred Johnson, Mark Christini, William Shaw, Kayla Saxon, Joseph Snell

ABSENT: Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Eric Casanave, Stiffler McGraw; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Joseph Snell:

Mr. Walsh introduced Mr. Snell to the Board he is representing Towanda Township.

Minutes:

The December 16, 2022 meeting minutes were approved with correction of having Mr. Johnson both present and absent in the minutes, he was present, on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

Bills:

The December bills were approved on a motion made by Mr. Angerson, and seconded by Mr. Shaw, approved.

Executive Session:

Ms. Hotaling called an executive session at 5:07 p.m. the Board remained in session until 5:10 p.m. in reference to a delinquent account balance. Ms. Maynard stated she wrote off \$18,614.92 in total for both accounts as all we could pursue is the lien on file for \$1961.92.

Reorganization:

Mr. Johnson made a motion to have the following Board officers, Mr. Venezia seconded approved.

Mr. Walsh – Chairman

Mr. Venezia – Vice Chairman

Mr. Angerson – Secretary/Treasurer

Mr. Snell – Assistant Secretary/Treasurer

As well as keeping the compensation the same as 2022:

Legal Counsel \$2,250.00

Secretary / Treasurer and Assistant Secretary / Treasurer \$175.00 each

Monroeton Water Line Replacement:

Ms. Hotaling stated that Penn Vest has approved all of its final costs. There is \$39,000.00 in holdback monies due the Authority that will be released once Penn Vest and DEP close out their checklist.

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Stiffler McGraw is digitizing Continental's as-built drawings.

2018 Flood:

Ms. Hotaling stated she submitted her quarterly report. We are still awaiting the approval for the change order.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that project is anticipated to start in April our cost will be \$62,400.00.

Water Loss Report:

Ms. Hotaling stated that Ms. Maynard and Ms. McGuire are gathering the numbers for 2022 so that Mr. Strickland can work on the water loss report which is due March 1st.

Sewer:

Ms. Hotaling stated that Stiffler McGraw is still working on getting information gathered prior to presenting anything to the Board.

Small Water and Sewer Grant:

Mr. Casanave stated he requested an extension for this project (Thomas Street PRV)

IWorqs-Public Works Software:

Ms. Hotaling stated we are still receiving training and hope to get this project underway.

Funding:

Ms. Hotaling stated we are still awaiting to hear anything on the applications we have submitted for funding.

Mr. Johnson's has a concern is the new funding sources, the matches we need to have, and our resources to fund these projects. Mr. Angerson stated his concern is valid but we need to pursue these projects as they come up as we might not have the funding source or resources in the future.

Ms. Hotaling presented the SRBC Consumptive Use Mitigation Grant she will be applying for. The application deadline is January 31st. The Grant requires a 10% match, we are requesting \$419,742.00 from SRBC requiring us to have \$46,638.00 to match; this is a meter replacement grant; we currently set aside monies for meter replacement already in our budget. Mr. Angerson made a motion to approve the submission for the SRBC Consumptive Use Mitigation Grant in the amount of \$419,742.00, Ms. Saxon seconded, approved.

Mr. Walsh asked if we have a chance in getting this funding; Ms. Hotaling stated she looked at who has been granted this in the past and it looks like we meet the criteria they are looking for, it should help in addressing water loss. Our water loss was 47% we have worked on reducing that number and SRBC only wants to see 20%; Mr. Strickland stated he would be thinking we will be at 40% this year. Newer meters would help with some of the loss, but Mr. Johnson stated that most exists in service lines.

Broadband:

Ms. Hotaling stated she received a quote for the Broadband services being ran, we were looking at

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tying in the treatment plant and Roberts and Church wells. Ms. Hotaling stated that during Riverfest we had an AT & T tower go down and lost all communication with the wells at that time. Ms. Hotaling contacted Mr. Roy for a quote as she had not heard back from him he stated \$20-\$25,000.00 for the initial set up to run poles and extend the line to the wells. Ms. Hotaling stated that also in that conversation he wanted to know how many routers we currently use in the system; we have 13 and we currently pay approximately \$40.00 each monthly, his quote was \$1,700.00 monthly that is a huge discrepancy; Ms. Hotaling stated she will reach out to Mr. Roy to get further clarification on the costs; she understands the initial setup cost but not the monthly cost.

Letters of Financial Interest:

Ms. Hotaling stated the forms need filled out and returned to Ms. Maynard.

Delinquents:

Ms. Hotaling stated we heard back from Portnoff last month and that was discussed at last month's meeting. Ms. Hotaling reached out to Mr. Litwin from Tunkhannock and he is not interested. Mr. Casanave also provided someone to contact as well.

Ms. Maynard stated that we did receive payments on some delinquent accounts so even though we wrote off the debt we could not pursue for the Hart property due to liens not being filed, we did receive payments on Applebee property and McLinko property which is approximately \$2,600.00 in payments.

Mr. Walsh stated that we still have the North Towanda property; Ms. Maynard stated that we are waiting for Rose to return in order to see if Mr. Pruyne ever filed a lien on that property.

Ms. Saxon questioned the delinquent list and the color codes; Ms. Maynard stated that the colors coding indicates where we are in the process of collection. Ms. Saxon asked if these are all the accounts delinquent; Ms. Maynard stated no these are only the accounts that have delinquent amounts sitting at 60 days or more; we send out a notice at 60 days to inform the customer they are delinquent and issue a shut off at 90 days. Mr. Johnson asked if we are issuing liens; Ms. Maynard stated that we have sent delinquent list to our Attorney and no liens have been filed. Our collections stop after 90 days of delinquency.

The Board suggested putting out a request for service.

Debt:

Ms. Hotaling stated that Mr. Johnson wanted to see our outstanding debt; Ms. Hotaling provided amortization schedules on what the Authority has outstanding. She provided the amortization schedule for the Penn Vest loan on the water treatment plant that loan goes out until 2041. The sewer bond refinance was also presented with a drop in 2031 (M & T Bank Loan) that debt goes out until 2044.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

February 27, 2023

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

PRESENT: Michael Angerson, Michael Walsh, Carmen Venezia, Mark Christini, Joseph Snell

ABSENT: Fred Johnson, William Shaw, Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw

Visitors: None

Visitors:

Minutes:

The January 16, 2023 meeting minutes were approved as written on a motion made by Mr. Christini, and seconded by Mr. Angerson, approved.

Bills:

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

Solicitor Pruyne:

Ms. Hotaling stated that on Friday she received a call from Mr. Pruyne that he would be resigning from the Municipal Authority, today we received his letter of resignation the Board received a copy of his letter. Mr. Angerson made a motion to accept Solicitor Pruyne's resignation, Mr. Venezia seconded, approved. Mr. Pruyne was our solicitor since 1974.

Executive Session:

Ms. Hotaling called an executive session at 5:10 p.m. the Board remained in session until 5:17 p.m. in reference to search for new solicitor for the Municipal Authority.

Andrea McLinko:

Ms. Hotaling stated we hired Ms. McLinko as the Assistant Billing Clerk, she started February 7th and seems to be doing really good, Ms. Maynard concurred.

2022 Audit:

Ms. Hotaling stated we received the engagement from HallockShannon P.C. in reference to our 2022 audit after our meeting last month. Ms. Hotaling stated the fees for the 2022 audit is \$4,400.00. They will also be performing a single audit for our Monroeton Project but they have yet to send any documents regarding the cost of that. Mr. Angerson made the motion to approve the engagement of HallockShannon P.C. for the 2022 audit as well as the single audit that needs conducted for the Monroeton project, Mr. Christini seconded, approved.

Ms. Hotaling stated that they have already been in and started gathering information to conduct the audits.

