

Agenda Elkland Borough Authority Meeting  
Thursday January 8, 2026  
6:00PM

- 1.Call to Order
- 2.Pledge of Allegiance
- 3.Public Comments on the Agenda
- 4.Nominations for Authority Chairperson
- 5.Nominations for Authority Vice – Chairperson
- 6.Nominations for Chairperson Pro tempore
- 7.Appoint Secretary/Treasurer
- 8.Adopt Pay Increases
- 9.Appoint Solicitor
- 10.Set Day and Time for 2026 Regular Monthly Meetings
- 11.Appoint Authority Engineer
- 12.Appoint Sewage Enforcement Agency (SEO)
- 13.Appoint Authority Open Records Officer
- 14.Appoint Emergency Management Coordinator (EMC)
- 15.Designate Signatories for Payroll Checks all Authority Accounts
- 16.Designate Bank for Depository
- 17.Designate Newspaper for Advertising – Weekly and Daily
- 18.Set Bond Amount for Treasurer
- 19.Set Mileage Rate Reimbursement for 2026 (Federal Rate 72.5 cents/mile)
- 20.Motion to Allow Secretary/Treasurer to Pay Bills Prior to Meeting to avoid late penalties
- 21.Assign Committee Members
22. Does the Authority wish to reopen the Budget
  
- 23.Public Comments
- 24.Adjournment

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 26<sup>th</sup> 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 ACQUISITION
      - 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

- 3. Rate Study
- vi. Ordinance
- vii. Vendor Contracts/Phone/Web Design/Governing Documents
  - 1. Proposed Logos
  - 2. Update Report
- viii. Personnel
- ix. Emergency Planning
  - 1. Reappoint Tom Shaw as Emergency Management Coordinator
  - 2. DEP Operator Outreach
  - 3. Report From Tom Shaw
- x. Property Acquisition
- d. Appoint person to respond to alarms at facilities.
- e. Chairs for Council Chambers
- 6. Public Comments
- 7. Adjournment