

June Woodard – Present	Mike Arnold – Present	Austin Welch – Present	James Farman – Present
Judith Farman – Present	Jeremy Freeman – Present	Rosalie Lehman – Bryan – Present	

Members of the public in attendance: Glenda Marzo – Burton, V.P. of Elkland Borough Council, Donna Blend, Clayton Fuhrer, Kera Hackett

Meeting called to order by Secretary Amanda Fuhrer at 6:00PM.

Pledge of Allegiance led by Amanda Fuhrer

Immediately after the Pledge of Allegiance Austin Welch called a Point of Order. Before stating his Point of Order, he stated that there was an issue as to how to resolve the Point, the Authority would need to appoint a Chair Pro tempore because this was a reorganization meeting and therefore there was no Chairperson to rule on his Point of Order. Mr. Welch's Point of Order was that June Woodard's term had expired, and she should not be at the table. Austin Welch nominated Mike Arnold as Chair Pro tempore, seconded by Jeremy Freeman. The vote was as follows: Austin Welch: Yes, Jeremy Freeman: Yes, June Woodard: No, James Farman: No, Judith Farman: No, Rosalie Lehman – Bryan: No. The motion did not pass. Austin Welch tried again and nominated Jeremy Freeman to be Chair Pro tempore. This motion received no seconds. Mr. Welch held up the meeting stating that there was a need for a Chair Pro tempore to dismiss his Point of Order. June Woodard nominated James Farman to be Chair Pro temp. Seconded by Judith Farman, the votes where as follows: Jeremy Freeman: No, Austin Welch: No, Mike Arnold: Yes, Judith Farman: Yes, James Farman: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes. James Farman ruled Point of Order was not valid. Austin Welch then wanted to appeal James Farman's ruling. June Woodard stated the ruling stands, Judith Farman: the ruling stands, Rosalie Lehman – Bryan: the ruling stands, Mike Arnold: the ruling stands, I did not hear anything from Jeremy Freeman, and Austin Welch seemed to acquiesce to the consensus of the board.

Amanda Fuhrer called for nominations for Chairperson.

Jeremy Freeman nominated James Farman, and Mr. Farman declined. Jeremy Freeman nominated Rosalie Lehman – Bryan, Ms. Lehman – Bryan declined. Rosalie Lehman – Bryan nominated June Woodard as Chairperson, seconded by Judith Farman, Ms. Woodard accepted. Mike Arnold nominated Jeremy Freeman as Chairperson, seconded by Austin Welch, Mr. Freeman accepted.

A Roll Call Vote was taken for June Woodard to be Chairperson, the votes were as follows: Mike Arnold: No, Jeremy Freeman: No, Austin Welch: No, James Farman: Yes, June Woodard: Yes, Rosalie Lehman – Bryan: Yes, Judith Farman: Yes. The nomination passed for June Woodard to be Chairperson.

Amanda Fuhrer then passed the gavel to Chairperson June Woodard.

Chairperson June Woodard then asked for nominations for Vice – Chairperson.

Austin Welch nominated Mike Arnold for Vice – Chair, seconded by Jeremy Freeman, Mr. Arnold declined. June Woodard nominated Rosalie Lehman – Bryan as Vice Chairperson, seconded by Judith Farman, Ms. Lehman – Bryan accepted.

A Roll Call Vote was taken for Rosalie Lehman – Bryan to be Vice – Chairperson, the votes where are follows: Jeremy Freeman: No, Mike Arnold: No, Austin Welch: No, Judith Farman: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, James Farman: Yes. **The nomination for Rosalie Lehman – Bryan to be Vice – Chairperson passed.**

Chairperson June Woodard then asked for nominations for Chair Pro tempore.

Mike Arnold nominated Jeremy Freeman, seconded by Rosalie Lehman – Bryon, Mr. Freeman accepted.

A Roll Call Vote was taken for Jeremy Freeman to be Chairperson Pro Tempore the votes were as follows: Judith Farman: No, Mike Arnold: Yes, June Woodard: Yes, Jeremy Freeman: Yes, Rosalie Lehman – Bryan: Yes, Austin Welch: Yes, James Farman: Yes. **The nomination for Jeremy Freeman for Chairperson Pro Tempore passed.**

Chairperson June Woodard then asked for the appointment of Amanda Fuhrer as Secretary/Treasurer of the Authority.

Rosalie Lehman – Bryan motioned and Judith Farman seconded the appointment.

A Roll Call Vote was taken the results were as follows: Judith Farman: Yes, Jeremy Freeman: Yes, Mike Arnold: Yes, Austin Welch: Yes, Rosalie Lehman – Bryan: Yes, June Woodard: Yes, James Farman: Yes. **The appointment of Amanda Fuhrer as secretary/treasurer of the Authority passed.**

June Woodard then asked for a motion to increase the wadges of the Authority's employees. Mike Arnold question if the Authority had employees, June Woodard answered yes, two. Amanda Fuhrer and Brianna Simons. Jeremy Freeman asked if the Authority had workmen's compensation insurance, June Woodard said yes. The discussion was tabled for the next meeting.

June Woodard then asked if the Authority wanted to reappoint Attorney Wiley of McCormick Law as the solicitor or if the Authority wanted someone else.