Monroeton Water Line Replacement:

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Ms. Hotaling stated that we received the final closeout payment of \$111,725.00; we did pay Continental. Mr. Walsh asked if this project is still pending anything; Mr. Casanave stated the project is done, our as-built are completed, he will forward them to Ms. Hotaling, they will be providing an amendment for fees not expended during the project.

Mr. Walsh stated that Continental Construction has been a great contractor to work with both in North Towanda and in Monroeton. Mr. Casanave questioned Mr. Strickland if he had any issues arise with their work; Mr. Strickland stated no. Mr. Casanave stated that he has heard from Monroe Borough in regards to the paving, Mr. Casanave attended their December meeting and explained there is an one year warranty and we will revisit that after the winter months.

2018 Flood:

Ms. Hotaling stated she is still waiting to hear back on the change order; Mr. Evans with PEMA sent her an email stating he will reach out to FEMA to get an update.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that there is a pre-construction meeting next week with Hawbaker's. Mr. Casanave stated he thinks that the project will begin in April.

Water Loss Report:

Mr. Strickland stated that our loss for this year was 36.87%, Mr. Strickland expected it to be higher. Mr. Strickland stated we have seen an increase in water loss and he suspects service lines; in order to find them we would have to hear from a customer that they have water in their basement or send our personnel out to listen to curb stops to find the leaks. SRBC wants us below 20%. Mr. Strickland is hoping our grant is approved to get new meters and the insertion flow meters; the insertion flow meters will further help us narrow down any leaks in the main. Mr. Strickland stated that at least 20% of our loss is from the Eilenberger line from the spring to the Monroeton Rod and Gun Club. Mr. Strickland stated regardless of the grant we plan to rent the insertion meter to try to narrow down our leaks but it would be nice to purchase some if we receive the grant.

Funding:

Ms. Hotaling stated we are still awaiting to hear anything on the applications we have submitted for funding. Mr. Angerson asked when we would hear anything she stated a couple of months is what is on the website.

The H2O projects are now going to be announced in September. The local share grant maybe next month.

Sewer:

Mr. Shura presented a draft of the assessment of the WWTP. They outlined the immediate items that need addressed besides the processing component. Mr. Shura stated that after they met with Mr. Walker it became more evident the extensive needs of the plant. The assessment is broken down by architectural/structural needs, electrical, HVAC/ conditional spaces. The conditional spaces are broken down by building, headworks, chemical, ATAD, and UV. The headworks is taken out and further discussed in detail.

Mr. Shura stated that the cost and funding sources are outlined as well using Penn Vest, RUS or local loan to fund these projects.

Mr. Shura further stated they outlined immediate need items as well as long term items for example the roof at the plant needs attention, the approximate cost of the repairs is \$50,000.00 but the roof needs to be replaced within the next 5 years.

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The biggest expense will be the headworks; there is no vapor barrier and it has taken a toll on the equipment. With being unable to see behind the grit chamber but seeing the deterioration of the other equipment they can predict that could fail at any time, and there would be no grit classifier, we could consider moving it to another separate building.

Mr. Shura stated that Stiffler McGraw's recommendation is to replace the headworks, if the Authority agrees to take that route we are still looking at a couple of years before we secure funding for that project, with that being said the issues with the current screen needs immediate attention; the replacement cost for that is \$35,000.00, there is no repair for that unit it needs replaced immediately, no matter what route the Authority takes the replacement of the unit can fit in the total project whether the Authority rehabs the headworks or replaces the headworks facility, so it will be monies well spent; for the screening processes with construction and costs we are looking at \$560,000.00, with the additional equipment needed to make the unit functional.

The controls are obsolete and also need replaced and they went through the flood.

The UV system needs replaced as well but that depends on what process system the Authority goes with; Stiffler McGraw's recommendation is to bring the unit to grade in order to mediate any damage during a flood event. A process evaluation needs to be completed in order to recommend a UV unit replacement or upgrade.

Stiffler McGraw did outline projected rate increases for portions of the projects in this draft.

Mr. Shura reiterated we might not want to wait until our current debt service drops off, it may help for funding (grant vs loan) on some of the funding sources if we go after funding now.

Mr. Shura stated they did discuss in depth the issues with Mr. Walker.

A process evaluation can be done at any time as we pump after. Mr. Walsh questioned Mr. Shura on taking what we have to Penn Vest or whomever now before the process evaluation is completed to get the headworks project started as he is aware that that needs immediate attention as a whole. Mr.

Shura stated we can go to Penn Vest yes. Mr. Angerson questioned what information would be needed to be completed, would we have to do an environmental review; Mr. Shura stated at the least we have to do a Chapter 106 permit at the minimum. Mr. Shura stated our biggest issue is our footprint. Mr. Venezia asked if draft is complete as it is currently presented; Mr. Shura stated we are missing the processing components, we are waiting on vendors to get information. Mr. Walsh stated he does not think we should wait any longer, he wants the headworks, UV, and electrical components addressed now. Mr. Shura stated that the UV would depend on the processing unit we go with, but he will set up a meeting with Penn Vest to review our project.

Mr. Shura asked if the Authority wants them to complete the total evaluation, Mr. Walsh stated yes but the processing can be addressed later.

Mr. Angerson asked if a special study needs to be conducted for the process unit, Mr. Shura stated yes.

An act 537 has to be completed either way, so we can start the process now.

We are looking at 3.8-million-dollar project without the processing unit being addressed yet.

Water Main Replacement:

Mr. Strickland asked for the opportunity to replace the water main on William Street from Mix Avenue to Chestnut Street; we are looking at cost of about \$25,000.00. Mr. Miller agreed to dig it.

Mr. Strickland stated with the Board's approval the project would start in June.

Mr. Walsh asked if the Thomas Street project would interfere with the project; Mr. Casanave stated we are still waiting on a delivery time for the vault and he has not heard yet from LB Water so he thinks that is maybe in the fall at this point in time.

Mr. Angerson made a motion to approve the in-house project of the water main replacement, Mr. Venezia seconded, approved.

Adjournment

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

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Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

March 20, 2023

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

PRESENT: Michael Angerson, Michael Walsh, Carmen Venezia, Mark Christini, Joseph Snell, Fred Johnson, Kayla Saxon

ABSENT: William Shaw, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC (via zoom); Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The February 27, 2023 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Snell, approved.

Bills:

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

Morgan Madden:

Ms. Hotaling stated she emailed the engagement letter from Eckert Seamans Cherin & Mellott, LLC to the Board for Ms. Madden's services as our solicitor. Ms. Hotaling asked the Board if they have any questions; Mr. Walsh asked how the firm handles delinquent accounts, what are the fees associated with that; Ms. Hotaling stated they charge an hourly rate and the delinquent accounts were discussed with Ms. Madden. Mr. Walsh stated our rules and regulations need updated with the associated fees involved in collection. Mr. Walsh stated who is going to change the rules and regulations Ms. Hotaling stated she would send our current rules and regulations to Ms. Madden so she can review them and make appropriate changes.

Mr. Johnson questioned if a RFP (request for professional service) was done for our Solicitor, and if this is our only applicant; Ms. Hotaling stated we don't need to do a RFP, and we would end up with the same conflict of interest if we go with a local solicitor for our services and delinquent account collections. Ms. Hotaling stated she did call local attorney's and did not find any interested parties.

Mr. Christini made a motion to enter into an engagement for Ms. Madden's services with Eckert Seamans Cherin & Mellott, LLC, Mr. Angerson seconded, approved.

Ms. Hotaling and Ms. Maynard will forward the current rules and regulations and delinquent list to Ms. Madden.

Monroeton Water Line Replacement:

Ms. Hotaling stated that we have the warranty for the project expiring August 30, 2023. An eleven-month inspection is scheduled to identify any issues. Mr. Casanave stated that we will ensure everything is still in working order.

