June Woodard, Chairperson Present	Judith Farman Present	Michael Arnold Present
Rosalie Lehman – Bryan, Vice – Chairperson Present	Jeremy Freeman Present	
James Farman Present	Austin Welch Present	

Members of the Public in Attendance: Cyrus Padgett, Clayton Fuhrer, Jody Hackett, Scott Knickerbocker, Akia Kittle, Kera Hackett

Call To Order

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

Pledge of Allegiance

The Pledge of Allegiance was led by Chairperson June Woodard.

Public Comments on the Agenda

Mrs. Jody Hackett came to talk for the residents on Parrell Street that had the sewer issues over the weekend of January 17th and 18th 2026. There were some residents of the street present. They wanted to know what was going to be done about the sewer backing up in different houses on the street. In previous years a Borough Employee came out to flush the line regularly, since that person had left it had not been done. The residents had a lot of concurs. One resident asked if there was a map showing where the main ended and the lateral line began, he stated that if it was in his line he would fix it, but he needed to know beforehand where it was. The secretary was to contact the Authority's engineer to see if he could provide a map of the area. Another resident stated that if she had a problem and had to call out a private company to fix an Authority issue, she was not paying the bill. The residents were also mad that there was no communication or action plan for this issue, and said the Authority needs to develop one. Jeremy Freeman suggested that the street be put on a flushing schedule, and when the weather breaks and the ground is no longer frozen check into it further to see what needed to be fixed. Michael Arnold said he was ok with a flushing schedule, but it was a two-person job, he needed someone to work with him.

These were not public comments on the agenda but were important and needed to be addressed as soon as possible.

Old Business

Approve Minutes

June Woodard Chairperson then moved on to old business.

Minutes for November 19, 2025.

A Motion was made by Michael Arnold to approve the minutes of November 19, 2025. **Seconded** by James Farman. **Motion carried.**

Minutes for December 4, 2025.

A Motion was made by James Farman to approve the minutes of December 4, 2025. **Seconded** by Judith Farman. **Motion Carried.**

Minutes for December 18, 2025

Jeremy Freeman noted that in the attendance section of the Minutes he was listed as absent.

A motion was made was made by James Farman to approve the Minutes of December 18, 2025, with the correction that Jeremy Freeman was present. **Seconded** by Michael Arnold. **Motion Carried.**

Minutes for December 29, 2025.

A motion was made by James Farman to approve the Minutes of December 29, 2025. **Seconded** by Rosalie Lehman – Bryan. **Motion Carried.**

Minutes for January 8, 2026.

These were the Minutes from the Reorganization Meeting. They were incorrectly listed on the agenda as from January 7, 2026. Austin Welch said that on page three there could be no motions listed during his Point of Order. June Woodard, Chairperson, told him she had overruled his Point of Order. At some point in the argument, I lost the thread of the conversation. It ended with the Minutes being tabled.

Trash Clean Up Day

The Authority had decided to have one trash clean up day, hopefully in the Summer. Northern Tier Solid Waste Authority said that Summer was a hard time, as everyone is usually on vacation. During a phone meeting with the secretary, they suggested having two trash days, where the residents would take their trash to one location. The secretary brought these numbers to the board. There was some discussion as to what would be needed to have trash pick up days at one location. In the end it was decided to have a trash pick up day in the Spring and then investigate having a "bring your trash in day" in the Fall after some more investigation. June Woodard Chairperson stated that the Current Projects Committee would handle looking to the expense and details of having a second trash day in the Fall.

A Motion was made by James Farman to have the trash pick up day on May 9, 2026. **Seconded** by Rosalie Lehman – Bryan. **AIF Motion Carried.**

Update From Elkland Borough Council on Extending the Transition Date.

The Elkland Borough Council did not agree to extend the Transition date.

Open New Petty Cash Account

There was some discussion as to why a new Petty Cash/General checking account was necessary. The item was tabled.