After some discussion **Austin Welch Motioned** that the Authority retain Wiley until the interim loan is completed and the grant has been acquired. **Seconded by Jeremy Freeman.**

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

Chairperson June Woodard then asked for a date and time for the Authority's Regular Monthly meetings. Austin Welch then started arguing about how the Bylaws had not been updated

properly, therefore the Original Bylaws needed to be checked to see when the meetings were set. There was an argument then, Austin Welch decided to stand and protest, when the result that the proceedings of the meeting were hard follow. Austin Welch's protest went on for a long while.

A Motion was made by James Farman to set the day and time for the Regular Monthly Meetings as the first Thursday of every month at 6:00PM. **Seconded by Rosalie Lehman – Bryan.**

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

June Woodard asked for a nomination to appoint an Authority Engineer.

A Motion was made by Rosalie Lehman – Bryan that the Authority retain LaBellas Engineering. **Seconded** by Judith Farman.

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

June Woodard asked for a motion to appoint a Sewage Enforcement Officer.

A Motion was made by Rosalie Lehman – Bryan to appoint Terry Myers as the Authority's Sewage Enforcement Officer. **Seconded** by Judith Farman.

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

During these votes Austin Welch had remained standing in protest, he was so loud disruptive that **James Farman made a motion to have Austin Welch removed. Seconded** by Judith Faraman. The vote was as follows: Mike Arnold: Yes, Rosalie Lehman – Bryan: Yes, Jeremy Freeman: No, June Woodard: Yes, Judtih Farman: Yes, James Farman: Yes. Austin Welch: Still standing and protesting, no vote. **Motion Carried.** The Pennsylvania State Police were called by a member of the public. Austin Welch finally settled down and the meeting commenced. After the meeting was adjourned Amanda Fuhrer called the State Police Barricks and reported that they were no longer needed.

June Woodard asked for the appointment of an Authority Open Records Officer.

A Motion was made by Rosalie Lehman – Bryan for Amanda Fuhrer the be the Authority's Open Records Officer. **Seconded by Judith Farman.**

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

June Woodard then asked for a motion to appoint an Emergency Management Coordinator.

A Motion was made by Rosalie Lehman – Bryan to Appoint Terry Shaw as the Authority's EMC. **Seconded by Judith Farman.**

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

At this point various members of the Authority had had enough and wanted to leave.

A Motion was made by Mike Arnold to adjourn the meeting. **Seconded** by Austin Welch. A vote was taken: June Woodard: No, James Farman: No, Judith Farman: No, Mike Arnold: Yes, Rosalie Lehman – Bryan: No. Jeremy Freeman: Yes, Austin Welch : Yes. **Motion Failed.**

June Woodard then asked for the appointment of the Authority's payroll and other account signers.

A Motion was made by James Farman to have the signers be, the chairperson, June Woodard, the vice – chair person, Rosalie Lehman – Bryan and the Secretary/Treasurer, Amanda Fuhrer. **Seconded** by Mike Arnold.

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

June Woodard then asked for a motion to designate the bank for depository for the Authority.

A motion was made by Rosalie Lehman – Bryan for the Authority's bank of depository to be Citizens and Northern Bank. **Seconded by Mike Arnold.**

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

June Woodard asked for a motion to set the newspapers for advertising both a weekly and a daily publication.

A Motion was made by Rosalie Lehman – Bryan for the Free Press to be the Authority's weekly publication and for the Williamsport Sun Gazette to be the daily publication. **Seconded** by Mike Arnold.

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

June Woodard asked for a motion to set the treasure's bond amount.

A motion was made by Rosalie Lehman – Bryan to set the treasure's bond amount at \$300,000.00. **Seconded by James Farman.**

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

June Woodard then asked for a motion to set the milage reimbursement rate.

A Motion was made by James Farman for the milage reimbursement rate to be 72.5 cents/mile. **Seconded by Rosalie Lehman – Bryan.**

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

June Woodard asked for a motion to allow the secretary/treasurer to pay some bills prior to the meeting if necessary. Jeremy Freeman asked why that would be allowed. Rosalie Lehman – Bryan stated that sometimes it is critical, so something does not get shut off. Amanda Fuhrer stated that if there was an emergency this motion was needed.

A Motion was made by James Farman to allow the Secretary/Treasurer to pay some bills prior to the meeting to avoid late penalties or in cases of emergency. **Seconded by Rosalie Lehman – Bryan.**

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

June Woodard stated that she will prepare the committee list and get it sent out to the Members of the Authority.

June Woodard asked if there was a motion to reopen the 2026 budget.

A Motion was made by Jeremy Freeman to reopen the 2026 Budget. **Seconded by Mike Arnold.**

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

Public Comments:

Jeremy Freeman asked for clarification on the membership log of the Authority. Glenda Marzo – Burton, V.P. of Elkland Borough Council stated that past Councils did not appoint properly so the terms of the Members where not staggered properly. The terms need to be staggered again.

June Woodard asked for a motion to adjourn.

A Motion to adjourn was made by James Farman. **Seconded** by Judith Farman. AIF

Meeting Adjourned at 7:48PM.

Respectfully Submitted,

Amanda Fuhrer
Elkland Borough Authority Secretary/Treasurer

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 through 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

ELKLAND BOROUGH AUTHORITY REGULAR MEETING MINUTES

FEBRUARY 5, 2026

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 as 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. Adjournment

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
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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 Freeman 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:

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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.

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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