2018 Flood:

Ms. Hotaling stated she that FEMA is reviewing the change order request; they did have some questions on the change order and Ms. Hotaling was able to answer their questions and provided additional documentation they

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requested, so hopefully this gets approved.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that there was a pre-construction meeting a couple of weeks ago, the project will begin in April and the water main is scheduled to be addressed in May.

LCCR Service Line Inventory:

Ms. Hotaling stated that the service line inventory needs to be completed by October 2024. Mr. Strickland stated he went to training with DEP in January in regards to new EPA regulations. This is a six-step process, the first being that we need to inventory service lines by October 2024. We need to inventory service lines on our side, the customer side and basement; they are requiring a three-step process, eighteen inches on either side of our curb stop counts as two and the basement would be three. Mr. Johnson questioned if we have to do this with every property; Mr. Strickland stated with all construction prior to 1991, basically our whole system. Mr. Strickland stated that they are being told that galvanized lines are okay as long as there is no lead upstream, a lead gooseneck is acceptable if it is attached to copper but not to galvanized. Mr. Johnson stated what is the point of this new regulation, are they going to give the Authority funds to replace service lines; Mr. Strickland stated they would not answer that question, but they also wanted us to look in the basement for lead soldered joints. We will need to enter the premises even if we have a meter pit as we need to look at the plumbing in the residence. Ms. Madden needs to review our rules and regulation to see if we can put wording in our regulations to allow us to enter a residence. There are 5 more steps to follow, Mr. Strickland assumes backflow prevention will be one of them.

Funding:

Mr. Johnson questioned if the grant we put in for is the same grant New Albany received funds for, Ms. Hotaling stated yes. She will analyze who and what funding was granted and try again making our projects fit what they have approved this first round, Ms. Hotaling questioned Mr. Casanave and Mr. Angerson when this will open up again, Mr. Angerson stated he has not heard anything, Mr. Casanave stated that he heard at the end of this month, but he doubts that as it took them a long time to get a quorum to even award this round of projects.

Sewer:

Ms. Hotaling stated that Mr. Shura requested additional information, Ms. Maynard stated that she did provide Mr. Shura with the information that was requested from the bond counsel as it is similar to his request and we already gathered that information for the bond refinance, but Ms. Maynard has not heard from Mr. Shura if that is sufficient information, Mr. Casanave stated Mr. Shura is reviewing that information. Mr. Walsh questioned if this information is being gathered to present to Penn Vest, Mr. Casanave stated yes, it is to have a planning presentation meeting with Penn Vest.

Mr. Walsh stated in the report there was immediate attention items that Mr. Shura reported. Mr. Venezia stated there was several items throughout the plant that needed addressed immediately. Mr. Walsh stated if we address the immediate items now would we be able to get funding, Mr. Casanave stated yes with Penn Vest we can get reimbursed after the fact.

Mr. Johnson stated he read the report and what exactly are we planning to do? He did see pricing on items that need addressed and overall pricing, at this point he is confused. Mr. Casanave stated he would have Mr. Shura address the Board's questions.

Mr. Walsh stated we definitely need to address the immediate need items in the report.

Delinquent List:

Mr. Christini stated that there are definitely at least 18 accounts on the delinquent list that need

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immediate attention so to ensure our lien is in place. Mr. Angerson asked about the properties that sold he stated that we should be pursuing the current owners and they should then go after the title company. Ms. Madden stated that the lien follows the property, Ms. Maynard stated that no lien was ever filed on the property, Ms. Madden stated they would place a lien and it would affect the current owner of the property.

Mr. Walsh stated our rules and regulations do need addressed on collections. Ms. Madden stated she will look into that, their firm assess charges on the delinquent accounts at 10%; for example, if they enter a lien on January 15th for \$500.00 on February 15th the account will be charged a \$50.00 penalty that keeps accumulating every month until the debt is paid, plus attorney fees, lien placing and lien satisfaction fees. Mr. Johnson questioned how we update the lien with current charges that are accumulating, Ms. Madden stated she is in contact with one of the attorneys in the firm who has been working delinquent accounts for over 30 years to get a better understanding of that process. Ms. Madden stated she is looking at the statute on liens to see what she can do on accounts that continue to accumulate charges.

Thomas Street PRV:

Mr. Johnson asked are we still going to do this project; Mr. Casanave stated we did get an extension and are awaiting a timeline from LB water.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:37 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

April 17, 2023

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

PRESENT: Michael Angerson, Michael Walsh, Carmen Venezia, Joseph Snell, William Shaw, Fred Johnson, Kayla Saxon

ABSENT: Mark Christini, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The March 20, 2023 meeting minutes were approved as written on a motion made by Mr. Angerson, and seconded by Mr. Johnson, approved.

Bills:

The March bills were approved on a motion made by Mr. Venezia, and seconded by Mr. Shaw, approved.

2018 Flood:

Ms. Hotaling stated she that the change order for \$266,859.00 has been approved. Mr. Casanave stated that Sikora Brothers will start the first week of May, they hope to be completed by the second week of May.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that 2 test holes were dug by Hawbakers, and trees were cleared for the relocation of the water main. Mr. Casanave stated that Hawbakers has a start date of May 22nd.

William Street Water Main:

Ms. Hotaling stated we will start the project soon. Mr. Strickland stated he was going to start this week but he has had to send the water crew to Wysox, as they have service issues in Wysox. Mr. Walsh asked how many feet of main ; Mr. Strickland stated 520 feet and nine service lines; from Mix to Chestnut; there is a three-inch galvanized line we need to replace.

Sewer:

Ms. Hotaling stated that there will be a scope of work meeting with Stiffler on April 24th. Ms. Hotaling stated we received a date to meet with Penn Vest, that will be May 19th to discuss the project. Mr. Casanave stated that will be a planning consultation meeting; they go over what we are doing and the cost; Mr. Casanave stated that this will be for the headworks and emergency work items they have addressed; Mr. Casanave stated that hopefully the meeting on the 24th will bring a clearer picture of what is going to be addressed so we are prepared to present our project to Penn Vest. Mr. Johnson stated what are we going to address; Mr. Casanave stated the meeting on the 24th will clarify this.

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Intern:

Ms. Hotaling stated we are hiring an intern for the summer to assist with building our asset inventory in GIS & iWorqs. Ms. Hotaling is hoping to get interviews done and hire the intern in May.

Delinquents:

Mr. Walsh asked Ms. Madden if she has been able to work on our delinquent accounts. Ms. Madden stated she received a list from Ms. Maynard but has questions on some of the notes; she needs to get with Ms. Maynard to clarify. Ms. Madden stated she discussed with Ms. Hotaling to have delinquent accounts accumulate a certain dollar amount or to accumulate a delinquency time then file a lien, we would then wipe out the delinquent balance and start over with the customer accumulating another amount then filing a lien on that so if the property sells multiple liens would be in place. Mr. Johnson stated we would have the same people delinquent, if they did not pay us before why would they if we start off again with a zero balance; Mr. Angerson stated that he is sure Ms. Maynard would attest the same people are delinquent every month. Mr. Johnson asked Ms. Madden what are the fees associated with these filings, Ms. Madden stated they charge a 10% annual fee as well as attorney fees.

Rules and Regulations:

Mr. Walsh asked Ms. Madden if she had time to review the Rules and Regulations, Ms. Madden stated she did browse them, Mr. Walsh stated that the collection portion needs updated; Ms. Madden suggested we not place fees in the rules and regulation, rather have it reference our rate resolution we do every year. Ms. Hotaling stated she knew we addressed other items; she thought she forwarded Mr. Johnson's edits to the rules and regulations; and Mr. Strickland stated we need to address galvanized lines in the regulations. Ms. Hotaling stated that she will meet with Ms. Madden and address the requested changes to the rules and regulations and Ms. Madden will bring a draft to next month's meeting.