Sewer Computer Monitor

The monitor that came on the new sewer plant computer somehow got damaged and there is a black line though the screen, the recommendation from the IT professional the Authority uses was to get a new monitor to hook into the computer and it should be fine. The computer is an all-in-one desktop, so the tower is in the monitor, a second monitor needs to be small enough to fit in the limited space available. There was some discussion about what size monitor to get, and if the monitor could be hung at the sewer plant.

A Motion was made by Jeremy Freeman to purchase a 20 inch monitor for the sewer plant computer. **Seconded** by Rosalie Lehman – Bryan. **AIF Motion Carried.**

New Business

DEP Reports

Sewage Inspection Report 12/8/2025

No Violations Noted.

Water Supply Inspection Report 12/29/2025

There was some argument over what the report was. Austin Welch argued about the roof leak on the water tank. The discussion lasted longer than was necessary and came to nothing. Nothing needed to be done as a result of the report.

Committee Reports

The committees are new and they did not all have reports. Most of the items listed under the different committees were items that fit into the scope of the committee and made sense to put there on the agenda, so people had a better understanding of what the item was relating to.

DEP/Water/Sewer/Engineering

No Report

Transition Team

No Report

Finances

No Report

New Grant Development

No Report

Current Projects & Consent Order

The Authority needs a Financial Advisor to advise with the PennVEST grant. This was stipulated by PennVEST. The Authority's attorney J. Micheal Wiley suggested Jens Damgaard of Eckert Seamons. Jeremy Freeman wanted to know how much they would cost. June Woodard Chairperson said that would be covered by the grant. There was some further discussion.

A Motion was made by Judith Farman to go with Jens Damgaard as was recommended by Attorney Wiley. **Seconded** by Rosalie Lehman – Bryan. **Motion Carried**.

Ordinance

Austin Welch stated that Authorities cannot do ordinances only resolutions it should not be called "Ordinance Committee". There was an argument about a few different issues, nothing relevant to business at hand. No report.

Emergency Planning

There is a meeting with Tom Shaw on January 26, 2026, at 6:00PM in Wellsboro. This is listed further down in the agenda, because the secretary did not realize that the meeting with Mr. Shaw was the same meeting with the Tioga County Emergency Services. On the agenda Mr. Shaw was listed as, "Terry". The secretary apologizes.

Vendor Contracts/Phone/Web design/Governing Documents

Revote on the Bylaws

At the reorganizational meeting on January 8, 2026, Austin Welch had objections to the new bylaws, mainly that not enough voted for them. Michael Arnold asked why they needed to be voted on again. James Farman said that it was not uncommon for bylaws to be voted on multiple times.

A Motion was made by Judith Farman to accept the Bylaws as amended in 2025. **Seconded** by James Farman. A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Miahael Arnold: No,

James Farman: Yes, Jeremy Freeman: Yes, Austin Welch: No, Judith Farman: Yes, June Woodard: Yes. **Motion Carried.**

Course Vector

The Authority owes Course Vector money. Usually there is a reserve of money with Course Vector to draw from. The reserve has run out. The Authority directed the secretary to see how much money should be kept in the account, so it does not run out. The Board of the Authority also wants the logo changed so it says Elkland Borough Authority, not just Elkland Borough.

A Motion was made by Rosalie Lehman – Bryan to pay the amount owed to Course Vector. **Seconded** by Jeremy Freeman. **AIF Motion Carried.**

Personnel

Jeremy Freeman reported that The Authority had received a resignation letter from Brianna Simons. He also reported that the secretary had put out advertisements for employment for a part-time office clerk, two part-time water/sewer workers and a full-time water/sewer certified operator. There was a discussion during which time it was established that part time was a maximum of 32 hours a week. Jeremy Freeman reported that the Personnel Committee had decided to contract services with the Elkland Borough Council and that both Personnel Committees has agreed to a plan as long as the employees corporate. Jeremy Freeman also talked about topics that need to be addressed for full-time employees, vacation, sick pay, insurance, retirement. There are still a lot of details to be worked out.

