Special Meeting Elkland Borough Authority July 16, 2026

Members Present: June Woodard, Chairperson, Rosalie Lehman - Bryan: Present, Jeremy Freeman: Present, Nick Cook: Present, Austin Welch: Present

Amanda Fuhrer, Secretary/Treasurer Absent note taken by June Woodard, Chairperson

Members of the Public Present: Cindy Blend, Donna Blend, Cyrus Padgett, Travis Long, JHA Company, Scott Knickerbocker, Hunter Crowell

Meeting Called to Order by June Woodard, Chairperson at 6:00PM.

Austin Welch raised a point of order claiming that June Woodard's term on the Authority Board had expired. He stated he was unsure of the proper procedure for addressing this issue. Austin asserted that there were no supporting documents showing that June had been reappointed, other than the approved Borough Council minutes indicating that the Borough Council appointed June to a five-year term at the end of 2023. Austin stated that without documentation present at the meeting, June should step down and move to the audience.

June, acting as Chair, ruled the point of order not well-taken. Austin dismissed the ruling and attempted to appeal directly to the other board members. Nick and Jeremy stated they wanted to see the solicitor's response before proceeding. Austin argued that the Borough solicitor's statement was irrelevant.

Austin stated that because a newspaper article reported that June was filling out a term from 11/23 to 12/23, her service should have ended regardless of what the Borough minutes stated. June responded that a newspaper article would not hold up in a court of law. Austin then claimed that the accepted Borough minutes were not accurate.

Nick asked for the conversation to come to a close. Austin stated that if his own term were in question, he would seek reappointment from the Borough Council. Multiple board members referenced the prior removal of Bill Hall from the board. June stated she believed Austin was attempting to remove her from the board until the August Council meeting to prevent the PennVest loan from proceeding. Austin denied this.

Austin requested a vote on the point of order to remove June, although points of order are ruled on solely by the Chair. Rose stated that the continued arguing, bickering, and conduct at the table and during meetings were contributing to resident frustration.

Austin continued to assert that documentation had not been presented. He stated that the documentation should have been brought to every meeting after January. June stated she believed the question had been answered at a prior meeting.

Austin asked the board to vote on an appeal of the point of order claiming June's term had expired. Austin then withdrew his point of order, which had already been ruled against, on the condition that the documentation be brought to the next meeting.

This portion of the meeting lasted **33 minutes**

Public Comments on the Agenda

None

Old Business
Engineer – Parallel St.

Travis Long from JHA came to meet with the Authority Board. After meeting with Mr. Long, the Authority voted to contract with JHA.

A Motion was made by Jeremy Freeman and **Seconded** by Austin Welch, to go ahead with the JHA proposal with a cap not to exceed $47,900.00, to be billed monthly.

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.**

Ownership and Inventory

Austin Welch presented his information on ownership.

A Motion was made by Austin Welch to seek Special Counsel to investigate Lease, particularly regarding the sewer and water systems as defined by the Lease. To direct Cassie Campbell to find said Special Council. **Seconded** by Nick Cook.

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

Equipment

A Motion was made by Jeremy Freeman to lease and eventually purchase a 2026 Ford F250 truck for $53,609.00, with a quarterly lease payment of $3950.37; to purchase a Camera System for the sewer side for $8,999.00. A 60 inch Kubota lawn mower for $12,831.00, a 6 X 10 utility trailer for $2,902.00, trimmers, demo saw and hand/digging tools for $2,650.00, confined space equipment for $8,000.00, and an electric two ton chain hoist for $3,803.00, all to be evenly split between water and sewer. **Seconded** by Rosalie Lehman – Bryan.

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

Public Comments:
None

Adjournment:

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

Meeting Adjourned at 7:48PM.

Respectfully submitted,

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Amanda Fuhrer, Secretary/ Treasurer

ELKLAND BOROUGH REGULAR MEETING MINUTES AUGUST 20TH 2026

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

Members of the Public in Attendance: Tom Shaw, Tammy Shutter, Cyrus Padgett, Ben Shutter, Cindy Blend, Donna Blend, Scott Knickerbocker, Belinda Root.

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

Chairperson June Woodard led the Pledge of Allegiance

Public Comments:

Betsy Olthof spoke to the board about issues with her sewer system issues, Betsy gave invoices to the board for the work done on repair she had completed.

Belinda Root gave praise to Cyrus and Rosalie for helping her, she said that Cyrus is awesome.

Jeremy Freeman wanted stricken from the minutes that that the meter at Westlake can't be changed until after construction is completed.

Nick Cook wants the Special Minutes to reflect the equipment committee brought items for purchase and lease. Tables till special meeting. **Rose made motion Nick Second, All in favor. Austin abstained as he was not present for that meeting.**

Special Meeting Minutes are tabled until the section about incorrect term lengths can be added.

Special business:

Aduit was handed out for review and tabled for next month, so the board has time to go over it. Questions were asked why the board wasn't able to have them in their packet. The Secretary/Tresure has received mixed information on whether it can be given out or not. She does have the question to the lawyer but hasn't received a response yet.

Nick requested to be informed when questions go to the lawyer.

Went over Disposal of Municipal Surplus, board can adopt a small volume procedure/resolution.

