

# Towanda Municipal Authority

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January 15, 2024

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

**PRESENT:** Michael Walsh, Joseph Snell, Carmen Venezia, Mark Christini (via zoom), Katrina Murray, Fred Johnson

**ABSENT:** William Shaw, Roger Hatch, 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; Erik Berggren, The Daily Review

**Visitors:** None

**Visitors:**

**Minutes:**

The December 15, 2023 meeting minutes were approved with correction to header stating January 20, 2023 on a motion made by Mr. Johnson, and seconded by Mr. Snell, approved.

**Bills:**

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

**Re-Organization:**

Mr. Johnson made a motion to retain the following officers for 2024, Mr. Venezia seconded, approved.

Mr. Walsh – Chairman

Mr. Venezia – Vice -Chairman

Mr. Snell – Secretary/Treasurer

Ms. Murray – Assistant Secretary/Treasurer

Mr. Venezia made a motion to keep the 2023 reimbursement rate to the Secretary/Assistant Secretary of \$175.00 each, Mr. Johnson seconded, approved.

Ms. Madden stated there is no retainer for her services but her firm would request we vote to retain Eckert Seamans Cherin & Mellott, LLC as our attorney; Mr., Snell made a motion to retain Ms. Madden for our attorney services for 2024, Mr. Johnson seconded, approved.

**SRBC:**

Ms. Hotaling stated that we submitted reimbursement for the 70 meters that were replaced in the 4<sup>th</sup> quarter from SRBC, the amount of \$32,430.60 was submitted, and approved for reimbursement last week.

Mr. Walsh questioned if we are finding the time to get the meters changed out; Ms. Hotaling stated we are working on it, we are trying to get people to contact us to accomplish this. Mr. Strickland stated LB Water is coming next week to train more personnel on changing out meters; once they are trained, we will be able to get more appointments made to change out meters.

SRBC granted an extension to September 7, 2028 to reduce our water loss to less than 20%.

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## **H2O and Small Sewer Grant:**

Ms. Hotaling stated we did receive the grant for North Main Street in the amount of \$495,142.00; this is for the turnback project. Mr. Johnson questioned if the engineering is complete; Mr. Casanave stated that the engineering was not, they were waiting on the funding. Mr. Walsh inquired what this project entailed; Mr. Strickland stated installation of 3 manholes on North Main to get access to the sewer main from Locust to Barstow and William Street from Spruce to Packer. Mr. Casanave stated we would also be moving the sewer main from the street to the sidewalk, and from behind houses to a location accessible to our crews. Ms. Hotaling stated the grant we requested for the water portion was not approved; the turn back project will not begin for a couple years so we will try to get that grant once it opens up again. Mr. Strickland stated we would want to wait for the turnback so we do not have to apply for a Penn Dot permit.

## **Sewer:**

Mr. Casanave stated that after last month's meeting, we added the ATAD and UV system to the project; Mr. Casanave will go over the update to the design and provide an amendment to the Engineering agreement for this project. Mr. Casanave stated that per Bradford County we do not need to do land development for this project. Mr. Venezia stated the project is for the headworks, renovation, ATAD and UV; Mr. Casanave stated and control upgrades as well. Mr. Johnson stated that is \$5,000,000.00; Mr. Casanave stated yes, most of the monies is in the headworks portion of the project. Mr. Walsh questioned if we were also working on the rest of the project; Mr. Casanave stated that the process upgrade is being reviewed as well. Mr. Johnson questioned the rehab or replacement of the UV system; Mr. Strickland stated the Board agreed to go in the direction of rehab until we figure out what process we will be utilizing.

Mr. Casanave presented a supplement to the engineering services from last year to add design, permitting and construction adding an additional \$107,000.00. Mr. Walsh questioned if this is payable upfront; Mr. Casanave stated yes, you would be able to tie it into the funding of the project. Mr. Walsh questioned Ms. Hotaling if we have the funds available; Ms. Hotaling stated yes. Mr. Walsh questioned if we will be able to submit the project in the fall; Mr. Casanave stated yes. Mr. Venezia made a motion to approve the amendment to the Engineering Agreement dated July 17,2023 to add the additional \$107,000.00 for the ATAD, UV and Controls upgrades, Mr. Snell seconded, approved.

## **Ms. Murray / Mr. Hatch:**

Ms. Hotaling stated that at the January Council meeting Ms. Murray was reappointed to the Board, and Mr. Roger Hatch was appointed to the Board.

## **Letters of Financial Interest:**

Ms. Hotaling stated that the letters of financial interest need completed and returned to Ms. Maynard.

## **Rate Resolution:**

Ms. Hotaling presented the 2024 the Rate Resolution with the list of fees that are charged to our customers as well as sewage, bulk water and collection fees. Mr. Walsh questioned if we can increase any of these fees if need be; Ms. Madden stated yes; we would just approve another Rate Resolution. Ms. Maynard inquired if we are to add attorney fees once a lien is placed; Ms. Madden stated no; fees will be calculated when lien is going to be satisfied.

Mr. Johnson made a motion to approve Resolution 01-2024 Towanda Municipal Authority Towanda Water & Sewer Systems Schedule of Rates and Fees, Mr. Venezia seconded approved.

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## **Rules and Regulations:**

Ms. Madden is still working on the Rules and Regulations; she will have a draft copy to review for the February meeting.

## **Tour:**

Ms. Hotaling stated she will coordinate a tour of the water and sewer system for our new members. Ms. Maynard stated Wysox had interest in going on a tour as well.

## **Budget:**

Mr. Johnson questioned if deficit that was projected in the sewer operating account would hurt our chances of funding. Ms. Hotaling stated the loss was \$15,000.00; we had projected a loss last year as well but we were fine .

## **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

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February 26, 2024

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

**PRESENT:** Michael Walsh, Carmen Venezia, Katrina Murray, Fred Johnson, William Shaw, Roger Hatch

**ABSENT:** Joseph Snell, Mark Christini, Robert Williams-WTMA Chairman

**OTHERS:** Lauren Hotaling, Borough Manager; Eric Casanave, Stiffler McGraw; Morgan Madden, (via zoom)  
Eckert Seamans Cherin & Mellott, LLC; Ian Whinnery; Shane Walker; Erik Berggren, The Daily Review

**Visitors:** None

## **Visitors:**

## **Minutes:**

The January 15, 2024 meeting minutes were approved as written on a motion made by Mr. Johnson, and seconded by Mr. Venezia, approved.

## **Bills:**

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

## **Executive Session:**

The Board entered executive session at 5:07 p.m. and remained in session until 5:23 p.m. regarding personnel issues. The Board discussed Mr. Matt Aikey starting March 4<sup>th</sup> as our superintendent, and our Utility Maintenance and Sewer Utility Maintenance positions we currently have open.

## **Water:**

Ms. Hotaling stated that Mr. Nagle with Stiffler McGraw spent a week at the Water Treatment plant with half of the public works staff. Mr. Nagle had to return on Thursday to help Mr. Whinnery, Mr. Walker and Mr. Maynard trouble shoot a problem.

Mr. Nagle gave a copy of monthly, quarterly, and annual reporting that is required. Mr. Venezia asked who Mr. Nagle was, Mr. Casanave stated he is an environmental scientist and a prior operator so he has a wealth of knowledge and experience.

LB Water came in to train employees on how to install water meters, half of the day was spent going over equipment and software, the afternoon was spent out in the field.

## **Thomas Street PRV:**

Ms. Hotaling stated we had to ask for another extension on this project for another year. Mr. Casanave stated LB Water has a different supplier and we might have to change valves and it will not be done by June so we had to ask for a extension.

## **EPA Service Line Inventory:**

Ms. Hotaling stated we have to have 90% of our system inventoried by October 16<sup>th</sup>, we have approximately 500 properties inventoried and ready to be mapped.

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February 26, 2024

## **Sewer:**

Mr. Casanave stated that they are approximately 50- 60% complete with design drawings. Mr. Casanave stated that he has the DEP Part 2 Water Quality Permit and the Waterways and Wetlands Permit applications for signature. Mr. Casanave also provided an advertisement that has to go into the Daily Review for our categorical exclusion for a 30-day review process from the public; we would submit this with any public comments if we get any at all, this procedure is required by DEP. Mr. Venezia questioned the DEP Part 2 permit; Mr. Casanave stated it is our construction permit. Mr. Walsh outlined the project for those new to the Board, we are performing maintenance upgrades on the Head Works and facility and some components, once that is completed, we are going to change the process of the plant. Mr. Casanave stated the facility was rehabbed in 2008, prior to that 1994 and it was built in 1957. Mr. Walsh stated we are hoping for a grant this project will be upwards of 5 million dollars. Mr. Casanave stated they are still looking at late summer early fall to be completed and go back to Penn Vest for funding.

Mr. Johnson made a motion to authorize Mr. Walsh sign the PADEP Part 2 Water Quality Permit Application for the Wastewater Treatment Plant Headworks project, Mr. Shaw seconded, approved.

Mr. Venezia made a motion to authorize Mr. Walsh to sign the Waterways and Wetlands Encroachment Permit application, Mr. Johnson seconded, approved.

Mr. Casanave stated the only thing left is the advertisement; Ms. Maynard stated she will have the ad placed in the paper.

## **PA Rural Water:**

Ms. Hotaling stated that Mr. Walker, Mr. Maynard and Mr. Whinnery attended class for Operator Health and Safety Survival Guide in Williamsport for credits.

## **HallockShannon P.C:**

We received the engagement letter for our 2023 audit. Mr. Shaw made a motion to engage HallockShannon P.C. to perform our 2023 audit, Mr. Venezia seconded, approved.

## **Tour:**

Ms. Hotaling stated she knows that last month we discussed a tour of the Water Plant and Waste Water Treatment Plant, she is looking at scheduling in the next two months.

## **Rules and Regulations:**

Ms. Madden stated she completed the water and sewer regulations. The Board is to review the regulations and provide any changes prior to next month's meeting. Ms. Madden would prefer that all changes be sent to Ms. Hotaling so that they are channeled to her. Ms. Hotaling stated she would get any changes to Mr. Madden at least a week prior to the meeting so we can adopt them next meeting.

## **Executive Session:**

The Board entered executive session at 5:39 p.m. and remained in session until 5:54 p.m. regarding property acquisition.

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February 26, 2024

## Adjournment

As there was nothing further to discuss, the meeting adjourned at 5:54 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

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March 18, 2024

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

**PRESENT:** Michael Walsh, Carmen Venezia, Fred Johnson, Roger Hatch, Joseph Snell, Robert Williams-WTMA Chairman

**ABSENT:** Mark Christini, Katrina Murray, William Shaw

**OTHERS:** Lauren Hotaling, Borough Manager; Matthew Aikey, Superintendent; Eric Casanave, Stiffler McGraw; Morgan Madden, (via zoom) Eckert Seamans Cherin & Mellott, LLC; Shane Walker; Erik Berggren, The Daily Review

**Visitors:** None

## **Visitors:**

## **Minutes:**

The February 26, 2024 meeting minutes were approved as amended; Ian Whinnery and Shane Walker were added as in attendance at the February meeting, Mr. Johnson made a motion to approve the minutes as amended, seconded by Mr. Snell, approved.

## **Bills:**

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

## **Water:**

Ms. Hotaling stated that the EPA is requiring PFAS testing, our first test came back non-detect; this is a quarterly report from the spring and treatment plant per Mr. Walker.

