June Woodard, Chairperson - On Phone	Michael Arnold – Absent	James Farman – Present
Rosalie Lehman – Bryan, Vice – Chair – Present	Austin Welch – Present	Jeremy Freeman – Present

Members of the public present Eugene and Patrica Shaffer, Maci Smith, B.D Rod, Scott Knickerbocker, Robert Neal, Clayton Fuhrer, Akia Kittle, Cindy Blend, Alex Retzloft from LaBella, Brad Upson from LaBella, John and Kim Rimmer, Melisa Freeman, Donna Blend, Kera Hackett, Justin Slocum, Nikita Hand

Vice – Chairperson Rosalie Lehman – Bryan conducted the meeting as June Woodard Chairperson was out of town for work training. The Vice – Chairperson made a statement about the water emergencies Elkland had been experiencing over the past week.

1. Call to Order

Vice Chair Rosalie Lehman – Bryan called the meeting to order at 6:02PM after the Pledge of Allegiance.

2. Pledge of Allegiance led by Rosalie Lehman – Bryan.

3. Public Comments on the Agenda

At this point the public had a lot of comments not on the agenda, but on the water situations that Elkland had been experiencing. The manganese level was too high and then there had been a water main break.

Patrica Shaffer stated that she knew the manganese warning had been lifted, were the papers going out tomorrow? Rosalie Lehman – Bryan stated that yes, they were. Rosalie Lehman – Bryan also stated that the Authority needed volunteers to help hand out the papers. Justin Slocum asked what time people needed to be at the office in the morning. James Farman stated they should be there at 8:30AM.

Kim Rimmer, a resident, asked how long this would be a issue, she was referring to the manganese issue. James Farman said that the Authority was on the road to getting filtration, but it would take time; the first step was to acquire the land the water plant was on. It should take about three years. Brad Upson from LaBella stated that the water is being tested more often than recommended because they know of the issue. It is recommended that the water be tested once a year, the water in Elkland is tested every two weeks for manganese. He stated that he needed to know the numbers to fix the issue, they also needed to know what the issue was coming from to fix it. Austin Welch then stated that the bore holes needed to be tested, he thinks there are leaks

in them. Mr. Welch wants to put a camera down each one to see what they are like inside. The DEP has looked and stated that they are sealed and they are fine. Mr. Welch led a discussion that was argumentative in nature and the audience wanted to know how much it would cost to put a camera down the bore holes and what the procedure would be to do that.

Another resident asked if there was an alternative way to notify the public of an emergency, he found his paper in the snow.

4. Approve Minutes from January 8, 2026, meeting and January 20, 2026, meeting

Austin Welch stated that the Minutes had not changed from the last time they were brought to the table to be approved. He also stated that there had been no report from the water tank cleaning. The secretary replied that she had never received the report. Mr. Welch then stated that he had the report, that, "A little birdie gave it to me." Mr. Welch was then asked by all other members of the Authority present why he had not shared the report if he had it. He made no reply.

Rosalie Lehman – Bryan, Vice Chairperson asked for a motion to approve the January 8, 2026, Minutes.

A Motion was made by June Woodard to accept the Minutes from January 8, 2026, Reorganization Meeting. **Seconded** by James Farman.

A Roll Call Vote was taken Jeremy Freeman: No, Austin Welch: No, James Farman: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes. **Motion Carried.**

Rosalie Lehman – Bryan, Vice Chairperson asked for a motion to approve the Minutes from January 20, 2026.

A Motion was made by June Woodard to accept the Minutes from January 20, 2026, Regular Meeting. **Seconded** by James Farman

A Roll Call Vote was taken: June Woodard: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, Austin Welch: No, James Farman: Yes. **Motion Carried.**

5. Old Business

Abernathy IT

A proposal was presented to the board for an amount to be paid to Abernathy IT for their services. There was a discussion and the board wanted to know the scope of work. The proposal was sent to the Vender Contracts/Web Design/ Governing Documents Committee.

Course Vector Logo

A quote was given for a new logo design for the Authority's website so it would say, "Elkland Borough Authority" not just "Elkland Borough". The quote was for $237.00. Austin Welch

asked if the Authority could design its logo, and have it uploaded, wouldn't that be less expensive? The Secretary said, yes that was probably possible, she did not know how to design a logo.

The topic was tabled pending a design proposal.

6. New Business

Correspondence

Judith Farman's Resignation Letter

Vice – Chairperson Rosalie Lehman – Bryan read Judith Farman's Resignation Letter dated February 2, 2026:

"To the members of the Elkland Borough Council and Authority

I am submitting my resignation letter as a member of the Elkland Borough Authority aas of this date of February 2, 2026.

I have given this much thought and for personal reasons I have decided this would be in my best interest.

Thank you for giving me the opportunity to work with some very knowledgeable and caring people who have Elkland's best interest.

Sincerely,
Judith Farman."

Vice – Chairperson Rosalie Lehman – Bryan asked for a motion to accept Judith Farman's Resignation.

