

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

January 19, 2024

**PRESENT:** Thomas Henson-Vice Chairman ( via teleconference), William Them – Secretary/Treasurer, Robert Williams-Chairman,

**ABSENT:** Tina Pickett, James Isaac

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

**VISITORS:** Richard Meredith

**Visitor:**

Mr. Meredith stated that his water bill is inconsistent for two people. Mr. Them stated we would do a history report and furnish it to Mr. Meredith, but he assumes it might be a toilet. Mr. Meredith agreed to pay the \$25.00 for a meter history report and Mr. Them would discuss the findings with him.

**Reorganization:**

Mr. Them made a motion to keep the current officers:

Mr. Williams – Chairman

Mr. Henson – Vice Chairman

Mr. Them – Secretary/Treasurer

Mr. Henson seconded, approved.

**Minutes:**

The minutes from the meeting held on December 15, 2023 were approved as written, on a motion made by Mr. Henson, and seconded by Mr. Them, approved.

**Bills:**

Mr. Henson made a motion to approve the following bills for January, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>January 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 2/01/2024	\$ 3,061.25
TMA	Administrative cost- 1/24	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 25,235.82
TMA	Contracted Services	\$ 4,687.79
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,681.75
Penelec	PS 1,4,5	\$ 1,320.50
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Inv 4654 Svcs 9/15- 12/15/23	\$ 472.50
Frontier	Telephone 1 line	\$ 53.24
Stiffler McGraw	Inv 3 Proj 23-6004 LSA Grant	\$ 924.50
Stiffler McGraw	Inv 147 & 148 meetings/Customer inspections/mileage	\$ 7,008.08
The Daily Review	2024 Meeting Dates	\$ 30.65
Vacri Construction Corp	RTE 6 Bridge Force Main Leak Repair	\$ 9,750.00
Xylem	Replace ck 1874 6/22 never cashed	\$ 3,486.69
<b>TOTAL:</b>		<b>\$ 68,804.88</b>

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Wysox Project Acct List of Bills:	January 2024	Amount:
<b>TOTAL:</b>		<b>\$ 0.00</b>

Wysox Water Operating List of Bills:	January 2024	Amount:
TMA	Water (Dec)	\$ 13,717.35
TMA	Contracted Services	\$ 1,942.90
BNYMellon NY	Jan 2024	\$ 12,572.91
TMA	Penelec Lake Rd. PS,Tank, Vault	\$ 1,106.20
GDDJ	Inv 4665 Svcs 9/15-12/15/23	\$ 472.50
TMA	AT & T Scada	\$ 96.18
Stiffler McGraw	Inv 147 &148 meetings, customer inspections, mileage	\$ 7008.09
The Daily Review	2024 Meeting Dates	\$ 30.65
Penelec	Lake Rd PS, Tank	\$ 1,081.70
<b>TOTALS:</b>		<b>\$ 38,028.48</b>

**Engineer:**

Mr. Casanave sent an email that outlined the 72 inspections that have been completed as of last week.

**Attorney:**

Mr. Jones stated that he sent letters to the accounts we had questioned on the delinquent list, as well as a letter to Landy & Rossetti for the Chilson property.

The Board discussed the list provided by Mr. Johnson on customers you have not yet responded to him for inspection; Mr. Jones will give Ms. Maynard a letter to send to the customers on the list.

**Superintendent:**

Mr. Strickland provided photos to the Board on the damage of the main; he did state we should look into having our engineer examine the main for damage; the age and material used at the time over 40 years ago are suspect; this is the second emergent repair that has had to be done on the main. During the repair we were contacted by the railroad who stated we should have applied for a permit; they let us continue and finish the repair. Vacri Construction stated they could replace the entire main in 3 days; Mr. Strickland stated he was surprised at that estimate. Mr. Williams stated we would also have to haul the waste during the down time.

The Board entered into discussion of the main either to inspect or replace it in its entirety; they weighed the amount to inspect and the amount to replace. Mr. Strickland stated he had already reached out to Mr. Casanave on this matter. The Board questioned the material being used currently and if they are any new alternatives with a longer life span. Mr. Williams asked Mr. Strickland if Vacri could provide a rough estimate on a full replacement cost; Mr. Strickland

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stated he could reach back out to them for a price. Mr. Strickland stated he could also reach out to Milnes as well; they are the company who did the other repair; we were unable to contact them for this repair; but he was happy with the work Vacri performed.

The Board agreed Mr. Casanave needs to give the Board more information on what we are looking at for replacement of the main.

Mr. Them stated when would we receive the invoice for the repair; Mr. Strickland stated we had received the invoice; Mr. Strickland retrieved the invoice and Henson made a motion we add to the list of bills to be paid this month, Mr. Them seconded, the Board approved payment to Vacri for the repairs made to the sewer main in the amount of \$9,750.00.

## **Treasurers Report:**

Ms. Maynard stated she completed the water report for Mr. Strickland and our water usage is down approximately 2,000,000 gallons from last year that would account for the low revenue in water.

Mr. Them stated at year end we were up over \$100,000 over expenses; he wants the Board to consider putting that in a reserve account. Mr. Them stated he is still working on the budget.

Mr. Them wants the budget, rate resolution and new reserve account put on the agenda for next month. Mr. Jones wants the Board to review the rate schedule to see if any fees need changed. Ms. Maynard will send last year's fee schedule for the Board review.

## **Letters of Financial Interest:**

Mr. Williams stated that the letters of financial interest need filled out and returned.

## **Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:28 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

## February 16, 2024

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

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Lauren Hotaling – Borough Manager, Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

Mr. Them stated he spoke with Mr. Meredith and explained to him it must be a toilet; Mr. Meredith was fine with the explanation.

Ms. Maynard stated we might hear from Mr. Aronson as he requested another history report Ms. Maynard explained the cost of that, we did do a couple as a courtesy as he thought the contractors at the bottom of his driveway hit his service line.

**Minutes:**

The minutes from the meeting held on January 19, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

**Bills:**

Mr. Isaac made mention of the sewer bill for this month; Ms. Maynard stated that Mr. Strickland requested Ms. Hotaling put the rainfall total for the month on the Borough list of bills. Mr. Isaac made a motion to approve the following bills for February, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 3/01/2024	\$ 3,061.25
TMA	Administrative cost- 2/24	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 36,005.75
TMA	Contracted Services	\$ 4,099.80
TMA	Penelec PS 2,3,6,7,8, 187 Heat tape	\$ 1,733.80
Penelec	PS 1,4,5	\$ 1,203.68
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Thompson 2 lien ltrs/Landon Atty lien fees	\$ 216.37
Frontier	Telephone 1 line	\$ 55.01
TMA	OmniSite – annual 6 PS's	\$ 1,890.00
TMA	MK Flaggers – Route 6 force main repair	\$ 1,092.00
Gannon Associates	Bond renewal	\$ 130.50
Xylem	Relay & Fuses PS 6 & BTC	\$ 1,118.18
<b>TOTAL:</b>		<b>\$ 57,698.45</b>

<b>Wysox Project Acct List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>

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February 16, 2024

<b>TOTAL:</b>	<b>\$ 0.00</b>
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<b>Wysox Water Operating List of Bills:</b>	<b>February 2024</b>	<b>Amount:</b>
TMA	Water (Jan)	\$ 16,355.49
TMA	Contracted Services	\$ 1,571.67
BNYMellon NY	Jan 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 220.72
GDDJ	Landon ATTY lien fees	\$ 136.38
TMA	AT & T Scada	\$ 96.18
TMA	Pace Analytical	\$ 80.00
TMA	LB Water 4" OMNI, 7 - 2" OMNI, meter parts & 3 - 1" OMNI	\$ 5,225.80
Penelec	Lake Rd Tank, Vault	\$ 1,000.40
Gannon Associates	Bond renewal	\$ 130.50
Pace Analytical	Lab Analysis	\$ 89.00
Kenneth Whipp	Refund	\$ 63.52
Alton Homan Estate	Refund	\$ 63.52
<b>TOTALS:</b>		<b>\$ 37,606.10</b>

**Engineer:**

Mr. Casanave stated we are half way through with the inspections. Mr. Casanave stated that the letters that were sent by the Authority have had some success on getting customers to contact Mr. Johnson for inspection.