Thomas Street PRV:

Mr. Walsh asked about this project; Mr. Casanave stated the plan is to purchase the vault through Co Stars and get a delivery time then get the project out to bid when we know we will be getting the vault delivered.

SRBC:

Ms. Hotaling stated we should hear who was awarded projects soon.

Mr. Angerson:

Mr. Angerson has tendered his resignation to the Board. Mr. Angerson stated that this is a well-run Board.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:23 p.m.

Respectfully Submitted,
Laurie McGuire for
April Maynard
Recording Secretary

Towanda Municipal Authority

May 15, 2023

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

PRESENT: Michael Walsh, Joseph Snell, William Shaw, Fred Johnson, Kayla Saxon, Katrina Murray

ABSENT: Mark Christini, Carmen Venezia, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC (via zoom); Jasmine Elliott, summer intern; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The April 17, 2023 meeting minutes were approved as written on a motion made by Mr. Shaw, and seconded by Mr. Snell, approved.

Bills:

The April bills were approved on a motion made by Mr. Snell, and seconded by Mr. Shaw, approved.

Katrina Murray:

Mr. Walsh introduced Katrina Murray to the Board she will be replacing Mr. Angerson.

Secretary Treasurer:

Mr. Walsh stated with the resignation of Mr. Angerson the position of Secretary/Treasurer is now open he asked Mr. Snell if he would like to assume that position which then opens the Assistant Secretary/Treasurer position, Ms. Murray was asked if she would be willing to take that position on the Board. Mr. Johnson made a motion to have Mr. Snell be appointed to Secretary/Treasurer and Ms. Murray as Assistant Secretary/Treasurer seconded by Mr. Shaw, approved.

Intern:

Ms. Hotaling introduced Jasmine Elliott she is the summer intern; she has been hired to map our utilities and bring that information into iWorqs.

2018 Flood:

Ms. Hotaling stated Sikora Brothers were back on site they will be completing the tie-ins they are currently awaiting the bacteria test results to sever the old main.

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that Hawbakkers is beginning tie-in work on May 16th

Cash Creek:

Ms. Hotaling stated we had to do an emergency repair the sewer main in the alley behind the 400

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block of Main Street. Sikora Brothers were contacted and completed the work they quoted \$28,660.00; Mr. Strickland stated the work is complete and he is hoping the price came back less than the quote.

Sewer:

Ms. Hotaling stated that there is a meeting with Penn Vest; Ms. Hotaling stated that she and Mr. Strickland will zoom in but Mr. Casanave and Mr. Shura will attend the meeting in Harrisburg, this Friday at 1 p.m.

SRBC Grant:

Ms. Hotaling stated we were awarded the Consumptive Use Mitigation Grant in the amount of \$456,480.00 We will be able to replace all meters in the system as well as purchase insertion meters to find leaks. Ms. Hotaling stated she is awaiting the grant agreement to see the requirements.

Interest Rates:

Ms. Hotaling stated that she met with the banks and was able to negotiate 4.5% interest rate if we go to a sweep account; she will be meeting with Ms. Schoonover to ensure that she is aware how the accounting will now work.

Rules and Regulations:

Ms. Hotaling stated we had a zoom meeting with Ms. Maynard and Ms. Madden in reference to the Rules and Regulations we addressed Mr. Johnson's additions and changes to the current Regulations as well as the collection portion of the Regulations.

Ms. Madden will draft a letter for Ms. Maynard to send out to customers who have been delinquent; if no response on these letters the accounts will be forwarded to her law firm to place a lien.

Ms. Madden stated that all fees associated with a lien will be addressed in a Rate Resolution.

Cash Creek:

Mr. Johnson stated he would like to address the Cash Creek issue, Ms. Hotaling stated we had met with Mr. Casanave and Mr. Strickland to look at this issue and to come up a resolution. Mr. Johnson stated that our sewer line comes in and out of the underground creek; the Borough needs to address the creek and the Authority needs to address the sewer main.

Ms. Hotaling stated she was contacted by Dan Meuser's office about funding; she is trying to get costs on this project lined up.

William Street:

Mr. Walsh informed the Board that we have reached out to Sikora Brothers to see what they will charge to do this project to free up Mr. Miller.

Adjournment

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

Towanda Municipal Authority

May 15, 2023

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

July 17, 2023

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

PRESENT: Michael Walsh, Joseph Snell, William Shaw, Fred Johnson, Katrina Murray, Carmen Venezia

ABSENT: Mark Christini, Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC (via zoom); Jasmine Elliott, summer intern; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The May 15, 2023 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Shaw, approved.

Bills:

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

2022 Audit:

Ms. Hotaling informed the Board that the audit is complete, the Board was sent a copy of the completed audit. Mr. Snell made a motion to approve the 2022 audit from HallockShannon P.C. , Mr. Shaw seconded, approved.

2018 Flood:

Ms. Hotaling stated they did a walk through in late May and the project is substantially complete. We have a year warranty for the Sawmill location, and our Paradise warranty is set to expire on August 24th so we will be scheduling a 11-month inspection soon.

Ms. Hotaling presented change order 2 reconciling all installed quantities and reflecting a contract decrease of \$60,284.50; total project amount of \$506,744.50. Mr. Venezia made a motion to approve change order 2, Mr. Shaw seconded, approved.

Ms. Hotaling recommended approval of the final pay application for Sikora Brothers in the amount of \$147,258.12. Mr. Johnson made a motion to approve the final pay application for \$147,258.12, Mr. Shaw seconded, approved.

Monroeton Waterline Project:

Mr. Casanave stated that Mr. Troup from Monroeton Borough, Mr. Strickland and himself walked the completed project, most of the findings were pavement related, the system seems to be operating correctly, Mr. Casanave stated that a list has been documented and will be given to Continental to complete the deficiencies that were found.

Towanda Municipal Authority

July 17, 2023

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that Hawbakkers completed our portion of the project and passed the bacteria and chlorine tests. They are working on the culvert currently but they have to complete the blowoff and manhole.

Sewer:

Ms. Hotaling stated that there was a meeting with Penn Vest to discuss the project; DEP is requiring an Act 537 special study; until the study is complete, we cannot seek funding.

Mr. Casanave stated that he did not understand why DEP is requiring the special study as we are not changing any processes, but we have to proceed with their request; it is a cost-effective analysis and we will have to justify our study on what is being proposed or changed at the plant; we also need to get all the municipalities involved that use the facility; and get their approval for the changes for the study. Mr. Casanave stated a special study 537 is more on the cost effectiveness and environmental impact of the proposed changes and upgrades to the plant.

Mr. Johnson stated there is a cost for the study. Mr. Casanave stated they would be recoverable costs through Penn Vest. Mr. Casanave wanted to point out the study is done concurrent with the design so we will not have to wait for one or the other in order to proceed.

Mr. Walsh stated our last 537 was done in 2000; he questioned what the cost is and what is the time frame we are looking at; Mr. Casanave stated he has a proposal to present to the Board and it should not be not more that 3 months to complete the study. We still have to get approval of the 537 before we can proceed with the project. Mr. Walsh inquired if the headworks will last until we can get the 537 completed; Mr. Strickland stated theoretically yes; Mr. Casanave stated that the 537 study does not affect emergency repairs if that were to be needed.

Mr. Walsh questioned if we have the funds to pay Stiffler McGraw for these services; Ms. Hotaling stated yes.

Mr. Casanave presented the Board an agreement for professional services in the amount of \$355,000.00 that would include the Act 537 special study as well as the preliminary and final design phase, the bidding and construction phase of the project. Mr. Johnson made a motion to sign the agreement with Stiffer McGraw for Engineering and Professional services for the Act 537 special study, design and construction oversee of the sewer plant, Mr. Snell seconded, approved.