A Motion was made by Austin Welch to accept Judith Farman's Resignation Letter. **Seconded** by Jeremy Freeman. **AIF Motion Carried.**

Committee Reports

DEP/Water/Sewer/Engineering

Jeremy Freeman reported on the water main break on Buffalo St. and Wag Ave. that took place on January 30, 2026. He thanked Doan Excavation, the Elkland Fire Department and the Elkland Department of Public Works workers for all their help. An eight-inch valve broke the bolts on it; the valve broke as well. A new gasket was made and bolted back together and the main was back in operation late on January 31, 2026.

Transition

James Farman had no report, Jeremy Freeman asked if the Authority had anything it needed to buy or lease from the Borough. James Farman did not think so, Jeremy Freeman asked about the Sewer Flusher. Austin Welch then stated that the Authority already owns it, therefore the Authority could not buy it or lease it. There was some discussion and it was decided that the lease should be checked and the subject should be brought back to the table under Old Business in March 2026.

Finances

The Board looked over the Financial Reports provided by Hemlock Signature Services. Austin Welch asked why the Authority was paying for so many insurances. Jeremy Freeman said the Borough Employees should be listed as, "Contracted Services". The Board would like a more detailed list of the bills that have been paid. Jeremy Freeman stated that the Finance Committee should have access to QuickBooks. June Woodard stated that the office has it. Jeremy Freeman stated that the Finance Committee should have it.

A Motion was made by June Woodard for the Finance Committee to have read only access to QuickBooks. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, James Farman: Yes, Austin Welch: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes. **AIF Motion Carried**.

Amanda Fuhrer, Secretary/Treasurer read off the current account balances:

Sewer Reserve Account ending 1830: $115,495.84
Water Reserve Account ending 1856: $173,197.26
Water Checking Account ending 2209: $42,297.04
Sewer Checking Account ending 2217: $52,458.82
Garbage Account ending 4482: $15,601.93
PennVEST III: $1.00
LockBox ending 9507: $1,866.03
Sewer CD ending: 1848: $38,808.72
Water CD ending: 1864: $19,171.39
Checking Account ending 4395: $0.00
Checking Account ending 4410: $0.00

New Grant Development

Austin Welch stated he could not get grants for the water system until the Authority controlled the property the Water Plant was on.

Current Projects and Consent Order

Consent Order Improvements:

There is a preconstruction meeting scheduled for Wednesday February 11, 2026, at 11:00AM in the Council Chambers.

2026 Sewer Rehabilitation Program

Brad Upson from LaBella asked what projects the Authority wanted on the 2026 program. He also stated that there was $163,000.00 left in a grant that had to be used by October 30, 2026. Brad stated that he thinks the money could go towards the Parallel Street Sewer issue. Brad Upson stated that the problem with the sewer on Parallel Street is that it is too shallow, it needed to be dug deeper and new lateral lines put into the houses on the street. To fix it Main Street would also have to be dug into. The preliminary estimate that Labella's has come up with is $800,000.00. June Woodard asked if there was a different street they could connect to, Brad said no. Austin Welch asked if a pump would be cheaper, again Brad said no. Akia Kettle a resident on Parallel Street asked if putting a new manhole in would help, Brad said no it's the depth of the sewer that is the issue, not the manholes. Austin Welch asked if there were maps of the area and Brad said no, he asked Tioga County for maps, and they could not find any. Austin Welch then asked about a self-flushing hydrant. Brad said a hydrant would not help, because you cannot connect the sewer to the water. June Woodard said the whole area needs to be the Sewer Rehabilitation for 2026; the New Grants Committee needs to look into grants for that.

During this discussion Nick Cook, a resident of Parallel Street, asked if the Authority would pay the bill, he had received from Wilkinson Plumbing and Heating for the sewer backing up into his basement and flooding it. He had to have them come out to pump it out, then they had to wait two days before they could go down into the basement to clean it. Austin Welch stated that before the Authority goes setting a precedent about paying the residents' bills the Authority made it clear that this incident was a result of the Authority's failure to maintain the sewer line and the Authority does not expect this to happen again.

A motion was made by Austin Welch that there be a document drawn up that states no other property damage will be brought to the Elkland Borough Authority to pay. The Elkland Borough Authority will pay the Wilkinson invoice, and the matter will be settled. Once the document is signed the Authority will pay the invoice. **Seconded** by Jeremy Freeman

A Roll Call Vote was taken: James Farman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes Jeremy Freeman: Yes, Austin Welch: Yes. **AIF Motion Carried.**

Ordinance

No Report from the committee. Austin Welch stated that it should be called "Resolution" because the Authority cannot do ordinances. Austin Welch then stated that the Authority should pass a resolution confirming the new water and sewer rates, otherwise the new rates are not legal. There was some discussion and the Authority decided to take a vote to confirm the rates. They also asked the secretary to reach out to Pennsylvania Municipal Authority's Association to make sure that the rate increase was done correctly.

A Motion was made by James Farman to adopt the Borough Ordinance as written. **Seconded** by Austin Welch.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, Austin Welch: Yes, James Farman: Yes. AIF **Motion Carried**.

While the Authority was discussing the payment of Mr. Cook's bill Brad Upson had been discussing ideas with some of the residents and Alex Retzloft. They had been discussing an option for a temporary pump station on Parrell Street for under $160,000.00. Brad Upson stressed that it would be a temporary fix but it would be better option than flushing the street until the sewer could be completely fixed. In the future it would need to be tied into. He was going to look further into the option.