There is a pattern developing on the inspections so far; customers kept the well pipe which is rated at a lower PSI then the Authority regulations. Mr. Them mentioned that once the inspections are completed maybe sending a letter to those customers would be sufficient.

Mr. Casanave stated that they have a spreadsheet that once the inspections are complete, they will give to the Authority based on address and name of each water customer.

Mr. Casanave stated that TSS (Total Sand Solutions) sent in request for will serve letter from the Authority. The letter sent February 9, 2024 was presented for the Board to discuss; the rates presented will have to be assessed against our current EDU rates per our rules and regulations. Mr. Them questioned if Mr. Casanave will contact TSS as they are awaiting our response. Mr. Casanave stated he will contact them and inform them we have the letter.

Mr. Casanave stated that Mr. Strickland contacted him after last month's meeting to provide the Board numbers of what it would cost to get the force sewer main replaced on the bridge; Mr. Casanave estimated \$2,916,000.00. He looked at the Panda extension as a reference, keeping in mind that is a smaller pipe size than what goes across the Memorial Bridge; that project was completed in 2017, and we have to account for inflation. Mr. Casanave stated that this would be a grant project to say the least. Mr. Them stated maybe we set up a plan so we can have that ready for the next funding source.

Mr. Them asked for the company's names that may be involved in this project as Mr. Strickland was to contact them for a quote; it was Vacri and Milnes.

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## **2024 Budget:**

Mr. Them stated he did not contact Gannon's to check on insurance rates for this year so he left them the same; he did speak with Mr. Strickland on our expenses. He budgeted a loss in sewer and a small gain in water; we had \$100,000.00 gain in revenue last year. Mr. Them stated that if we continue to have infiltration as we did last month that could affect the numbers.

Ms. Pickett made a motion to approve the 2024 Budget as presented, Mr. Isaac seconded, approved.

Mr. Williams questioned if we have installed all the equipment needed to identify our infiltration problem; Ms. Maynard stated we know we purchased the OMNI system for pump station 6 but they are researching if it was installed. Ms. Maynard stated that unfortunately we no longer have Mr. Strickland nor Mr. Tabor; Mr. Tabor would have been the person to install the OMNI system. Ms. Hotaling stated we do have Mr. Ayers who is not in until next week; she will check with him to see if he can install the OMNI system.

## **Superintendent:**

Ms. Hotaling presented paperwork to purchase a tablet to replace the AR5502, our meter reader. Ms. Hotaling went out to the field to see the reader in action and LB Water mentioned the reader needs replaced as it is not functioning correctly. The cost of a replacement reader would be upwards of \$10,000.00; but since Wysox has the newer technology we could purchase a tablet along with the accessories needed to accomplish the reading. The tablet could be purchased on our T Mobile or AT & T account for a couple of hundred dollars and a monthly fee for service for cellular data. LB water provided a quote for a command link and auto gun for \$2,583.72 which would need to be purchased for the tablet, these items would need to be purchased with the new reader if we chose to go that route as well as our current equipment is outdated.

Mr. Isaac made a motion to approve the purchase of the tablet and reading apparatus to accompany the tablet at a cost of less than \$3000.00, Mr. Them seconded, approved.

## **Attorney:**

Mr. Jones presented the rate resolution; water will increase from \$14.05 to \$14.24 per 1000 gallons; sewer from \$14.62 to \$14.81 per thousand gallons; sewer flat rate will increase from \$58.48 to \$59.24 per EDU; the base rate and ready to serve charge will increase from \$63.52 to \$63.90. There is also an increase in the meter test fees from \$25.00 to \$50.00. Mr. Jones stated he left the service charge on the inspection blank as it was to be discussed at this meeting. Ms. Maynard stated the inspection fee is if a person questions the accuracy/integrity of our meter itself; this entails us removing the meter and taking the meter to the sewer plant to put the device on our flow meter to verify if the meter is in compliance. The Board agreed to increase that rate from \$50.00 to \$150.00; Ms. Pickett questioned what happens if the meter is found to be non-compliant; Ms. Maynard stated we would adjust all prior billings and refund the customer the fee.

Mr. Them made a motion to adopt Resolution 01-2024 Wysox Township Municipal Authority Schedule of Rates and Fess for the Water and Sewer System, with the rate increases previously discussed, Mr. Isaac seconded, approved.

## **Treasurers Report:**

Mr. Them stated that when he was doing the budget he contacted Ms. Schoonover to see about the interest on the accounts. Ms. Schoonover sent over the documents from the bank and Mr.

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Them found the rates were incorrect. The amount due to this error was \$3,134.85; \$1,190.39 in the water operating; \$685.29 in sewer operating; \$1259.17 in the project account.

FCCB is willing to reimburse our accounts and leave our contract the way it is expiring in June of 2025, or they will leave it the way it is and extend our rate for an additional 6 months.

Mr. Them made a motion to have FCCB reimburse us the amount they owed us for incorrect interest rate being assessed on our account, Ms. Pickett seconded, approved.

Mr. Them stated he mentioned last month that maybe we should put our excess monies in a capitol reserve account. Ms. Pickett questioned what would be the advantage of getting another account for our funds, wouldn't it cost money to open another account. The Board agreed not to open another account for capitol reserve. Ms. Maynard stated that she thought that the bond refinance had asked for additional funds be sent to them to be held in reserve; Mr. Them stated he was unaware of that and would contact Mr. Hottenstein.

Ms. Maynard is to forward the 2024 budget to all appropriate personnel.

## **HallockShannon PC:**

Ms. Maynard presented the 2024 agreement for our 2023 audit with HallockShannon PC. Mr. Them stated this was emailed to him he already signed it and returned via email. Ms. Pickett made a motion to have HallockShannon P.C. perform our 2023 audit, Mr. Isaac seconded, approved. Ms. Maynard had Mr. Them sign our copy to have the agreement on file.

## **Delinquent List:**

Mr. Them questioned if there were any accounts that needed addressed on the delinquent list. Mr. Jones stated the Harkness account, Mr. Harkness passed away last year. Ms. Maynard stated that the water was shut off for non-payment; Mr. Williams stated there is someone living there still. Mr. Jones stated a lien will be filed.

Ms. Maynard stated Mr. Landon has paid his account off but we will be adding the attorney fees for the lien that was processed and now satisfied.

Mr. Jones mentioned we also received payment from the Chilson property after a letter was sent to Rosetti & Landy.

Ms. Maynard stated that Mr. Thompson also came in and paid.

## **Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:40 a.m.

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 15, 2024

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

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

**OTHERS:** Lauren Hotaling – Borough Manager, Matthew Aikey - Superintendent; Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on February 16, 2024 were approved as written, on a motion made by Ms. Pickett, and seconded by Mr. Them, approved.