A Motion was made by Austin Welch to acknowledge that the Authority had started advertising for employees because it was an emergency. **Seconded** by James Farman. **AIF Motion Carried.**

A Motion was made by Judith Farman to transition Rosalie Lehman – Bryan from the Elkland Borough to be an Authority employee. **Seconded** by James Farman. A Roll Call Vote was taken: James Farman: Yes, Michael Arnold: Yes, June Woodard: Abstained, Judith Farman: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Abstained. **AIF Motion Carried.**

Note: June Woodard had internally voted "Yes", then Austin Welch stated that Ms. Woodard had a financial stake in the matter as Rosalie Lehman -Bryan was her tenant, so she changed her vote to an abstention.

Property Acquisition

The Authority voted previously to have the secretary get an appraiser recommendation from the bank to use in the purchase of the property the water plant is on. The recommended appraiser has not returned any of the secretary's calls. The Authority was presented with a list of different appraisers in the area that might be available. The Authority decided on a list of appraisers to

contact and the order to try them: 1. Cowanesque Lake Reality, 2. Twin Tiers Appraisals, 3. The Real Estaters.

A Motion was made by Rosalie Lehman – Bryan for the secretary to contact the decided appraisers in the order decided upon**. Seconded** by Jeremy Freeman. **AIF Motion Carried**.

Tioga County Emergency Services Letter

I have already discussed above.

Landline at Sewer Plant and Meter Reader Handheld

There was some discussion about just getting a landline phone at the sewer plant, but Jeremy Freeman had been doing some investigation and had proposals to combine two agenda topics to one. Mr. Freeman had been in touch with L.B. Water and had learned that the Autoread software was going to be discontinued at the end of 2026. He presented a quote for the new software Flexread for $4,000.00. He also presented a quote for the recommended meters to go with the software. Mr. Freeman further explained that it was recommended to get a tablet or a phone to use with the system to read the meters with. This would also cover having a phone at the sewer plant, because the workers at the plant would have a work provided cell phone with them.

A Motion was made by Jeremy Freeman to update software to Flexread for $4,000.00. To get the two Galaxy Tab Active5 5G tablets and to start changing to the IPERL Meters. To get the phones on a plan with Spectrum Business and to start moving the system toward complete automation. **Seconded** by James Farman. A Roll Call Vote was taken Judith Farman: Yes, Rosalie Lehman – Bryan: Yes, Michael Arnold: Yes, Austin Welch: Yes, Jeremy Freeman: Yes, June Woodard: Yes, James Farman: Yes. **AIF Motion Carried**

PA Rual Water Letter

No one wanted to be on the Rual Water Board.

Charge Accounts Opened

Charge Accounts were opened at Halls Homes, CarQuest and Morgan and Margraff's in the Authority's name. To be used on the weekend or in emergencies when the secretary could not be reached to get the credit card.

Contract Service Agreement with Abernathy IT

Tabled pending a quote.

Public Comments

Donna Blend asked how many people were affected by the sewer problem on Parallel St. The people that showed up to the meeting.

Adjournment

A Motion to adjourn was made by Rosalie Lehman – Bryan, Seconded by James Farman. AIF Motion Carried.

Meeting adjourned 9:23PM

Respectfully Submitted,

_____

Amanda Fuhrer
Elkland Borough Authority
Secretary/Treasurer

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

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,

_____

Amanda Fuhrer,
Secretary/Treasurer Elkland Borough Authority

June Woodard, Chairperson – Present	Rosalie Lehman – Bryan, Vice Chair – Present	Jeremy Freeman – Present	Nick Cook – Present	Austin Welch – Present

Members of the public present: Scott Knickerbocker, Tom Shaw, Cyrus Padgett, Pat Kunz, Eugene Shaffer

Austin Welch arrived late at 6:11PM.

Call to Order/Pledge of Allegiance

Meeting called to order by Chairperson June Woodard at 6:00PM.
Pledge of Allegiance led by Chairperson June Woodard.