Our DEP monthly reporting will be deficient for the month of February for chlorine residual testing. We did not get the required testing for the month; we will have to do a reporting for our customers for this deficiency. Mr. Hatch inquired if we have a master list of what testing needs completed; Ms. Hotaling stated yes, we have a list of the monthly and quarterly testing required. Mr. Johnson stated that Mr. Strickland and/or Mr. Tabor need to be consulted; Mr. Walker stated that it was Mr. Tabor's job to inform the personnel whom he trained prior to his leaving of the testing required.

Mr. Johnson stated that contacting Mr. Strickland or Mr. Tabor would save the Authority money; instead of contacting engineers or other companies in regard to the water plant; Mr. Walker stated he contacted PALL the manufacture of the system, Mr. Walker stated that there are maintenance issues at the plant that were not addressed. Mr. Walker stated that Mr. Maynard and Mr. Ackley have been in contact with Mr. Strickland/Mr. Tabor. Mr. Johnson's stated that it would be much easier if we contact them for assistance.

## **Thomas Street PRV:**

Ms. Hotaling stated that we received our extension on this project, until June in 2025. Mr. Walsh inquired if we are ready to go out to bid on the project; Mr. Casanave stated that within the next couple of months yes, we will.

Mr. Johnson stated that this is needed due to the pressure that is involved in getting the water to the tank, the PRV needs addressed, it was installed in the 80's.

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March 18, 2024

## **EPA Service Line Inventory:**

Ms. Hotaling stated we have to have we have approximately 1250 properties inventoried we have to have 90% done by October.

## **Sewer:**

Mr. Casanave stated that they are done with the preliminary design. We are looking in the coming months to go out for our permits. Stiffler is making it available for Mr. Walker to review. There is a \$2,000.00 permit fee required and everything is being submitted online, we have to explore ways to pay online.

The Geo Technical report for the headworks came back, we are going to have to excavate to 20ft at an approximate cost of \$100,000.00 to \$150,000.00. Mr. Walsh inquired if this will be added to the cost of the project; Mr. Casanave stated it will be added when we go to Penn Vest for funding. Mr. Hatch inquired if the excavation needs to be landfilled; Mr. Casanave stated it was not deemed hazardous it just needs to be moved off site; Mr. Walker stated that the last time the fill was sent across the river to the Haggerty property for the indoor tennis court. Mr. Johnson stated the property was an old landfill so he is not surprised they are finding items but there is a lot of modified on the site as well.

Mr. Venezia inquired if we have a Gantt chart for this project, Mr. Casanave stated no, but he can provide one; Mr. Venezia stated he did not want one made; Mr. Casanave stated he has a spreadsheet.

Mr. Venezia asked for the timeline from DEPTo review the project; Mr. Casanave stated they have 120 days; he does not think they will take that long.

## **Matt Aikey:**

Ms. Hotaling introduced Mr. Aikey as the Public Works Superintendent; he started March 4<sup>th</sup>.

## **HallockShannon P.C:**

Ms. Hotaling stated HallockShannon was in to review our accounts , no findings at this time, we will await the final audit.

## **Rules and Regulations:**

Ms. Hotaling stated that the Rules and Regulations were circulated last month, Ms. Maynard made some comments for Ms. Madden, Ms. Hotaling did not hear from anyone else for comment. Ms. Madden stated the Board might want to consider adding language for the process when we are refused access to our equipment (meters). There is language in the code but our own procedure should be defined in the rules and regulations.

Mr. Aikey stated he was given a copy of the rules and regulations last week and would like time to review them.

Mr. Johnson requested we table the issue and also provide a copy to our engineer to review as well. Ms. Hotaling stated she would provide a copy to him.

Ms. Hotaling stated she also wants the solicitor for the Borough to update the ordinance as it only has TMA and North Towanda as the only members of the Board.

Mr. Walsh questioned Ms. Madden if the rules need to be reviewed by our Townships and Boroughs; Ms. Madden stated no they have wording in their ordinances to give TMA the rights to enforce the rules and regulations they set forth. Ms. Madden stated we can circulate to them our rules and regulations so they are aware of them.



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March 18, 2024

## **Delinquent list:**

Mr. Walsh stated the list looks a little better; Ms. Maynard stated that being able to start the lien process has helped with getting accounts paid or a lien filed. Ms. Maynard did state that the Bell property is going up for judicial sale so we will lose our lien if that occurs. Mr. Walsh indicated the payment plans we have; Ms. Maynard stated they are being kept so far.

## **Concerns:**

Mr. Walker questioned Mr. Johnson if he had concerns about the water plant. Mr. Johnson stated that yes, he does have concerns and they have not been addressed. Mr. Venezia questioned if we have a list of tests that need to be done and specifications, Mr. Walker stated yes but the testing is different from water and sewer. Mr. Johnson stated that we were informed that Mr. Whinnery was going to be running the plant; Ms. Hotaling stated that they have talked to Mr. Whinnery about it; Mr. Johnson stated is Mr. Whinnery hesitant about that; Ms. Hotaling stated yes; Mr. Johnson asked is that why Mr. Walker is running the plant; Ms. Hotaling stated yes. Mr. Walker stated that when this started Mr. Whinnery did not have his water license, so they are using his; Mr. Ayres had shown interest in the water plant, but he is no longer employed, Mr. Ayres was supposed to concentrate on the water plant, Mr. Walker would concentrate on reporting and testing and the other personnel were to do the system testing.

Mr. Johnson stated he is more concerned with “having all our eggs in one basket”.

## **Projects:**

Mr. Walsh stated that he would like to prioritize projects that we have already done the leg work on and to continue to get them accomplished. Ms. Hotaling stated she did give them to Mr. Aikey last week. Mr. Walsh stated that maybe we should lump them together and try to go after funding.

Mr. Walsh stated that our tanks need inspected as well, Ms. Hotaling stated we have a quote on that. Mr. Johnson stated they were inspected a year after Wysox water system was completed. Mr. Johnson stated they should be inspected every year visually, but the internal inspection needs completed. Mr. Casanave will provide Ms. Hotaling with other companies to get quotes from. Mr. Snell stated that maybe we can reach out to the private sector as well and get a better deal with them coming to the area to inspect tanks.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 5:39 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

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June 17, 2024

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

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

**ABSENT:** Roger Hatch, Mark Christini, Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC; Eric Casanave, Stiffler McGraw

**Visitors:** None

## **Visitors:**

None

## **Hezekiah's Hands:**

Mr. Walsh stated we received a thank you card from Hezekiah's Hands for the donation for the ramp for Mr. VanDeWeert.

## **Minutes:**

The May 20, 2024 meeting minutes were approved as written with a motion made by Mr. Snell, seconded by Mr. Johnson, approved.

## **Bills:**

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

## **Water:**

Mr. Aikey stated that the maintenance on the Thomas Street Tank will be done June 24-28<sup>th</sup>, we need to perform maintenance on the building; that will be done in-house. The tanks are scheduled to be inspected the 16<sup>th</sup> and 17<sup>th</sup> of July.

Mr. Aikey stated WTMA had their inspection of their water system by PADEP, one of the requirements is to have a tank inspection performed within the last 5 years, our tanks have not been inspected since 2014. We should have current inspections done before the TMA inspection in the fall. Mr. Venezia asked if WTMA was cited for not having a current inspection, Mr. Aikey stated it was notated. Mr. Aikey stated he was able to find the inspection on the tank for Wysox, but he is still unable to locate the Towanda inspections. Mr. Johnson stated they should be filed; Ms. Maynard stated she spoke with Mr. Lane and he stated the folder with the disk that had photos of the inspections were in his office, we are unable to locate that. Mr. Aikey stated Wysox was notated for maintenance and not having a current emergency plan and SOP.

Mr. Aikey stated that he, Mr. Maynard, and Mr. Nagle updated the emergency plan, worked on operation and maintenance, as well as the standard operating procedures for both TMA and WTMA.

## **Thomas Street PRV:**

Mr. Casanave stated he sent the usage report Ms. McGuire provided on the customers serviced by the vault, with the information we were able to reduce the valves from 8" and 4" to a 6" and 2" which should provide savings overall. Once we get the new specifications, we can go out to bid for this project with savings; Mr. Johnson stated that we most likely lost the savings due to the time it has taken to get this project done. Mr. Johnson asked about the permit, Mr. Casanave stated that can not be done until we have the layout available, it is a Minor Public Water Supply Permit amendment.

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June 17, 2024

## **Sewer:**

Mr. Aikey stated that he has been giving updates to Mr. Walsh, Mr. Johnson and Mr. Eberlin on the Council. Mr. Aikey stated that everything is up and running; he wanted to thank the Board for the emergency vote to get the process started.

Mr. Aikey stated we had a power surge the day before Memorial Day; we do not know if it is the surge or the low voltage after the power issue that effected our equipment. Mr. Christini is working on the surge protection for the plant. Mr. Aikey stated the power issue burned up 15 VFD's and a PLC. We had an electrical representative from Schaedler Yesco on site, as well as Mr. Walsh, Mr. Johnson, software representatives, and Penelec on Sunday and Monday. The electrical representative went through to see what other items were effected, we recieved pricing and availability for everything we needed to get the plant back operational; everything we needed was available with the exception of one cabinet which is 3 to 6 weeks out; we did retrofit a cabinet for the centrifuge until the replacement comes in. Mr. Aikey stated at this point the only thing not running is the filter.

Ms. Murray questioned what happened; Mr. Aikey stated that Penelec stated there was a lightning strike, the weather was clear that day. JELD-WEN and the Progress Building sustained damage from what essentially was a brown out, that is what caused the damage from what can be surmised. Mr. Johnson stated his daughter seen the black smoke coming from the substation. Mr. Aikey stated we have contacted insurance and everything is covered besides our deductible. Mr. Aikey stated the plant was down for two weeks and two days, we have three weeks storage capability at the plant. We will be running the centrifuge until we process the waste that we were not able to process.

Mr. Aikey stated we need to address the surge protection for the plant. Mr. Johnson questioned if we are putting a rush on that, as we are in storm season; Mr. Aikey stated that Schadler Yesco does have that in stock; Mr. Aikey wants Mr. Christini to review the product to ensure it will be what we need in order to avoid this damage again. Mr. Christini is concerned about the low voltage and if it adequate to deal with that. Mr. Walsh asked if our pump stations have surge protection, Mr. Aikey stated that on the newer ones we do, but we do need to address that on our older ones. Mr. Aikey stated we do need to address our pump stations as a whole. Mr. Venezia made a motion to purchase surge protection for the WWTP, once we have Mr. Christini's input, Mr. Snell seconded, approved. Mr. Aikey questioned had we had a back up generator would we have not encountered the issues we had at the treatment plant; Mr. Casanave stated he does not know; low voltage might not have transferred the service as it was not an outage just low voltage.

Mr. Casanave stated our project went to DEP a month and half ago for the permits, with the assumption the ATAD was getting an upgrade with pumps and nozzles; before this incident on Memorial Day weekend, Mr. Walker had planned on draining the ATAD in the spring so that we could see what else might need to be addressed or what needs to be removed from the project. Mr. Casanave stated we need to get a visual on the ATAD just to firm items on the project. Mr. Walsh questioned if only the Headworks is addressed in the project, Mr. Casanave stated yes, Mr. Walsh stated no controls, Mr. Casanave stated nothing to do with the process. Mr. Walsh questioned the maintenance on the building, Mr. Casanave stated that is included in the project. Mr. Johnson requested a list of what is included in the project, Mr. Casanave stated he would provide the Board the DEP applications that outlines the project.

