Elkland Borough Authority Regular Meeting Agenda
Monday January 20, 2026
6:00PM

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Old Business
    a. Approve Minutes
        i. November 19, 2025
        ii. December 4, 2025
        iii. December 18, 2025
        iv. December 29, 2025
        v. January 7, 2026
    b. Trash Clean Up Day
    c. Update from Elkland Borough Council on extending the Transition Date
    d. Open New Petty Cash Account
    e. Sewer Plant Computer Monitor
5. New Business
    a. DEP Reports
        i. Sewage Inspection Report 12/08/2025
        ii. Water Supply Inspection Report 12/29/2025
    b. Committee Reports
        i. DEP/WATER/SEWER/ENGINEERING
        ii. TRANSITION TEAM
        iii. FINANCES
        iv. NEW GRANT DEVELOPMENT
        v. CURRENT PROJECTS & CONSENT ORDER
            i. WWTP – Financial Advisor
        vi. ORDINANCE
        vii. EMERGENCY PLANNING
            i. Meeting with Terry Shaw on January 26th at 6:00PM
        viii. VENDOR CONTRACTS/PHONE/WEBDESIGN/GOVERNING DOCUMENTS
            i. Revote for bylaws
            ii. Course Vector
        ix. PERSONNEL
            i. Hire Clerk
            ii. Other employees
        x. PROPERTY ACUISITION
            i. Call Appraisers for Water Plant Property
    c. Tioga County Emergency Services Letter
    d. Set up a landline at Sewer Plant
    e. Meter Reader Handheld
    f. PA Rural Water Letter
    g. Charge accounts opened
    h. Contract Service Agreement with Abernathy IT
6. Public Comments
7. Adjournment

Agenda Elkland Borough Authority
Thursday February 5, 2026
6:00Pm

1.Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Approve Minutes from January 8, 2026, meeting and January 20, 2026, meeting
5. Old Business
    A. Proposed Abernathy IT terms
    B. Course Vector Logo Design
6. New Business
    A. Correspondence
        a. Judtih Farman's Resignation Letter
    B. Committee Reports
        a. DEP/Water/Sewer/Engineering
        b. Transition Team
        c. Finances
            i. Management Report
            ii. Account List
            iii. Budget vs. Actuals: 2026
            iv. Account Balances
        d. New Grant Development
        e. Current Projects and Consent Order
            i. Consent Order Improvements:
                Preconstruction meeting scheduled for Wednesday, 11 February 2026 at 1100 in the Borough office.
            ii. 2026 Sewer Rehabilitation Program:
                Original projects
                Parallel Street Sewer Issue
        f. Ordinance
        g. Vendor Contracts/Web Design/Governing Documents
        h. Personnel
        i. Emergency Planning
            i. Outreach – DEP Program
        j. Property Acquisition
7. Public Comments
8. Adjournment

Elkland Borough Authority
Special Meeting Agenda
Friday February 13, 2026, 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Old Business
5. New Business
    a. Employee Job Description
    b. Employee Wadges
    c. Employee Benefits
    d. Work Order Solutions
6. Public Comments
7. Adjournment

Elkland Borough Authority
Special Meeting Agenda
Friday February 13, 2026, 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Old Business
    a. Interim Financing
5. New Business
    a. Employee Job Description
    b. Employee Wadges
    c. Employee Benefits
    d. Work Order Solutions
6. Public Comments
7. Adjournment

Agenda Elkland Borough Authority Regular Monthly Meeting
Thursday March 5, 2026
6:00PM

Secretary's Announcement, the meeting is being recorded on security cameras. The cameras only record visual footage.

Public Comments are limited to three minutes per person.