Jeremy Motion made to use Minci Bid if cost is over $50. Wants policy made for next meeting Austin made 2nd, All in favor motion carries.

107 Taft Ave water service line, if the customer would like it to be moved it would be at their expense. Cyrus and Cassie will put together a letter to be sent with cost options.

Old Business:

Water rate study was discussed; there were some concerns about its accuracy. June explained that this was a starting point and changes can be made. Board would like to look at the previous rate study. Discussed raising rates and what the board would like to look at to decide how to raise them. Tabled into old business while it's looked into further.

Discussed second clean-up day, looked at the money in the account, talked about where it would set. Ultimately it would be better to hold o for this year.

Options for Multi-unit shut offs, Jeremy asked about legal standing on the option. It was brought up that Units should go into property owner's name. **Nick made a motion to draft a resolution for the lawyer or PMMA to review to put all meters in property owners' names. Create internal policy to go along with it. Rose 2nd All in Favor motion carried.**

Pool Filling Form, Board would like resolution and policy to go with the form. Tabled so those can be reviewed together.

Austin made motion to add an executive season for Legal and Personal All in favor went into executive season at 7:58pm. Meeting called back to order at 8:25pm.

Nick made motion to add personal to the addenda Austin 2nd, Jeremy, Nick and Austin yes, June and Rose No.

Austin made motion to change Cyrus' title to "Authority Manager". Rose, Nick Jeremy, Austin all YES, June No due to lack of information. Motion Carried.

Austin made motion to advertise Secretary/Treasurer position, to include QuickBooks/financial, grant writing, secretary/treasurer experience. Advertise starting at $18 an hour but could go up to $30. Nick 2nd, Jeremy, Nick, Austin Yes, June and Rose No. Motion passed.

NEW BUSINESS:

Financial:

Went over the debt owed by the Borough. Board wants to see starting points and a more itemized detail. Nick would like the motion from the July meeting to be completed, including invoices from what money was spent on. Email council seeking clarification.

Board was given the late letters that the authority has received. The Penelec ones were due to Penelec's errors.

Nick made motion for All Bills being paid at the monthly meeting be in a folder for potential viewing. Jeremy 2nd All in favor, motion carried.

Board wants list of bills paid prior to 8/20 meeting.

Nick made motion to have a list with all reoccurring bills with due dates. Austin 2nd All in Favor, Motion passed.

Question was asked if the credit card date was able to be changed.

Hemlock Reports

A lot of discussion about the financial reports and how some of the board members find it hard to follow and would like to see it in more detail and easier to understand.

Consent order – Board believes that Labella's is charging above their legal limit. **Motion made by Austin to stop payments to Labella. Mick made 2nd All in favor, Motion passed.**

Jeremy made a motion to pay PennVEST App #3 $261,000 as long as none goes to Labella.

Nick 2nd, All in Favor Motion Carried.

Went over JHA Report, Rose made motion to accept JHA for their professional services for replacing the existing chlorine system with a liquid sodium hypochlorite system. The fixed fee is $4,500 to be billed out their hourly rate. Nick made 2nd All in Favor, Motion passed

505 N Buffalo St. – Betsy Olthof has been having sewer issues until the borough made repairs in the early 200's. Betsy spent $2947.27 in three different invoices for repairs. Nick made motion to send the invoices to the Council for them to be responsible for payment Jeremy 2nd. Motion Carried.

Green Sand info Tabled

Operation Outreach program meeting update for Emergency planning have chain of command, smart 911 – SOP, DEP tables the discussion

PA Warn – Tabled

Aerators valves that are part of the lagoon Cyrus was told by Brad Upton that they would be an additional $20,000.00 plus labor but they are included in the scope of work order.

Jeremy made a motion for the Authority to purchase the parts for the Aerator repairs and if possible, take it from the Consent Order. The Authority will work with the contractor payment to come out of Line-Item 465147.50 1/3. Nick Seconded. AIF Motion Carried.

Nick would like to come to the office to look at the contract.

Board went over who was the lowest cost for rentals, Tuscarora Rentals is the least expensive.

Jeremy made a motion to use Tuscarora Rentals primarily. Rose Seconded the motion. AIF Motion Carried.

Proposed Purchases – Tabled

Movie Meter Buttons – The Board proposed a $100.00 fee for moving customers buttons, would like Cassie to draft a resolution to be reviewed in September.

Strohecker Shut – Offs – Speak to Strohecker, the current shut off is under the parking lot. Cyrus is going to relocate the shutoff from the parking lot to the front of the building.

Cyrus wanted to know exactly what the Authority is responsible for when it comes to water lines, meters, etc…The Authority is responsible for the curb stop to the main and the meter. The customer is responsible for the inside shut off before the meter, from curb stop to meter and to maintain the condition of the meter. Jeremy made a motion and Nick seconded AIF Motion Carried.

Leins – Nick made a motion to accept the Lein Resolution/Policy. Jeremy Seconded. AIF Motion Carried.

Nick made a motion to adjourn, seconded by Jeremy AIF Motion Carried.

Meeting Adjourned at 11:04PM

Minutes were taken and prepared by Cassandra Campbell, Rosalie Lehman – Bryan

Respectfully Submitted,

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Amanda Fuhrer, Secretary/Treasurer