**Bills:**

Mr. Williams questioned the bills for Stiffler McGraw they total \$27,958.75 of which \$27,448.75 are for the inspections and we are only half way done; Ms. Maynard stated she questioned the rates with Stiffler McGraw; Mr. Them stated we only budgeted \$20,000.00 for inspections this year. Ms. Maynard stated we paid invoices already this year for inspections. Mr. Williams questioned that the rate was by the hour with the expectation of 3 an hour. The Board discussed the contract for the inspections. Ms. Pickett made a motion not to pay the Stiffler McGraw invoices until we get clarification on the invoices. Mr. Williams requested Mr. Them speak with Mr. Casanave about the invoices. Ms. Pickett made a motion to approve the following bills for March, Mr. Them seconded, approved.

<b>Wysox Operating Fund List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 4/01/2024	\$ 3,061.25
TMA	Administrative cost- 3/24	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 23,584.77
TMA	Contracted Services	\$ 1,866.06
TMA	Penelec PS 2,3,6,7,8,	\$ 1,287.23
TMA	M & T monthly pymnt	\$ 4,988.44
GDDJ	Williams intent to lien fees	\$ 20.00
Frontier	Telephone 1 line	\$ 55.01
TMA	Amazon – Galaxy Tablet / Case	\$ 108.49
<b>TOTAL:</b>		<b>\$ 37,074.92</b>

<b>Wysox Project Acct List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
<b>TOTAL:</b>		<b>\$ 0.00</b>

<b>Wysox Water Operating List of Bills:</b>	<b>March 2024</b>	<b>Amount:</b>
TMA	Water (Feb)	\$ 13,925.40



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March 15, 2024

TMA	Contracted Services	\$ 2,974.50
BNYMellon NY	Mar 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 202.98
GDDJ	Williams – intent to lien fees	\$ 20.00
TMA	AT & T Scada	\$ 96.18
TMA	Amazon – Galaxy Tablet / Case	\$ 108.49
TMA	LB Water – Kornerhorn w/ball valve	\$ 948.00
Pace Analytical	Lab Analysis	\$ 89.00
Welles Mill Co Inc	Refund	\$ 92.19
<b>TOTALS:</b>		<b>\$ 18,456.74</b>

### **Inspections:**

Mr. Williams explained the inspection process to Mr. Aikey, he reviewed what the inspectors are looking for as far as compliance with our rules and regulations.

Mr. Aikey questioned what is done if they are found noncompliant; Mr. Williams stated they will be sent a letter after the inspections are completed on what they need to repair. Mr. Jones stated our rules and regulations will be reviewed to ensure that we are not being unreasonable to our customers.

### **Engineer:**

Mr. Casanave sent an email updating the board; Ms. Maynard stated she had contacted Mr. Casanave as well as Mr. Jones on a couple of items she was made aware of. Mr. Dunn property, Mr. Miller our sewer foreman, was approached to move the meter pit from its current location; Mr. Casanave stated that the request should be made to the Authority not an employee. Mr. Jones stated that since the Authority has been made aware a letter needs to be addressed to Middendorf Contracting and Mr. Dunn stating that we will move the meter pit to where they need it relocated but the request needs to be made to the Authority. Ms. Maynard will send the letter.

Ms. Maynard stated the other property Mr. Miller brought to her attention is the sewer line at the new Dollar General property; we were not provided proof that that our sewer line was capped. Mr. Casanave stated we should camera it; if we do not find anything we should be okay; if we do we need to address it.

Ms. Maynard stated the last item was our force main on Smokerise; a Penn Dot employee spoke with Mr. Miller and stated our sewer main is in the area of the ditch they are doing for drainage. Ms. Hotaling stated they did speak with Penn Dot and we are not moving our force main that has been there since 1986. Mr. Aikey stated they went yesterday and met with Penn Dot on site and they are in agreement on the sewer main but they ask we put a marker to show where are main is and to also mark our manhole, so it will not get hit again; our markers were moved and our line was hit.

### **Envirep:**

Ms. Hotaling stated the grant from the county paid for the OMNI system for pump station 6; Mr. Tabor was to install it but he is no longer employed. The quote from Envirep is for \$3,220.00 to

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March 15, 2024

install the OMNI system. Mr. Them made a motion to have Envirep install the OMNI system, Ms. Pickett seconded, approved.

**Attorney:**

Mr. Jones stated he has been working on collections.

Mr. Jones stated when we did our bond refinance in 2021, part of our indenture was to send our savings/retained earnings to a Bond Redemption and Improvement fund; we are allowed to keep 3 months operating funds in our account. Mr. Jones thought this was an automatic thing but apparently it is not; Mr. Them stated it has been overlooked by all parties involved. He did his calculations and we can keep \$225,000.00 at the end of each year; he is looking at expenses to be approximately \$75,000.00 a month. Mr. Them stated he will verify what we have, and see what needs to be sent to that fund. Mr. Them stated if we need monies, we just need to send our minutes from the meeting requesting funds. Mr. Them will ask Mr. Hottenstein the procedure when we get the figures of what we can transfer. It only needs to be done annually.

**Superintendent:**

Ms. Hotaling stated the only item she had was the Envirep quote.

**Haggerty Property:**

Mr. Haggerty requested from Mr. Them the ability to use the property on 248 Pennsylvania Ave that has a meter pit, to place a holding tank in the ground and pump the water to his other property. Mr. Them stated that he would be better off placing the tank at his property and pump from there. Ms. Maynard stated Mr. Haggerty addressed this before, Mr. Strickland was hesitant as we would not be able to ensure we could provide him the water he thinks that that system would provide due to the pumping uphill. Mr. Jones stated we would be servicing the property that has a meter pit, so he does not see an issue, what is done after that would be the responsibility of Mr. Haggerty. Mr. Them mentioned that the pressure in that area is low, but according to Mr. Casanave it is sufficient. Mr. Them stated he will tell Mr. Haggerty that it is feasible. Mr. Jones stated Mr. Them should speak to Mr. Casanave just to ensure our decision is correct.

**Treasurers Report:**

Nothing discussed.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:58 a.m.

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 19, 2024

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

**ABSENT:** Tina Pickett

**OTHERS:** Chris Jones – Solicitor ; Eric Casanave – Stiffler McGraw

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on March 15, 2024 were approved as written, on a motion made by Mr. Henson, and seconded by Mr. Isaac, approved.

**Bills:**

Mr. Isaac made a motion to approve the following bills for April, Mr. Henson seconded, approved.

<b>Wysox Sewer Operating List of Bills:</b>	<b>April 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 5/01/2024	\$ 3,061.25
TMA	Administrative cost- 4/24	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 27,993.04
TMA	Contracted Services	\$ 2,820.56
TMA	Penelec PS 1,2,3,4,5,6,7,8,9	\$ 2,540.72
TMA	M & T monthly pymnt	\$ 4,988.45
GDDJ	Webster intent to lien fees & Audit ltr	\$ 95.00
Gannon Insurance	Comm Policy Pkg	\$ 1,169.00
Stiffler McGraw	Inv 149, 150, 151, 152	\$ 6,639.38
Penelec	PS 1	\$ 608.97
<b>TOTAL:</b>		<b>\$ 52,020.04</b>

<b>Wysox Project Acct List of Bills:</b>	<b>April 2024</b>	<b>Amount:</b>
<b>TOTAL:</b>		<b>\$ 0.00</b>

<b>Wysox Water Operating List of Bills:</b>	<b>April 2024</b>	<b>Amount:</b>
TMA	Water (Mar)	\$ 10,194.14
TMA	Contracted Services	\$ 3,119.55
BNYMellon NY	Apr 2024	\$ 12,572.91
TMA	Penelec Lake Rd. Vault, PS	\$ 1,138.31

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GDDJ	Webster – intent to lien fees & Audit ltr	\$ 95.00
TMA	AT & T Scada	\$ 96.18
Gannon Insurance	Commercial Pkg Policy	\$ 1,169.00
Pace Analytical	Lab Analysis	\$ 89.00
Stiffler McGraw	Inv 149, 150, 151, 152	\$ 21,319.37
<b>TOTALS:</b>		<b>\$ 49,793.48</b>

## **Engineer:**

Mr. Williams stated he would catch up the Board on what is occurring with the inspections, Mr. Isaac and Mr. Henson stated they read Mr. Casanave's letter.