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
    a. Hazard Mitigation Plan Available Digitally on Tioga Department of Emergency Services Webpage
4. Old Business
    a. Accept Minutes from February 5, 2026, Regular Meeting
    b. Accept Minutes from February 13, 2026, Special Meeting
    c. Engagement Letter Guthrie & Co.
    d. Water Tank Inspection Report
    e. Bore Holes
    f. Rate increase
        i. Email from PMAA
        ii. Rates for a few businesses
    g. 2026 Sewer Rehabilitation Program
        i. Parallel Street Sewer update
        ii. Other projects?
5. New Business
    a. Resolution regarding Tioga County Mitigation Plan
    b. Communications
        i. Letter from PACE Analytical Services/Refund
        ii. 2024 Sewer Rehabilitation Account Update
        iii. Letter from Car Wash
    c. Committee Reports
        i. DEP/Water/Sewer/Engineering
            1. System for assigning EDUs/Letter from Andy Witter
            2. 2025 Annual Wasteload Maintenance (Chapter 94) Report
        ii. Transition Team
        iii. Finances
            1. Financial Reports from Hemlock Services
            2. 2024 Audit from Guthrie & CO.
            3. CDs
            4. NTSWA Fuel Price Increase
        iv. New Grant Development
        v. Current Projects & Consent Order
            1. Preconstruction Meeting 2/11/2026
            2. Revised Project Estimate per PennVEST

Elkland Borough Authority Regular Monthly Meeting
Thursday April 2, 2026
6:00PM

This meeting is being recorded for security purposes, it is only a visual recording, there is no audio recording.
There is a three-minute speaking time per person on public comments.

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Approve Minutes of March 5, 2026, Regular Meeting
5. Old Business
    a. Approve 2024 Audit
    b. Meter Resolution
    c. Water Tank Inspection Suggested Repairs Quote
    d. Condense Credit Cards to one card
6. New Business
    a. Correspondence
        i. Letter From PA Department of Labor & Industry
    b. Process for Developing the Agenda
    c. Committee Reports
        i. Finances
            1. Reports from Hemlock Signature Services
            2. Grant a second person rights to transfer money
        ii. DEP/Water/Sewer/Engineering
            1. SCADA Water Plant
        iii. Current Projects and Consent Order
            1. Open Account for Grant
            2. Change Order to Replace Aeration Valves $22,555.00
            3. Meeting notes from March 13 and 17 meetings
            4. Chapter 94 2025 Annual Waste load Management Report
        iv. Personnel
            1. Training
        v. Emergency Planning
            1. Looking for Residents that want to be on the committee
        vi. Property Acquisition
            1. Property visit on April 1, 2026
        vii. Vendor Contracts/Web Design/Governing Documents
            1. Website Update
            2. Open a Facebook Page
        viii. Transition Team
        ix. Ordinance/Resolution
            1. Shredding Resolution
7. Public Comments
8. Adjournment

Elkland Borough Authority Regular Monthly Meeting
Thursday May 7, 2026, 6:00PM
There is a three-minute speaking time limit per person on public comments.
The meeting must recess at 7:00PM for the Elkland Borough Council to have a special session to pass their Ordnance.

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Approve Minutes from April 2, 2026, Regular Meeting
5. Old Business
    a. Resolution to join PIRMA
    b. Approve Bond Counsel Agreement
    c. PennVEST Meeting Update
        i. Resolution to Reimburse Authority's Funds
        ii. Resolution to Authorize the issuance of a guaranteed sever revenue note
    d. Recommendation to Pay ACE
    e. Soliciator (after Consent Order as voted upon)
    f. Rate Study Update
6. New Business
    a. Communications
        i. Proposed Amendment to LaBella Professional Service Agreement
    b. Committee Reports
        i. Finances
            1. Hemlock Reports
        ii. Emergency Planning
            1. Hazard Mitigation Update
        iii. Personnel
            1. Right to Know Officer
            2. HSA Card
        iv. DEP/Water/Sewer/Engineering
        v. Current Projects & Consent Order
            1. Consent Order Project Update
        vi. Property Acquisition
            1. Appraisal Update
        vii. Governance/Media
            1. Facebook Page
            2. Policies the Authority needs
        viii. New Grant
        ix. EDU Allotment
        x. Vendor Contracts
        xi. Resolutions
        xii. Strategic Five-Year Plan
        xiii. Equipment
7. Public Comments
8. Adjournment

Elkland Borough Authority Regular Monthly Meeting Amended
Thursday May 7, 2026, 6:00PM
There is a three-minute speaking time limit per person on public comments.
The meeting must recess at 7:00PM for the Elkland Borough Council to have a special session to pass their Ordnance.