Vendor/Contracts/Web Design/Governing Documents

The topics concerning the website had already been covered. No further report.

Personnel

Jeremy Freeman stated that the Personnel Committee had met on Tuesday, they had interviews set up for Monday February 9 and Tuesday February 10, 2026. The committee would be interviewing for a Sewer Operator, a part time Sewer/Water worker and a part time office person. Austin Welch asked if there was any action taken on the possible temporary employee, June Woodard told him that the person had requested to speak with Ann Crowley. Jeremy Freeman said that he needed a motion to hire people. June Woodard stated that a motion could be made to hire the number of people the committee recommends.

A motion was made by James Farman to hire the people the personnel committee recommends. **Seconded** by June Woodard.

A Roll Call Vote was taken: Austin Welch: Yes, James Farman: Yes, Rosalie Lehman – Bryan: Yes, Jeremy Freeman: Yes, June Woodard: Yes. **AIF Motion Carried.**

Emergency Planning

Rosalie Lehman – Bryan reported on the recent water situations and addressed the water donation protocols. She stated that the Authority needed more time to set up protocols, and it takes time to follow the protocols that other organizations have. DEP and the county set up protocols that the Authority must follow. Corporations have protocols that they have to follow to give out donations. To get donations from people you must have a letter stating what the issue is and what the water is for. If it is a whole water system emergency the county can give you water, our recent emergencies were not whole water system emergencies, so the county had no water available.

Rosalie Lehman – Bryan then introduced Tom Shaw the Elkland Borough Authority's Emergency Response Coordinator, and he spoke about the Hazard Mitigation Plan and Smart 911.

Smart 911 or Rave, you sign up for it, and you get a notification when there is an emergency. Can be broken down by street, etc.

Hazard Mitigation Plan has been adopted by Tioga County and is close to being rewritten, if the Authority adopts it, it helps grease the wheels when there are emergencies in the area. The plan comes from FEMA and it can be used for any emergency, floods or fires or earthquakes, etc. The county has a resolution to adopt it. Mr. Shaw recommends that the Authority adopt the plan. There is a meeting about the plan set for March 2026 and he would like people representing the Authority to attend.

Mr. Shaw then said that he thought the recent emergencies were handled well, and he stated that emergency planning is before the fact not during. The Authority needs a plan for later.

Property Acquisition

Touched on the subject. The appraiser has been contacted.

7. Public Comments

Nikita Hand asked why the Authority had to purchase the land, not just get a lease? James Farman explained that Randy Morgan, the owner of the property, wanted to retire and was not interested in another lease. Also, if we buy all the land we can keep what we need and sell off parts of it to make some money.

8. Agjournment

Rosalie Lehman – Bryan asked for a motion to adjourn

A Motion to adjourn was made by June Woodard. **Seconded** by Jeremy Freeman

AIF Motion Carried

Meeting Adjourned at 9:23PM

Respectfully Submitted,

Amanda Fuhrer
Secretary/Treasurer
Elkland Borough Authority

Elkland Borough Authority
SPECIAL MEETING MINUTES FEBRUARY 13, 2026

June Woodard, Chairperson: Present	James Farman: Present	Peter VanGorden: Present via phone	Michael Arnold: Absent
Rosalie Lehman – Bryan, Vice – Chairperson: Present	Jeremy Freeman: Present	Austin Welch: Absent	

Amanda Fuhrer, Secretary Absent. Notes for minutes provided by June Woodard and Rosalie Lehman – Bryan.

Member of the Public Present: Donna Blend

Call to Order:

Meeting called to order by June Woodard, Chairperson and 7:02PM.

Public Comments on the Agenda:

None.

Old Business:

A Motion was made by Jeremy Freemen to add a signer for interim financing to the agenda. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, James Farman: Yes, June Woodard: Yes, Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, **AIF Motion Carried.**

A Motion was made by Jeremy Freeman to add Rosalie Lehman – Bryan as a signer for the interim financing**. Seconded** by James Farman.

A Roll Call Vote was taken: June Woodard: Yes, Jeremy Freeman: Yes, James Farman: Yes, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes **AIF: Motion Carried.**

New Business

Employee Job Descriptions:

A Motion was made by Rosalie Lehman – Bryan to continue working on the job descriptions and chain of command structure. **Seconded** by Jeremy Freeman. **AIF Motion Carried.**

Employee Wages:

The proposed wages for water and wastewater workers were:

Full – Time water/wastewater certified operator – To be determined.
Part – Time water/wastewater Operator: $24.00 per hour starting out, $30.00 per hour with experience.

Full – Time water/wastewater laborer: $24.00 per hour

Part – Time water/wastewater laborer: $18.00 per hour starting out, TBD with experience

Office Wages:

Full – Time – Secretary/Treasurer: $18.00 per hour

A Motion was made by Rosalie Lehman – Bryan for the wage for the secretary/treasurer to be $19.00 per hour and for that rate to be retroactive to January 1, 2026. **Seconded** by James Farman.

A Roll Call Vote was taken: James Farman: Yes, Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, Jeremy Freeman: Yes, June Woodard: Yes. **AIF Motion Carried**.