## **College Run Sewer Lateral:**

Mr. Aikey stated he received a call last week on the sewer main that goes from Third Street through Tidd Alley to Second Street; the line is a terracotta line 3-foot sections, every joint is offset and a portion of it has collapsed, it is leaking. Mr. Aikey obtained video from Mr. Miller, he forwarded that to Mr. Casanave. Mr. Aikey stated that we have to open dig and replace, we need to find easements on the properties. We have to clear trees and make a road to address this; Mr. Aikey forwarded a blanket easement to Ms. Madden to review. This project will not be able to be done in house; Mr. Aikey stated he has Sikora Brothers coming up to provide an estimate, they will be here in an hour. Mr. Aikey stated from the camera footage we are missing parts of the pipe in portions, he suggests we upsize the

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June 17, 2024

pipe to 8" and use plastic. We need to move the location up from its current placement. Mr. Aikey wanted the Board's opinion if this is considered an emergency. Mr. Aikey stated he will send the quote to the Board once he receives it. Mr. Aikey questioned Ms. Madden if this would be considered an emergency; Ms. Madden stated she does not think it would be considered emergent as it is a known issue. Mr. Casanave stated since it is leaking it may be. This is approximately 200 feet of sewer line.

## **Rules and Regulations:**

Ms. Madden presented the final drafts of the water and sewer regulations; she noted after a conversation with Ms. Maynard in the water rules and regulations on page 9 under section M for meter change outs it should state an initial letter is sent then a second request is sent 30 days after the initial letter then 30 days after that attempts are made to contact the customer by phone, after that time we will then access the fee for failure to comply. Ms. Madden stated we can approve the rules and regulations and she will make the changes and have the copies available next month for signature. Mr. Johnson made a motion to adopt the Water and Sewer Rules and Regulations with the edits stated above, Mr. Snell seconded, approved. Ms. Maynard requested we set the fee so that we can add that amount to our fee resolution to be adopted next month. The Board discussed the fee as initially presented then decided that a flat fee of \$150.00 will be assessed, that is a monthly fee until we receive access to change out our meter.

## **Vacancies:**

Mr. Walsh asked about the hiring process, Mr. Aikey stated he had 5 interviews scheduled, only one person came in and the others never called. Mr. Johnson asked about the sewer plant vacancy, Mr. Aikey stated we did hire an individual who has a bachelor degree in biology. We had an individual hired the day after Memorial Day and quit the next Monday. We have hired an individual to be our water treatment operator.

## **New Albany:**

Mr. Aikey stated that New Albany is contacting us as they have no water operator, Mr. Johnson stated we were the operator, Mr. Aikey stated we do not have a water operator. Mr. Aikey stated we have been doing their testing to keep them out of trouble. Mr. Aikey questioned Mr. Casanave if he found the agreement with New Albany, Mr. Casanave stated no. Mr. Casanave stated we are looking for the agreement that outlines TMA's responsibility to New Albany. Mr. Johnson stated the only thing we own in the booster station, the distribution and tank is New Albany's. Mr. Aikey found the agreement with New Albany but it is not signed. Mr. Aikey stated that he does not know if anyone wants to be the operator of that system; it is in need of a lot of work. Mr. Aikey stated that they need to find a circuit rider as we have had to do. Mr. Aikey stated that since we have helped them for years, they assume it is our responsibility. Mr. Aikey stated we need the signed agreement. Ms. Maynard will look through the files.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:00 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

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July 15, 2024

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

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

**ABSENT:** Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden, Eckert Seamans Cherin & Mellott, LLC

**Visitors:** None

## **Visitors:**

None

## **Minutes:**

The June 17, 2024 meeting minutes were approved as written with a motion made by Mr. Johnson, seconded by Mr. Christini, approved.

## **Bills:**

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

## **Water:**

Mr. Aikey stated that the Thomas Street Tank has been rehabbed, the company questioned the vent on top, it needs replaced; the cost is \$18,000.00. Structurally they found nothing wrong with the tank, Mr. Johnson questioned if that is for the inside as well, Mr. Aikey stated that the internal inspection is set for next week.

Mr. Pat Maynard and Mr. Nagle performed our clean and place for the quarter; this is the first clean and place Mr. Maynard has completed by himself.

Mr. Aikey mentioned we do have two personnel for water and wastewater who will be testing for their operator licenses. Mr. Aikey stated our available operators report has Mr. Strickland and Mr. Vandeweert for Wysox Sewer and Water is Mr. Walker and Mr. Nagle for both Wysox and TMA; Mr. Walker has requested to be removed from the water; TMA wastewater has Mr. Walker and Mr. Vandeweert. Mr. Aikey stated he can replace Mr. Strickland and Mr. Vandeweert with himself as a wastewater operator. Mr. Walker goes on medical leave on August 1<sup>st</sup>; Mr. Snell heard he was not coming back; Mr. Aikey stated he has not been officially notified by Mr. Walker. Mr. Aikey stated he did reach out to Mr. Nagle to see if he would be our rider on the wastewater.

Mr. Aikey stated he is working with Ms. Maynard and Ms. McLinko in getting a letter out to the Fire Companies in regards to use of hydrants. We will send a letter to fire companies informing them to use the bulk water station due to them not informing us, not all fire companies fall in this category but we will be advising all the Fire Companies.

## **Thomas Street PRV:**

Mr. Aikey stated Mr. Casanave has the drawing for the new vault and is awaiting a quote.

## **Sewer:**

Mr. Aikey stated that we need a vote to have Mr. Walsh sign the Penn Vest Specification Certification form to close out approval of the Categorical Exclusion from DEP. Mr. Shaw made a motion to approve Mr. Walsh to sign the Penn Vest Specification Certification form, Mr. Venezia seconded,

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approved.

Mr. Christini stated he has been looking at the surge protection for the Wastewater Treatment plant; Schadler Yesco recommended equipment but after reviewing the recommendations Stiffler McGraw did not think we needed all the equipment that they recommended. We are looking at 1 or 2 surge protection devices at a cost of \$15,000.00 each unit. Mr. Christini stated this is the first step but we need to look at other items. Mr. Aikey stated the cost is approximately \$13,000.00 for both units. Penelec is also going to install recording voltage meters to check voltage abnormalities. Mr. Aikey stated we were up and running; but the last couple of weeks we have been experiencing other issues at the plant. We had the VFD at the garage blow which controls the blowers. Mr. Walsh questioned if we are adding these additional items that are breaking to the insurance claim; Mr. Aikey stated yes. Mr. Walsh asked for a motion to approve the surge protection; Mr. Christini made a motion to purchase the surge protection for the WWTP, Mr. Snell seconded, approved. Ms. Maynard stated this was approved last month.

Mr. Aikey stated the VFD panel for the centrifuge was ordered; we are looking at 6 weeks.

Mr. Aikey stated he received a call from DEP a wastewater operator from out of town reported we were discharging solids into the river over the 4<sup>th</sup> of July weekend; Mr. Aikey contacted Mr. Walker he stated he was unaware that we did that. DEP was in Monday to investigate; no pictures were taken but the investigator stated she did not see any evidence of any discharge. Mr. Aikey stated he received a call from who informed him we are on the radar at DEP.

Mr. Casanave is requesting we schedule a drainage of the ATAD for the Headworks project. They also request the operators input on the UV component replacement. Mr. Aikey sent emails to Mr. Walker regarding both requests from Stiffler McGraw; Mr. Johnson stated Mr. Craig Allis from Valley sewer might be able to assist us on this, we have reached out to him before his number is in his old rolodex; Mr. Aikey stated he has the rolodex.

Mr. Aikey wanted the Board aware we repaired the control panel at Pump Station 7 (Wysox), the control panel had burned out in March.

## **College Run Sewer Lateral:**

Mr. Aikey stated we have easements for this project; Mr. Christini made a motion to allow personnel to contact the two property owners to get easements signed, Mr. Hatch seconded, approved.

Mr. Aikey stated he received a quote from Sikora Brothers of \$52,165.00 the other quote is from M R Dirt for \$83,625.00, Mr. Johnson asked for another quote. Mr. Aikey will get another quote. Ms. Madden stated if this is going to be considered emergent, we need to get it done quickly.

## **Budget**

Mr. Walsh asked if Mr. Aikey is looking at the budget; Mr. Aikey stated he was reviewing that today; the Board needs to keep in mind the expenses we paid for the sewer plant that is getting reimbursed by insurance. Mr. Walsh mentioned maybe we need to move the expenses from Stiffler McGraw for the Headworks project to another line item, as we will be able to tie that into the project when we go to Penn Vest. Mr. Aikey questioned Ms. Madden if we can add line items to the budget or if there is a 10% change before we have to re advertise the budget; Ms. Madden stated you can add a line item as long as it is a subcategory to one that already exists, she is not aware if it is a percentage or a threshold before you have to readvertise a budget. Mr. Walsh stated that tracking those items should be done as it is affecting this year's budget. Mr. Aikey stated Ms. McGuire is tracking the insurance claim. Ms. McGuire has brought up concern on the pre spending. Mr. Johnson stated he would like to see the budget numbers on a quarterly basis to see where we are at.

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## **Rules and Regulations:**

Ms. Madden presented the rules and regulations in their final draft for signature; they were approved last month; Mr. Walsh and Mr. Snell signed Resolution 02-2024 Rules and Regulations for Water Use and Resolution 03-2024 Rules and Regulations for Sewer Use.

Mr. Christini requested the Board be sent the rules and regulations in electronic format. Ms. Maynard stated that these will be added to the website and replace the existing rules and regulations. Mr. Christini questioned if we would add the fee schedule to the website; Ms. Maynard stated Ms. McGuire stated it was never posted in the past; Mr. Christini stated it should be.

Ms. Maynard presented Resolution 04-2024 Schedule of Rates and Fees; which replaces Resolution 01-2024 adopted in our January meeting; with the addition of Failure to schedule meter access \$150.00 a month until access is allowed. Mr. Johnson made a motion to approve Resolution 04-2024 Fee Resolution, Mr. Venezia seconded, approved.

## **Ms. Madden:**

Mr. Walsh stated Ms. Madden is moving firms; we have a Client File Retention & Transfer form to move our files from Eckert Seamans Cherin & Mellott, LLC to her new firm. Mr. Johnson questioned if the fees will be the same; Ms. Madden stated she would think they would be similar. Mr. Johnson made a motion for Mr. Walsh to sign the Retention and Transfer form and to retain Ms. Madden as our attorney if the fees are similar to our contract with Eckert Seamans Cherin & Mellott, LLC, Mr. Christini seconded, approved.

## **Superintendent:**

Mr. Aikey stated he is working on the installation specifications for water and sewer; Mr. Johnson questioned if the specifications are in the Rules and Regulations; Mr. Aikey stated no. He is trying to make the specifications uniformed with our requirements; they would be handed to any contractor installing a water or sewer line.

Mr. Aikey stated the numbers on the interconnect meter are getting closer; Ms. Maynard stated Wysox billed their customers 2.1 million gallons and TMA billed for approximately 2.9 million; Ms. Maynard is not exact in the numbers but our discrepancy we have been having is getting better. Mr. Johnson questioned how this was repaired; Mr. Aikey stated the shaft and seals were corroded only allowing the check valve to open 10% with repairs and maintenance it is working better.