Mr. Casanave stated he would like to apologize to the Board it should not have gotten this out of hand. Mr. Casanave stated he will go to the company president to see what can be done; Mr. Casanave stated he would like to propose a lower rate for Mr. Johnson's services. Because of the delay in bills being presented to the Board for approval the billing was questioned; Mr. Casanave stated he should have informed the Board of the costs. Mr. Casanave stated that Mr. Johnson is about halfway done and he did finish what he had scheduled. Mr. Casanave brought a thumb drive with the files of what has been completed to date. The Board discussed the inspection process and what is being documented. Mr. Williams stated he does not want the inspections to stop but we need to get control of the expenses. Mr. Them stated that the process needs to be more specific in cost, when we went with Stiffler McGraw we had in mind that we would be spending, a little more the Erb contract, we are looking at \$56,000.00 and we are only half way through the inspections. Mr. Williams pointed out that the more expensive costs are still to come with our non-compliant customers. Mr. Casanave stated Mr. Johnson is currently unavailable as of now as we had to have him fill a vacancy due to a coworker being out for an extended time. Mr. Casanave stated he will have a report of what has been done to date and send it to the Board.

Mr. Casanave stated that we are going to start the metering of the areas of concern for infiltration as proposed in the Bradford County Grant. Mr. Casanave wants to start this in early May late April. Mr. Casanave stated if we wanted to wait until Mr. Aikey returns, the Board stated he should start the monitoring and bring Mr. Aikey up to speed when he returns.

Mr. Casanave stated the Penn Dot Engineer sent a map of the bridge replacement and it looks from the map our water line is not affected, our sewer line hangs off the bridge so it is affected. Penn Dot needs a consultant authorization so that Mr. Casanave can represent the Authority. The engineering costs will be in the 25/75 cost share for Penn Dot project. Mr. Casanave hopes to have the paperwork by our May meeting for signature/authorization.

## **Attorney:**

Mr. Jones stated he has been working on liens. Mr. Jones stated that the Harkness property will have a lien filed; Mr. Harkness has been deceased and no estate has been filed. He looked into taxes and they are being paid. Mr. Jones stated the Authority could file the lien and wait, or we can file paperwork and become the executor of the estate as no family member has done so. Mr. Williams stated that they have the house in disarray with garbage. Mr. Jones stated he will look to see if there is a mortgage.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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April 19, 2024

**Superintendent:**

Ms. Maynard stated the OMNI has been installed as is operational; Mr. Maynard was present with the Envirep representative.

**Bond Redemption:**

Mr. Jones stated he did reach out to Mr. Hottenstein in reference to the account, and he hasn't heard back from him yet. Mr. Jones updated the Board that part of our bond refinance was to have any excess funds to be held by BNY Mellon, since we have not yet done that Mr. Jones wants to get the information on that process, it was an oversight on all parties. Mr. Jones requested the interest rate we are currently receiving from First Citizens.

**Treasurers Report:**

Mr. Them stated we are showing a loss in both water and sewer and we haven't entered the Stiffler McGraw bills yet. Mr. Them questioned if the interest from 2023 given back to us; Ms. Maynard stated she would ask Ms. Schoonover.

**Mr. Henson:**

Mr. Henson wanted the back story on the Penn Dot situation on Smokerise; Ms. Maynard stated the situation was resolved after Mr. Aikey and Ms. Hotaling met with Penn Dot, they wanted our sewer line marked so that it is not disturbed.

Mr. Henson mentioned that he read a report of a Texas water system being hit by hackers; we might want to ensure we have a system that is not vulnerable to hackers.

Mr. Henson stated at his last meeting we found a resident who had a switch to change from well to municipal water, have we found others; Mr. Casanave stated that customer did fix the switch and Mr. Strickland went and inspected that property; and no others that egregious have been found.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:41 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 17, 2024

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

**ABSENT:**

**OTHERS:** Chris Jones – Solicitor

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on April 19, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

**Bills:**

Ms. Maynard stated that the bill for Bishop Brothers is for Ms. Russell; apparently, we had a defective meter; Mr. Aikey stated we should be responsible to pay the invoice; we have switched our procedure in the future to verify it is not our equipment. Mr. Isaac questioned the invoice for Selective Insurance; Ms. Maynard stated that the policy did increase by approximately \$1,000.00 from last year the only difference is that Selective did change our payment schedule; instead of the 9 pay they want the premium paid in 4 installments, payments in June 1, August 1, October 1 and last payment due by December 1. Mr. Sumner stated he would gladly come to a meeting to discuss our policy. The Board requested a copy of the policy be emailed, and requested Ms. Maynard contact Mr. Sumner to come to next month's meeting. Mr. Henson made a motion to approve the following bills for May, Mr. Isaac seconded, approved.

<b>Wysox Sewer Operating List of Bills:</b>	<b>May 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 6/01/2024	\$ 3,061.25
TMA	Administrative cost- 5/24	\$ 2,103.67
TMA	Sewer Flows (Apr)	\$ 28,586.70
TMA	Contracted Services	\$ 5,208.48
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,706.55
TMA	M & T monthly pymnt	\$ 4,988.45
GDDJ	Inv 4858 – Legal Svcs 01/09-04/19/24	\$ 570.00
Gannon Insurance	Comm Policy Pkg	\$ 2,866.50
TMA	Frontier - telephone	\$ 54.26
TMA	USA Blue Float switches/ check valves	\$ 1,049.06
Penelec	PS 1	\$ 538.04
Eric Aepli	Refund	\$ 59.24
Frontier	Phone Svc	\$ 53.32
<b>TOTAL:</b>		<b>\$ 50,845.52</b>

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

May 17, 2024

Wysox Project Acct List of Bills:	May 2024	Amount:
Stiffler McGraw	Inv 3 – Flow metering review	\$ 1,640.00
Envirep	Omni Site Install PS 6	\$ 3,220.00
<b>TOTAL:</b>		<b>\$ 4860.00</b>

Wysox Water Operating List of Bills:	May 2024	Amount:
TMA	Water (Apr)	\$ 7,870.22
TMA	Contracted Services	\$ 2,551.52
BNYMellon NY	May 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault, PS	\$ 1,168.10
GDDJ	Inv 4858 – Legal Svcs 01/09-04/19/24	\$ 570.00
TMA	AT & T Scada	\$ 186.78
Gannon Insurance	Commercial Pkg Policy	\$ 420.50
Pace Analytical	Lab Analysis	\$ 89.00
Commonwealth of PA	DEP Chap 109 Annual Fee	\$ 2000.00
Bishop Brothers Construction	Inv 57731 – 25 Lundy Ave	\$ 942.50
Penelec	Lake Rd Tank, PS 1	\$ 844.80
<b>TOTALS:</b>		<b>\$ 29,216.34</b>

**Engineer:**

Mr. Williams stated he hasn't completely read Mr. Casanave's letter he sent the Board. The Board agreed to table the discussion until Mr. Casanave is at the meeting.

