

# WYSOX TOWNSHIP MUNICIPAL AUTHORITY

January 17, 2025

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

**ABSENT:** Thomas Henson-Vice Chairman

**OTHERS:** Eric Casanave – Stiffler McGraw; Chris Jones – Solicitor; Stacy Schoonover – Borough Manager

**VISITORS:**

**Visitor:**

**Re Organization:**

Mr. Isaac made a motion to retain the same officers for 2025, Mr. Them seconded, approved.

**Minutes:**

The minutes from the meeting held on December 20, 2024 were approved as written, by a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

**Bills:**

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

<b>Wysox Sewer Operating List of Bills:</b>	<b>January 2025</b>	<b>Amount:</b>
TMA	BNY Mellon – January 2025	\$ 3,938.26
TMA	Administrative cost- 1/25	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 19,626.49
TMA	Contracted Services	\$ 6,717.08
TMA	Penelec PS 3,8,9	\$ 653.19
TMA	M & T monthly pymnt	\$ 4,988.44
TMA	LB Water – 4 manhole risers	\$ 716.00
Frontier	Telephone	\$ 53.79
Arey 's	Compression fittings	\$ 27.02
GDDJ	Michel Lien Atty fees	\$ 167.75
Penelec	PS 1	\$ 464.04
Selective Insurance	Flood Ins PS 5	\$ 1,052.00
The Daily Review	Legal Notice – 2025 Meeting Dates	\$ 40.49
<b>TOTAL:</b>		<b>\$ 40,548.22</b>

<b>Wysox Project Acct List of Bills:</b>	<b>January 2025</b>	<b>Amount:</b>
<b>TOTAL:</b>		<b>\$ 0.00</b>

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<b>Wysox Water Operating List of Bills:</b>	<b>January 2025</b>	<b>Amount:</b>
TMA	Water (Dec)	\$ 19,473.68
TMA	Contracted Services	\$ 3,762.84
Wilmington Trust	Jan 2025	\$ 12,439.57
TMA	Penelec Lake Rd. Vault	\$ 156.13
Pace Analytical	Lab Analysis	\$ 90.80
GDDJ	Michel Lien – Atty fees	\$ 167.75
The Daily Review	Legal Notice – 2025 Meeting Dates	\$ 40.48
<b>TOTALS:</b>		<b>\$ 36,131.25</b>

## **Engineer:**

Mr. Casanave stated that he had stated last month he would provide an agreement for pump station 5; he will start with an update of projects.

The Penn Dot project for Pond Hill Rd that will affect our sewer line for the bridge replacement; Penn Dot sent an email to ask the Authority if we want to incorporate the project in the Penn Dot project or design, bid it and have it relocated before the Penn Dot project begins. Ms. Pickett stated we do not want to pay for the project; Mr. Casanave stated that that is a separate issue, if we are charged the 25% or not. An email was sent requesting the Authority's decision on incorporating or not; Mr. Casanave does not know who received the email he was contacted by Penn Dot as they did not receive any response. We need to write a letter to Penn Dot if we wish to incorporate in their project; this is a 2026 project. Mr. Casanave stated his opinion is to incorporate the work in their project. Mr. Casanave stated the cost might go either way, but the Authority would be liable if they take it upon themselves to do the work and it is not completed or not correct. We do not need to make a decision this meeting, Mr. Casanave will look at the project in detail and come with a formal recommendation on this project at next month's meeting he will have the cost of this project as well. Mr. Williams questioned Ms. Pickett if she heard anything from Penn Dot on the cost share; Ms. Pickett stated she was only informed they were considering it.

Mr. Casanave stated that on the Penn Dot building relocation project, Mr. Aikey was sent the sewage plans. They still are looking at doing private extensions. Mr. Them questioned if we can have Penn Dot size the lines for future expansion; Mr. Casanave stated that the Authority can but Penn Dot would probably want to be compensated for the difference in size and we would probably have to take over the lines and we are liable for 2000 feet of line that is dead ended; Mr. Them questioned how many dead end lines do we have in the system now; Mr. Casanave stated that for the most part our system is looped and the dead end portions have usage on them. We would not be able to maintain our chlorine residuals for that area. Mr. Them questioned the reason we did not run water to Masonite Road; Mr. Williams stated that we followed sewer lines for the most part.

Mr. Casanave presented the engineering agreement for pump station 5; the grant from DCED has been signed, and we have until June 30, 2027 to complete the work, we can get an extension for good cause shown.

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The grant only pays 10% of grant amount for engineering cost, the complete costs is \$140,000.00 of which \$72,900 is included in the grant, so the Authority needs to fund the difference. Mr. Casanave stated his agreement has added amounts in case the Authority needs to seek additional interim funding so that would bring the engineering agreement to \$157,000.00. There is a lump sum for engineering, bidding and inspections. Some of the costs may come in lower than what is in the engineering contract so that would be a savings to the Authority, and if cost is more than what the agreement states there is no additional cost to the Authority. The Board discussed the way the grant is structured for payment reimbursement. Mr. Casanave stated that the Board could go for a line of credit; but in most cases the cost is incurred and sent to DCED for reimbursement and that historically it should be received within three weeks to pay the invoice. Mr. Casanave stated they normally write a 45-day clause for contractors to give ample time to get payment out.