## **WTMA:**

Mr. Walsh stated Mr. Williams contacted him in reference to consolidating the two Authorities. Mr. Walsh questioned if the interconnect meter brought on the conversation; Mr. Aikey stated no it was just the fact that Wysox basically is run by TMA and the Board members are on the mindset that consolidation would be good for both Boards. The Board discussed the issues of consolidating and the different rules and regulations; wells and grinder pumps. The decision from the Board is to have WTMA address the Board to initiate talks.

## **FEMA:**

Ms. Maynard stated we have received an acknowledgment paper from FEMA for Mr. Walsh to sign to acknowledge receipt of the flood handbook.

## **Bank Signatory Designation:**

Mr. Aikey stated that we need a resolution to add Mr. Aikey and Ms. Schoonover to our bank accounts at C & N Bank. Mr. Snell made a motion to approve Mr. Aikey and Ms. Schoonover be added as

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signatory designation for the TMA accounts held at C & N (Resolution 05-2024), Mr. Hatch seconded, approved.

## **Mr. Aikey:**

Mr. Christini wanted to thank Mr. Aikey on his job that he has done in keeping everything together.

Mr. Aikey wanted the Board to know that our system is very reactive in maintenance, our pumps at New Albany were not running correctly and one burned up, when they were pulled the other impellor was not in good shape; Mr. Johnson stated he could be contacted with these items as he knows what they should have been set at and that they need to be pulled and inspected on a regular basis.

## **New Albany:**

Mr. Johnson questioned if we found our paperwork for New Albany to show them, we are not responsible for their water system. Mr. Aikey stated we did find the signed agreement that states we are only responsible for the booster and 10-inch line. Mr. Aikey informed Michelle that they will have to look for a water operator. Mr. Johnson stated he agreed, we have been helping New Albany for a long time.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:11 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary



# Towanda Municipal Authority

August 19, 2024

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

**PRESENT:** Michael Walsh, Joseph Snell, Fred Johnson , William Shaw, Roger Hatch

**ABSENT:** Carmen Venezia, Katrina Murray, Mark Christini, Morgan Madden, Babst, Calland, Clements and Zomnir, P.C., Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Eric Casanave, Stiffler McGraw; Brian Shura, Stiffler McGraw

**Visitors:** Aaron & Anna Mae Moyer

## **Visitors:**

Mr. Moyer stated he wrote a letter to the Board; they purchased the property at 13722 Route 220; they were unaware that they had municipal sewer and hookup was required. They had the on lot septic system inspected before they purchased the property. When he was made aware of the requirement to connect to the municipal sewer the superintendent at the time came out to assess the situation and told him that we would have to mark the hookup point and determine whether it was actually feasible for a connection to the system to be made.

Mr. Moyer stated he never heard anything more on that. Due to a recent 811 call the sewer connection came back up. Mr. Moyer stated he had a contractor tell him due to the length and grade a holding tank and pumping system would need to be installed. Mr. Moyer is requesting an exemption be made to connect to the sewer system as he is financially unable to put the system in.

Ms. Maynard stated that Mr. Applebee the prior owner of the property did pay the tap in fee but never connected the Moyers as well as Mr. Applebee are being charged the ready to serve sewer rate. Mr. Johnson stated that they did encounter issues with Mr. Applebee on the connection and he is surprised Mr. Applebee paid the tap in fee. Mr. Johnson questioned who stated the elevation issue; Mr. Moyer stated that the plumbing goes through the basement floor; Mr. Johnson questioned if the plumbing can be changed; Mr. Moyer stated not without a financial burden on him. Mr. Casanave stated that 1<sup>st</sup> floor service should come into the conversation. Mr. Johnson stated we would like to see everyone connected to the sewer system. Mr. Moyer stated that he cannot financially afford that at this time; the contractor stated \$30,000.00; he would have to clear trees and tear up his driveway.

Mr. Moyer also requested if the ready to serve charges be the flat rate.

Mr. Walsh stated the Board will have to discuss this and get back to Mr. Moyer. Ms. Maynard requested the letter so that we can have that for record; Mr. Moyer did provide that.

## **Minutes:**

The July 15, 2024 meeting minutes were approved as written and the special meeting minutes of July 29, 2024 meeting minutes were approved as written with a motion made by Mr. Shaw, seconded by Mr. Hatch, approved.

Mr. Walsh mentioned he received a call from Mr. Lowenstein regarding the merger.

## **Bills:**

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

## **Water:**

Mr. Aikey stated that the tank inspections were emailed to the Board; a copy of the inspections exist at the water plant, in his office and the Managers office.

We have the hatch on the Wilmot tank and Thomas Street tank that need replaced we had previously received a quote (\$18,000.00) for the Thomas Street tank but Mr. Aikey is looking to see if we can do it for less.

Mr. Aikey stated that some of the items that were found are not mandated repairs, the placarding can be purchased and installed in house.

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Mr. Walsh stated if Mr. Aikey wants to go out to bid on the repairs needed for the tanks; Mr. Aikey stated that he wants to research the prices on some of the equipment first.

Mr. Aikey stated we have an issue with alarming at the Water Treatment Plant; the Scada is still operating but the alarming has quit; Mr. Johnson questioned the capability of the sending out an alarm; Mr. Aikey stated yes. The alarms were wiped out of the verbatim; and the output is gone; the system is an auto dialer. Mr. Aikey stated we had IT on site and the IT and Cambria Systems are blaming the issue on each other. Martz Technology came in, they were able to find all the alarms and they found a corrupt file. Mr. Johnson stated we need to purchase a new verbatim; Mr. Aikey stated yes, the cost is \$8,345.00. The second option that Mr. Aikey suggests is to go to a WIN911 system; much newer technology, more remote login capabilities and the capability of setting precedence on certain alarms; for example, a chlorine alarm would continue to alarm until it is cleared. The WIN911 system is \$6,000.00; Mr. Johnson questioned the annual fee; Mr. Aikey stated it is a 3-year cost. The WIN911 system can then be integrated to our other systems as it has unlimited apparatuses. Mr. Walsh questioned if it can be used at the sewer plant; Mr. Aikey stated once the Scada is installed, yes. Mr. Walsh questioned if he needed a motion to purchase; Mr. Aikey stated he already purchased it.

## **Thomas Street PRV:**

Mr. Casanave stated he received a quote from LB Water for the vault the cost is \$73,400.00 that includes the crane to drop it in the hole; that saves us on what is needed to be contracted out. The lead time is 6-8 weeks so we need to coordinate that with weather. Mr. Casanave stated that we will need to valve off sections and open hydrants to relieve pressure when this does go in. Mr. Casanave stated we surveyed the valve system but did not go further on what needed accomplished so that we did not have customers out of service for an extended amount of time. We need to work with Mr. Aikey to verify valves are operational and how this process is going to work. Mr. Casanave stated we can vote on this in our September meeting to get the project out to bid early next year to be completed prior to the expiration of the grant. Mr. Casanave stated he will send the diagrams to Mr. Johnson if he wants a copy to review; Mr. Johnson stated his only concern is the valves; Mr. Johnson reiterated we need to confirm the valves are in working condition.

Mr. Hatch questioned the location of this vault; Mr. Casanave stated that the Thomas Street tank is across 220 and this vault reduces the water pressure for distribution from the tank; Mr. Johnson stated it was installed in 1980 and has been a worry since that time. Mr. Hatch stated if this is going to correct something or is this a maintenance issue. Mr. Johnson stated it is going to fix this valve system; we have blown the main before with the amount of pressure; the new vault will give us access to our equipment which the current vault does not have much room to be able fix anything. Mr. Casanave thinks the grant was \$85,000.00 with a 15% match.

## **Sewer:**

Mr. Aikey stated that the centrifuge panel came in this morning. The VFD, and surge protection is all awaiting installation. We are looking at Wednesday for installation; Mr. Johnson stated everything is being installed; Mr. Aikey stated it will be two weeks for the centrifuge but the VFD and surge protection should be this week.

Mr. Aikey stated that since Mr. Walker went out on medical leave the personnel at the sewer plant are new and learning, they are finding a lot of issues; both septage pumps are down one of each of the recycling pumps are down; Mr. Johnson stated he would not be surprised that there are no spares; Mr. Aikey stated there are no spares. Mr. Johnson stated everything should be working and we should have a spare on hand. Mr. Aikey stated that during the rain event last week 2 of the 3 raw pumps in the basement did not work. Mr. Aikey stated that Mr. Nagle and himself were rebuilding pumps and trying to teach the new personnel how to do so; they encountered issues with the valves that have not been exercised and they had to work them to get them working. This issue caused the interceptor to back up Elizabeth Street causing sewage to come out the manhole and sewage went into 2 Elizabeth Street basement; his vent on his property caused some of the issue with the issue in the basement.

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There was also a grease blockage; once that was broken up, we were able to get the flow back to normal. Mr. Johnson questioned if we are ordering the parts as needed; Mr. Aikey stated he has not ordered any pumps yet.

Mr. Shura stated because of the issues at the plant we might want to consider either adding equipment to our upcoming project or to start purchasing equipment out of our reserves. Mr. Aikey stated that with the power outage, equipment that was probably in the project was replaced with our insurance claim.

Mr. Aikey stated that Mr. Nagle has been phenomenal teaching personnel from the ground level from start to finish. He is teaching them how the plant is supposed to work.

Mr. Casanave contacted Mr. Aikey stating they are receiving data from pump station 1 that does not look correct; Mr. Aikey stated we use bubblers that are antiquated; they are not giving appropriate data. Mr. Casanave stated that they have flow meters to analyze Wysox's infiltration issue; the flow meter installed 2 manholes from pump station 1 was recording abnormal flows.

Mr. Aikey stated he would like to see a more robust Scada system to monitor everything in the plant, and also at our remote sites; like we have at the water treatment plant to monitor the entire system. Mr. Johnson stated that was the vision to happen down the road. Mr. Shura stated there was limited Scada to be put in the current project. Mr. Shura stated we can incorporate the complete Scada system now rather than waiting for the process project. Mr. Aikey stated we do use Guard Dog now, but the ability to be able to view everything is not there. Mr. Walsh questioned if the remote sites are not on the Scada; Mr. Aikey stated that they have Guard Dog now which is a local system; Mr. Johnson stated it is like a Scada System it sends alarms; Mr. Aikey stated it is more of an alarming system not a Scada. Mr. Shura stated we can encompass the Scada System in this project rather than waiting for the next project; we can also change out the bubbler system from the pump stations.

Mr. Aikey stated that Mr. Nagle is at the sewer plant one day a week and at the water plant one day a week; the personnel are learning, and classes start next week to obtain licenses. Two water and two waste water personnel are going to class.

## **College Run Sewer Lateral:**

Mr. Aikey stated we have decided to keep this project in house. Mr. Johnson asked why was this project not done inhouse in the first place was it because of Mr. Miller; Mr. Aikey stated yes; if Mr. Miller does not want to do it, then the project would go outside; Mr. Johnson stated what changed; Mr. Aikey stated Mr. Kithcart and two other employees have agreed to do it so Mr. Miller will assist. Our new employee is also an operator can assist Mr. Miller.

Mr. Aikey stated we are still awaiting the second easement; Ms. Maynard stated we have been talking to the son; Mr. Aikey stated he has as well, and the son agreed to sign the easement; Ms. Maynard stated the mother lives in Virginia; both mother and son are on the deed.