Ms. Hotaling stated that Mr. Strickland, Mr. Walker, Mr. Ayers and Mr. Shura will going to Chicago with Envirep to tour an Aqua-Aerobic plant that uses granular sludge process in August.

Jonathan Ayers:

Ms. Hotaling stated that Mr. Ayres started June 5th as the Sewer Utility Maintenance Operator, he is a Towanda native and has a HVAC background; our HVAC system recently went down at the plant and Mr. Ayres was able to order and install 3 mini-splits and get them installed and running. He has been a great addition to the plant.

SRBC Grant:

Ms. Hotaling stated she will attend a zoom meeting on July 20th for the SRBC Consumptive Use Grant. One of the questions she has if we have to go out to bid on the purchase of meters we were awarded, or if we can just order them from LB Water.

Towanda Municipal Authority

July 17, 2023

Rules and Regulations:

Ms. Hotaling stated we had a zoom meeting with Ms. Madden to go over the rules and regulations. Ms. Madden stated she reviewed the collection process as well lien process as it pertained to the rules and regulations. Ms. Madden stated she has been working on updating the current rules and regulations to ensure they are current with our practices and she has Mr. Johnson's corrections and will incorporate the changes he made. Ms. Madden will get a draft copy to the Board for next months' meeting.

Mr. Johnson stated the sewer regulations need updated as well.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:56 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

September 18, 2023

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

PRESENT: Michael Walsh, Joseph Snell, William Shaw, Fred Johnson, Carmen Venezia, Mark Christini

ABSENT: Katrina Murray, Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC; Phil O'Dell, The Daily Review

Visitors: None

Visitors:

Minutes:

The July 17, 2023 meeting minutes were approved as written on a motion made by Mr. Venezia, and seconded by Mr. Shaw, approved.

Bills:

The July bills were approved on a motion made by Mr. Johnson, and seconded by Mr. Snell, approved. The August bills were approved on a motion made by Mr. Snell, and seconded by Mr. Venezia, approved.

Budget:

The Board questioned the funds that have been expended from fund 23; Ms. Hotaling stated that would have been the 220 project.

SRBC:

We need to be within the 20% threshold for water loss; we are currently at 36%; we have asked for another extension. It will be a 5-year extension if it is approved.

SRBC Grant:

Ms. Hotaling stated all the paperwork has been submitted for the grant; we need clarification if we need to go out to bid, as LB Water holds the agreement in our area for sensus meters. Mr. Johnson asked if we looked into other vendors; Mr. Strickland stated that Neptune and badger meters are not compatible with our software and we would need to purchase a new software program as well, the grant does not cover that; it is only for the purchase of meters. Mr. Walsh asked about the labor; Ms. Hotaling stated she was going to use the manhours as our match to the grant.

2018 Flood:

Ms. Hotaling stated we received final payment from PEMA for \$147,258.12. We still have to submit a DAP 9 for Engineering costs. Once the DAP 9 is submitted we will begin closing out the project with PEMA/FEMA.

Paving Project:

Ms. Hotaling stated that the Borough paved Olive, Spruce, Packer, Kingsbury, and Pratt; prior to paving we did work on leaking valves on Kingsbury, Pratt and William.

Towanda Municipal Authority

September 18, 2023

Penn Dot Route 220 section 223 Project:

Ms. Hotaling stated that the project is complete as far as water system work; Mr. Strickland verified the blow-off installed is operational.

Sewer:

Ms. Hotaling stated that there were questions from Counsel on our crew working at Maryott Bowen funeral home; Mr. Strickland stated that Mr. Bowen contacted the Authority to inform them he was planning on either asphaltting or concreting his driveway and if we didn't repair the sewer line, he would not allow us access once he completes his work. Mr. Strickland stated that the sewer line feeds Watts St and had to be replaced as it is old clay piping.

Mr. Strickland stated they toured an Aqua-Aerobic plant in Chicago; Mr. Strickland stated the tour was very informative and gave us options to use such a facility if we have to change processes. Mr. Strickland stated that Envirep has other plants using this process that have been operational for a couple of years, they plan on sending them to those as well, to tour their facilities. Mr. Strickland pointed out these plants provide energy savings as well as chemical savings, with a small foot print. These plants have been in service for years overseas they are being introduced to the United States, they do have American made pumps and drives. Ms. Hotaling stated that there is a plant updating there 537 in Pennsylvania to go to this process so we are interested on what happens as this is the only plant in Pennsylvania that DEP will be addressing for the first time.

Mr. Casanave updated the Board on the 537 special study, they have had their surveyors up and did some ground shots and did elevation layouts. DEP is still reviewing if we need to do an environmental report as the plant sits in the flood plain. Mr. Walsh questioned if we needed to get the other Townships and Boroughs we service involved; Mr. Casanave stated not for this study. Mr. Johnson questioned if the 537 is only for the headworks improvement; he thought a 537 was done on the system as a whole. Mr. Casanave stated this is a special study for the improvements we need currently if we do any changes to the process, we would have to do an amendment to our 537 which is a more intensive study. Mr. Walsh questioned the timeline of the special study being completed; Mr. Casanave stated late this fall early winter.

H2O and Small Sewer Grant:

Ms. Hotaling stated that the award has been postponed until their November meeting; both grants were submitted for the North Main and William Street in the event Penn Dot turnback's SR 1039 to the Borough. Ms., Hotaling was informed that Penn Dot will be leaving their building in the Borough so turning back North Main Street to the Borough is more of a possibility; we have been asked to look at the estimates again.

LSA Statewide Grant:

Ms. Hotaling stated that the local shares grant has been opened up again the deadline is November 30th. This grant is up to \$1,000,000.00 with no match. Ms. Hotaling stated she will look into projects we could submit.

Thomas Street PRV:

Mr. Walsh inquired on the status of this project; Mr. Casanave stated he is awaiting a timeline from LB water for the vault so we can go out to bid. Mr. Johnson questioned what was the delay on obtaining a timeline and when is this project to be complete; Mr. Casanave stated we have until June of 2024; he will have a timeline of this project at the next meeting.

Towanda Municipal Authority

September 18, 2023

Rules and Regulations:

Ms. Hotaling stated we had a zoom meeting with Ms. Madden, Mr. Strickland and Ms. Maynard to go over the water rules and regulations. Ms. Hotaling emailed a copy of the Rules and Regulations and provided a copy to the Board for discussion. We still need to review the sewer regulations; Ms. Hotaling does not know if we want to adopt both at the same time once they are complete. Ms. Madden stated she would like the Board to review the Water Rules and Regulations and make any changes, if need be, she requests the changes be sent to Lauren and she will review them. Ms. Madden discussed that the Board incorporate a fee resolution that would list all fees to be adopted annually. Ms. Madden stated she suggest just a couple of fees when it comes to the lien process; Ms. Madden would like to see an attorney fee along with our administrative fee; that would cover the filing and satisfaction of the lien; Mr. Walsh wanted further clarification of the lien fees; Ms. Madden stated the lien would be her fees of \$250.00 plus 10% annum penalty; Ms. Madden stated she could calculate the rate or we can as long as we are consistent. Mr. Christini questioned where in the rules and regulations are fees discussed; Ms. Madden stated section 5.02 and section 3.02. Mr. Christini questioned section 8.04 and the penalties as the magistrate uses his discretion to penalize, should we put in a minimum amount; Counsel has seen cases in which no penalty is assessed by the magistrate. Ms. Madden stated there is a statutory regulation that sets the penalty at \$500.00 per day, Ms. Madden stated that there are several municipalities who have had issues with what the MDJ impose and they are having to go to the Court of Common Pleas and seeking injunctive relief, and that has been successful. Mr. Christini questioned if other municipalities had a minimum fee; Ms. Madden stated that even if there is a minimum it is up to the magistrate to set the penalty and could still choose to set it at zero. Ms. Madden stated that since this amount is in the statute that Counsel could set a minimum in an ordinance but a municipality cannot in a resolution.