Public Comments on Agenda

No Public Comments on the Agenda

Approve Minutes

Chairperson June Woodard asked for a motion to approve the Meeting Minutes from April 2, 2026.

A Motion was made by Jeremy Freeman to approve the Meeting Minutes of April 2, 2026. **Seconded** by Nick Cook. **A.I.F. Motion Carried**.

Old Business

Resolution to join PIRMA

Chairperson June Woodard asked for a motion for the Authority to pass the resolution to officially join Pennsylvania Intergovernmental Risk Management Association.

A Motion was made by Rosalie Lehman – Bryan to pass the Resolution to join PIRMA. **Seconded** by Jeremy Freeman.

A Roll Call Vote was taken: Nick Cook: Yes, June Woodard: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes. **AIF Motion Carried**.
This vote was taken before Austin Welch arrived.

Approve Bond Counsel

The Authority had to acquire bond counsel to assist in the settlement of the PennVEST loan. Jeremy Freeman questioned the fee amount of $17,500.00 that would be due to Eckert Seamans, that amount will come out of the PennVEST loan. Jeremy Freeman then asked where we found

Eckert Seamans, the firm was recommended by the Authority's solicitor to handle the PennVEST bond at the beginning of the year.

A Motion was made by Jeremy Freeman to accept and approve the engagement letter with Eckert Seamens. **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.**
This vote was taken before Austin Welch arrived.

PennVEST Meeting Update:

The PennVEST Meeting was discussed. PennVEST wanted a taxing guarantee from the Authority to back the loan, the Authority does not have that and now PennVEST wants a lot of assurances and resolutions from the Borough and the Authority.

Resolution to Reimburse Authority's Funds.

June Woodard Chairperson, asked for a motion to approve the resolution declaring the Authority's intent to reimburse any short – term borrowed funds used for the improvements of the sewer system, with funds received from the Pennsylvania Infrastructure Investment Authority (PennVEST).

A Motion was made by Jeremy Freeman to accept the resolution to reimburse PennVEST. **Seconded** by Nick Cook.

A Roll Call Vote was taken: Nick Cook: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **AIF Motion Carried.**
This vote was taken before Austin Welch arrived.

June Woodard, Chairperson asked for a motion to accept the resolution to authorize the issuance of a guaranteed sewer revenue note.

A motion was made by Rosalie Lehman – Bryan to accept the resolution. **Seconded** by Jeremy Freeman.

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

Jonathan Cox, the attorney from Eckert Seamans, who has been working with the Authority to help with the PennVEST requirements sent out some resolutions after the agenda had been posted. June Woodard, Chairperson asked for a motion to add to the agenda.

A Motion was made by Rosalie Lehman – Bryan to add accepting the Account Security Agreement and First Modification to loan 74134 and Account Security Agreement and First Modification to loan 74134 to the agenda. **Seconded** by Jeremy Freeman.

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

June Woodard Chairperson asked for a motion to accept Account Security Agreement for Loan 74134.

A Motion was made by Jeremy Freeman to accept the Account Security Agreement for Loan 74134. **Seconded** by Austin Welch.

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

June Woodard, Chairperson asked for a motion to accept the First Modification to Loan 74134.

A Motion was made by Jeremy Freeman to accept the First Modification to Loan 74134. **Seconded** by Rosalie Lehman – Bryan.

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

Chairperson June Woodard asked for a motion to accept the Account Security Agreement for Loan 74115.

A Motion was made by Rosalie Lehman – Bryan to accept the Account Security Agreement for Loan 74115. **Seconded** by Nick Cook.

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

Chairperson June Woodard asked for a motion to accept the First Modification to the Loan 74115.

A Motion was made by Jeremy Freeman to accept the First Modification to Loan 74115. **Seconded** by Rosalie Lehman – Bryan.

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

Recommendation to Pay ACE

LaBella Engineering sent a recommendation to pay American Contracting and Environmental Services, Inc. (ACE) $190,344.90. This amount includes a 5% retainage for last minute punch items. During the discussion that centered around making this payment, Nick Cook asked about the voltage issue at Barney Hill Pump Station. June Woodard replied that it was an issue with the electric company and the electric company had a work order to check it out. Jeremy Freeman stated that an extra percentage should be held back from the payment until the voltage issue is completely fixed. June Woodard, Chairperson asked for a motion to approve the payment request and pay ACE.

A Motion was made by Rosalie Lehman – Bryan to pay ACE, with the stipulation that an extra 10% be held back from the payment of line item PCO-001. The amount of money held back would be $4,788.30 and the amount paid to ACE would be $180,566.10, until the electrical voltage issue at Barney Hill Pump Station was completely rectified. **Seconded** by Jeremy Freeman.

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

Soliciator

There was a discussion about the status of the Authority's Soliciator. Austin Welch maintains that the Authority only has a solicitor to handle the PennVEST material. June Woodard stated that no, the Authority's Solicitor was employed to handle all the legal issues the Authority has. The argument continued for some time with no substantive outcome. The Authority's Solicitor is J. Michael Wiley of McCormick Law Firm.

Rate Study Update.

All of the documents for the Rate Study have been submitted to RCap. There is no further update, except that the lady in charge of the Rate Study has been out of office traveling and will be getting back to the office by the next week and will get into the study then. Austin Welch then had to ask why the Authority was doing the Rate Study, and he did not like the answer that PennVEST required one be done.

New Business

Communications
Proposed Amendment to LaBella Service Agreement

LaBella sent a letter asking for $15,000.00 more in fees because there is unexpected work that needs to be completed for the WWTP to satisfy PennVEST. June Woodard Chairperson asked for a motion to accept the additional fees to be paid to LaBella.

A Motion was made by Rosalie Lehman – Bryan to accept the proposed amendment to the existing Professional Service Agreement and to pay the extra $15,000.00. **Seconded** by Jeremy Freeman.

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

As this point Jeremy Freeman reported that for the month of April 2026 the Authority produced 3.7 million gallons of water and only billed for 2.3 million gallons of water. Sewer lines had been repaired at 111 West Highland Ave. and 114 High St. 40 out of 110 meters that were not reading had been repaired or replaced. A tank had been opened and a new one installed, a sand filter had been opened and a second one installed and a representative from the company will be coming out to instruct on how to use it properly. There is an air compressor down, they are talking to Quincy about it. They are looking into the cost of fixing Parallel Street and North Buffalo. On May 12 and 13 they will be working to fix the water pressure at 633 West Main Street. They are also looking into projects to repair the hydrants. This was all somewhat out of order.

At this point the Authority had to recess for the Elkland Borough Council to hold a Special Meeting.

A Motion was made by Jeremy Freeman for the Authority to recess until 7:30PM. If the Council was still in session at 7:30, then the Authority would be adjourned. **Seconded** by Rosalie Lehman – Bryan. **Motion Carried.**

The Meeting recessed at 7:02PM and resumed at 7:19Pm.

Committee Reports
Finances

Hemlock Reports

The Authority looked over the financial reports provided by Hemlock Services. Austin Welch asked again why the reports were from Hemlock and not the Treasure. Rosalie Lehman – Brayn told him that Hemlock was the Accounts Payable and they ran the bills. Then Austin Welch had to comment that a lot of money was being paid to the Borough. Jeremy Freeman stated that he would like a better description of the bills in the reports. Chairperson June Woodard asked for a motion to accept the reports.

A Motion was made by Jeremy Freeman to pay the bills. **Seconded** by Rosalie Lehman – Bryan.

A Roll Call Vote was taken: Nick Cook: Yes, Jeremy Freeman: Yes, Austin Welch: No, Rosalie Lehman – Bryan: Yes, June Woodard: Yes. **Motion Carried.**
Austin Welch stated that he was voting no until he saw the agreement.

Emergency Planning

The Authority quickly went over the Hazard Mitigation Update.

Personnel

Right To Know Officer

Austin Welch is unhappy with the Authority's Right to Know Officer and would like her removed. A motion was made by Austin Welch to start looking for a new Right to Know Officer. The motion was not seconded. The discussion went on for quite some time.

A Motion was made by Jeremy Freeman to gather more details on the issue and then have the Personnel Committee look into it. **Seconded** by Rosalie Lehman – Bryan.

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

HSA Card

The Authority cannot give its full-time employees HSA Cards, as one of the requirements for HSA Cards is that the person receiving one already has high-deductible insurance. Jeremy Freeman will investigate the insurances he learned about during his municipal training.

DEP/Water/Sewer/Engineering

No Report

Current Projects & Consent Order

Consent Order Project Update

The Authority discussed the report on the meetings that happened during April. Jeremy Freeman would like the reports to be signed.

Property Acquisition

Appraisal Update

The Authority looked over the appraisal submitted by Dean Appraisals. They then discussed how much of the property they wanted to purchase. The sales agreement can be drawn up by a lawyer.

A **Motion** was made by Jeremy Freeman that for the Authority's first proposal the Authority would like to purchase land to the creek bed, with the understanding that a right of way will be provided. **Seconded** by Nick Cook.

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Austin Welch: Yes, Nick Cook: Yes, Jeremy Freeman: Yes, June Woddard: Yes. **AIF Motion Carried.**

Governance/Media

Facebook Page

The Authority read the update on the Facebook page. It is open and the profile picture is the new Authority logo.

Policies the Authority needs

The Authority read the list of policies that the office personnel has determined though issues arising in the office that are needed.

New Grant:

No Report

EDU Allotment

Nick Cook has been contacting other Municipalities to inquire about how they move and assign EDUS.

Vendor Contracts

No Report

Strategic Five-Year Plan

Austin Welch stated that the most important thing was to get Parrell Street done.

Equipment

No Report

Public Comments

Pat Knuz, the Elkland Borough Council Secretary and Right to Know Officer, stated that doing the Right to Know work is very time-consuming. She had received six requests from Austin Welch earlier that day and that was a full week's worth of work. Doing that work takes away

from her other work. At this point she was very rudely cut off by Austin Welch. He would not allow her to continue speaking. She was not close to her three-minute speaking limit.

Chairperson June Woodard 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 8:32PM.

Respectfully Submitted,

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Amanda Fuhrer Secretary/Treasurer
Elkland Borough Authority

June Woodard, Chairperson – Present	Rosalie Lehman – Bryan, Vice – Chairperson: Present	Jeremy Freeman: Present
Nick Cook – Present	Austin Welch – Present	

Members of the Public in Attendance: Cindy Blend, Suellen Swartwood, Donna Blend, Scott Knickbocker, Keria Hackett

Meeting called to order by Chairperson June Woodard at 6:00PM.

Chairperson June Woodard led the Pledge of Allegiance

Approve the Minutes from May 7, 2026

Jeremy Freeman stated that there was a mistake on page four of the Minutes, the amount of money withheld for item 110 is $4,788.30, the new retainage should be $180,566.10. On page five there were 3.7 million gallons of water produced.

Austin Welch stated that on page four the discussion on the solicitor was still incorrect, and he wants to amend the January 8, 2026, Minutes to reflect that Attorney Wiley is only the Authority's solicitor for PennVEST. Austin Welch made a motion to maintain Wiley only for PennVEST. No Second was made and the motion rested.

A Motion was made by Rosalie Lehman – Bryan to accept the May 7, 2026, Minutes with Jeremy Freema's amendments. **Seconded** by Nick Cook. **Motion Carried.**

Fireproof Storage

The options for bigger fireproof storage were presented. It was decided to look for larger options, so the Authority is not purchasing storge again in a few years.

When the secretary drew up the agenda the Public Comments on the Agenda section was omitted.

Suellen Swartwood stated that she was having issues with her water at Forestview Manor. June Woodard, Chairperson stated that the Authority cannot go into the building until all the proper channels had been gone though and that Tioga Housing Authority oversees the Manor. Austin Welch stated that they should be flushing the hydrants near the Manor more often and that some of the water bills accrued because of the flushing should be forgiven. June Woodard stated that the Authority needs to have a representative there. Jeremy Freeman stated that Cyrus Padgett and Cliff, the maintenance person at the Manor, should get together and work something out. Rosalie Lehman – Bryan stated that the Wapti should be checked as well.

The DPW Emergency Call – Procedure was presented.

The January 8, 2026, Minutes were passed over as Austin welch had already stated his position.

Letter from the DEP was discussed, the Chapter 94 Report was submitted and appears to be complete and accurate.

Invoice from Elkland Family Dental

Elkland Family Dental sent an invoice for sewer back up that was incurred due to the sewer backup that occurred in early April. The invoice was accompanied by an email that stated the approximate lost revenue for the afternoon. The Authority's attorney Mike Wiley recommended that Authority send a letter to the dental practice stating that the Authority is not responsible for any other charges other than the sewer back up and would only pay the invoice. This sentiment was echoed by Jeremy Freeman.

A motion was made by Jeremy Freeman to pay the invoice for Elkland Family Dental's sewer issue, pending the owner of the practice sign a letter acknowledging that the Authority is only responsible for the sewer backup issues and will only pay that invoice for $510.00. The Authority is not responsible for the lost revenue or any other charges. **Seconded** by Rosalie Lehman – Bryan.

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

An email was received from Patrick Crawley stating that all sludge that is removed must be tested either in house or sent to an external lab. This is a DEP requirement.

PACE Labs

A Motion was made by Austin Welch to add the PACE Labs issue to the agenda. **Seconded** by Jeremy Freeman. **AIF Motion Carried.**

The Authority had voted previously to request a refund from PACE Labs due to their negligence. PACE Labs sent an email stating that refunds can be arduous to get and stating that they would give credit if the Authority would return to using them.

A motion was made by Austin Welch to send PACE Labs another letter reiterating that the Authority wants a refund and that the Authority is willing to wait and go through the C – Suite approval process. **Seconded** by Jeremy Freeman. **AIF Motion Carried**

Hemlock Reports

During the review of the Hemlock Signature Services reports Austin Welch became contentious. He started off by saying, "Let's start there. By law there must be a treasurer's report from our treasurer." Mr. Welch believes that it is a waste of money to pay two people to do the same job. He also stated that Stephine Jacobson – English, the proprietor of Hemlock Services had no scope of work. Mr. Welch maintains that the Authority needs to hire a new treasurer, June Woodard, Chairperson, stated that that issue would need to go to the Personnel Committee. Austin Welch stated that no it had to be done at the table. Somehow this exchange devolved into

having an argument about whether there was a Service Agreement with the Elkland Borough. Some members of the Authority want to see all the bills before they are paid. Members of the Authority questioned what the bill from Mirabito Energy was, there were some questions as to whether that bill was the Authority's bill. This argument lasted far too long with the result that not much was completed.

A motion was made by Jeremy Freeman to accept the Hemlock Reports and the paid bills, except for the bill that was paid to Mirabito Energy. **Seconded** by Rosalie Lehman – Bryan.

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

A Motion was made by Nick Cook for the vendors to be contacted and the due dates on all of the bills to be changed to the 15th of each month, so none of the bills would be paid until they came to the table. **Seconded** by Jeremy Freeman.

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

Payments from the Elkland Borough Council were discussed.

Committee Reports

The update on the Consent Order was discussed.

Equipment

Jeremy Freeman discussed the equipment he had been looking into. He stated that he has been looking into a truck though Kightlinger Motor's, that would cost $48,700.00 though COSTARTS. The truck has an eight-foot box and regular cab. He discussed an excavator he found for $63,000.00. It was decided it would be less expensive to rent one as needed. Mr. Freeman discussed a trailer for $11,000.00. Mr. Freeman then discussed sand filter parts. He had a quote from Parkson, the freight is $3,000.00, no matter how many parts are ordered.

A Motion was made by Jeremy Freeman to order three Airlift Pumps at $1,790.00 each, for a total cost of about $8501.00. **Seconded** by Austin Welch.

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

Personnel/Training

Jeremy Freeman gave a report on water usage, it is at 2.447 million gallons, flushing the hydrants accounts for some of that usage. Sewer flows are at 500,000 gallons. Water infiltration in the sewer plant is down to 120,000 gallons per day.

A Motion was made by Jeremy Freeman to add Parrel St. to the agenda. **Seconded** by Austin Welch. **AIF Motion Carried**, put in the DEP Committee section.

PPE for Authority Workers

The Authority workers need reflective clothing. There was discussion about what articles of clothing to get the workers. It was decided that they should each have four reflective vests, four sweatshirts/hoodies, and five to eight t – shirts. It was also decided that as clothing was in the budget, it did not need to be voted on again.

On Call Emergency Person

Jeremy Freeman and Rosalie Lehman – Bryan both consented to be the Authority's emergency weekend numbers.

Part – Time Employee

Jeremy Freeman stated that Cyrus Padgett wanted a second full-time employee at $25.00. The question was raised, how much does the Authority have to spend on another employee.

Emergency Planning

The Emergency Planning reports were discussed. The meeting of the Tioga County Advisory Committee was discussed. The Elkland Borough Authority needs to submit Project Opportunity Letters, for the 2027 Renewal Cycle. Some projects that could be submitted were discussed.

Property Acquisition

Executive Session for legal reasons 8:40PM to 8:55PM.

A Motion was made by Jeremy Freeman to purchase property from James and Kathy Morgan and to sign the purchase agreement as written. **Seconded** by Nick Cook.

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Nick Cook: Yes, Austin Welch: No, Jeremy Freeman: Yes. **Motion Carried**.

A Motion was made by Rosalie Lehman – Bryan for Nick Cook to be the signer on the Purchase Agreement for Property. **Seconded** by Jeremy Freeman.

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

A Motion was made by Jeremy Freeman to contact a surveyor to do survey and subdivision, if the price for the surveyor is more than $3,000.00, come back to the table. **Seconded** by Rosalie Lehman – Bryan.

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

EDU, Etc.

No Report

Five Year Plan

No Report

DEP/Water/Sewer

Jeremy Freeman is going to meet with Brad Upson to determine what the sludge levels are supposed to be at the sewer plant. At the moment the issue is in a grey area, as the specifications state that the sludge must be below or at three feet below the aerator floats. It must go on the Five-Year Plan.

Jeremy Freeman presented a proposal from Dan Clarke and Cyruss Padgett on Parrell Street. The idea presented was to put in a lift station. The Authority will need a right of way from the Elkland Borough. The lift station would not interfere with Baker Ave; there will be a manhole that can be driven over or will be on the side of the road. The plans will be approved by DEP prior to commencing with the plan.

A Motion was made by Jeremy Freeman to start the Parrel Street project, by requesting a right of way from Elkland Borough for the Lift Station, that will be out of the roadway or be a manhole that is drivable. **Seconded** by Nick Cook.

Austin Welch, who was very disgruntled at seemingly everything that had been happening in the meeting got up and left the meeting at 9:33PM.

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Jeremy Freeman: Yes, Nick Cook: Yes, June Woodard: Yes. **AIF Motion Carried.**

New Grants:

No Report

Resolutions:

No Report

Governance/Media

Returned Check Policy was discussed.

A Motion was made by Nick Cook to accept the Returned Check Policy with the amendment that it be two returned checks in a 12 Month Period. **Seconded** by Jeremy Freeman

A Roll Call Vote was taken: Rosalie Lehman – Bryan: Yes, Nick Cook: Yes, Jeremy Freeman: Yes, June Woodard: Yes, **AIF Motion Carried**.

June Woodard, Chairperson asked for a Motion to Adjourn

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

Meeting Adjourned at 9:49PM

Respectfully Submitted,

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Amanda Fuhrer, Secretary/Treasurer
Elkland Borough Authority