**Attorney:**

Mr. Jones stated that Mr. Harkness property had a notice of foreclosure in the paper, the lien has been filed. Mr. Jones stated that what is in the paper is only notification for the estate, once it goes to Sheriff Sale, we will update the lien amount with what is currently due.

Mr. Jones stated that he spoke with Mr. Hottenstein and he was forwarding information on the Bond Redemption; Mr. Hottenstein did state that any excess funds are placed in a high interest-bearing account.

**Treasurers Report:**

Mr. Them stated he also talked to Mr. Hottenstein, Mr. Them stated last year's revenues we would owe them approximately \$250,000.00. Mr. Them stated if Mr. Jones talks to M & T, since we are receiving 5% from FCCB do we have to send them the monies; Mr. Jones stated that they are the fiduciary of the Bond so they want the monies to show the bond holders we have the funds to pay our debt.

Mr. Them stated we are showing a \$15,000.00 loss in water our revenue is down and we budgeted for a \$28,000.00 gain for the year. The sewer revenue is looking good but our sewage cost is up



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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May 17, 2024

due to infiltration; overall we have a loss of \$21,000.00; we budgeted a \$28,000.00 loss for the year so we are behind in that aspect as well. The inspection cost has impacted our budget.

**Superintendent:**

Not in attendance.

**Pine Tree Lane**

Ms. Maynard stated she had to send Mr. Maynard for a grinder call when she pulled up parcel map viewer to show him where the residence was, she seen that we only have 2 customers on the sewer on that street; Ms. Maynard stated Mr. Miller our sewer foreman stated that was a private line that others properties were requested to tie in if they wanted; Ms. Maynard questioned if we ever took over the line.

Mr. Henson stated that he had as-builts of our sewer lines that he gave to Mr. Johnson to make copies but he never received them back.

Mr. Jones stated he will do research to see if we own that sewer line. If we own the line then the customers should connect.

Mr. Williams stated he does not remember adopting this sewer line and apparently since water was to follow sewer, we must not have known of this sewer line.

**Pool fill Credits:**

Ms. Maynard stated a customer asked if we offer pool fill credits. After discussion, Mr. Henson made the motion not to give pool fill credits, Mr. Isaac seconded, approved.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 10:21 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

June 21, 2024

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

**ABSENT:**

**OTHERS:** Matt Aikey – Superintendent; Chris Jones – Solicitor ; Eric Casanave – Stiffler McGraw

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on May 17, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

**Bills:**

Mr. Isaac made a motion to approve the following bills for June, Mr. Henson seconded, approved.

<b>Wysox Sewer Operating List of Bills:</b>	<b>June 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 7/01/2024	\$ 3,061.25
TMA	Administrative cost- 5/24	\$ 2,103.67
TMA	Sewer Flows (May)	\$ 24,286.31
TMA	Contracted Services	\$ 3,790.46
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,257.65
TMA	M & T monthly pymnt	\$ 4,988.45
Gannon Insurance	Comm Policy Pkg	\$ 2,017.75
TMA	Frontier - telephone	\$ 53.38
TMA	Areys – Dollar General job material	\$ 48.97
Penelec	PS 1,2,4,5,6,7	\$ 1,362.22
<b>TOTAL:</b>		<b>\$ 42,970.11</b>

<b>Wysox Project Acct List of Bills:</b>	<b>June 2024</b>	<b>Amount:</b>
<b>TOTAL:</b>		<b>\$ 0.00</b>

<b>Wysox Water Operating List of Bills:</b>	<b>June 2024</b>	<b>Amount:</b>
TMA	Water (May)	\$ 13,956.45
TMA	Contracted Services	\$ 2,929.34
BNYMellon NY	June 2024	\$ 12,572.91
TMA	Penelec Lake Rd. Vault	\$ 95.46
TMA	AT & T Scada	\$ 101.76
Gannon Insurance	Commercial Pkg Policy	\$ 794.75
Pace Analytical	Lab Analysis	\$ 89.00

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

June 21, 2024

Penelec	Lake Rd Tank, PS 1	\$ 866.30
<b>TOTALS:</b>		<b>\$ 29,216.34</b>

**Engineer:**

Mr. Casanave stated he did speak to the company's president in reference to our inspections; they agreed to reduce the cost of our outstanding invoices which would be approximately \$5,400.00. Ms. Maynard questioned if we have the invoice; Mr. Casanave stated no that invoice was not sent due to the discussion on the inspections. Mr. Casanave stated that they are only half way done with inspections. Mr. Them asked that going forward would we be able to have a rate per inspection; Mr. Isaac stated maybe a few different rates so that we can look at. Mr. Casanave stated he would be able to provide that. Mr. Williams stated he would like to have a map of what inspections have been done. Mr. Aikey outlined the inspection system they had in place in Old Lycoming; he stated that the rules and regulations should layout the inspection process and what is done for noncompliance of the regulations. He stated they broke down the township into sections and inspected a section a year; they had a dedicated employee responsible for the inspections, they sent a letter and informed the customer of the inspection and they had 30 days to schedule, if they did not schedule, they had a penalty assessed until they complied. The inspections were performed on a rotation so that every residence was inspected every 5 years or so. Mr. Aikey stated the process did require hiring additional personnel, which we currently do not have here. Ms. Pickett stated would we benefit from the hiring of more personnel; Mr. Aikey stated the system as a whole would benefit from inspecting properties for infiltration and noncompliance of the rules and regulations. Mr. Williams asked what time frame is the Borough looking at in having employees to perform inspections; Mr. Aikey stated he is looking at hiring now, but the personnel would have to be trained. Mr. Aikey stated we are a very reactive system; we need to be proactive not only for Wysox but for Towanda Municipal Authority as well. Mr. Aikey stated no matter what this Board choses to do we need to streamline the process so the inspections are done; the system he used worked. Mr. Williams stated having it inhouse would be great, and rotating inspections would be what is needed. Mr. Aikey stated he was given approval from council to hire personnel.

Ms. Maynard questioned who had the thumb drive Mr. Casanave provided with the inspection information; Mr. Them stated he has it.

Mr. Casanave stated he has started the infiltration study they came up to check where they would be putting the meters to check sewer flows, they will be coming up next week to install the meters. They found 5 spots to install meters. Mr. Aikey stated we would use that information to look into the properties around those areas with high flow to inspect for infiltration; Mr. Casanave stated that yes, the grant was to find the infiltration in the system. We will be televising lake road and metering the mobile home park as well. We have the rain gauge is parked at the Township building. The five areas the metering will be done is at the manholes at the Chrysler Building, by the Reeves Business Park and Blush Beauty, Laning Creek Road and Pringle Lane, Lake Road before County View Drive, and Route 6 by ControlTech to capture the mobile home park. The meters will stay in place for 2 months.

Mr. Casanave stated the Penn Dot project for Lake Road and Pond Hill Road will be going out to bid in September of 2025; this impacts our sewer main. We have the choice of doing ourselves or having the project incorporated in the Penn Dot project. We would be relocating 150 feet of sewer main. Stiffler McGraw needs a consultant agreement; he will have that for signature at

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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June 21, 2024

next months meeting. Mr. Them asked for a figure Mr. Casanave he stated he will have a ballpark amount next month.

Mr. Aikey stated have we ever told Penn Dot no; Mr. Casanave stated no we have never done that. Mr. Aikey stated they did in Old Lycoming; Ms. Pickett asked why don't we try.