Ms. Hotaling stated that our Borough Code needs updated as well; it does not correctly designate the Towanda Municipal Authority and the service areas correctly.

Mr. Johnson asked for a copy of the sewer rules and regulations to review.

Delinquents:

Ms. Hotaling stated 19 accounts had liens placed in the amount of \$18,257.92; Ms. Maynard stated she did pull two accounts from lien due to one being sold and the other might be sold. The Board was given the aging report to review. Mr. Walsh asked about our landlords; Ms. Maynard stated that there are still some landlords who do not pay monthly.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

October 16, 2023

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

PRESENT: Michael Walsh, Joseph Snell, William Shaw, Fred Johnson, Carmen Venezia, Mark Christini, Katrina Murray

ABSENT: Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden (via zoom), Eckert Seamans Cherin & Mellott, LLC; Matt Jennings, The Daily Review

Visitors: None

Visitors:

Minutes:

The September 18, 2023 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Ms. Murray, approved.

Bills:

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

Sewer:

Mr. Casanave stated he is awaiting to see if DEP is going to require a Chapter 106 permit (floodplain); he stated Mr. Shura thinks we should receive an answer soon.

The surveying at the plant is complete, they are in the process of writing up the design, we will await DEP's answer and everything else should be done, so there is no delay in the project.

Mr. Walsh questioned if December is still the time frame they are working on; Mr. Casanave stated yes.

Mr. Walsh questioned that once the design is complete can we go back to Penn Vest, Mr. Casanave stated we are working on getting the DEP permits then we can go back to Penn Vest, hopefully the beginning of the year.

H2O and Small Sewer Grant:

Ms. Hotaling stated that the award has been postponed until their November meeting; both grants were submitted for the North Main and William/Locust Street. Penn Dot is going forward with the SR1039 turnback so these grants go hand in hand with the turnback. Mr. Casanave stated for the turnback, Penn Dot would not cover utilities only the road, so we are liable to make any changes to the existing infrastructure ourselves.

LSA Grant:

Ms. Hotaling stated this grant is once again open, the deadline is November 30th; we applied last year and both of our grant applications were closer to the \$1,000,000.00 maximum amount; what was observed of the projects that did get funded were smaller project amounts. The pool of monies is lower this go around. Ms. Hotaling does not want us not to submit an application.

Towanda Municipal Authority

October 16, 2023

Mr. Casanave presented the projects that he, Mr. Strickland and Ms. Hotaling came up with to apply for the grant. These projects come from a list of projects the Authority asked Ms. Hotaling, Mr. Strickland and himself to come up with, on areas that need attention.

The first project is to loop Lombard Street; that would be replacing the old 4" main with a 6" and would loop Lombard from 4th to Ward, it would include adding a hydrant, the line would run under the sidewalk on the south side and we would renew sidewalks in the process for school children. This would be 1,140 linear feet of pipe; this project would come in at \$436,400.00 with engineering closer to \$500,000.00.

The next project is Burlington Turnpike that would be a new 8" water main replacing the 4", a new hydrant on 414 maybe looping the line in the future, and future expansion of the system, we would try to keep the new main out of the middle of Burlington Turnpike where it currently sits with all the other utilities. That would be 770 linear feet of pipe, at a project cost of \$465,000 with engineering it would be \$530,000 we need a railroad crossing and Penn Dot approval for this project.

The last project would be Berwick Drive, this project would loop the system from the hydrant by the bridge on 220 to Shaw Boulevard and then to Route 414, currently this line dead ends. This would be a 6" and replace the 4" line as well as eliminate a galvanized 2" line. The project is for 1020 linear feet, at a project cost of \$280,000.00 with engineering 318,080.00.

Mr. Johnson asked why we didn't apply for Foster Road, Mr. Casanave stated that was one of the projects we applied for last time; Mr. Strickland stated we wanted to stay in the mid-range of the application amount; Mr. Johnson stated that that area needs addressed, funding or not. Mr. Johnson asked if we could file more than one application; Ms. Hotaling stated from what was learned the last go around we would be competing with ourselves as well as other projects.

Mr. Walsh asked if there are any lead abatement monies left; Mr. Casanave stated not grant monies only loan.

The Board discussed the projects and decided the Burlington Turnpike project; Mr. Johnson made a motion to apply for the LSA grant for the Burlington Turnpike project in the amount of \$528,240.00, Mr. Shaw seconded, approved.

Thomas Street PRV:

Mr. Walsh questioned if we need to file another extension, or can we file for another extension; Mr. Casanave stated we have until June of 2024 and yes, we can file for another extension, he did receive a call from LB water asking for the pressure settings. Mr. Johnson question if we have done a soft dig, Mr. Strickland stated yes and we found 3 valves so far; Mr. Casanave stated this is not going to be a fun project we will holding our breath between valving it off and opening hydrants, and getting everything back in service; Mr. Strickland stated we just have enough room to put the new vault in.

SRBC Grant:

Ms. Hotaling stated the estimates have been uploaded and approved into the grant portal. As it is the end of the quarter, we will be submitting approval for payment of 90 meters we installed in the last quarter.

2018 Flood:

Ms. Hotaling stated we received final payment for the DAP 9; she is now working on the DAP 12 one for the project itself and another for administrative costs of the project; Mr. Lane had a spreadsheet started on the project so she will complete that and submit.

Towanda Municipal Authority

October 16, 2023

Rules and Regulations:

Ms. Hotaling forwarded the corrections and or changes the Board sent her in regards to the water rules and regulations to Ms. Madden to review and update; Ms. Madden stated she did receive them and should be able to circulate a new draft of the water rules and regulations next week. She is reviewing the sewer regulations and asked if she was going to receive feedback as she did with the water or should she just start to model Wysox sewer regulations; Mr. Johnson stated he will give her feedback but has yet to look at them, but he will soon.

Ms. Hotaling asked Ms. Maynard if she has an update on the liens that were filed last month; Ms. Maynard stated she did receive a payment on one of the properties. Ms. Madden stated she has received notice of delivery, as well as some refusing service, but that does not negate the lien. She does have a new list from Ms. Maynard that she is working on.

Mr. Walsh stated Ms. Maynard had mentioned the AR is down; Ms. Maynard stated that she pulled the delinquent list this month and it was in the 70's it normally over 100,000.00 in total past due amounts. Mr. Christini questioned if we are given the delinquent list monthly; Ms. Maynard stated she gives the Board the delinquent list every other month, if they want it monthly, she can run it monthly.

Budget:

Ms. Hotaling stated she is working on the budget; she is meeting with Ms. Schoonover and Ms. McGuire to go over the first 3 quarters of the year, she might have numbers soon.

Questions:

Mr. Walsh questioned Mr. Strickland if we can freeze the line in order to replace meters; Mr. Strickland stated we can but we would use the curb stop first.

Mr. Johnson questioned Mr. Strickland if we are receiving the backflow tests from GTP, and Dupont; Mr. Strickland stated yes, Mr. Johnson stated there is also a backflow in the progress building that should be tested. Mr. Johnson questioned if the backflows are in the rules and regulations, Ms. Maynard stated yes, Mr. Johnson stated they are not properly addressed in the section; he suggests we put having the customer have an expansion tank if they have a backflow preventer.