## **Headworks Project:**

Mr. Shura stated that the permits have been issued, the final design is in process; we need to add the items that have been discussed into the project, our plan is to have everything ready to go the Penn Vest in January. Mr. Shura stated that they met with Mr. Aikey this morning as there are unknown items in the project; the ATAD has not been cleaned; the goal was last fall or early this spring was to have the ATAD taken down, drained and have a contractor inspect the system to check the manifolds and nozzles; we incorporated a price in the project to replace the manifolds with the updated version which has individual air headers, which would make it easier to clean out. Mr. Shura stated the first time the ATAD was cleaned out they found the nozzles to be plugged. The ATAD should be cleaned out every seven years; it was to be done inhouse but that has not occurred. The

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cost of a manifold is in excess of \$200,000.00; the question is do you keep this in the project without knowing if it needs replaced or not. Mr. Shura stated without delaying the project it was decided to have the ATAD system clean out put into the project itself. The plan is to have the contractor clean out the system the ATAD will be pulled out and be a separate line item in the project. It will cost more money as we are not cleaning out the digestors inhouse, but at the end of the day they need cleaned out regardless. Mr. Walsh stated they are over 16 years old now; Mr. Johnson stated why don't we just replace the manifolds; Mr. Shura stated Mr. Aikey concurred; but we still have to drain and inspect the ATAD that has only occurred once in the past. Mr. Shura stated that we might find more issues and other items that need replaced once the ATAD is drained; Mr. Shura stated we incorporated spare parts in the project but we might find that the parts need replaced and a spare ordered.

The project should be completed by October 30<sup>th</sup>. We might want to add the Scada to this project as well per prior discussion. Mr. Aikey stated that the generator is not adequate either for the plant. Mr. Shura stated we can add the generator; during previous discussions the generator was to be repaired but that has not occurred. Mr. Walsh stated we might as well put everything in the project that we need to stay operational; Mr. Shura stated this project will get bigger and the next one will be smaller as some of the additions were already going to be incorporated in the next project.

Mr. Johnson made a motion to add the Scada and generator to the Headworks Project, Mr. Shaw seconded, approved.

Mr. Johnson stated that Mr. Aikey needs to see what else needs purchased for the plant and check the budget to see if we have funds to purchase what we need.

## **DEP Violation:**

Mr. Aikey read the letter from DEP for a violation of discharge; Mr. Aikey stated he received the call from DEP and contacted Mr. Walker who stated he was in Watkins Glen; Mr. Aikey questioned if Mr. Walker was aware of the issue at the plant, he sent Mr. Ackley to investigate; Mr. Johnson questioned why Mr. Ackley was called; Mr. Aikey stated he was the on-call person. Mr. Ackley stated yes that occurred. During a visit to the sewer plant with Mr. Nagle this was brought up and Mr. Stroud concurred that we are still doing this, Mr. Nagle and Mr. Aikey went to see, it is not solids. Since Mr. Walker confirmed the violation with DEP we were sent a notice. Mr. Aikey stated that education and sending the correct personnel to investigate needs to be done in the future. Mr. Johnson stated how could Mr. Walker confirm the violation when he was not in town; Mr. Aikey stated he is our operator and did. Mr. Aikey stated when DEP came to investigate, they found no evidence of solids being discharged. Mr. Aikey stated there is no fine but we have a violation on our record. Mr. Nagle is reaching out to DEP to see what can be done on this.

Mr. Aikey discussed the on-call schedule and having personnel respond to situations they cannot take care of.

## **Engagement Letter with Babst, Calland, Clements and Zomnir P.C.:**

Ms. Maynard made copies of the engagement letter for Ms. Madden's new firm. Mr. Snell made a motion to sign the engagement letter with Babst, Calland, Clements and Zomnir P.C. for Ms. Madden's services, Mr. Shaw seconded, approved.

## **WTMA:**

Mr. Walsh questioned what was found out about the merger; Mr. Aikey stated he talked with DCED and was referred to another colleague, they mentioned since we already do the work for WTMA they do not see that is should be much of an issue. Mr. Aikey stated we will not need a full feasibility study. Mr. Johnson questioned if we have a timeframe when this would be done; Mr. Aikey stated they referred the issue to another person and we haven't heard from them yet.

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## **Audit:**

Ms. Maynard stated the 2023 Audit was sent to the Board, we need to approve and publicize the audit. Mr. Hatch made a motion to approve the 2023 Audit, Mr. Johnson seconded, approved.

## **Route 220 Easements:**

Ms. Maynard stated that we discovered our Route 220 easements for the Monroeton project were never filed at the court house. Ms. Maynard stated she called the court house and the cost would be \$63.75 for up to a 4-page document. Mr. Johnson wanted to know the cost; Ms. Maynard stated she will get that amount. Mr. Walsh stated they need to be recorded. The Board approved to get these recorded.

## **Mr. Moyer:**

Mr. Aikey stated the rules are the rules in connecting to the system. The Board discussed the issue. Mr. Walsh stated the first thing we need to do is mark the connection point, contact Ms. Madden in reference to enforcement. We will send a letter to Mr. Moyer once we get the answer to all our questions and we will give him a year extension to connect. Mr. Aikey questioned why we ran sewer in Monroeton; Mr. Walsh stated it was an ACT 537; DEP mandated abandonment of septic systems.

## **Local Shares Grant:**

Mr. Casanave stated the Local Shares Grant has opened back up again; the Board discussed the previous projects we went for funding. The application deadline is November. Mr. Casanave stated he would email the Board the previous requests we submitted or gathered information on and we can decide from there.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 2:03 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

September 16, 2024

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

**PRESENT:** Michael Walsh, Joseph Snell (via phone), Fred Johnson , Roger Hatch, Carmen Venezia

**ABSENT:** William Shaw, , Katrina Murray, Mark Christini, Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden, Babst, Calland, Clements and Zomnir, P.C.; Eric Casanave, Stiffler McGraw; Stacy Schoonover, Borough Manager

**Visitors:** None

## **Visitors:**

None

## **Minutes:**

The August 19, 2024 meeting minutes were approved as written with a motion made by Mr. Johnson, seconded by Mr. Hatch, approved.

## **Bills:**

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

## **Water:**

Mr. Aikey stated that DEP will be here on October 3, 2024 to do the water inspection. Mr. Venezia questioned if Mr. Aikey will be in attendance; Mr. Aikey stated that yes as well as Mr. Nagle.

Mr. Aikey stated that Mr. Haight presented an invoice for 11 Mix Ave; he is claiming that when we replaced the water main on William Street it caused the PRV to clog up and it had to be replaced. The Board decided that that is not anything we will cover.

Mr. Aikey stated that calibrations have been set up for September 30<sup>th</sup> for all our billing meters for water and sewer. The bulk water station, the interconnect meter for Wysox, and New Albany meter have been added to the list. That service will be done by WG Walden.

All the alarming has been rectified at the WTP, we purchased the Win911 system and it is operational.

## **Thomas Street PRV:**

Mr. Casanave provided the quote from LB Water on the vault and sketch of what the vault looks like. This is the complete vault but we would need to hire a contractor to make the connections. Mr. Walsh stated the price looks good; Mr. Casanave stated it is under the grant amount; we do have a match and he verified with Ms. Schoonover that we have the funds. There is a 6–8-week lead time so we need to order it closer to the time of construction as we have nowhere to store it; we can ask LB Water if they can store it, but Mr. Casanave suggests we wait until closer to spring. . Mr. Casanave stated we have until June 30, 2025 to complete the project per the grant. There is sales tax on the quote but we are tax exempt; there are materials that are not tax exempt, and that might be the case here. Mr. Johnson made a motion to accept the quote from LB Water on the Thomas Street PRV vault, quote #1982460 for \$73,399.52, Mr. Snell seconded, approved. Mr. Casanave stated he will contact LB Water on the tax.

Mr. Hatch questioned the next step; Mr. Casanave stated we will put the project out to bid early next year in order to get the vault in place.

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Mr. Johnson questioned if we will have to order the materials needed to connect the system; Mr. Casanave stated that will be part of the project bid, we do need to reduce the pipe size. Mr. Hatch questioned the impact to customers; Mr. Casanave stated that Mr. Strickland and himself investigated the impact to customers and the system. The tank serves the high and low points in this section of town, we did map out a lot of valves on Thomas and Third Street. Mr. Casanave, suggest we spend time locating and ensuring the valves are operational, and to verify we are shutting off the correct valves. Mr. Casanave stated that Mr. Strickland thought opening hydrants to relieve the pressure in the system, but that was not investigated any further than that. We might have customers without water for maybe a day. Mr. Walsh questioned if the specifications of the installation will be clarified in the contract; Mr. Casanave stated it will be spelled out in the contract and we should be able to get local contractors to do the work.

## **Sewer:**

Mr. Aikey stated that our issue we had with the interceptor caused sewage to back up into the basement of 2 Elizabeth; Mr. Dan Bell provided us documentation of what had to be replaced due to this issue. Mr. Johnson stated that Mr. Bell needs to turn it into his insurance; we have paid the deductible in the past depending on circumstance.

Mr. Aikey stated that the surge protection was installed as well as the centrifuge panel. We have one bill we are awaiting to finish the insurance claim. Mr. Johnson stated everything has been fixed, repaired or replaced; Mr. Aikey stated yes.

Mr. Casanave stated that Ms. Sipes their environmental scientist is coming up on Friday, she will be bringing up a microscope they have so that the sewer plant can use it for a couple of months and see if they like it; this if for them to complete the analysis they need to be completing at the plant; they will be trained on the use of the microscope. In the afternoon Ms. Sipes will sit with Ms. McLinko and Ms. Maynard to review the EPA Service Line spreadsheet; that is due to DEP in October. She will review with them the DEP spreadsheet; according to what Mr. Casanave has been told the spreadsheet for Towanda is almost complete; Mr. Aikey stated that Mr. Nagle stated we do not need to use the DEP spreadsheet. Mr. Johnson questioned clarification on the subject; Mr. Casanave stated that the EPA mandated that every service line be inventoried to identify lead service lines. Mr. Walsh stated we started this awhile back; Mr. Aikey stated we found out last week that there was a DEP spreadsheet we should have been using, it has 15 categories we should have been checking we only checked 6; Mr. Johnson stated that he thought that that was being done; Mr. Aikey stated the field work was being done, it is not being correctly documented; with 2200 lines that would be impossible to enter into their spreadsheet in less than a month. Ms. Maynard stated that Ms. McLinko mirrored the DEP spreadsheet with the information we gathered instead of reentering everything from scratch. Mr. Nagle thinks that we will be okay using our own spreadsheet. Mr. Casanave stated that what they have found that other Authorities are having issues with the documentation that needs addressed inside the residence as customers are having an issue with letting personnel in their residence; Mr. Johnson stated we are doing that correct; Ms. Maynard stated that yes, with the meter changeouts Mr. Benjamin is documenting that information. Mr. Casanave stated we will know more about our process when Ms. Sipes comes in on Friday. Mr. Walsh questioned the meter change out progress; Ms. Maynard stated when she ran a report a couple of months ago, we still had 600 to complete; Mr. Johnson questioned if we are still doing the changeouts; Ms. Maynard stated yes. Mr. Johnson requested the time frame on the grant; Ms. Maynard stated three years; Mr. Johnson asked if we are recording Mr. Benjamin's time; Ms. Schoonover stated yes, we do not get reimbursed for that, as that is considered our match.