## **Authorities:**

The Board entered into discussion about joining the Authorities. Mr. Casanave stated the Authorities are two different entities and that is probably why they never combined. The Board agreed to combining. Mr. Aikey stated he would think that the combination of the Authorities would be beneficial to all customers. It begins with a feasibility study.

Mr. Them requested Mr. Aikey provide his ideas in writing to the Board so that we can discuss.

## **Attorney:**

Mr. Williams questioned Mr. Jones on the Bond Redemption; Ms. Maynard stated she left that on the agenda just in case we had received more information. Mr. Jones stated he has not.

Mr. Jones stated he found the agreement amongst the landowners on Pine Tree Lane but he does not see any documentation that the Authority adopted that sewer line. Mr. Them questioned if we should adopt the line; Mr. Casanave stated that is up to the Board. Ms. Maynard stated that since never adopted the line should we contact the customers that they are responsible for their own maintenance? The Board stated yes.

## **Grinder Pumps:**

Ms. Maynard stated she provided the Board with a list of the original grinder customers we are responsible for; she stated she has marked the accounts and also provided the sewer plan, who responds to the sewer calls with the list as well. We have come to a point we respond to all grinder calls, but we need to start billing the customers not on the list for the call out. Mr. Aikey questioned if we have Use and Maintenance Agreements with our customers; Ms. Maynard is not aware of that. Mr. Aikey stated that the agreements state we will carry spare parts to repair the equipment but they will be charged for the repair and replacement costs. Mr. Williams stated we have always done maintenance and have not billed for our costs. Ms. Pickett stated due to the emergent case we should go out. Mr. Isaac stated haven't we addressed this before; Ms. Maynard stated yes but our internal control needs addressed. Mr. Aikey stated that some of the call outs we are not even aware of as the customers call the sewer plant directly. We need to address this issue and correct it.

Mr. Aikey wanted to address the grant and grinder pumps; he wants to know if the whole assembly needs replaced or if we can get parts and have that monies extended to do more of the repairs needed. Mr. Aikey stated if we replace the grinder could we convey the grinder back to the customer; Mr. Jones needs to look into that. We have easements to the original 90 customers to the grinders. The funding has been satisfied, so we need to do research.

## **Superintendent:**

Mr. Aikey stated that the DEP inspection of our water system was performed; it is performed every five years; Mr. Aikey presented the Board the DEP report; there was minor deficiencies noted; again, to reactiveness. Storage tank valves not being exercised, the tank inspections need performed every 5 years ours has not been inspected since we went in service. Mr. Aikey stated we have our tank scheduled to be done July 16<sup>th</sup> or 17<sup>th</sup>; in the list of bills, you will see the 50%

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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June 21, 2024

required to set up the inspection the other 50% is due when the inspection is completed; the total was \$900.00; Mr. Aikey stated we are going to put the tank inspection on a 5-year cycle to stay in compliance. Mr. Henson questioned if the minor issues going to be addressed; Mr. Aikey stated that Mr. Pat Maynard has it now on his duties to keep everything looked and addressed on a scheduled basis. Mr. Aikey stated that one of the violations was for our tank having vegetation on the exterior, we need to go clean that off, overall, it is maintenance issues that were addressed, they were all minor deficiencies.

Mr. Aikey stated the interconnect meter is designed with a 12-inch fire line and a 4-inch line that comes off the 12-inch line that is metered; because of maintenance the check valve on the metered side was only opening 10% causing water to bypass the meter and when the tank called for water it was drawing from the Fireline which is not metered. Mr. Aikey stated the valve has been exercised and it working; we are still reviewing the issue. Mr. Aikey stated they are looking at putting a meter on the other side to verify we fixed the issue. Mr. Aikey stated we will inform the Board if we try to fix the issue in a different way.

Mr. Aikey stated we have been informed of personnel seeing the Wysox Fire Company pulling water from hydrants; our office is not being informed of the pulls. Mr. Williams stated he has addressed this with the fire company in the past.

## **Treasurers Report:**

Mr. Them reviewed the budget numbers to date we are behind in revenue.

## **Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:48 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

July 19, 2024

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

**ABSENT:**

**OTHERS:** Matt Aikey – Superintendent; Chris Jones – Solicitor ; Eric Casanave – Stiffler McGraw

**VISITORS:** None

**Visitor:**

**Minutes:**

The minutes from the meeting held on June 21, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

**Bills:**

Mr. Aikey explained we have an invoice from Clinton Controls for pump station 7, the control panel went bad in March, Mr. Aikey stated he did not discuss the issue with the Board prior to purchasing the equipment. Mr. Henson made a motion to approve the following bills for July, Mr. Isaac seconded, approved.

<b>Wysox Sewer Operating List of Bills:</b>	<b>July 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 7/01/2024	\$ 3,061.25
TMA	Administrative cost- 6/24	\$ 2,103.67
TMA	Sewer Flows (Jun)	\$ 18,742.71
TMA	Contracted Services	\$ 3,683.39
TMA	Penelec PS 3,8,9	\$ 236.57
TMA	M & T monthly pymnt	\$ 4,988.45
Gannon Insurance	Comm Policy Pkg /bond Them	\$ 2,239.25
TMA	Frontier - telephone	\$ 51.66
TMA	Quill – Toner package	\$ 218.67
TMA	Stiffler McGraw Inv 153,154,230	\$ 2,539.42
Penelec	PS 1,2,4,5	\$ 850.73
Commonwealth of PA DEP	Chapter 302 Annual Service Fee	\$ 65.00
Clinton Controls	Panel upgrade PS 7	\$ 4,490.00
HallockShannon PC	2023 Audit	\$ 2,250.00
<b>TOTAL:</b>		<b>\$ 45,520.77</b>

<b>Wysox Project Acct List of Bills:</b>	<b>July 2024</b>	<b>Amount:</b>
Stiffler McGraw	Inv 4	\$ 1,920.00
<b>TOTAL:</b>		<b>\$ 1,920.00</b>

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

July 19, 2024

<b>Wysox Water Operating List of Bills:</b>	<b>July 2024</b>	<b>Amount:</b>
TMA	Water (Jun)	\$ 24,990.33
TMA	Contracted Services	\$ 4,001.78
BNYMellon NY	July 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 80.49
TMA	Quill Toner package	\$ 218.67
Gannon Insurance	Commercial Pkg Policy/bond for Them	\$ 1,016.25
Pace Analytical	Lab Analysis	\$ 89.00
Penelec	Lake Rd Tank, PS 1	\$ 925.29
TMA	Stiffler McGraw Inv 153,154,230	\$ 4,698.83
AT & T	Scada	\$ 90.60
Commonwealth of PA DEP	Chapter 302 Annual Service Fee	\$ 65.00
HallockShannon PC	2023 Audit	\$ 2,250.00
<b>TOTALS:</b>		<b>\$ 50,999.16</b>

## **Engineer:**

Mr. Casanave stated the meters have been installed in the manholes for a couple of weeks; we have had a couple of rain events and can see an uptick in flow; they will continue to monitor.

Mr. Casanave updated the Board on a couple of PennDOT projects: he stated that Mr. Aikey and himself were part of a pre utility meeting about the intersection of Route 6 and 187; the roundabout is no longer happening; they have come up with another design that straightens out Lake Road and a major widening of Route 6. They shared the preliminary layout with the property that is slated to be taken in order to accomplish the project. Our sewer and water will be affected. This is a 2026 project we will know more later in the fall. We still need an authorization letter for Stiffler McGraw to be our consultant on this project.