There is a DEP permit needed.

Mr. Casanave stated that any costs incurred as of October of last year can be submitted for reimbursement.

Mr. Them made a motion to have Mr. Williams sign the engineering agreement for pump station 5, after our attorney reviews the document, Ms. Pickett seconded, approved.

Mr. Isaac questioned if the next step is to go out to bid with the project; Mr. Casanave stated that they will start design and go after permitting first.

## **Solicitor:**

Mr. Jones stated his title searcher gave him the research of the grinder pumps yesterday, he has yet to review it with her. There is a list of 23 customers that have grinder pumps with no right of way. He is going to do further research and also review it with Mr. Casanave, and give his opinion next month.

Mr. Jones stated he also was tasked at looking at the Towanda Municipal Authority rules and regulations and rates. The biggest difference is the allowing of private water sources, it is not allowed in the Towanda Municipal Authority jurisdictions.

The penalty rate is different they charge 10% on current bill we charge 1.5% on total amount due. For the most part the rules and regulations are similar; Mr. Jones stated he might change some wording to mirror Towanda's.

Mr. Jones reviewed rates with the Authority.

Mr. Jones stated he wants the rules and regulations and schedule of rates in the agenda for next month; he questioned if there is a rate increase for next year; Mr. Them stated that Towanda did not have a rate increase.

Mr. Jones stated that Mr. Henson had sent him information from the Authorities last month; Mr. Jones had time to review it and it is basically what we currently do besides executing the lien.

## **Superintendent:**

Mr. Aikey wanted to discuss the permit and he is aware that Towanda Municipal Authority's rules and regulations need amended to include that a permit needs to be obtained and work inspected for water and sewer line work. Mr. Jones requested the changes be sent to him so he can review prior to next month's meeting.

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## **Treasurer's Report:**

Mr. Them stated that out budget to actual is only off by \$1,500.00; even with the cost of the inspections our bottom line looks good.

Mr. Them stated we need to give the bond redemption monies starting this year.

Mr. Them does not know what to do with the added \$80,000.00 for engineering if we want to keep that amount back.

Mr. Them stated he does not know what to do, if we send them our paperwork and they decide the amount we are to give them; Mr. Jones stated for Mr. Them to send him the paperwork and he will initiate a call and we can go from there.

## **2025 HallockShannon PC Agreement:**

Ms. Maynard stated the costs is not to exceed \$4,500.00 so the same costs as last year. Mr. Isaac made a motion to enter into agreement with HallockShannon P.C. for our 2024 audit, Ms. Pickett seconded, approved.

## **Financial Interest:**

Mr. Williams stated that the letter of financial interest is attached to our packet and needs turned into Ms. Maynard.

## **TMA Merger:**

Mr. Them stated he contacted HallockShannon and they agreed to do the financials for the Authorities but they will not make any recommendations.

Mr. Them does not think that TMA is interested in merging the Authorities and he does not want to expend funds if they are not interested; Mr. Williams concurs with the opinion of Mr. Them.

Mr. Them requested if we want to address the Board again; Mr. Williams stated that he does not think going to the Board is going to do anything.

Ms. Schoonover will address the concerns of the Board at the TMA meeting on Monday.

## **Hydrants:**

Mr. Them questioned the issues in California and are we liable for ensuring our hydrants are capable of providing adequate water; Mr. Casanave stated that no water system would be adequate for what occurred in Los Angeles. The Authority should be exercising the hydrant to ensure they are operable. Mr. Them questioned if the Township can do that; Mr. Casanave stated we should maintain our system. Ms. Maynard stated Mr. Aikey is working on it, he is aware that this needs to be done; Mr. Them should talk to him. Mr. Casanave stated that fire protection is a privilege and that no water system is created and required to provide fire protection. Mr. Williams stated that he was approached in the past by the Fire Department stating we need to color code our hydrants; Mr. Casanave stated that the fire protection is the Fire Departments responsibility to have; if a tank need installed for fire suppression it is on them to adhere to the NFPA standards not the Authority.

## **Ms. Brinks:**

Mr. Them stated Ms. Brink questioned her bill, since she has no plumbing; she is slowly working on the property but she is getting a rather large bill. The Board discussed the issue; Mr. Them will inform Ms. Brink that if she connects to the water her bill will go down.

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**Water Leak:**

Mr. Them stated that he was informed by Mr. Meredith that he had a water leak in the same area that the Authority repaired three years ago. Mr. Them stated he needs to get more information on this repair he will contact Mr. Aikey.

**Adjournment:**

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

Respectfully Submitted,  
*April 2 Maynard*  
Towanda Borough