## **College Run Sewer Lateral:**

Mr. Aikey stated this project should begin this week.

# Towanda Municipal Authority

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September 16, 2024

## **Headworks Project:**

Mr. Casanave stated that as requested last meeting we are adding the Scada and generators to the Headworks project. We should be ready to go to Penn Vest in October. Mr. Johnson questioned when will they award or when would we know if they are going to fund the project; Mr. Casanave stated deadline is November and they award in January. Mr. Casanave stated we should be in construction May-June of next year. Mr. Walsh questioned how long we keep bids open; Mr. Casanave stated a couple of months; if we get the award in January we will advertise immediately, and award in May or June. Mr. Casanave stated everything is still on track.

## **DEP Violation:**

Mr. Casanave stated that Mr. Nagle sent a letter on behalf of the Authority due to the DEP violation we received in August due the incident July 4<sup>th</sup> weekend, the letter was sent to Mr. Michael Jordon at DEP. Mr. Aikey stated that we sent a letter but that we still have a violation on record.

## **Exposed Water Line:**

Mr. Casanave was contacted by Mr. Aikey that he was informed that we have an exposed water main; due to erosion the Eilenberger main on the west side of South Towanda Creek has been exposed; approximately 150 feet. Mr. Casanave, Mr. Nagle, Mr. Aikey, and both Paul and Pat Maynard went to look at it. It is our 10-inch main; we have photos of the pipe and it is leaking water, it is not the abandoned pipe. The location is at 2444 route 220, south of Brocktown; rocks have come down on the pipe and moved the piping. Mr. Johnson questioned if this can be repaired inhouse; Mr. Aikey does not think so. Mr. Casanave has a call to DEP to see if we can consider this an emergency to get the line repaired, he has yet to hear from someone. Mr. Walsh stated it has been brought up about the cost of maintaining twelve miles of pipe from the Eilenberger Springs; Mr. Casanave stated the spring still provides 50% of our water; the new wells cannot maintain the system on their own; pipe size and everything else involved, we are not able to provide water without the Eilenberger water source. Mr. Johnson questioned if we can bring in equipment to repair the line; Mr. Casanave stated it will take some doing and we have two options, we can armor it in place, fix the joint that is leaking, and rip rock and fortify the line, or we can move the line from the creek bank and tie it back in where it goes back under ground. There are wetland concerns.

We are looking at an emergency permit to get everything done now, then go after permitting after the work is complete. Mr. Johnson stated that there are more exposed sites as the water line as it follows the creek. Mr. Walsh questioned if this is coming out of our operating funds, Mr. Casanave stated yes. Mr. Johnson stated that he thought that last time we went to the Conservation District for an emergency permit; Mr. Casanave stated yes, we did and it was forwarded to DEP. Mr. Hatch made a motion to have Stiffler McGraw pursue the wetland delineation on this property, Mr. Snell seconded, approved.

Mr. Aikey stated that there is still \$200,000.00 in the FEMA grant; Mr. Casanave stated the line was walked with PEMA/FEMA and they identified areas of wash out this is not one of them. Mr. Casanave stated we can ask if we can move the funds to cover this location; the locations identified were inaccessible without an expensive access road. Mr. Aikey questioned if we have a contact number for someone at FEMA; Chris Evans is the name mentioned; Mr. Aikey will reach out to him.

## **WTMA:**

Mr. Walsh questioned if we found out anything further on the merger. Mr. Aikey stated we were referred to an attorney within DCED. They stated our next step in the process would be to retain an attorney which we reached out to Ms. Madden to see if her firm would be able to be the attorney in regards to the merger. DCED stated a resolution would have to be entered by both parties involved; then the merger would be done. Ms. Madden stated the merger process is straight forward it is like one business taking over another. We would need to get a list of their assets and obligations and a detailed map of their infrastructure. Ms. Maynard stated that it was mentioned that the entity



# Towanda Municipal Authority

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September 16, 2024

merging takes on the rules and regulations of the existing entity. Mr. Walsh questioned if Wysox is aware of this; Mr. Aikey stated we have not had a meeting. Mr. Johnson stated he thought there would be more involved on the merger that would tell us the pros and cons of merging. Mr. Aikey stated DCED stated we are already entwined, we do not need to do any other thing, if both parties are interested. Mr. Johnson stated we are going to have a different rate due to their debt. Ms. Madden stated that debt council would still have to sign off on the merger. The Board continued to discuss the issues in merging the Authorities. Mr. Johnson stated we need to discuss the internal issues. Mr. Walsh requested if we want to come up with an agreement for both parties to go further with the merge.

## **Local Shares Grant:**

Mr. Casanave provided the Board with the list of projects that we have tried to submit in the past. Ms. Madden stated she has submitted more than one grant application for the Local Shares Grant you just need a cover sheet stating which projects you are prioritizing. Mr. Johnson stated we do not have the funds if all projects get funded; Ms. Madden stated you can decline part of the funding if that is the case. Mr. Casanave stated the Board can email him what they think is a priority or what project they want to submit.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:10 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

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October 21, 2024

The September meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:07 p.m.

**PRESENT:** Michael Walsh, Joseph Snell, Fred Johnson , Carmen Venezia(via phone), Mark Christini

**ABSENT:** William Shaw, Roger Hatch, Katrina Murray, Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden (via phone), Babst, Calland, Clements and Zomnir, P.C.; Eric Casanave, Stiffler McGraw; Stacy Schoonover, Borough Manager; Angela Oliver, Administrative Assistant

**Visitors:** None

## **Visitors:**

None

## **Minutes:**

The September 16, 2024 meeting minutes were approved as written with a motion made by Mr. Johnson, seconded by Mr. Snell, approved.

## **Bills:**

Mr. Johnson stated the 08 fund has very high expenses; Mr. Aikey stated that is still from the power surge at the plant but we have received the insurance reimbursements for our expenses, he has forwarded the last of the paperwork to Ms. McGuire. The September bills were approved on a motion made by Mr. Christini, and seconded by Mr. Johnson, approved.

## **Thomas Street PRV:**

Mr. Casanave stated he was informed by LB Water that they can hold the vault until we are ready for installation; we can purchase it to have it put in production to have that part of the project complete. Mr. Casanave stated we need to work with Mr. Aikey on the valves, we need to identify and ensure the valves are operational in order to not have customers without water for a long period of time.

Mr. Casanave stated we can purchase this equipment through Co Stars; does he need to get a purchase order from Ms. McGuire? Ms. Schoonover stated she would take care of that.

Mr. Walsh questioned if we will make our deadline on the grant; Mr. Casanave stated we have until June 30<sup>th</sup>. We need to hire a contractor to dig the hole then pull out the old vault out, this should be accomplished in the spring.

## **SRBC Grant:**

Mr. Aikey stated that Mr. Benjamin is still continuing the meter change outs. Mr. Aikey questioned the amount of meter left to be replaced; Ms. Maynard stated she ran a report as we only have \$117,519.75 left on the grant and we still have at minimum 415 meters yet to replace; Ms. Maynard stated when the project started LB water took a list of our meters and was to inform us of the Iperl meters in the system that are over 10 years old, but she has not heard from them.

Ms. Maynard stated she hoped we would continue replacing the meters, even if the grant expired. Ms. Schoonover stated she will have a cost of what the Authority would have to expend to get the rest of the system done. Mr. Johnson stated we do budget for meter replacement every year; Mr. Johnson stated we should be in good shape to replace all the meters. Ms. Maynard stated we are also installing radios to each meter so that is probably why the funds have been expended so quickly; Mr. Johnson stated with radio capabilities on meters we can look at an antenna system for reads.

# Towanda Municipal Authority

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October 21, 2024

## **Water:**

Mr. Aikey stated that DEP will be here on October 15, 2024 to do the water inspection. Mr. Johnson stated who is doing the inspection; Mr. Aikey stated Mr. Bob Blaney from DEP, he will be in attendance as well as Mr. Nagle, and Mr. Pat Maynard and Mr. Paul Maynard. Mr. Aikey stated we learned from the Wysox inspection what Mr. Blaney wants to look at, so we should be prepared.

Mr. Walsh questioned if the calibrations were completed; Mr. Aikey stated they were completed, with the exception of the Bulk Water Station as they needed to have different equipment; we did not get New Albany's completed either due to maintenance needed on New Albany's part. New Albany has not responded to our requests, part of the calibration in the past was to do New Albany's meters as well; their influent and affluent meters are not functioning, and they have meter issues. Mr. Johnson questioned if we billed New Albany for these services in the past; Ms. Schoonover stated yes, and they have paid in the past.

Mr. Aikey stated the North Towanda Dollar General has been an issue we were never given any plans on the project; they did change engineers. Mr. Aikey stated they started excavation without our knowledge of any plans; Mr. Casanave stated they have worked out of sequence. Mr. Aikey stated the contractor was upset that we put a hold on the project; Mr. Aikey explained the Authority had no plans. Mr. Casanave stated we did install a meter pit; Mr. Casanave is completing an email to them informing them of what needs to be done to complete the project. Mr. Aikey stated they were going to bore under route 6 for their sewer but there is a manhole by M & T Bank they can use. Mr. Casanave stated our force main is underneath their driveway; Mr. Walsh asked how far down is our main; Mr. Casanave stated 3 feet. Mr. Johnson stated that North Towanda should be informed that if they get a permit for building, they contact the Authority; Mr. Casanave stated this is Bradford County Planning.

Mr. Aikey stated he is working with Ms. Maynard to get a permitting procedure in place. Mr. Johnson stated we should also be sending letters annually to our townships and boroughs that we need to be informed when any construction that involves water or sewer is requested.

## **Exposed Water Line:**

Mr. Casanave stated that after last month's meeting we were concerned about wetlands in the area of the exposed water line. Mr. Casanave stated the wetlands are not as bad as he first suspected. Mr. Casanave still thinks we need to move the line from the stream bank. We need to get pressure readings from the surrounding manholes, and we need to get ground elevation shots at the Albers property. If we have enough pressure in that area his recommendation is to tap at both ends and run new line. Mr. Johnson questioned if we can get to the pipe; Mr. Casanave stated we can get an access road built to where we need to work; Mr. Aikey thinks this can be done inhouse. Mr. Johnson questioned if we have identified other areas of concern in that area; Mr. Casanave stated they did walk up and down stream, and did not see anything of concern.

Mr. Johnson stated we might want to abandon this line.

Mr. Walsh questioned if there are any funds for this project. Mr. Casanave stated we might want to contact PEMA, we did have monies left in the project but it was for other areas that were identified after the 2018 flood event and most of the areas identified are inaccessible.

Mr. Johnson requested what cost are we looking at for this project; Mr. Casanave stated approximately \$200,000.00, if the project is done inhouse it would be less.

Mr. Walsh questioned if we have a contact for PEMA; Mr. Casanave stated we can ask as long as the project is not closed; Ms. Schoonover stated she will look into it.

The Board discussed abandoning the line; Mr. Casanave stated that if we remove the line from the water system, we can never get it back, and we cannot currently service areas with the other water sources in the

# Towanda Municipal Authority

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October 21, 2024

system due to the size of the service lines that transmit water to our customers. Mr. Casanave stated we can not stop servicing customers as well.