Part – Time Office Manager: $20.00 per hour
Part – Time Office Clerk: $18.00 per hour.

A Motion was made by Jeremy Freeman to accept the proposed wages. **Seconded** by James Farman.

A Roll Call Vote was taken: James Farman: Yes, Jeremy Freeman: Yes, Peter VanGorden: Yes, June Woodard: Yes, **Motion Carried**.
Rosalie Lehman - Bryan Abstained.

Employee Benefits

The proposed benefits package was:

Full – Time:

Eight Paid Holidays, Three Sick Days, Five Days' Vacation for the first five years, 10 Days' Vacation for six or more years, $600.00 per month HRA Card to use toward the employees' own health insurance, 3% IRA/401k Matching

Part – Time:
Eight Paid Holidays, Three Sick Days, 3% IRA/401k Matching

The Paid Holidays were decided to be: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

A Motion was made by Jeremy Freeman to accept the benefits package. **Seconded** by James Farman.

A Roll Call Vote was taken: James Farman: Yes, Jeremy Freeman: Yes, June Woodard: Yes, Peter VanGorden: Yes. **Motion Carried.**
Rosalie Lehman – Bryan Abstained.

Work Order Solutions

Jeremy Freeman brought a quote for FMX Work Order Management.

A Motion was made by Jeremy Freeman to accept the FMX program for $5,100.00, for four users plus the annual fee. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, James Farman: Yes, Jeremy Freeman: Yes, June Woodard: Yes, Peter VanGorden: Yes. **AIF Motion Carried**.

During this time there was a discussion about the new commercial water rates.

A Motion was made by Jeremy Freeman for the commercial water rates to be adjusted on the January 2026 billing and to adjust the residential water rate for February 2026. **Seconded** by James Farman.

A Roll Call Vote was taken: Peter VanGorden: Yes, James Farman: Yes, Jeremy Freeman: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes**. AIF Motion Carried**.

Public Comments:

None.

Adjournment:

Chairperson June Woodard asked for a motion to adjourn.

A Motion to adjourn was made by James Farman. **Seconded** by Jeremy Freeman. AIF **Motion Carried.**

Meeting Adjourned at 7:35PM.

Respectfully submitted,

Amanda Fuhrer
Secretary/Treasurer
Elkland Borough Authority

June Woodard, Chairperson - Present	Rosalie Lehman – Bryan, Vice – Chair – Present	Jeremy Freeman - Present
Austin Welch – Present	Mike Arnold – Absent	Peter VanGorden – Present via phone

Members of the Public present: Scott Knickerbocker, Gene and Pat Shaffer, Tom Shaw, Preston Leister, Maria Smith, Cyrus Padgett, Josh Kohut, Brad Upson of LaBella

During the meeting Austin Welch accused Brad Upson of stealing a large amount of money, about $90,000.00, at least.

Austin Welch arrived at the meeting at 6:13PM, before his arrival there was not a physical quorum present. June Woodard, Chairperson, asked the members of the public that were present, if they had any comments while we were waiting for the fourth person to arrive. Scott Knickerbocker asked about the sewer flushing schedule on Parrel Street. It will be done once a month until the sewer is fixed.

1. The meeting was called to order by Chairperson June Woodard at 6:13PM.

2. Pledge of Allegiance was led by Chairperson June Woodard

3. Public Comments on the Agenda

    a. Hazard Mitigation Plan Available Digitally on Tioga Department of Emergency Services Webpage

As the public comments had been done prior to the meeting, Rosalie Lehman – Bryan informed the public of the Hazard Mitigation Plan and what it entailed and what needed to be done to join. The Elkland Borough Authority had to join it separate from the Elkland Borough; every community and Authority must have a Hazard Mitigation Plan. It is easiest to join the County's Plan. The County's Plan will be renewed in 2027. This topic had to be listed on the agenda in a prominent spot on top and open to the public for comments. A few residents asked what types of projects could be covered using this plan. Jeremy Freeman asked what some of the projects that are already submitted. A new generator is on the list, Brad Upson stated that the Tannery Pump House removal could be added, any water/sewer emergency could be covered under the plan.

4. Old Business

a. Accept Minutes from February 5, 2026, Regular Meeting.

A Motion was made by Rosalie Lehman – Bryan to accept the Minutes from the February5, 2026 Regular Meeting. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: No, Peter VanGorden: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes. **Motion Carried**.

b. Accept Minutes from February 13, 2026, Special Meeting

A Motion was made by Rosalie Lehman – Bryan to accept the Minutes from the February13, 2026, Special Meeting. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Peter VanGorden: Yes, June Woodard: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, Austin Welch Abstained as he missed that meeting. **Motion Carried.**

c. Engagement Letter with Guthrie & Co.

The engagement letter from the Authority's auditing company was presented to the board. The Authority had already appointed Guthrie & Co. during the Reorganization Meeting in January, so no action was needed.

d. Water Tank Inspection Report

The water tank inspection report from Pittsburgh Tank was finally acquired by the Secretary and presented to the board. Austin Welch stated that the estimates were not with the report and he would like to see them in April 2026. June Woodard, Chairperson, asked for proposed solutions to the issues listed in the report to be brought to the next meeting on April 2, 2026.

e. Bore Holes

The Secretary had made inquiries with the DEP and the Licensed Operator of the Sewer and Water System as to what looking into the bore holes would entail. She presented the answers to the board. An engineer needs to be there to open them and the DEP stated that opening them could cause more harm than good. Opening them was not recommended. Brad Upson of LaBella echoed these sentiments.