1. Call to Order
2. Pledge of Allegiance
3. Public Comments on the Agenda
4. Approve Minutes from April 2, 2026, Regular Meeting
5. Old Business
    a. Resolution to join PIRMA
    b. Approve Bond Counsel Agreement
    c. PennVEST Meeting Update
        i. Resolution to Reimburse Authority's Funds
        ii. Resolution to Authorize the issuance of a guaranteed sever revenue note
        iii. Motion to Add Accepting Account Security Agreement and First Modification to Loan 74134 and Account Security Agreement and First Modification to Loan 74115 to agenda
            1. Accept Account Security Agreement to Loan 74134
            2. Accept First Modification to Loan 74134
            3. Accept Account Security Agreement to Loan 74115
            4. Accept First Modification to Loan 74115
    d. Recommendation to Pay ACE
    e. Soliciator (after Consent Order as voted upon)
    f. Rate Study Update
6. New Business
    a. Communications
        i. Proposed Amendment to LaBella Professional Service Agreement
    b. Committee Reports
        i. Finances
            1. Hemlock Reports
        ii. Emergency Planning
            1. Hazard Mitigation Update
        iii. Personnel
            1. Right to Know Officer
            2. HSA Card
        iv. DEP/Water/Sewer/Engineering
        v. Current Projects & Consent Order
            1. Consent Order Project Update
        vi. Property Acquisition
            1. Appraisal Update
        vii. Governance/Media
            1. Facebook Page
            2. Policies the Authority needs
        viii. New Grant

Elkland Borough Authority Regular Monthly Meeting
Thursday June 4, 2026
6:00PM

I. Call to Order
II. Pledge of Allegiance
III. Approve Minutes
    a. May 7, 2026
IV. Old Business
    a. Fireproof Storage
    b. DWP Emergency Call – Out Procedure
    c. January 8 Meeting Minutes
V. New Business
    a. Communications
        i. Letter from DEP
        ii. Invoice from Elkland Family Dental
        iii. Email from Patrick Crowley Sludge Hauling
    b. Financial Reports
        i. Hemlock Reports
        ii. Payments From Elkland Borough
    c. Committee Reports
        i. Current Projects/Consent Orders
            1. Update
        ii. Equipment
            1. Need repair, digging equipment
        iii. Personnel/Training
            1. PPE for workers, identifying/ reflective clothing
            2. On Call Person for the weekend/emergency contact person (phone number/answering service)
            3. Part – Time Employee(s)
        iv. Emergency Planning
            1. Update
            2. Hazard Mitigation Project Opportunity Submittals
        v. Property Acquisition
            1. Update/Survey
            2. Contract
            3. Executive Session
        vi. EDU Allotment, ETC.
        vii. Five Year Plan
        viii. DEP/Water/Sewer/Engineering
        ix. New Grant Development
        x. Resolutions
        xi. Governance/Media
        xii. Vender Contracts, ETC.
VI. Adjournment

Elkland Borough Authority Regular Monthly Meeting
Thursday June 4, 2026
6:00PM

I. Call to Order
II. Pledge of Allegiance
III. Approve Minutes
    a. May 7, 2026
IV. Old Business
    a. Fireproof Storage
    b. DWP Emergency Call – Out Procedure
    c. January 8 Meeting Minutes
V. New Business
    a. Communications
        i. Letter from DEP
        ii. Invoice from Elkland Family Dental
        iii. Email from Patrick Crowley Sludge Hauling
        iv. Motion to Add PACE Email to Agenda
        v. Motion to Send ACE another letter
    b. Financial Reports
        i. Hemlock Reports
        ii. Payments From Elkland Borough
    c. Committee Reports
        i. Current Projects/Consent Orders
            1. Update
        ii. Equipment
            1. Need repair, digging equipment
        iii. Personnel/Training
            1. PPE for workers, identifying/ reflective clothing
            2. On Call Person for the weekend/emergency contact person (phone number/answering service)
            3. Part – Time Employee(s)
            4. Motion to Add Parrel Street to Agenda
        iv. Emergency Planning
            1. Update
            2. Hazard Mitigation Project Opportunity Submittals
        v. Property Acquisition
            1. Update/Survey
            2. Contract
            3. Executive Session
        vi. EDU Allotment, ETC.
        vii. Five Year Plan
        viii. DEP/Water/Sewer/Engineering
        ix. New Grant Development
        x. Resolutions
        xi. Governance/Media

xii. Vender Contracts, ETC.

