

MEETING MINUTES
WYALUSING MUNICIPAL AUTHORITY
50 SENATE STREET
WYALUSING, PA 18853
Regular Meeting – January 09th, 2024

- **Call to Order**

The Wyalusing Municipal Authority held their scheduled monthly meeting on January 09th, 2024, at the Wyalusing Borough Hall. Jeannie Woodruff called the meeting to order at 6:00 pm. The following were in attendance: Jeannie Woodruff, Ron Masters, John Keeney, Aaron Woodruff, Doug Eberlin (WMA PM), Steve Campbell (WWTP Operator), Brooks Blemlle (Borough Liaison), and Heather Snyder (Secretary).

Absent: Heather Vandemark, Brad Kintner

- **Customer Correspondence**

- No Customers Showed

- **Doug Eberlin – Project Manager**

- Regarding Headworks Project, update:
 - i. M.R. Dirt recommends WMA secures the funding for the lowest bidder.
- PennVest update:
 - i. Next meeting is 01/31/2024
 - ii. Resolution completed
 - 1. \$462,820 was PennVest original award (\$150,000 from early grant for screen) \$275,278 additional request to cover low bid along with added \$100,000 for soft cost per Milnes recommendation for total of \$375,278 add.
 - iii. Solicitor Litwin has documents of incorporation completed at this point. With bids out, and funding offered, requested a timeline of tasks need to be completed to acquire funding offer.
 - 1. Title search complete.
 - iv. PennVest will need project timelines that Milnes will document in the timeline settlement documentation based on contract times etc., and a project closeout date will be established before closing on the PV award.
- **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
 - ii. **SRBC may be a better option.** "Susquehanna River Basin" will work to start pulling data.
- Easement
 - i. WMA needs to review and vote on Legal response from Taylor. Most all proposals aligned to, and feedback around special warranty proposal presented.
 - ii. If alignment to the Easement is agreed to, WMA could then take the next steps in tank funding available
 - iii. Things to discuss with Taylor
 - 1. Tank size, color, screen, and warranty
- Regarding Water Tank Inspection, update:
 - 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 6:24 p.m.

- **Approval of Last Meeting's Minutes for December 12th, 2023**
 - Monthly Meeting – Aaron Woodruff motioned to pass the minutes. John Keeney 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 John Keeney to approve/pay the WMA bills. The motion passed unanimously.

- **Financial Report**

- The Authority reviewed the financial report.
 1. Bank Agreements were signed
 - a. A motion was made by Rom Masters, seconded by John Keeney. The motion passed unanimously
 2. PLGIT vs CIT
 - a. A motion was made to open a PLGIT account by Jeannie Woodruff, seconded by Aaron Woodruff. The motion was passed unanimously.
 - b. Resolution for PLGIT was signed by Jeannie Woodruff and Heather Snyder

- **Borough Report**

Brooks Blemle from Borough Council acted as the Borough 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: 2,562,700 (82,667 daily average)
- No sludge hauled in December
- Working on Chapter 94 waste load report
- Sewer lateral responsibility. Where does our responsibility begin and the homeowner's end.

- **Water Report**

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

- 1,952,210 (62,975) gallons pumped from the Ballpark well.
- 17,482 gallons pumped from Welles well.
- Ballpark well control repair complete. Everything is back to normal.
- Coordinating the Ballpark well electric service upgrade and well control upgrade this month.
- Working on Chapter 110 Primary and Sub facility reports.
- Working on the Lead Service Line Inventory and replacing meters.
- Water line repair at the Subway Plaza. Results show a nearly 30,000 GPD reduction in use. (November usage was 92,000 GPD average)

- **Obligation of Funds – Sunshine Law**

- Solicitor Litwin verified an older motion for Steve Campbell to purchase up to \$12,000.

- **New Business:**

- El Dorado Account Error
 - i. Information given

- Penelec vs SFE Energy
 - i. Board voted no
- Statement of Financial Interests Form (Ethics)
 - i. Passed out – 2 received
- Office is closed January 15th
- Heather's hours, 9am – 1:30pm

- **Old Business:**
 - Resolutions – still researching, creating digital files, updating binder
 - Auditor – still researching proposals

- **Adjournment**

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

Respectfully Submitted,

Heather Snyder
Wyalusing Borough Secretary