The Board discussed all of our past projects that had to do with the service lines from the new water source as well as other projects that have been discussed but never undertaken; Mr. Christini questioned who is responsible to ensure these projects do not disappear from the radar of the Authority. Mr. Casanave stated he will provide a map of projects he was tasked to research, and provide that to the Authority next month.

## **Headworks Project:**

Mr. Casanave stated we added the Scada and generators and the additional excavation needed due to the soil samplings that were done the cost of the project should not exceed \$7,736,520.00.

Mr. Johnson made a motion to Submit the Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority in an amount not to exceed \$7,736,520.00 Resolution 06-2024, Mr. Christini seconded; Roll call vote: Mr. Walsh – yes, Mr. Venezia – yes, Mr. Snell – yes, Mr. Johnson – yes, Mr. Christini – yes.

Mr. Johnson made a motion to Reimburse General Funds or Short-Term Borrowed Funds used to Construct Improvements to the Wastewater Conveyance System with funds received from the Pennsylvania Infrastructure Investment Authority Resolution 07-2024, Mr. Christini seconded; Roll call vote: Mr. Walsh – yes, Mr. Venezia – yes, Mr. Snell – yes, Mr. Johnson – yes, Mr. Christini – yes.

Mr. Johnson made a motion to have Mr. Walsh and Mr. Snell have signatory responsibility with the Penn Vest Funding application, Mr. Christini seconded, approved

## **Sewer:**

Mr. Aikey stated that Penelec is supposed to be at the sewer plant today to install the third transformer and new lines; Penelec was supposed to be there mid-morning but haven't arrived yet; Mr. Aikey has a message to Mr. Krise to see where they are at. Mr. Johnson questioned if the ATAD is down; Mr. Aikey stated that no, they are running with the two transformers. Mr. Aikey informed the Board he heard from Mr. Krise, and they have crews down in Florida, and have to reschedule; we have an electrician on site that has been waiting, and we will have to reschedule his services as well.

Mr. Aikey stated we should be also looking at surge protection for the headworks building. Mr. Aikey stated that he did have Schaedler Yesco look at the Water Treatment Plant and that does have surge protection. Mr. Walsh requested to get a price on surge protection for the headworks building for the next meeting. Mr. Johnson thinks that building does have surge protection; Mr. Aikey and Mr. Casanave will take a look.

## **College Run Sewer Lateral:**

Mr. Aikey stated this project is complete and was done inhouse.

## **Local Shares Grant:**

Mr. Walsh stated that the list of projects given to the Board can be submitted as Ms. Madden had stated prioritizing our projects; Mr. Casanave stated he will reach out to Ms. Madden to see how she did that with her clients. Mr. Casanave mentioned that Ms. Hotaling submitted the Local Shares Grant for the Authority last year, he was not involved in that process. The Board discussed other projects we have looked at in the past.

# Towanda Municipal Authority

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October 21, 2024

## **WTMA:**

Mr. Walsh stated he was approached by Wysox; Mr. Aikey stated a meeting date was set by WTMA to meet on November 7<sup>th</sup> at 5 p.m. at the Wysox Township building. This meeting will be to discuss both authorities merging and any concerns from both parties in regards to that. Mr. Aikey stated a reminder email will be sent for this meeting.

## **TMA Debt:**

Ms. Schoonover stated that we are all getting new computers but Ms. Maynard due to the fact that she has the old billing system on her computer. Mr. Johnson questioned if we could keep that computer that has that information on still active; Ms. Maynard stated the IT person basically said no. Ms. Schoonover stated the system contains outstanding balances of old tenant billing. Mr. Christini stated Ms. Maynard needs to get ahold of Ms. Madden to see if there is a statute of limitations; if we are within it transfer and go after the outstanding balance.

## **Payment Plan:**

Ms. Maynard stated she has been approached by a resident who is requiring more than a year payment plan; previous policy Ms. Maynard is only authorized to give a 6-month payment plan; administration can authorize a year to a year in a half; any further agreements need to be brought to the Board. This customer is only able to pay \$300.00 plus current billing which will be almost a five-year payment plan; the balance was due to a service line leak.

The Board discussed enforcing our rules and regulations when it comes to service line leaks; we should not let this get that out of hand. We are to send a 5-day letter if it is not repaired, we need to terminate service until they provide proof it has been repaired. Mr. Aikey questioned if we have them notarize a payment plan; Ms. Maynard stated no.

Ms. Maynard is to contact Ms. Madden so that we address this situation in the future correctly; Mr. Aikey stated it is in our rules and regulations.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:52 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary

# Towanda Municipal Authority

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November 18, 2024

The November meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:02 p.m.

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

**ABSENT:** William Shaw, Roger Hatch, Katrina Murray, Robert Williams-WTMA Chairman

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden (via phone), Babst, Calland, Clements and Zomnir, P.C.; Stacy Schoonover, Borough Manager

**Visitors:** Thomas Bradford

## **Visitors:**

Mr. Bradford stated he was only here to observe.

## **Minutes:**

The October 21, 2024 meeting minutes were approved as written with a motion made by Mr. Snell, seconded by Mr. Venezia, approved.

## **Bills:**

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

## **Thomas Street PRV:**

Mr. Aikey stated he ordered the vault from LB Water; they agreed to store it until we are ready to install it in the spring. Mr. Aikey stated the cost was \$69,000.00. Mr. Aikey questioned the grant; Ms. Schoonover stated that she has been unable to find the grant, she has reached out for assistance in finding the grant paperwork.

## **SRBC Grant:**

Ms. Schoonover stated she did the figures and we should have more than enough funds to complete the meter change outs in the system. Mr. Walsh questioned if we have problems getting the change outs done; Ms. Maynard stated there are a few customers not complying. Mr. Walsh questioned if they are being charged the fee; Ms. Maynard stated yes, and even with that they have not called.

## **DEP Water System Inspection:**

Mr. Aikey stated they met with Mr. Blaney last week and everything was good; we received the same recommendations as we did in our last inspection. No violations but recommendations; we will receive the report next week. Mr. Walsh questioned if we are going to work on maintenance on the tanks; Mr. Aikey stated yes, that was one of the recommendations, was to put a fence around Thomas Street Tank and to get them re-placard; Mr. Aikey stated that will occur in the spring. Mr. Johnson stated they were inspected so we know which ones need attention inside and out; Mr. Aikey stated yes, we have the inspection reports and the vents are the major items on the Wilmot and Thomas tanks. We did paint the Thomas Street tank.

## **TMA Debt:**

Ms. Madden stated that the statute of limitation is six years; Ms. Maynard stated that Casselle has been operating for 10 years, so we are beyond the statute of limitation. Mr. Christini questioned Ms. Madden on how the procedure should work; Ms. Madden stated that as long as we file a lien within the 6 years, we should be able to keep our debt active. The majority of the debt was old tenant billing.

# Towanda Municipal Authority

November 18, 2024

## **Headworks Project:**

Mr. Aikey stated per Mr. Casanave the application to PennVest was submitted by the deadline; we should hear in January about the funding; we will advertise the project then, and he is working on the bid ready documents. Mr. Aikey stated we did get different pricing on generators and different options on getting one generator to run the plant, but that would require rewiring. Mr. Aikey stated Martz Technology was up the other day for an onsite visit; they reviewed how to get the offsite stations on the Scada.

Mr. Aikey questioned the Board on the Scada system integrating with the sites in Wysox; they currently have OMNI systems; which is only an alarm system, but we want Scada integration; the Board stated Wysox would have to pay to have the Scada installed.

Mr. Aikey stated that Wysox received the local shares grant for pump station 5; they are submitting one for pump station 4 that is in excess of the \$1,000,000.00; the cap on the grant is \$1,000,000.00. The Board discussed the project. Mr. Walsh mentioned that wouldn't we want to try to keep our pump stations uniformed; Mr. Aikey stated yes.

Mr. Walsh mentioned maybe we want to look into funding for rehabbing our pump stations; Mr. Johnson agreed as we have the one in North Towanda and Towanda Township that need attention. Mr. Aikey stated getting a building to house our controls to get them out of the elements.

Mr. Aikey will contact Mr. Casanave to see what is out there.

## **Local Shares Grant:**

The Board discussed the LSA grant that was awarded for Burlington Turnpike we had submitted a grant request for \$582,240.00, we received \$200,000.00; Mr. Johnson stated what are we going to do with the funds, as it is not what we needed to do the project; can it be used somewhere else; Mr. Aikey stated we might want to see if we can do the project inhouse and the funds are for this project only.

Mr. Casanave had provided a synopsis of the projects we will be applying for this round of the Local Shares Assessment Grant:

Ms. Maynard presented resolution 08-2024 for the West Lombard Street Watermain Replacement Project in the amount of \$642,900.00. Mr. Christini made a motion to approve Resolution 08-2024 to apply for funding to the Local Share Assessment Grant for the West Lombard Street Watermain Replacement Project; Mr. Venezia seconded, approved.

Ms. Maynard presented resolution 09-2024 for the Foster Road Watermain and Pressure Reducing Valve Replacement Project in the amount of \$662,900.00. Mr. Christini made a motion to approve Resolution 09-2024 to apply for funding to the Local Share Assessment Grant for the Foster Road Watermain and Pressure Reducing Valve Replacement Project; Mr. Snell seconded, approved.

Mr. Walsh presented resolution 10-2024 for the Pratt Avenue/Williams Street Watermain Replacement Project in the amount of \$1,000,000.00. Mr. Snell made a motion to approve Resolution 10-2024 to apply for funding to the Local Share Assessment Grant for the Pratt Avenue/William Street Watermain Replacement Project; Mr. Johnson seconded, approved.

Mr. Walsh presented resolution 11-2024 for the Berwick Drive Watermain Replacement Project in the amount of \$421,200.00. Mr. Venezia made a motion to approve Resolution 11-2024 to apply for funding to the Local Share Assessment Grant for the Berwick Drive Watermain Replacement Project; Mr. Christini seconded, approved.

Mr. Johnson stated what happens if we do not have the funds for these projects, if we do not receive what we are requesting; Ms. Madden stated we do not have to accept the award if we cannot fund

# Towanda Municipal Authority

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November 18, 2024

the project. Mr. Johnson stated that the Pratt Avenue/William Street project should be our number one project; Mr. Aikey stated Mr. Casanave did place that project as our first priority. Mr. Johnson stated that Foster Road should be our second project; Mr. Aikey stated he will inform Mr. Casanave to move the project for Foster Road from 3<sup>rd</sup> to 2<sup>nd</sup> in our priority list.

Mr. Johnson questioned if there is funding to do a hydraulic study of our system. Mr. Aikey stated he has met with Mr. Lasco at Bradford County Planning and he did provide us information of our system; he has a map that shows line size and curb stops. Mr. Aikey stated we need to update our maps ourselves; he is looking at programs.