VI. Adjournment

July Monthly Meeting Elkland Borough Authority
Thursday July 2, 2026
6:00PM

1. Call to Order
2. Pledge of Allegiance
3. Executive Session – Legal
4. Public Comments on the Agenda
5. Approve Minutes June 4, 2026, Meeting
6. Old Business
    a. Secretary's Letter
    b. PennVEST Loan
        i. RCap Rate Study Update
        ii. Request to Extend the EBA Articles of Incorporation
        iii. Lease
        iv. $500,000.00 Small Projects Loan - sludge hauling
    c. Remaining Grant Money Recommend Projects to Council
    d. Fireproof Safe Options
    e. Inventory/Assets
    f. Webinar on Sunshine Act
7. New Business
    a. Correspondence
        i. Letter from Elkland Borough Council - Agenda Items
        ii. Letter from Elkland Borough Council – Workers
    b. Financial
        i. Letter
        ii. Hemlock Reports
        iii. Elkland Borough Debt Owed Report
        iv. Bills
        v. Proposed Pre – dated Check Policy
    c. DEP/WATER/SEWER/ENEGINEERING
        i. Sewer Main vs. Lift Station Details to Consider
    d. Current Projects and Consent Order
        i. Martz Meeting Update
        ii. Barney Hill Pump Update/Pay the remaining retainage
    e. Personnel/Training
        i. Hiring Update?
    f. Property Acquisition
        i. Update/Serve You Settlement
    g. EDU Allotment & New Hookup Transfer & Meter Pitt
        i. Proposed EDU Distribution and Removal Policy
        ii. Proposed Request to Return/Relinquish Water/Sewer Form
        iii. Single Unit Shutoff in Buildings with only One Valve Options
    h. Governance
        i. Proposed Water and Sewer Termination Policy
        ii. Proposed Pool Water Verification Form
    i. Strategic Five – Year Planning
        i. Cadmus
8. Public Comments
9. Adjournment

July Monthly Meeting Elkland Borough Authority
Thursday July 2, 2026
6:00PM

1. Call to Order
2. Pledge of Allegiance
3. Executive Session – Legal
4. Public Comments on the Agenda
5. Approve Minutes June 4, 2026, Meeting
6. Old Business
    a. Secretary's Letter
    b. PennVEST Loan
        i. RCap Rate Study Update
        ii. Request to Extend the EBA Articles of Incorporation
        iii. Lease
        iv. $500,000.00 Small Projects Loan - sludge hauling
    c. Remaining Grant Money Recommend Projects to Council
    d. Fireproof Safe Options
    e. Inventory/Assets
    f. Webinar on Sunshine Act
7. New Business
    a. Correspondence
        i. Letter from Elkland Borough Council - Agenda Items
        ii. Letter from Elkland Borough Council – Workers
    b. Financial
        i. Letter
        ii. Hemlock Reports
        iii. Elkland Borough Debt Owed Report
        iv. Bills
        v. Proposed Pre – dated Check Policy
    c. DEP/WATER/SEWER/ENEGINEERING
        i. Sewer Main vs. Lift Station Details to Consider
    d. Current Projects and Consent Order
        i. Martz Meeting Update
        ii. Barney Hill Pump Update/Pay the remaining retainage
    e. Personnel/Training
        i. Hiring Update?
    f. Property Acquisition
        i. Update/Serve You Settlement
    g. EDU Allotment & New Hookup Transfer & Meter Pitt
        i. Proposed EDU Distribution and Removal Policy
        ii. Proposed Request to Return/Relinquish Water/Sewer Form
        iii. Single Unit Shutoff in Buildings with only One Valve Options
    h. Governance
        i. Proposed Water and Sewer Termination Policy
        ii. Proposed Pool Water Verification Form
    i. Strategic Five – Year Planning
        i. Cadmus
    j. Equipment
8. Public Comments
9. Adjournment

Special Meeting Agenda Elkland Borough Authority
Thursday July 16, 2026
6:00PM

Call to Order
Pledge of Allegiance
Public Comments on the Agenda
Old Business
- Engineer Parallel St.
- Ownership and Inventory
- Equipment

Public Comments
Adjournment