

MEETING MINUTES
WYALUSING MUNICIPAL AUTHORITY
50 SENATE STREET
WYALUSING, PA 18853
Regular Meeting – February 13th, 2024

- **Call to Order**

The Wyalusing Municipal Authority held their scheduled monthly meeting on February 13th, 2024, at the Wyalusing Borough Hall. Aaron Woodruff called the meeting to order at 6:00 pm. The following were in attendance: Aaron Woodruff, Ron Masters, Brad Kintner, Doug Eberlin (WMA PM), Steve Campbell (WWTP Operator), and Heather Snyder (Secretary).

Absent: Heather Vandemark, John Keeney, Jeannie Woodruff

Liaison: Brooks Blemle

- **Customer Correspondence**

- No Customers Attended

- **Doug Eberlin – Project Manager**

- Regarding Headworks Project, update:

- i. Awarded Notice of Award to M.R. Dirt

- PennVest update:

- i. Next meeting is 03/06/2024 for final documentation, final funding closing date 03/27/2024

- New Grant funding:

- i. Pennsylvania Department of Community & Economic Development

- ii. Completed below as a “group” application.

- 1. The budget was developed from a series of quotes from vendors with professional experience working with municipalities and public water and wastewater facilities. If awarded, the funds would cover the cost of a new vehicle, equipment, and \$5,334.00 cost to administer the grant (2% of total grant funds). The cost category "New Equipment Purchase" includes the Generac MDG150 for \$99,895.00, plow assembly for \$9,640.00, CAT 304 Mini Excavator for \$80,700.00, and trailer for \$12,000.00. The cost category "Vehicles" includes the 2023 Ford F-350 Super Duty Pickup for \$64,465.00. The total requested funding amount is \$272,034.00.

- Water meter grant

- i. *WaterSMART* has a funding opportunity announcement. Projects eligible for funding include installation of flow measurement or automation in a specific part of a water delivery system, lining or piping a section of a canal to address seepage, municipal meters, landscape efficiencies, or other similar projects

- Easement

- i. WMA needs to recommend the latest legal response from Solicitor to Taylor legal for Easement document. It seems though the end is in sight
 - ii. Map of tank/Easement area has been updated with proposed vegetation/ tree screening and recommended documentation added to the Easement document latest proposal.
- Water tank work phase outlook (Will be priority as soon as Easement is aligned to.)
 - i. Quote to build road, use Steve Kehoe as State Municipality resource \$310,000.
 - ii. If trees come down would be an extra \$20,000
 - iii. Quote for Tank clean out with Tank internal and external inspection from KTA-Taylor Inc. of Pittsburg \$11,450.
 - iv. Quote for tank cleaning exterior and painting \$39,893. Tank needs to be drained by WMA.
 - v. Need to acquire plan/pricing for piping upgrade need for tank to drain and secondary water supply piping needs
- Regarding School Well:
 - i. Meetings should be set up with new school administrators and Superintendent and WMA leadership to review plans going forward of WMA project phases to eliminate confusion.
 - 1. Review completed appraisal and Milnes work completed to date.
 - ii. Meeting to be set up between two boards
- Doug Eberlin exited at 6:23 p.m.
- **Approval of Last Meeting's Minutes for January 09th, 2024**
 - Monthly Meeting – Brad Kintner motioned to pass the minutes. Ron Masters seconded the motion. The motion passed unanimously.
- **Delinquent and Meter Issue List**
 - The board reviewed the delinquent lists.
 - The board reviewed the Meter Issue lists.
- **Treasury Report**
 - The Municipal Authority bills were reviewed by the Board. A motion was made by Ron Masters, seconded by Brad Kintner to approve/pay the WMA bills. The motion passed unanimously.
 - Reminder: Ampstun installation
- **Financial Report**
 - The board reviewed the Financial Reports.
- **Borough Report**
 - Heather Snyder acted as Liaison.

- **Sewer Plant Report**

The following comments were presented to the board in the written report prepared by Steve Campbell:

- Influent Flow: *Flow meter operates sporadically.
- Effluent Flow: 3,092,100 (99,745 daily average)
- Flows have been significantly higher than usual for this time of year
- 7000 gallons of sludge hauled in January
- Working on Chapter 94 waste load report
- Worked with Chad Heister from PRWA on an energy audit for the sewer plant.
- Several callouts during the month due to high flow and high-level alarms.
- Surprise DEP inspection on the 26th. All good.
- Working on NPDES permit renewal (expires 2/28/25) which is due September 1st, 2024
- Coordinating the delivery date of the Lakeside screen unit. Lakeside.

- **Water Report**

The following comments were presented to the board in the written report prepared by Steve Campbell:

- 2,060,695 (66,474) gallons pumped from the Ballpark well.
- 17,233 gallons pumped from Welles well.
- Coordinating the Ballpark well electric service upgrade and well control upgrade this month.
- Planning to possibly replace a hydrant or two on the Welles water system side sometime in the summer
- Working on Chapter 110 Primary and Sub facility reports.
- Working on the Lead Service Line Inventory and replacing meters.

- **New Business:**

- PennVest call, 01/31/2024
 - i. Went well, spoke about all needed to complete the loan, next call 03/13/2024 for documentation submission and 03/27/2024 for final loan.
- Motioned for Jeannie to Sign Resolution / 2024-1 Reimbursement PennVest. A motion was made by Ron Masters, seconded by Brad Kintner. The motion passed unanimously.
- Motioned for Jeannie to Sign Resolution / 2024-2 Borrow Final. A motion was made by Ron Masters, seconded by Brad Kintner. The motion passed unanimously.
- Motioned for Jeannie to Sign Solicitor Fee Agreement – PennVest. A motion was made by Brad Kintner, seconded by Ron Masters. The motion passed unanimously.
- Motioned for Jeannie to Sign Owner / Engineer Short Form Agreement – PennVest. A motion was made by Ron Masters, seconded by Brad Kintner. The motion passed unanimously.
- Motion to send an email for volunteers to appoint a member to be PennVest signer. A motion was made by Aaron Woodruff, seconded by Ron Masters. The motion passed unanimously.
- Spoke with Gannon insurance regarding COI and liability coverage.

- PA Small Grant paperwork turned in for extension
- SRBC Meter Grant was submitted for \$114,579.00
- Solicitor Litwin is researching possible mortgage paperwork left open.
- Board approved a Commercial Account Letter to be sent
- Board approved Customer Letter to be sent

- **Old Business:**
 - Resolutions – still researching, creating digital files, updating binder
 - Auditor – still researching proposals
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- **Executive Session**
 - Was postponed for Jeannie’s attendance

- **Adjournment**

The Wyalusing Municipal Authority adjourned the February 13th meeting at 6:55 p.m. Ron Masters made the motion to adjourn, Brad Kintner seconded. The motion passed unanimously. The next meeting will be held on March 12th, 2024, at 6:00 pm at the Wyalusing Borough Hall.

Respectfully Submitted,

Heather Snyder
Wyalusing Borough Secretary