## **WTMA:**

Mr. Walsh stated that he thought that the meeting went well. Mr. Johnson stated if we take over Wysox we need additional personnel; we need to stop being reactive and being proactive. The Board discussed issues with merging. Mr. Aikey stated that Mr. Jones found easements on some of the grinders having WTMA responsible for the maintenance forever; Mr. Jones is looking at the legal issues regarding vacating the easements. Mr. Johnson stated that should be added to the list of what Wysox needs to do before we merge; Mr. Christini stated he is still compiling a list. Mr. Christini stated there are three parts to the merger operational, ordinances, and financial; we are still looking at all aspects. Mr. Christini questioned Ms. Madden on how to request documentation from WTMA; Ms. Madden stated that we should provide a written RFI outlying our request. Mr. Christini requested how would we send the request; Ms. Madden stated a letter from our chairman to their chairman. The Board discussed the issues with the ordinances and Wysox Rules and Regulations and the adherence of their rules and regulations. Mr. Christini wants to go on record that wells need capped and decommissioned. Mr. Johnson stated they were allowed to keep their wells if they did not allow plumbing to go into the residence. Mr. Johnson stated TMA was in charge of the water connection in Wysox. The Board continued to discuss the merger. Mr. Walsh questioned the finances, Mr. Christini stated Mr. Hatch has not had time to contact HallockShannon P.C.

## **License Testing:**

Mr. Aikey stated we are going for the testing next week, and we should know within a month who passed the test in order to get their operating license.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:24 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary



# Towanda Municipal Authority

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December 20, 2024

The December meeting of the Towanda Municipal Authority was called to order by Mr. Walsh at 12:02 p.m.

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

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

**OTHERS:** Matthew Aikey, Superintendent; Morgan Madden (via phone), Babst, Calland, Clements and Zomnir, P.C.; Stacy Schoonover, Borough Manager

**Visitors:** Thomas Bradford; William Them-WTMA Secretary/Treasurer; Rhonda Vanderpool

## **Visitors:**

Mr. Bradford and Mr. Them stated they were here to observe.

Ms. Vanderpool addressed the Board in reference to her letter to connect to the water and the timeline of 90 days. Ms. Vanderpool is having a hardship with the 1,100.00 tap in fee and the cost to connect to the water. Mr. Walsh questioned if she spoke with Ms. Maynard on a possible payment plan; Ms. Vanderpool stated no because the 90 day timeline is impossible with her current financial situation; she works two jobs and her husband has been informed his job will be eliminated at the beginning of the year. Ms. Maynard stated the notice to connect gave Ms. Vanderpool 90 days to connect to the water and the 1,100.00 water tap in fee. Mr. Johnson stated there was a curb stop installed that was done during the Bridge Street project. Mr. Johnson informed Ms. Vanderpool that the Board will make a decision and get back with Ms. Vanderpool with our decision. Ms. Vanderpool left the meeting.

The Board discussed the connection. Mr. Johnson stated he was aware at the time of the Bridge Street Project that the occupants could not financially tie into the water system that is why a curb stop was put in. Mr. Hatch questioned the \$1,100.00 fee; Mr. Aikey informed him it is the tap in fee for water. Mr. Johnson suggested our personnel can do the work and bill her for time and material and set her up on a payment plan. Mr. Walsh stated to inform her of the decision to do this inhouse and set her up on a 2 or 3 year payment plan; see if she can afford that. Mr. Hatch questioned if our tap in fee was ever waived; Mr. Johnson stated only if the project outlined waiving the tap in fee; that was the only time it was waived.

The Board went on to discuss the other well in the Municipality; M's Market; Ms. Maynard stated that it was found in the minutes that Mr. Pruyne sent notification to Mr. Applebee to abandon his well back in February of 2021. Mr. Aikey sent Mr. Benjamin to the property then Mr. Pat Maynard; Mr. Maynard stated that the well does not enter the property currently occupied by tenants; the property is under contract to be sold; the utilities to the well are shut off and are housed in the greenhouse that has no utilities currently. Mr. Walsh stated maybe we need to contact Mr. Applebee and ensure that the abandonment of the well is put in the closing of the property. Ms. Maynard will contact Mr. Maynard or Mr. Applebee for information.

## **Minutes:**

The November 18, 2024 meeting minutes were approved as written with a motion made by Mr. Johnson, seconded by Mr. Christini, approved.

## **Bills:**

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

## **Non-Compliance Fee:**

The Board was given correspondence from two customers and Mr. Christini had a customer contact him as well about the fee. The letter that was sent in the packet Ms. Maynard stated that

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she did not answer the door for her scheduled appointment; she has three months of non-compliance fees. Ms. Maynard stated we have rescheduled that appointment for December 27<sup>th</sup>. Mr. Johnson requested if we can accommodate the working residents with a weekend schedule; Mr. Aikey stated he is not sure with the union contract; Mr. Johnson stated we can change their work schedule; Mr. Aikey stated he would look into it; in Williamsport they had customers appoint a representative to accommodate their inspections. Ms. Maynard stated Ms. O' Connor also requested the non-compliance fees waived. Mr. Walsh questioned how many non compliant customers do we have; Ms. Maynard stated we have 4 customers receiving the fee and not responding; one of which is the other customer correspondence we received; that customer did have a scheduled appointment that they cancelled. Mr. Aikey stated they are in New York but should have someone in the area looking after the property. The Board requested we inform the customers receiving the fee; Ms. Maynard stated the notice of non compliance was both mailed and posted prior to us adding the fee to the customers account. Mr. Aikey questioned if he should call the customer from New York; Mr. Walsh stated yes, we should and inform them to have an appointment set up with whomever is looking after the property.

Mr. Aikey stated the decision was that they get the noncompliance fee; if they take care of it in the month they are billed for, the fee it is waived.

Mr. Walsh questioned how we are doing with meter changeouts: Ms. Maynard stated she is in Monroe Borough; we have noncompliance in Towanda Township; New Albany Township is getting their second notice as well as Monroe Township; after Monroe Borough, the only changeouts left if our noncompliant customers and North Towanda.

Ms. Maynard wanted clarification on the noncompliance fee; if they comply within the first month the fee is placed on their account it is waived; the other customers receiving the fee will only have the fee waived in the month they complied; the Board agreed.

Mr. Johnson stated we need to send a certified letter to the customers still receiving the noncompliance fee.

## **Licenses:**

Mr. Aikey stated we are still getting personnel trained. Five employees went down for testing and four personnel passed; we have two for water and two for sewer. Our next step is to apply to DEP for our licensure. We have one of our personnel who needs to take classes to cut his time down. Mr. Walsh questioned the timeline on getting their operating licenses; Mr. Aikey stated one at wastewater will be good; the other needs time; our water needs more classes to shorten his time.

Mr. Nagle has cut back time he is here, he only comes up every other week, instead of weekly.

Mr. Aikey stated he did receive Mr. Walker's resignation.

## **FEMA:**

Mr. Casanave stated he is in contact with FEMA to see if the additional funds given the Authority can be redirected to other places; Mr. Casanave hopes to have an answer next month. The funds were to repair parts of the Eilenberger line that are inaccessible.

## **Headworks Project:**

Mr. Them questioned the amount Wysox Township Municipal Authority would be liable for; Mr. Casanave stated that this is a 7.7 million dollar project; we have to wait until Penn Vest decides what is grant vs loan. Mr. Walsh stated that this would not be completed until 2026; Mr. Casanave stated yes we would not owe until 2026. Mr. Them also questioned the rate increase this year; Mr. Walsh stated that would be discussed.

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## **2025 Meeting Dates:**

Mr. Walsh stated the only change to our meetings is the meeting in December it was changed back to the third Monday of the Month. Mr. Venezia made a motion to advertise the following meeting dates for 2025; Mr. Johnson seconded, approved.

January 20 <sup>th</sup>	February 24 <sup>th</sup>	March 17 <sup>th</sup>
April 21 <sup>st</sup>	May 19 <sup>th</sup>	June 16 <sup>th</sup>
July 21 <sup>st</sup>	August 18 <sup>th</sup>	September 15 <sup>th</sup>
October 20 <sup>th</sup>	November 17 <sup>th</sup>	December 15 <sup>th</sup>

## **2025 Engineering Agreement:**

Mr. Christini made a motion to enter into Agreement with Stiffler McGraw for 2025, Mr. Snell seconded, approved.

## **2025 Budget:**

Mr. Walsh requested that we put engineering costs for projects in a separate line item in the future; Mr. Casanave stated that it is reimbursable cost. Mr. Johnson questioned the equipment numbers in sewer; Mr. Aikey stated that should have been reimbursed by the insurance claim.

Mr. Johnson questioned if the budget was a team effort with Mr. Aikey and Ms. Schoonover; Ms. Schoonover stated yes.

Ms. Schoonover stated she reviewed budget with Ms. Maynard and the metered sales came into question with what was budgeted last year; Ms. Schoonover took the average of the last three years and came up with a corrected amount to put in the budget. The water treatment personnel services are increased due to having 2 persons in that department now; Mr. Hatch questioned if TMA pays them; Ms. Schoonover stated that the Borough pays, TMA reimburses. Mr. Johnson questioned if extra personnel was budgeted, Mr. Johnson stated that last year Ms. Hotaling budgeted for two new personnel; have we put the new personnel in the budget?

Ms. Schoonover stated she has a reduction in engineering cost as we will have licenses this year so we will have a reduction in that category.

Ms. Schoonover does not think we need to raise rates until we see what the funding from Penn Vest will be.

Mr. Walsh mentioned water revenue being down; Ms. Schoonover mentioned that goes back to the number entered in last year's budget, it was overinflated; the number in for this year's budget is more realistic.

Mr. Johnson questioned the base rate and the break down for water and sewer; Ms. Maynard stated it is currently set at \$16.40 of which \$9.02 goes to water and \$7.38 to sewer; Mr. Johnson thinks more should go to sewer; Ms. Maynard stated we can also change the percentage. Mr. Johnson thinks the base rate should increase to \$20.00; if we increase rates customers tend to conserve. We do not think we want to hit our customers with a rate increase if we are already collecting some of the revenue already. Mr. Hatch questioned how often we change the budget; Ms. Maynard stated that this is the budget once it is approved it is desimated to the appropriate agencies. Ms. Madden stated that any significant change we would need to readvertise the budget; there is a threshold; she will get the guidelines to Ms. Maynard.

Mr. Walsh stated that Ms. Schoonover mentioned splitting the gas royalties amongst the reserve accounts; all royalties go to the water reserve. Mr. Hatch made a motion to have the gas royalties

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split between water and sewer capital reserves.

Mr. Hatch made a motion to approve the 2025 budget with the increase in  $\frac{3}{4}$  and 1" base charge of \$3.60, Mr. Johnson seconded, approved.

## **WTMA:**

Mr. Walsh stated that since Mr. Them is at the meeting if the Board wanted to discuss the possible merger. Mr. Hatch stated he has yet to reach out to the auditors on this. Mr. Them requested if Mr. Hatch wanted him to assist in this; Mr. Hatch stated he still needs to contact them.

## **Payment Plan:**

Ms. Maynard requested the Board allow Ms. Masterton an extended payment arrangement; she was the customer with a service line leak; Mr. Johnson stated it should be fine to take her out past a year. Mr. Aikey questioned if we have a table that states if you owe a certain amount, you get this much time to pay it; Ms. Maynard stated no; if she sets up a payment plan with a customer, they have 6 months to pay it if they request more than 6 months it is given to administration they are authorized to extend to a year; anything beyond that is brought to the Board. Mr. Aikey stated that some of the stuff is operational and wants to know how much the Board wants to be bothered with these items; Mr. Walsh questioned if we wanted to put that in our rules and regulations to have a guideline; Ms. Madden stated that we should avoid putting that in our regulations and continue what we have been doing, to avoid any potential legal problems; do it case by case.

## **Adjournment**

As there was nothing further to discuss, the meeting adjourned at 1:02 p.m.

Respectfully Submitted,  
*April Maynard*  
Recording Secretary