Mr. Casanave stated he did wish to have the authorization letter for the Authority to sign for the Pond Hill bridge project. Mr. Casanave stated he has not heard from Penn Dot on the project test digs. Mr. Casanave stated that our sewer line will need to be moved but it may also affect our water line depending on the test digs findings. This is a 2025 project and we should know more next month.

Mr. Casanave stated the Local Shares Grant is once again opening; we submitted pump station 5 upgrade last year. We might want to consider our force main across the Bridge. The Board did not recollect the price given for this project; Mr. Them stated we should apply for this project. Mr. Them questioned if pump station 5 project was not funded; Mr. Casanave stated the awards for this grant is issued in September.

## **Attorney:**

Mr. Jones stated he spoke with Ms. Courtney Gracz with Wilmington Trust; Ms. Gracz agreed to start the bond redemption at the end of this year. Mr. Jones stated we can give instructions to Wilmington Trust to place the funds in a money market account; without instructions they just place the funds in a regular account. Mr. Them mentioned that we do not complete our



# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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July 19, 2024

financials until after the 31<sup>st</sup> of December; Mr. Them would like to talk to them to see if we can wait until the beginning of the year. Mr. Jones stated Ms. Gracz has been accommodating so we will contact her closer to the end of the year with this concern.

## **Grinder Pumps:**

Mr. Aikey stated he wanted to get clarification on the Grant; Mr. Aikey stated the grant read to “replace 10 grinders that were the responsibility of the Authority, and give the grinder pump back to the homeowners responsibility”; Mr. Aikey stated does that read correctly and we no longer want to be responsible for the grinders. Mr. Casanave stated we were locked into the responsibility of the grinders by the funding source at the time; Mr. Casanave stated the “10” was a funding amount in the grant. Mr. Them mentioned we are responsible for more than 10 grinders; Ms. Maynard stated we are responsible for 90; the list was distributed last month to the Board. Mr. Casanave questioned if the debt has been satisfied; Ms. Maynard stated that WTMA only has water debt the only sewer debt owed is for the 15.8% due to M & T and the bond refinance that TMA did on their sewer debt.

Mr. Aikey stated the reason he brought this up was because the amount it is costing the Authority to maintain the grinders. Mr. Aikey stated a customer whose house was built in 1991 was informed he was getting a new grinder and he is not one of the original customers.

Mr. Them stated we need to convey the easement back to the customers. Mr. Them questioned Mr. Jones how much it would cost to convey the easement back to the customer.

The Board discussed how different municipalities handle grinder pumps.

Mr. Them stated we need to give the grinder pumps back as we cannot continue to pay these costs for a fraction of our customers.

Mr. Casanave stated we also need to address how we handle call outs. Ms. Pickett stated she thought this was discussed that if a customer call it is an emergency and we need to respond.

Mr. Aikey stated we need policy from the Authority and we will implement it from our end; if it is an emergency we will go out.

Ms. Maynard stated she will have Ms. McLinko get the list of the original 90 grinders and add the tax parcel ID to them and forward that to Mr. Jones. Mr. Jones stated he will pull the easements and get with Mr. Casanave to see how to move forward.

Mr. Isaac stated the Authority needs to come up with direction and Mr. Aikey needs to come up with policy to resolve this issue.

## **Authorities:**

Mr. Aikey stated at Monday’s TMA meeting the discussion Mr. Williams and Mr. Walsh had after last month’s meeting was discussed with the TMA Board; the Board stated that either to put the request in writing or attend a TMA meeting so all Board members are advised. The Board discussed a special meeting to discuss this issue.

Mr. Henson made a motion to proceed with discussion with Towanda Municipal Authority in reference to the possible merger of both authorities, Mr. Them seconded, approved.

Ms. Maynard stated she would email TMA members with the discussion of a special meeting with both Boards.

## **Superintendent:**

Mr. Aikey stated that he had nothing else to discuss.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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July 19, 2024

**Treasurers Report:**

Mr. Them reviewed the budget numbers and stated we are doing fine; we are little behind in sewer.

**Audit:**

Since the delay in receiving the packet, the Board decided to table the review of the Audit and tabled discussion to next month.

**Mr. Henson:**

Mr. Henson mentioned the fact that Mr. Sumner was to come to this month's meeting; Ms. Maynard stated she never reached back out to Mr. Sumner; she was aware he was unable to attend the June meeting but last discussion was that he was to attend this one, she will contact him.

Mr. Henson also mentioned were we to discuss the findings on the inspections so far and enforcement if any of those in violation. Mr. Williams stated that discussions were made to have all inspections done then review the findings as we may have to amend our rules and regulations as they may not pertain to what is being discovered as a violation. Mr. Them has the thumb drive with the inspections done to date and he will give it to Ms. Maynard to see if she can put the inspections in a format of violations/findings.

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:10 a.m.

Respectfully Submitted,  
*April Z Maynard*  
Towanda Borough

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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August 16, 2024

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

**ABSENT:**

**OTHERS:** Chris Jones – Solicitor; Eric Casanave – Stiffler McGraw

**VISITORS:** Steve Sumner – Gannon Insurance

## **Visitor:**

### **Gannon Insurance:**

Mr. Sumner stated our policy runs from May 20,2024 to May 2025; our insurance is Selective. Mr. Sumner went over the insurance policy with the Board. Mr. Sumner stated that the replacement values should be reviewed for accuracy; Mr. Williams questioned if Mr. Aikey is available; Ms. Maynard stated no. Mr. Williams referred the question to Mr. Casanave as to replacement evaluations on our equipment; Mr. Casanave stated the valuation seems low; pre covid pricing. Mr. Sumner stated we can update the values on our equipment replacement costs; Mr. Casanave stated where the valuation pricing came from; Mr. Sumner stated the original replacement cost would have been raised approximately 5% every year since we have had our policy. Mr. Sumner stated for pump stations and our other equipment they rely on the customer on replacement costs. Mr. Casanave stated he would review our policy and the values assigned to our equipment; the Board approved Mr. Casanave to review the policy valuations on our equipment. Ms. Maynard questioned the TMA policy; Mr. Sumner stated that TMA gets an industrial appraisal done on their infrastructure.

Mr. Them questioned if the pump stations have surge protection; Mr. Casanave stated he does not think they do.

The Board discussed the cyber security amounts; Mr. Sumner stated we should look at our coverage he will send the paperwork.

The Board discussed our non-fixed property; Mr. Williams questioned the generators; he thought we had two.

The Board discussed General Liability coverage.

Mr. Them requested if we could change our policy to be a fiscal year instead of May to May; Mr. Sumner stated we can do that; Mr. Them stated maybe that can be discussed further; Ms. Maynard stated we do pay the premium in the fiscal year.

Mr. Sumner stated he will work on a quote for added limits on our umbrella; he will provide paperwork to increase our cyber coverage; Mr. Aikey and Mr. Casanave will look at the valuations placed on property and equipment. Mr. Sumner stated that numbers from TMA's industrial appraisal might help in evaluating the replacement costs.

### **Superintendent:**

Mr. Them stated he would like to be informed when Mr. Aikey is not going to attend the meetings; we might want to move the meeting date.

### **Minutes:**

The minutes from the meeting held on July 19, 2024 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

## August 16, 2024

**Bills:**

Mr. Williams mentioned our water usage being higher after the repair done to the meter; Ms. Maynard stated Hamilton Liberty's bill should cover the payment; Mr. Williams stated that they must have had a big draw this month. Mr. Isaac stated that the PA One Call charges are outrageous; Mr. Williams stated we have to mark our services. Mr. Henson made a motion to approve the following bills for August, Ms. Pickett seconded, approved.