Mr. Johnson also stated did we come up with a decision on pool fill credits; Mr. Strickland stated we would have no way of regulating anything; Ms. Maynard stated that even with the sewer attached to the billing we are still cheaper that having the fire department fill a pool.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

November 20, 2023

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

PRESENT: Michael Walsh, Joseph Snell, Fred Johnson, Carmen Venezia, Mark Christini

ABSENT: William Shaw, Katrina Murray, Kayla Saxon, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden (via zoom), Eckert Seamans Cherin & Mellott, LLC

Visitors: None

Visitors:

Minutes:

The October 16, 2023 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Snell, approved.

Bills:

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

SRBC Grant:

Ms. Hotaling stated the invoices we submitted for the Consumptive Water Use Grant for \$23863.94 was submitted and approved; we received reimbursement. This was for services from July through September.

Mr. Venezia questioned if we pay a consumptive use fee; Mr. Strickland stated yes, we pay approximately \$500.00 a year.

2018 Flood:

Ms. Hotaling stated the project has been closed out; we should be receiving reimbursement for the administrative costs.

Sewer:

Mr. Casanave stated they had been making inquiries to DEP about the special study request that they requested be done on the upgrades we need to perform at the WWTP, and it has been decided that it no longer needs to be completed. We also no longer need to do an UER (floodplain) as we received a categorical exclusion.

Mr. Casanave stated it might not save us time on the project timeline, but it has saved the Authority funds as we no longer need to do the Act 537 special study. We might save time as we will not be awaiting DEP approval due the exclusion of the Act 537 and UER.

H2O and Small Sewer Grant:

Ms. Hotaling stated that the award has again been postponed until their January meeting. Mr. Casanave stated the awards were not on the November agenda. These were to be awarded in June; both grants were submitted for the North Main and William/Locust Street.

Towanda Municipal Authority

November 20, 2023

LSA Grant:

Ms. Hotaling stated that after last month's meeting we agreed to pursue the Burlington Turnpike water line replacement. The total grant request would be \$582,240.00. Mr. Johnson questioned if we put the matching funds in the budget; Ms. Hotaling stated no, the grant might not be awarded until late next year, the amount is \$63,000.00 in matching funds. Mr. Casanave stated the state did not think awards would be issued until September of 2024 so this would be a 2025 project. Mr. Johnson questioned if the engineering has been done for this project; Mr. Casanave stated no, we have a preliminary map of what we propose but engineering has not been completed. Ms. Hotaling stated that the grant has 10% included for engineering and 2% for administrative costs.

Mr. Venezia made a motion to approve Resolution 1-2023 to request \$582,240.00 from the Local Share Assessment Grant for the Burlington Turnpike Water Line Replacement Project, Mr. Snell seconded, approved. Mr. Christini requested a roll call vote: Mr. Walsh – yes, Mr. Snell – yes, Mr. Johnson – yes, Mr. Venezia – yes, Mr. Christini – yes.

Rules and Regulations:

Ms. Madden stated she is working on the Sewer regulations.

Ms. Madden plans on attending the December meeting.

Ms. Madden stated that she should have the final Water regulations at the December meeting as well.

Budget:

Ms. Hotaling presented the proposed budget for 2024.

The revenues for both water and sewer are what was expected for 2023 and expenses are also looking at what was budgeted.

Ms. Hotaling is looking at a 2 1/2 % increase for water, and the base charge would be split 55/45 instead of 60/40 to provide sewer with additional monies. On the expense side personnel services are up and Ms. Hotaling plans on adding a line item for IT, just to separate those expenses, so we can track that service. Supplies and lab analysis have increased so that is reflected in the proposed budget, there is also an increase to electric and gas expenses. The increase in personnel services is due to two new employees. Ms. Hotaling stated she is awaiting to hear from our insurance agent to see what the 2024 rates are projected to be.

Sewer is looking at a 2 1/2 % increase. Mr. Johnson stated so a total of 5%; Ms. Hotaling stated no it would be a total of 2 1/2 percent for both water and sewer.

Mr. Walsh stated maybe we could move other sources revenue from sewer to the sewer capital; Ms. Hotaling stated the other sources revenue is used in operating to help with offsetting expenses; Mr., Walsh stated that from the numbers we did a good amount of revenue this year; Ms. Hotaling stated that maybe if there is excess, she will move that amount to capitol.

Water capital will remain the same; Ms. Hotaling stated she does not expect the oil & gas lease money to be as lucrative as this year, so she budgeted less revenue for that and bulk water sales. Ms. Hotaling stated she is adding a line item for SRBC consumptive use grant that will be an in and out expense; she will budget 1/3rd of the grant as this has a three-year time limit. Ms. Hotaling stated she left the SCADA project in the capitol as we were unable to work on that this year due to personnel issues; that project is not complete.

The Monroeton Project is included but that project is complete the Board can see the final numbers on that project.

Ms. Hotaling stated she was considering increasing the sewage rate for other sources from 0.06 to 0.07; but we might want to consider even a bigger increase. Mr. Johnson stated that that revenue has not been increased since we started accepting sewage.

Ms. Hotaling stated that our interest revenue is up across all our accounts.

Towanda Municipal Authority

November 20, 2023

Ms. Hotaling stated that Mr. Strickland and Ms. Madden have discussed a capital improvement fee on sewer, maybe like 3%; Mr. Johnson stated he rather see an increase in rates than other fees added to the billing. Ms. Madden stated she contacted her coworker who is familiar with this and she is awaiting his input. Ms. Madden stated that her preliminary view is there is no strict statutory premise that we cannot assess this charge and how much it can be; if you look at the Authority code you can access a fee but it needs to be tied to a particular project cost, if you were challenged on a fee the Authority assessed it would have to show where the funds are going and why are they being assessed; Ms. Madden does not think we can just access a capital improvement fee if it is not tied to a specific project. Mr. Casanave questioned if we had a ten-year plan could we then charge the fee; Ms. Madden stated that if it were tied to a specific plan that would be sufficient. Ms. Hotaling requested that Ms. Madden contact her with what her coworker has to say about the fee.

Mr. Walsh stated our pump stations are aging we need to address them.

December Meeting:

Ms. Hotaling reminded the Board next month's meeting is on the 15th at noon.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary

Towanda Municipal Authority

December 15, 2023

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:00 p.m.

PRESENT: Michael Walsh, Joseph Snell, Carmen Venezia, Mark Christini, William Shaw, Katrina Murray

ABSENT: Kayla Saxon, Fred Johnson, Robert Williams-WTMA Chairman

OTHERS: Lauren Hotaling, Borough Manager; Chad Strickland, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC

Visitors: None

Visitors:

Minutes:

The November 20, 2023 meeting minutes were approved as written on a motion made by Mr. Shaw, and seconded by Mr. Snell, approved.

2024 Meeting Dates:

Mr. Christini made a motion to advertise the following 2024 meeting dates, Mr. Venezia seconded, approved.

January 15 th	April 15 th	July 15 th	October 21 st
February 26 th	May 20 th	August 19 th	November 18 th
March 18 th	June 17 th	September 16 th	December 20 th at noon

2024 Engineering Services Agreement:

Mr. Shaw made a motion to enter into agreement with Stiffler McGraw for 2024, Mr. Venezia seconded, approved.

Bills:

The November bills were approved on a motion made by Mr. Christini, and seconded by Mr. Venezia, approved.

SRBC Grant:

Ms. Hotaling stated that we are purchasing and replacing meters; at the end of this month we will run reports for the 4th quarter and submit those amounts to SRBC for reimbursement.

LSA Grant:

Ms. Hotaling stated that the LSA grant was submitted for the Burlington Turnpike water main replacement project; Ms. Hotaling stated she did receive letters of support from our legislators to submit with the application.

H2O and Small Sewer Grant:

Ms. Hotaling stated that it looks like the grant determination will be awarded at the January CFA meeting. We submitted two grants for North Main and William/Locust Street.

Towanda Municipal Authority

December 15, 2023

2018 Flood:

Ms. Hotaling stated the project has been closed out; we should be receiving reimbursement for final DAP 12 in the amount of \$16,233.55 for the administrative costs of the project.

Sewer:

Mr. Shura prepared two documents and distributed to the Board; Headworks upgrade and WWTP rehabilitation project. Mr. Shura stated that since the headworks project is already in process and in design, he will discuss the ATAD and UV. Both have had issues from the flood. Our controls were under water; the wiping system is not operational, and we have had issues with the equipment, and we need to evaluate how long it would be to get equipment if needed to keep the system operational. Mr. Shura stated they looked at replacing the UV system and also refurbishing it; this would entail replacing the controls, reestablishing the wiping system and replacing ballasts; the UV system is currently located below flood plain. Mr. Shura stated that if we were to do a process change the UV system would be replaced and installed so it is not in the flood plain. Mr. Shura stated a full replacement of the components in the current location is not their recommendation as it would be prone to flooding, the cost of a full replacement of the system would be \$570,000.00, and refurbishing the system would be \$215,000.00, probably lower, as we would prioritize what components need refurbished. Mr. Strickland questioned if a full replacement would have some energy savings; Mr. Shura stated with what they reviewed from the manufacturers the energy costs would be more. Mr. Shura addressed the ATAD system; after conversations with the manufacturer a list of improvements and upgrades were established. Mr. Shura stated that replacing the VFDs is a priority, as well as conditioning the work space; currently the doors have to be left open and the dry polymer is getting airborne and effecting the VFDs, replacing the current VFDs are their recommendation, and keeping the removed items as replacements parts for future need; if the VFDs cannot be kept due to deterioration they recommend purchasing a spare. They also looked at a full control upgrade based on the condition of the current control system. The blowers look okay, the pumps have been replaced all but one, their recommendation is to replace that pump and to have spares available. Mr. Shura stated that Mr. Walker stated that the ATAD system is due to be taken down, cleaned and inspected; Mr. Shura stated he would like to inspect the pumps at the time to verify if any more need replaced so we can incorporate that in the project. The jet headers and nozzles need replaced; we would verify that when the ATAD is inspected. New headers and nozzles are recommended, the new technology allows for individual air drops to each nozzle, so replacing a nozzle would not affect the system as it does currently, as it is one system, so if a nozzle need replaced the whole system needs to be taken down in order for that to occur; Mr. Shura stated these need be verified during inspection, to see the condition of the headers and individual nozzles. Mr. Shura stated that they also looked at the polymer feed system; currently Mr. Walker has to mix the solution and it is a very complicated system he needs to ensure he is mixing the correct amount and that they do not have any left over and we do not run out of the polymer itself. Mr. Shura stated they looked at a polymer feed system that would feed directly into the day tank it would be beneficial to add that to replace the current process. Mr. Shura presented the estimated costs of all the recommendations for the ATAD at \$780,000.00, the cost come from the manufacturer. The total upgrades of the headworks project including the items that have been discussed is \$5,492,671.80. Mr. Shura presented what this project would do to rates; it would be approximately a 20% increase.

Mr. Shura stated the board can decide to include the UV and ATAD improvement to the project we already have started. Mr. Walsh questioned if these improvements can be done without an ACT 537, Mr. Shura stated that after discussion with DEP, they allowed us to request a categorical exclusion, and we also do not need to go to planning either for these changes, the cost of that would have been \$20,000.00. Mr. Walsh questioned if we are ready to go to Penn Vest, Mr. Shura stated that as soon as the design is done, yes.

Mr. Walsh questioned how Penn Vest is funding current projects being submitted; Mr. Shura stated that Penn Vest has a calculation they use for grant/loan as it impacts our customer base; Mr. Shura stated we as an Authority are still under that number, but he will contact Penn Vest to get that target number based on the income in our area.

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Mr. Shura discussed the WWTP rehabilitation project. The first component is adding a permanent generator, replacing the wet well, and the process system. Mr. Shura mentioned the different processes that are currently in use, and also the new process that Mr. Strickland and Mr. Walker and Mr. Shura went to look at in Chicago, this process is already in use overseas and it takes up a smaller foot print. Mr. Shura stated the new process is what he would recommend but it has yet to be permitted in Pennsylvania, in conversations with DEP, Dubois started the process years ago but went to another avenue, it would have been an experimental permit, they would like to see such a plant to review the process. Mr. Walsh stated we were considered an experimental permit with the ATAD system when we introduced that. Mr. Shura stated the manufacture of this new system stated they would bond the process if we were to be the first in the State; Mr. Shura stated the whole process is cost efficient in building and material. Mr. Shura outlined each different process system and the cost for each. Mr. Shura addressed a new UV system when replacing the process so that it is housed separately and out of the flood plain. Mr. Shura discussed the phosphorus process and different processes to reduce our need to purchase credits.

Mr. Walsh stated the Headworks project should be addressed first then we will look at the process later in the future, he would like the UV and ATAD improvements included. Mr. Walsh wanted to know the time frame to take this to Penn Vest, Mr. Shura stated we would just need to add those items to the scope but nothing has changed from other discussions on the time frame.

Mr. Walsh verified an ACT 537 would have to be done in order to change the process, Mr. Shura stated yes.

Mr. Shura stated he will have an ESA amendment for next month which incorporates the ATAD and UV into the headworks plan.

Mr. Strickland stated he would provide the copies of the projects to Mr. Johnson to review.

Executive Session :

The Board entered into executive session at 12:58 pm and remained in session until 1:03 p.m. in regards to property acquisition.

Ms. Saxon Resignation:

Ms. Saxon (Dunn) has turned in her resignation from the Board. Ms. Hotaling stated that the Borough Council will seek another member for the Board.

Rules and Regulations:

Ms. Madden stated she is still working on the Rules and Regulations and hopes to have them for the January meeting.

Ms. Madden will send the water Rules and Regulations to Ms. Maynard to review the changes then circulate them to the Board.

Ms. Madden stated if anyone has commentary on the sewer rules and regulations, Ms. Hotaling stated Mr. Johnson reviewed the current regulations and did not provide any changes.

Budget:

Ms. Hotaling stated there is a 2 1/2 % increase in the base charge, 2 1/2% in water, and a 3 1/2% in sewer rates for 2024. The base rate will be split 55/45.

We are hoping to be able to move monies to the sewer capitol reserve, as we will have funds being expended from that fund soon.

Personnel cost has increased and well as utilities, we heard that valley energy prices are increasing.

The water capitol reserve account holds the SRBC grant funds for meters.

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Mr. Christini questioned if the Board is okay with fund 08 (sewer operating) seeing a projected loss of \$15,420.97; Ms. Hotaling stated she has budgeting for increased utilities and the split the base charge 55/45 which could be adjusted to give sewer more of a percentage. Mr. Christini stated he was not proposing a change he was just asking if the Board is comfortable with the loss.

Mr. Walsh asked how many meters have been replaced; Mr. Strickland stated we have done a lot of replacements this year, we only could account for the meters for the grant when we received the grant. Mr. Walsh wanted to know if we are seeing an increase in usage due to the new meters. Mr. Strickland stated there is an increase in usage, Ms. Maynard stated we did get meters we thought that had stopped working replaced and we have seen usage.

Mr. Venezia made a motion to approve the rate increase for 2024, Mr. Christini seconded, approved.

Mr. Christini made a motion to approve the 2024 Budget as it is presented, Mr. Venezia seconded, approved.

Adjournment

As there was nothing further to discuss, the meeting adjourned at 1:17 p.m.

Respectfully Submitted,
April Maynard
Recording Secretary