A Motion was made by Jeremy Freeman to take the advice of the DEP and the engineer and not to do it and for the matter to be put to rest. Jeremy Freeman also added that the water is being tested and the results are good and have been good. The results of the tests are available from multiple places. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken Jeremy Freeman: Yes, Austin Welch: No, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: Yes. **Motion Carried.**

f. Rate Increase

a. Email From PMAA

The Secretary presented the board with an email from PMAA. She had reached out to them to ask about the correct way of raising water and sewer rates, the response stated that the only stipulations in the law where the proposed increases had to be discussed in an open meeting with the public and recorded in the Minutes. Both stipulations were met.

b. Rates for a few businesses

While updating the rate tables with the increases it was discovered that there are some businesses in Elkland that have been paying a different rate than other businesses. These businesses are Westlake Royal, Clark Wood Elementary School, Forestview Manor and Wapiti. There is no paperwork in the office showing that there is an agreement for these entities to have a different rate. It was recommended by the Authority's Attorney that a letter be sent to them asking them to provide the documentation to support this rate difference. A sample letter with the Attorney's proposed verbiage was provided. Cyrus Padgett, the Authority's new Operator in training asked if the industries have their own wells. Brad Upson said Westlake has wells for its cooling towers and they are permitted to release 10,000 gallons of water a day into the sewer system. Jeremy Freeman asked if this was still the case and Brad Upson stated that he did not know as there had never been communication from Westlake that there had been a change.

A Motion was made by Jeremy Freeman to send the proposed letter to the businesses to find out if they have documentation. The deadline for the letter to be answered is 30 days. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, Jeremy Freeman: Yes, Austin Welch: Yes, June Woodard: Yes, **AIF Motion Carried**.

g. 2026 Sewer Rehabilitation Program

a. Parallel Street update.

Brad Upson stated that he was still looking at plans for the Parallel Street project, so the manual flushing should continue. He was waiting on the numbers from Penelec to put electric to a pump there.

b. Other Projects

The Authority has a grant with around $163,000.00 left to spend on improvements by the end of October of 2026. This money is not enough for Parallel Street so Brad Upson had a list of ideas that could be done with it. There was a discussion and the Authority set a list of projects for the grant. The three projects listed should completely deplete the grant, if there is still money left, then it will be used to line a few manholes.

A Motion was made by Rosalie Lehman - Bryan to use the grant money for the following, 1. A monitoring manhole on Ellison Road for Westlake Royal. 2. A monitoring manhole on Forestview Drive for the carwash. 3. Replacing the Sewer pipes that service the three houses beside Walter's Chevrolet on East Main Street. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Austin Welch: Yes, Peter VanGorden: Yes, June Woodard: Yes, Jeremy Freeman: Yes. **AIF Motion Carried.**

5. New Business

a. Resolution regarding Tioga County Mitigation Plan

To join the County's Mitigation, Plan the Authority must pass a resolution.

A Motion was made by Jeremy Freeman to accept and join the Tioga County Mitigation Plan. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried**.

b. Communications

a. Letter from PACE Analytical Services/Refund

A letter was received by PACE Labs, stating that there had been issues with the traceability of certain test results that the laboratory had conducted; because of these issues PACE retracted and disqualified the results. A proposed letter had been drawn up to send to PACE to put them on notice that they are responsible for any ramifications resulting from this issue and to ask for reimbursement for the fees paid for the disqualified tests.

A Motion was made by Jeremy Freeman to send the proposed letter to PACE. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, Peter VanGorden: Yes, Jeremy Freeman: Yes. **AIF Motion Carried**.

b. 2024 Sewer Rehabilitation Account Update

There was a report from the Elkland Borough regarding the accounts and money used by the Borough for the 2024 Sewer Rehabilitation Project. After this report was gone over, it was stated that this project was used for the manhole rehabilitation. The recent sewer blockage that occurred on Pattison Ave and affected the west end of Main Street on March 3, 2026, was discussed. There was a piece of foam that was the main cause of the blockage. There is some question as to whether this foam was from the Manhole Rehabilitation or from some other source. There was also a board and rags. Brad Upson stated that if the foam was from the manhole the company should be notified and should be asked to reimburse the money that was spent unclogging the sewer.

c. Letter from Car Wash

The Owner of the car wash in Elkland sent a letter to the Authority stating that he had lost business in January, but his bill had gone up. If he continued to lose money he would shut down the car wash.

C. Committee Reports

a. DEP/Water/Sewer/Engineering

1. System for assigning EDUs/Letter from Andy Witter

Elkland is no longer under a prohibition regarding the creation of new EDUS. As a result of the lifting of this prohibition existing EDUs can be moved. Andy Witter, a property owner in Elkland, has been waiting for an EDU for years. He sent a letter to the Authority asking to be updated on the process. The secretary was instructed to send Mr. Witter a letter stating that the Authority is looking into providing him with water and sewer services.

2. 2025 Annual Waste load Maintenance (Chapter 94) Report

The Chapter 94 Report is due on March 31, 2026. Jeremy Freeman and Brad Upson had been in discussions about the report and asked Cyruss Padgett if he would help complete it.

A Motion was made by Rosalie Lehman -Bryan for Jeremy Freeman to take the lead on completing the Chapter 94 Report. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Peter VanGorden: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, Austin Welch: Yes. **AIF Motion Carried**.

b. Transition Team

No Report

During this time Jeremy Freeman wanted to discuss the situation on 633 West Main St. There is a tentative date to start work there in April 2026.

Jeremy Freeman then talked about the Sewer clog that occurred on March 3, 2026. He thanked Blossburg Borough for all their help.

Jeremy Freeman then stated that Westlake Royal needed a different water meter and presented a quote for a 2IN R2 10INN LL meter for the price of $890.00.

A Motion was made by Jeremy Freeman to buy the proposed meter for Westlake Royal for $890.00. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: Yes. **AIF Motion Carried**.

Jeremy Freeman then stated that he would like to install Meter Pits at the curbs that would be sealed on new connections to the system. There was some discussion on this topic and it was decided that first the Authority needed to try to find a grant to help pay for this upgrade.

Jeremy Freeman stated that the meters should be put on a schedule and should be rotated every 20 years. He also stated that he would like to make a motion that the water meters the Authority uses are the Sensus IPurl meters. June Woodard, Chairperson, stated that this would need to be a resolution and one would need to be drawn up for next month's meeting.

3. Finances

A. Financial Reports from Hemlock Services.

The Management Report and the Budget Overview Report from Hemlock Services were reviewed.

A Motion was made by Jeremy Freeman to pay the bills that had already been paid. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Peter VanGorden: Yes, Jeremy Freeman: Yes, Austin Welch: No, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **Motion Carried.**

B. 2024 Audit from Guthrie & Co.

The 2024 Elkland Borough Authority Financial Audit was reviewed.

C. Certificates of Deposit

The two Certificates of Deposit that the Authority holds will be maturing in March 2026. The Authority decided to roll the CDs over in their entirety for the best rate possible.

A Motion was made by Jeremy Freeman to roll over the Water Certificate of Deposit and the Sewer Certificate of Deposit**. Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, Austin Welch: Yes, June Woodard: Yes. **AIF Motion Carried.**

E. NTSWA Fuel Price Increase

The Secretary received a letter from Micah Baker from NTSWA stating that as was stated in the contract, if the cost of diesel went up beyond a certain amount the price of their services would also rise. A report was made to the Authority.

4. New Grant Development

No Report

5. Current Projects & Consent Order

a. Rate Study

This was done out of order from the agenda.

PennVEST recommended that a Rate Study be performed as part of the supplemental funding request. Jeremy Freeman has been in contact with RCAP Solution. They can do the Rate Study for free. They have proposed that they could do the study from March 2026 to May 2026. They sent a Community Service Agreement to be signed.

A Motion was made by Jeremy Freeman to use RCAP Solutions to do the Rate Study. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: Yes, **AIF Motion Carried**.

June Woodard asked for a motion for Jeremy Freeman to sign the community service agreement.

A Motion was made by Rosalie Lehman – Bryan for Jeremy Freeman to sign the Community Service Agreement with RCAP. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Peter VanGorden: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried**.

b. Preconstruction Meeting 2/11/2026

There was a preconstruction meeting for the consent order project, Brad Upson provided Minutes from that meeting. Brad Upson also introduced Preston Leister to the Authority, he will be the onsite coordinator during the construction.

c. Revised Project Estimate per PennVEST

PennVEST has recommended that the request for supplemental funding be raised from $613,000.00 to $668,820.65. A resolution was proposed to ask for this funding.

A Motion was made by Jeremy Freeman to accept the Revised Estimate Resolution. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Rosalie Lehman - Bryan: Yes, Peter VanGorden: Yes, Jeremy Freeman: Yes, Austin Welch: Yes, June Woodard: Yes. **AIF Motion Carried**.

6. Ordinance

No Report only a comment that it should be labeled Ordinance/Resolution.

7. Vendor Contract/Phone/Web Design/Governing a. Documents

a. Proposed Logos.

Austin Welch provided a group of six proposed logos for the Authority to choose from.

A Motion was made by Jeremy Freeman for the new Authority logo to be the logo label number six. It is a circle with an elk on top of a shield with a water drop in the top left quadrant, a trash can in the top right quadrant and a hydrant in the lower right quadrant with the words "Water Sewer Garbage" overlaid on the shield set in a ribbon. **Seconded** by Austin Welch.

A Roll Call Vote was taken: Peter VanGorden: Yes, Jeremy Freeman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, **AIF Motion Carried.**

b. Update Report

The website has been updated so that there are links to the NTSWA website, there is a link to a list of places where residents can buy stickers and the 2026 Garbage Pick up schedule was placed on the website as well. The date for Clean-up is May 9, 2026. That has been placed on the calendar on the website.

8. Personnel

Jeremy Freeman presented a proposal from Citizens and Northern Bank for an IRA and an HSA.

A Motion was made by Jeremy Freeman to utilize the IRA and HAS plans from Citizens and Northern Bank. **Seconded** by Peter VanGorden.

A Roll Call Vote was taken: Rosalie Lehman – Bryan abstained, Jeremy Freeman: Yes, Peter VanGorden: Yes, Austin Welch: Yes, June Woodard: Yes. **AIF Motion Carried.**

9. Emergency Planning

a. Reappoint Tom Shaw as Emergency Management Coordinator

This had to be done because the Secretary had Mr. Shaw listed in the Minutes as "Terry" Shaw.

A Motion was made by Rosalie Lehman – Bryan to reappoint Tom Shaw as EMC. **Seconded** by Jeremy Freeman

A Roll Call Vote was taken: Peter VanGorder: Yes, Austin Welch: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried**

b. DEP Operator Outreach

Jeremy Freeman will spearhead the effort to conform to the necessary steps listed in the DEP Operator Outreach Program. Cyrus Padgett and Peter VanGorden will serve on DEP Committee.

A Motion was made by Rosalie Lehman – Bryan to participate in the DEP Operator Outreach program. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Peter VanGorden: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, Jeremy Freeman: Yes, June Woodard: Yes. **AIF Motion Carried.**

c. Report from Tom Shaw

Tom Shaw went to the Water and Sewer plants and looked around and provided a list of recommendations for the Authority to implement in the plants.

At this point Jeremy Freeman requested to return to Personnel, he stated that Luke Krise was waiting on his lawyer to get back to him saying he could return to work. Then he will start as a water/sewer worker.

Jeremy Freeman reported that the work order service has started.

Jeremy Freeman then turned the discussion to the Joann Talvi bill, her water is off and her bill is very high. Her son – in- - law has offered to pay part of the bill, there was a discussion about this proposal.

A Motion was made by Jeremy Freeman to accept $1,600.00 in payment for the bill. To put $1,140.16 on the bill portion and the rest would be applied to the penalties, and the Authority will forgive the remaining balance on the account. When the bill is paid in full a meter will be placed back on the property, with the understanding that she is responsible for all future water and sewer bills. **Seconded** by Rosalie Lehman – Bryan

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: Yes. **AIF Motion Carried.**

A Motion was made by Jeremy Freeman to use $1,600.00 to purchase desktop computers for the Office Manager and the Sewer Plant. **Seconded** by Rosalie Lehman – Bryan

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: Yes. **AIF Motion Carried.**

10. Property Acquisition

The Secretary has tried repeatedly to get the appraiser on the phone. He has not returned her calls, so a new one is needed.

D Appoint Person to respond to alarms at facilities

The Authority decided that the people to respond to alarms at the facilities are 1. Pat Crowley and Anne Crowly, 2. Cyruss Padgett, 3. Luke Krise (when he starts) 4. Jeremy Freeman

E. Chairs for the Council Chambers

The chairs in the council chambers need to be replaced. A chair was proposed.

A Motion was made by Jeremy Freeman to purchase five of the proposed chairs at $108.49 each. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Austin Welch: No, Rosalie Lehman – Bryan: Yes, Peter VanGorden: Yes, June Woodard: **Yes. Motion Carried.**

6. Public Comments

None

7. Adjournment

A Motion was made by Rosalie Lehman – Bryan to adjourn the meeting. Seconded by Jeremy Freeman. **AIF Motion Carried**

Meeting Adjourned 10:10PM

Respectfully Submitted,

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Amanda Fuhrer Secretary/ Treasurer
Elkland Borough Authority

REGULAR MONUTHLY MEETING MINUTES

June Woodard, Chairperson - Present	Jeremy Freeman - Present	Mike Arnold - Absent	
Rosalie Lehman – Bryan, Vice – Chairperson – Present	Nick Cook – Present	Austin Welch – Absent	

Members of the Public Present Eugene Shaffer. Scott Kinckerbocker, Cyrus Padgett

1. Call to Order

The meeting was called to order at 6:00PM by chairperson June Woodard.

2. Pledge of Allegiance

Led by Chairperson June Woodard

3. Public Comments on the Agenda

Resident Scott Knickerbocker stated that he wanted to remind the board once again about Parallel Street.

4. Approve Minutes of March 5, 2026, Regular Meeting

Jeremy Freeman had two corrections to the Minutes he wanted done.

A Motion was made by Jeremy Freeman to accept the Minutes with the corrected items. **Seconded** by Rosalie Lehman – Bryan. Nick Cook Abstained as he was not at the March 5, 2026 meeting. **AIF Motion Carried.**

5. Old Business

   a. Approve 2024 Audit

June Woodard, Chairperson overlooked the audit

   b. Meter Resolution

A Motion was made by Jeremy Freeman to accept the Meter Resolution. **Seconded** by Rosalie Lehman – Bryan. **A Roll Call Vote** was taken: Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, Nick Cook: Yes, June Woodard: Yes. **AIF Motion Carried.**

Approve 2024 Audit

June Woodard, Chairperson returned to the 2024 audit, she asked for a motion to approve and accept the audit.

A Motion was made by Rosalie Lehman – Bryan to approve and accept the 2024 Audit. **Seconded** by Jeremy Freeman. **AIF Motion Carried.**

c. Water Tank Inspection Suggested Repairs Quote

The suggestions were sent to committee.

d. Condense Credit Cards to one card

The three-card system is not working as intended. The Authority will be better served with one credit card. June Woodard, Chairperson, asked for a motion to condense the three credit cards into one.

A Motion was made by Rosalie Lehman – Bryan to condense the three credit cards into one credit card. **Seconded** by Nick Cook. **AIF Motion Carried.**

6. New Business

a. Correspondence

i. Letter From PA Department of Labor & Industry

The Authority received a letter from the Office of Unemployment Compensation Tax Services. The Authority needed to decide if it would pay into a contributory account or a reimbursement account. It was decided that the Authority would pay into a Contributory Account. June Woodard, Chairperson asked for a motion.

A Motion was made by Jeremy Freeman to pay into a contributory account that gets filed quarterly. **Seconded** by Rosalie Lehman – Bryan. **A Roll Call Vote** was taken: Rosalie Lehman – Bryan: Yes, Nick Cook: Yes, June Woodard: Yes, Jeremy Freeman: Yes. **AIF Motion Carried.**

ii. Email from DEP.

The Authority received an email from the DEP stating that Elkland Borough Authority would not be held responsible for the missed test from Pace Labs.

b. Process for Developing the Agenda

For items to be placed on the agenda, the items in question need to go to the correct committee. The committee will vet the topic, come up with proposed ideas on how to handle the topic and give their recommendations to the Secretary to put on the agenda in report form. The report

should be handed in to the secretary about four to five days before the Meeting Packets are due to come out.

c. Committee Reports

i. Finances

a. Reports from Hemlock Signature Services

June Woodard, Chairperson asked for a motion to accept the bills.

A Motion was made by Rosalie Lehman – Bryan to accept the bills in the Hemlock Services Finance Reports. **Seconded** by Jeremy Freeman. A Roll Call Vote was taken, Jeremy Freeman: Yes, Nick Cook: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried.**

b. Grant a Second Person Rights to Transfer Money

Tabled. All that is needed is for someone to go to the bank and withdrawal money and deposit it into a different account. The Account signers can do this.

ii. DEP/Water/Sewer/Engineering

a. SCADA Water Plant

The SCADA system at the water plant is not working correctly. It was decided that Martz could be contacted and suggestions could be gathered to figure out what needs to be there for the system to work better.

iii. Current Projects and Consent Order

a. Open Account for Grant

An account needs to be open to put the grant money in when it comes though. The grant money cannot go into the same account as the interim financing money. June Woodard, Chairperson asked for a motion.

A Motion was made by Rosalie Lehman – Bryan to open a checking account for the grant to go into, utilizing the same account signers. **Seconded** by Jeremy Freeman. A Roll Call Vote was taken: Nick Cook: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried.**

b. Change Order to Replace Aeration Valves $22,555.00.

Chairperson June Woodard asked for a motion to accept the Change Order to replace the Aeration Valves.

A Motion was made by Rosalie Lehman – Bryan to accept the Chance Order to replace all ten aeration valves at the price of $22,555.00. **Seconded** by Jeremy Freeman. A Roll Call Vote was taken: Nick Cook: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, **AIF Motion Carried.**

c. Meeting Notes from March 13 and March 17 meetings

Updates on the Consent Order Project.

d. Chapter 94 2025 Annual Waste Load Management Report

It was submitted on time!

iv. Personnel

a. Training

There is a lot of training the Authority employees need to do. The budget for training is large. It was decided to stay in the budget.

v. Emergency Planning

Looking for residents and business owners who want to be on the committee.

vi. Property Acquisition

There was a site visit by the realtor on April 1, 2026.

vii. Vendor Contracts/Web Design/ Governing Documents

a. Website Update.

The logo was updated and the agendas and minutes were current up to the April 2, 2026, meeting.

b. Open A Facebook Page

June Woodard, Chairperson asked for a motion to open a Facebook page in the Elkland Borough Authority's name.

A Motion was made by Jeremy Freeman to open an Elkland Borough Authority Facebook page. **Seconded** by Nick Cook. **AIF Motion Carried**.

viii. Transition Team

No Report.

ix. Ordinance/Resolution

a. Shredding Resolution

The Authority has papers that need to be gone though and reorganized and shredded if they are old enough. June Woodard, Chairperson asked for a motion to accept the shredding resolution.

A Motion was made by Nick Cook to accept the shredding resolution. **Seconded** by Rosalie Lehman – Bryan. A Roll Call Vote was taken: Nick Cook: Yes, Jeremy Freeman: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes. **AIF Motion Carried**.

7. Public Comments

Cyrus Padgett said hydrant flushing would start on Wednesday April 8, 2026.

Kera Hackett asked if the transition committee was gone. June Woodard, Chairperson stated that yes it is. The Transition is completed.

Donna Blend asked if the Authority had an AED. We should have one in the hallway.

8. Adjournment

June Woodard, Chairperson asked for a motion to adjourn.

A Motion to adjourn was made by Rosalie Lehman – Bryan. **Seconded** by Jeremy Freeman. **AIF Motion Carried**.

Meeting adjourned at 7:12PM

Respectfully Submitted,

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Amanda Fuhrer,
Secretary/Treasurer Elkland Borough Authority