<b>Wysox Sewer Operating List of Bills:</b>	<b>August 2024</b>	<b>Amount:</b>
TMA	Wilmington Trust – 8/01/2024	\$ 3,061.25
TMA	Administrative cost- 8/24	\$ 2,103.67
TMA	Sewer Flows (Jul)	\$ 35,234.33
TMA	Contracted Services	\$ 4,998.12
TMA	Penelec PS 3,6,7,8,9	\$ 354.22
TMA	M & T monthly pymnt	\$ 4,988.45
Gannon Insurance	Comm Policy Pkg	\$ 2,017.75
TMA	Frontier - telephone	\$ 52.90
TMA	Horton Elec – repair Meyers pump	\$ 1,220.00
TMA	Schaedler Yesco -30-amp switch	\$ 129.71
TMA	Stiffler McGraw inv 155, 193,198-200, 231	\$ 841.75
TMA	Envirep – o rings PS 1	\$ 19.41
Penelec	PS 1,4,5	\$ 635.38
LB Water	Inv 3833389 – Liberty pump package	\$ 4,820.00
Stiffler McGraw	Inv 156	\$ 495.00
<b>TOTAL:</b>		<b>\$ 60,971.94</b>

<b>Wysox Project Acct List of Bills:</b>	<b>August 2024</b>	<b>Amount:</b>
Stiffler McGraw	Inv 5 & 6	\$ 12,754.00
<b>TOTAL:</b>		<b>\$ 12,754.00</b>

<b>Wysox Water Operating List of Bills:</b>	<b>August 2024</b>	<b>Amount:</b>
TMA	Water (Jul)	\$ 27,177.75
TMA	Contracted Services	\$ 4,975.07
BNYMellon NY	Aug 2024	\$ 12,572.92
TMA	Penelec Lake Rd. Vault	\$ 78.56
TMA	Stiffler McGraw inv 155, 198-200, 231	\$ 992.50
TMA	SupplyHouse – fan motor booster pump	\$ 333.30
Gannon Insurance	Commercial Pkg Policy	\$ 794.75

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

August 16, 2024

Pace Analytical	Lab Analysis	\$ 519.20
Penelec	Lake Rd Tank, PS 1	\$ 847.01
Stiffler McGraw	Inv 156	\$ 495.00
LB Water	Command link/ Autogun	\$ 2,583.72
<b>TOTALS:</b>		<b>\$ 51,369.78</b>

## **Engineer:**

Mr. Casanave stated the local shares account grant applications are due in November.

At last month's meeting the Board questioned the dollar amount for the force main on the Bridge Mr. Casanave provided the Board with his documentation he came up with when this came up after our last repair; the amount estimated was \$2,916,000.00. The Board discussed our issue with the force main and the storm water on the Bridge. Mr. Casanave stated we can look at this project for the LSA grant once the information is dispersed on grant amounts being offered.

Mr. Casanave stated the meters to monitor infiltration have been in for several weeks now; unfortunately, we have not had the rain we expected to see this time of the year. Mr. Casanave has seen data from the meter installed on Susquehanna Street between Blush Beauty and Lashes and the Commercial Tire and Truck Service Center; he emailed Mr. Aikey and has not heard from him. This is a deep manhole and the closest manhole to pump station 1; on 5 occasions there has been a surge for a few hours then went back to normal; it can be that pump station 1 is backing up. Mr. Casanave stated he reviewed the other monitoring meter in the vicinity and did not see an issue; Mr. Casanave is awaiting response from Mr. Aikey to see if we have a problem at pump station 1.

Mr. Casanave stated he has not yet heard from Penn Dot; we cannot put together the Consultation Approval Package until we have a fairly defined scope of work.

## **Attorney:**

Mr. Jones stated he needed the grinder pump easements; apparently, we cannot look them up by tax parcel ID as they were filed before that system, we need the original customer names; Ms. Maynard stated we can have Ms. McLinko add that information to the spread sheet and send it again. Mr. Williams stated that the grinder pump easements came up in the TMA special meeting; Mr. Fred Johnson stated we can give them the grinders but keep the easement. The Board discussed the issue; Mr. Them stated there is not an easement on his properties he owns in Wysox and he is still responsible for the line from the main to his building; why would we have we keep the easements on these properties, the customers would be responsible as any other customer is for the service lines. Mr. Jones stated he will pull the easements and we can go from there.

## **Delinquent Accounts:**

Ms. Maynard stated she was contacted yesterday by a person who stated they are going to be renting the property on Moose Lane and wanted water turned on; she explained we do not turn on water on the request of a tenant and we have outstanding balance due on the account, so we will not be turning water on at the property, the tenant stated they have a well; Ms. Maynard stated she informed the person they are not to use the well. The Board discussed the issue; Mr. Williams stated there is no electricity so they shouldn't be able to use their well. Mr. Williams

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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August 16, 2024

also stated that there have been squatters living at the residence since Mr. Harkness passed away. The Board agreed to see what happens to the property as it should be going to Sheriff Sale. Ms. Maynard stated we have the Webster property going to Sheriff Sale the balance on the account is \$126.00; Mr. Jones stated we will not file a lien as the property as it might not go at sale and we do not have sufficient time to file a lien

## **Superintendent:**

Mr. Aikey not present.

## **Treasurers Report:**

Mr. Them stated we are down in revenue for water and we have a bigger loss in sewer than what was budgeted.

## **Audit:**

Mr. Aikey had mentioned internal control as a finding last month; the Board does not know what that may be; Ms. Maynard will contact HallockShannon and get clarification on that statement. Mr. Henson made a motion to approve the 2023 Audit, Mr. Them seconded, approved

## **Inspections:**

Ms. Maynard stated she received the thumb drive from Mr. Them and put the data on a spreadsheet for the Board.

## **Authorities:**

Mr. Williams stated TMA seemed rather receptive they are concerned about our debt. Mr. Walsh, TMA Chairman, mentioned that we are not insolvent that our numbers look good. Mr. Aikey was put on the mission to check on grant monies to fund a feasibility study. Mr. Williams stated it was mentioned that breaking from the Borough is also a possibility. Ms. Maynard stated that Mr. Aikey and herself had a call with DCED; the funding deadline is September they basically stated we would not be able to have paperwork done in time for the September deadline. They did state since TMA already performs duties for WTMA they do not see a problem with merging; the person we spoke with has not been involved in such an Authority issue as this, and has referred this to someone else within DCED; this was the initial phone call asking what we wanted to do; once the conversation about both Authorities being involved in daily duties; they stated they would refer the conversation with others within DCED with our next step.

Mr. Them questioned the statement of breaking TMA from the Borough; Mr. Williams stated what was discussed in the meeting. Mr. Them stated our agreement is with TMA for services not the Borough; Mr. Williams stated yes, we pay TMA for the services they provide. Mr. Casanave stated in the end of the day; the feasibility study would look at the finances of all parties involved.

## **Tank Inspection:**

Ms. Maynard stated that she will forward the Wysox tank inspection to the Board members; Mr. Williams stated our tank was basically in need of maintenance and signage. Ms. Maynard stated one of the issues was our tank base not being 6 inches above ground level; Mr. Casanave stated that is a DEP regulation.

## **Mr. Jones:**

Mr. Jones stated that he might not be at the September meeting.

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

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August 16, 2024

**Adjournment:**

As there was nothing further to discuss, the meeting was adjourned at 11:17 a.m.

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough