

Elkland Borough Authority Meeting Minutes

June Woodard – Chairperson – Present	Judith Farman – Present
Mike Arnold, Vice – Chairperson – Present	Austin Welch – Present
James Farman – Present	Jeremy Freeman – Present

Members of the Public in Attendance: Glenda Marzo – Burton, Trina Marzo, Brad Upson from LaBella, Eugene Shaffer, Donna Blend Ben Shutter, Tammy Shutter, Brian Shutter

Austin Welch did not stand for the Pledge of Allegiance or vote on any motions. Mr. Welch had aggressive comments and arguments on every item covered during the meeting. The meeting was called to order at 6:00PM and because of Mr. Welch’s behavior the meeting lasted until 10:00PM. The items on the agenda were not completed and a Special Meeting was called for November 19, 2025, to finish the agenda.

1. **Call To Order:** 6:00 PM by Chairperson June Woodard

Austin Welch attempted to call two Points of Order as soon as the meeting was called to order. He had two articles from Donna Blend, according to one of the articles June Woodard was appointed in 2023 and was filling out the term of a previous member, so, according to Austin Welch, her term has ended. Then he stated from the Municipal Authority’s Act that “Members serve until their successor is appointed.” He then moved on to state that Bill Hall was still a member of the Authority, as he never resigned. June Woodard, Chairperson stated that it has been duly investigated that she is still a member of the Authority, and that the lawyer, “sat here and stated that Bill Hall’s term was filled by Lyndsey King.” She was referring to a previous conversation between members of the Authority and the Authority’s attorney, that had been previously held with the Authority and its legal counsel. June Woodard then stated, “At this point if you have an issue, you need to go to Court.” Austin Welch continued to argue about the issue and stated that he had Council Minutes from the Elkland Borough website, that also state that June Woodard’s term had expired. He finally said that the Authority is now in violation of the Municipal Authority’s Act.

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Austin Welch's second Point of Order was that he was still the chairperson of the Authority on August 6, 2025. He claims to have a sworn statement from Amanda Fuhrer, Authority Secretary, stating that fact. He claimed that there was not even a quorum for the meeting. June Woodard said, "at this point you have to go to court because we disagree." Austin Welch said this was not a matter of disagreement it was a matter of law. He then went on to state that Elkland Borough Council Minutes were not valid for anything to do with the Authority, that Authority Minutes had been manipulated, and there were no resignations from the Authority that he was aware of. There are four resignation letters from the Authority from the year 2025, filed in the office.

2. Pledge of Allegiance

The pledge was done around Austin Welch's Points of Order.

3. Accept Minutes

Chairperson June Woodard asked for a motion to accept the meeting minutes from the October 7, 2025, Regular Meeting.

A Motion was made by James Farman and **seconded** by Judith Farman to accept the October 7, 2025, Regular Meeting Minutes.

A Roll Call Vote was held: James Farman: Yes, June Woodard: Yes, Mike Arnold: Yes, Judith Farman: Yes, Jeremy Freeman: No. **Motion Carried**

Chairperson June Woodard asked for a motion to accept the meeting minutes from the October 30, 2025, Special Meeting.

A Motion was made by James Farman to accept the October 30, 2025, Special Meeting Minutes. **Seconded** by Judith Farman.

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A **Roll Call Vote** was held Mike Arnold: Yes, Judith Farman: Yes, June Woodard: Yes, James Farman: Yes, Jeremy Freeman: Yes: **Motion Carried.**

4. Public Comments on the Agenda

Austin Welch asked which agenda the public was commenting on, the advertised one or the made up one? The agenda used at the meeting was properly advertised, it was posted on the website and the Borough Office door on Monday November 10, 2025.

5. Old Business

a. Proposed Bylaw Update Reading:

Austin Welch wanted to know if the Authority's lawyer had seen the proposed bylaw update. Chairperson June Woodard said yes, the updates had been reviewed by the lawyer. Amanda Fuhrer, Secretary said that Mr. Wiley the Authority's lawyer, only had three suggestions on the updates. Austin Welch was very incredulous about the updates and said that there was no way a lawyer had signed off on the proposed updates, with all the quote, "First Amendment violations" and "numerous misspellings". Jeremy Freeman wanted to know why the lawyer's email was not included in the meeting packet and said that it should have been. Chairperson June Woodard then proceeded to read the proposed bylaw updates:

"Elkland Borough Authority

Bylaws

Article I – The Authority

Section 1. Name of Authority

The name of the Authority shall be as specified in the Articles of Incorporation to wit "Elkland Borough Authority".

Section 2. Seal of Authority

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The seal of the Authority shall contain the name of the Authority and the year of its incorporation and shall be in the form of the seal impressed in the margin hereof, opposite this section.

Section 3. Office of Authority

The office of the Authority shall be at the Elkland Borough Office, Elkland Borough Building 105 Parkhurst St., Elkland, Pa. The Board of the Authority, by proper resolution, may designate any other place as the office of the Authority.

Article II – Membership

Section 1. Appointment

The Elkland Borough Council shall appoint the Authority Board members and forward any appointed member's information to the Authority. The manner in which the Elkland Borough Council appoints potential new Authority Board members shall be at the discretion of the Elkland Borough Council. Any individual who expresses interest in becoming a member of the Authority Board to the Authority will be directed to submit a Letter on Interest to the Elkland Borough Council.

Section 2. Term of Office

The term of office for a member of the Authority shall be five years, unless a member is fulfilling the term of a prior member, then the term is the amount of time remaining to the prior member.

Section 3. Member Duties and Responsibilities

The Members of the Authority shall attend regularly and specially scheduled public meetings, establish governing policies, approve advertising and award of competitive bids, and execute contracts and agreements and such other duties as are required for the governance of the Authority. The Chairperson shall create and appoint members to committees; the committees will submit recommendations on action items to the Board of the Authority as a whole. The Authority shall approve budgets, approve the hiring of Authority employees, award money for employee salary increases, employee benefits and retirement plans if necessary.

Section 4. Vacancies

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When a seat(s) becomes vacant the Authority shall notify the Elkland Borough Council, who will then advertise the vacancy(ies) to fill the position as per the process listed in Article II, Section 1, or utilize Letters of Interest on file.

Section 5. Removal

If a Member fails to attend three (3) consecutive meetings of the board, without being excused prior to the meetings, the member may be removed by the Borough Council up to 60 days after the date of the third meeting, as stated in Section 5610.0 Title 53, Subsection F of the Municipality Authorities Act of 1945.

If a Members misses more than six (6) meetings per year, without being excused, the Member shall be reported to the Elkland Borough Council with a recommendation that the said Member be replaced.

If a Member fails to comply with the rules governing Authority communications and/or Authority contact that member shall be referred to Elkland Borough Council with a request for immediate removal.

If a Member acts or attempts to act in a unilateral manner, without the knowledge and consent of the Authority as a whole, excepting in cases of emergency, wherein the Chairperson or Vice Chairperson acting in the place of the Chairperson may need to execute executive actions, said Member shall be referred to the Elkland Borough Council with a request for immediate removal.

No Member of the Authority may claim to represent the Authority in a unilateral manner. If a Member feels that there is a situation that needs to be addressed by the Authority, said Member should request a meeting to discuss the action(s) needed and then the proper officials shall undertake all necessary actions. No single Member of the Authority may contact, in any manor, outside parties, including, government agencies, social media, news media or workers unions or contracted service agencies to report a problem on behave of the Authority unilaterally, all such actions must be done though conference with, and having the consent of, the Authority. If a Member engages in any of these actions that will be considered cause and said Member shall be referred to Elkland Borough Council with a request for immediate removal.

Article III – Officers

Section 1. Officers

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The Officers of the Authority shall be the Chairperson, the Vice Chairperson, Secretary and the Treasurer to be elected from the members of the Board of the Authority; provided, however, *that the Secretary and the Treasurer* need not be a member(s) of the Board. The Board shall have the right, if it desires, to designate an Assistant Secretary and an Assistant Treasurer.

Section 2. Chairperson

The Chairperson shall preside at all meetings of the Board of the Authority. Except as otherwise authorized by resolution of the Board of the Authority, the Chairperson shall sign all contract deeds and other instruments made by the Authority. At each meeting that Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence of the incumbent Chairperson, and in case of the resignation or death of the Chairperson the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of the Authority shall appoint a new Chairperson.

Section 4. Secretary

The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Board of the Authority and record all votes, and shall keep a record of proceedings of the Board of the Authority in a journal of proceedings, to be kept for such purpose, and shall perform all duties incident to his or her office. He or she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all proceedings and resolutions of the Board of the Authority and to all contracts and instruments authorized to be executed by the Authority.

Section 5. Treasurer

The Treasurer shall have the care and have custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of the Authority may select. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of the Authority. Except as otherwise authorized by resolution of the Board of Authority, all such orders and checks shall be countersigned by the Chairperson, or one other assigned member, he or she shall keep regular books of accounts showing receipts and expenditures, and shall render to the Board of the Authority at each regular meeting (or more often when requested) an account of his or her

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transactions and also of the financial condition of the Authority, he or she shall give such bond for the faithful performance of his or her duties as the Board of the Authority may determine.

Section 6. Additional Duties

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board of the Authority or the Bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment

The Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected at the annual meeting of the Board of the Authority. *The Chairperson and Vice Chairperson* shall be elected from among the members of the Board of the Authority. The Chairperson, Vice Chairperson and Secretary, shall hold office for one year or until their successors are elected and qualified. *The Chairperson and Vice Chairperson may be reelected to their positions. The Treasurer shall hold office for three years. The Secretary and the Treasurer need not be members of said Board.*

Section 8. Vacancies

Should the office of Chairperson or Vice Chairperson become vacant the Board of the Authority shall elect a successor from its membership, at the next regular meeting, and such election shall be for the unexpired term of the said office. Should the Secretary or Treasurer become vacant, the Board of the Authority shall elect a successor at the next regular meeting, and such election shall be for the unexpired term of said office.

Section 9. Additional Personnel/Service Agreement

The Authority may from time to time employ such personnel, *or enter into Service Agreements*, as it deems necessary to exercise its powers, duties, and functions, as prescribed by the Municipality Authorities Act of 1945, as from time to time amended, and all other laws of the Commonwealth of Pennsylvania applicable there to. The section and compensation of such personnel shall be determined by the Board of the Authority subject to the laws of the Commonwealth of Pennsylvania.

Section 10. Bond

The Treasurer of the Authority shall give bond in the sum of *\$300,000.00 or such other amount as approved by the Authority Board at it reorganizational meeting*, which bond shall be approved by the Board of the Authority and the premium for which shall be paid by the Authority.

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Article IV – Meetings

Section 1. Annual Meeting

The *Yearly Reorganizational Meeting* of the Board of the Authority shall be held on *the first Thursday of January, at 6:00Pm* at the regular meeting place of said Board. In the event such date shall fall on a legal holiday, the reorganizational meeting shall be held on the next succeeding secular day.

Section 2. Regular Meetings

The dates and times for Regular Monthly Meetings shall be set at the Yearly Reorganizational Meeting in January.

Section 3. Special Meetings

The Chairperson of the Board of the Authority may, when he or she deems it expedient, and shall, upon the written request of two members of the Board of the Authority, call a Special Meeting of the Board of the Authority for the purpose of transacting any business designated in the call. The call for a Special Meeting may be delivered *or emailed* to each member of the Board of the Authority or may be mailed to the business or home address of each member thereof two days prior to the day of such Special Meeting. At such Special Meeting no business shall be considered other than as designated on the *agenda for the meeting*.

Section 4. Quorum

At all meetings of the Board of the Authority *four (4)* of the members of the Board shall constitute a quorum for the purpose of transaction business; provided, however, that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5 Order of Business

At regular meetings of the Board of the Authority the following shall be the order of business:

- 1.Call to Order – Roll Call
- 2.Pledge of Allegiance
3. Public Comments on the Agenda
4. Approval of previous meetings
5. Old Business

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6. New Business
 - Correspondence
 - Financial Report
7. Public Comments
8. Adjournment

All resolutions shall be in writing and shall be copied in the Journal of the Proceedings of the Board of the Authority.

Section 6. Manner of Voting

The voting on all questions coming before the Board of the Authority shall be done using "All in Favor". If there is an expenditure of \$5,000.00 or more to be approved, or there is a Resolution, Ordinance or Rate Increase, to be voted on, then the manner of voting shall be by Roll Call Vote. The "ayes" and "nays" shall be entered upon the minutes of such meetings, unless the vote is unanimous of all members present, and in that case the minutes shall so indicate. Motions shall be passed only by a majority vote of the members present.

Article V – Amendments

Amendments to Bylaws

The Bylaws of the Authority shall be amended only with the approval of at least *four* of the members of the Board of the Authority at a Regular or Special Meeting.

Article VI – Rules of Order

Robert's Rules of Order

Robert's Rules of Order shall prevail with the conduct of all meetings of the Authority except as otherwise specified herein.

Article VII – Communication

Section 1. Contact Information

All communications involving outside entities, including but not limited to, government agencies, social media, news media, employment unions, and contracted service agencies, shall go to the Chairperson of the Authority and the secretary of the Authority, through any of the following: the email of the Authority's Secretary, the Authority's office phone number, or the Authority's webpage, when it becomes available, and shall then be distributed to the correct

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parties by the Secretary of the Authority. If a member of the Authority receives communications from an outside entity that member shall immediately forward that information to the above-mentioned contacts.

Section 2. Public Communications

Communications with government agencies, members of the public and members of the press, shall only be done by the Authority Chairperson, Authority Secretary, or Chairperson of the Communications Committee. No individual member of the Authority shall act in a unilateral manner, by contacting the press, posting on social media or calling government agencies, when Authority interests are involved.

Article VIII – Committees

The Chairperson of the Authority shall, when necessary, form committees for specified purposes. Said committees shall meet as often as prescribed to formulate their proposals. Said proposals will be presented to the Authority at a Regular or Special Meeting to be voted on.

Article IX – Emergencies

In the event of an emergency requiring public notice the Emergency management system protocol must be followed.

Article X – Access to Facilities and Documents

Only Members of the specified committees shall be able to access the Facilities owned and operated by the Authority, or to have unquestionable access to the Office and Documents of the Authority.

Article XI – Relationship to the Certified Operators

The Certified Operator and his or her designated representative run the sewer and water systems, to DEP standards. The Authority will support the operator to maintain the sewer and water systems.”

Chairperson June Woodard then asked for a motion to send the proposed updates to the Elkland Borough Council.

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A Motion was made by James Farman to send the proposed bylaw updates to the Elkland Borough Council. **Seconded** by Judith Farman.

A Roll Call Vote was taken Judith Farman: Yes, June Woodard: Yes, Mike Arnold: Yes, Jeremy Freeman: No, James Farman: Yes. **Motion Carried**

After the reading of the bylaws there was an argument about the bylaws and who can see them and then, strangely, members of the public in attendance started asking questions that had nothing to do with the topic at hand. Ben Shutter asked what the law was about personal wells in town. Chairperson June Woodard said you can not drill one. Then there was more arguments and Trina Marzo asked Austin Welch why he sat at the table if he was not voting? He replied that he was there to document the meeting. Mr. Welch then argued some more and claimed that Chairperson June Woodard and Vice – President of Elkland Borough Council Glenda Marzo – Burton had both called the State Attorney General on him. Both women vehemently denied ever having done so.

b. **Approve Interim Financing Documents**

The Authority then discussed the Interim Financing documents prepared by the Authority's Solicitor. The first document that reviewed was the Guaranteed Revenue Note. The Authority must first get financing; then start the work and submit invoices to PennVEST for reimbursement from the grant. Chairperson June Woodard asked for a motion to accept the revenue note.

A Motion was made by James Farman to accept the Guaranteed Revenue Note. **Seconded** by Judith Farman.

A Roll Call Vote was taken James Farman: Yes, Mike Arnold: Yes, June Woodard: Yes, Judith Farman: Yes, Jeremy Freeman: Yes. **Motion Carried**

Then the Authority discussed the resolution that was prepared by the Authority's Solicitor to obtain the interim line of credit. June Woodard, Chairperson, read the resolution:

**“RESOLUTION AUTHORIZING
CONSTRUCTION LINE OF CREDIT FOR SEWER IMPROVEMENT PROJECT TO BE
REINBURSED FROM GRANT FUNDING FROM THE PENNSYLVANIA
INFRASTRUCTURE INVESTMENT AUTHORITY”**

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WHEREAS, the Elkland Borough Authority, Municipal Hall, 105 Parkhurst Street, Elkland, Tioga County, Pennsylvania, hereinafter called the Authority, proposes to incur non-electoral debt by the issuance of a general obligation note to serve as interim financing to fund a sewer improvement project which will ultimately be funded with grant funding from the Pennsylvania Infrastructure Investment Authority (“PennVEST”), with repayment of the funds drawn against the general obligation note to be repaid with the grant funding from PennVEST and secured in the interim with a first lien UCC filing position on all revenue of the Authority; and

NOW, THEREFORE, BE IT RESOLVED THAT;

(1) The Authority hereby authorizes the issuance of a general obligation note in the amount of \$1,863,730.00 to be issued for the foregoing purposes as non-electoral debt.

(2) The period of useful life of the project for which this obligation is to be issued is estimated to be twenty years.

(3) The note shall be issued in the principal sum of \$1,863,730.00 and shall be dated November __, 2025, and bear interest at the rate of 5.75% per annum, payable in 24 months through the aforementioned payments from the PennVEST grant.

The Authority reserves the right to anticipate any or all installments of principal or any payment of interest at any time prior to the respective payment dates thereof, without notice or penalty.

The principal and interest of said note shall be payable to Citizens & Northern Bank (hereinafter “Bank” or “Lender”) at the time and place so designated by the Bank.

(4) The said note is hereby declared to be a general obligation of the Authority which hereby covenants that it shall include the amount of debt service on the note for each fiscal year in which such sums are payable in its budget for that year; shall appropriate such amounts to the payment of such debt service; and shall duly and punctually pay or cause to be paid the principal of the note and the interest thereon at the dates and places and in the manner stated in the note according to the true intent and meaning thereof, and for such proper budgeting, appropriation, and payment, the revenues of the Authority is hereby irrevocably pledged.

(5) The form of note is attached hereto as Exhibit A.

(6) The said note shall be executed in the name and under the corporate seal of the Authority by June Woodward, Chair and/or Mike Arnold, Vice-Chairman and attested to by Amanda Fuhrer, Secretary/Treasurer. The Chairman, Vice-Chairman and the Secretary/Treasurer are authorized and directed to prepare and verify the debt statement and to take other necessary action, including, if necessary or desirable, any statements required to qualify any portion of the debt from the appropriate debt limit as self-liquidating or subsidized debt.

(7) The members of the Authority have determined that a private sale by negotiation rather than public sale is in the best interest of the Authority. Therefore, the general obligation note in the amount of \$1,863,730.00 herein authorized to be issued and sold is hereby awarded and sold to (Lender) in accordance with its proposal to purchase the said

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note. A copy of Lender's signed proposal is attached hereto as Exhibit B.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and affixed the seal of the Authority this ____ day of November 2025."

Austin Welch asked, what Consent Order will the interim financing be utilized for? June Woodard Chairperson told him it was the 2022 Consent Order. Mr. Welch maintains that the 2022 Consent Order has already been paid for, he says he has invoices from LaBella to show that it had already been paid. He made mention of this topic at the last Authority meeting. It is hard to follow his thread of conversation as he is so belligerent and conflates so many topics together. June Woodard Chairperson eventually told him he was off topic. Austin Welch then asked what the scope of the project was and Brad Upson from LaBella said he was given the scope of the project about two meetings ago. Finally, Chairperson June Woodard asked for a motion to accept the resolution.

A Motion was made by James Farman to accept the Resolution Authorizing the Construction Line of Credit for Sewer Improvement Project to be Reimbursed from Grant Funding from the Pennsylvania Infrastructure Investment Authority. **Seconded** by Mike Arnold.

A Roll Call Vote was taken: Judith Farman: Yes, Mike Arnold: Yes, James Farman: Yes, Jeremy Freeman: Yes, June Woodard: Yes. **Motion Carried.**

c. Resolution to Accept First Modification to 2022 Consent Order

Chairperson June Woodard read the resolution:

“Resolution

The Elkland Borough Authority does hereby adopt The First Modification to Consent Order and Agreement Dated November 23, 2022.

DULY ADOPTED, this ____ day of November 2025, by the Board of the Elkland Borough Authority, in lawful session and duly assembled.”

The Modification extends the implementation schedule to December 2026. The Consent Order was supposed to be completed by July 2025. The Modification also ends stipulated penalties for

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exceeding the completion date. Austin Welch asked if the Authority's attorney had reviewed the Modification, June Woodard Chairperson told him yes. Chairperson June Woodard asked for a motion to accept the Resolution to accept the Modification.

A Motion was made by Jeremy Freeman to accept the Resolution to Accept First Modification to 2022 Consent Order. **Seconded** by Mike Arnold

A Roll Call Vote was taken: Jeremy Freeman: Yes, June Woodard: Yes, James Farman: Yes, Mike Arnold: Yes, Judith Farman: Yes. **Motion Carried**

d. Update on WWTP Consent Order Improvement Project

At this point in the meeting Chairperson June Woodard had gotten her papers mixed and started talking about the emergency power problem at the Sewer Plant. The secretary Amanda Fuhrer attempted to get her back in order to significant success. First item on this topic was the updated Preliminary Schedule Rev. 5 to the 2022 Consent Order. Brad Upson from LaBella stated that he wanted to move the settlement date to February 29, 2026, and that we needed bids in so we could proceed. Advertisement would be sent out on November 18, 2025, and there should be a special meeting to contract the award of the bid in December of 2025. Jeremy Freeman asked if bid opening must be public, Brad Upson said, usually the secretary, or a board member can open the bids at a public meeting. The opening of the bidding process must be advertised twice. The meeting is to authorize the contract award. Then the update report on the project was discussed. Jeremy Freeman asked who the electrical engineer working on the project would be. Brad Upson replied that it was Tim Zurich. Then Austin Welch asked the question, if the generator was already in the plan why do we need to get a generator now? So, the topic of the emergency at the sewer plant was brought back to the table. On November 6, 2025, there was a windstorm and it shorted out the power at the sewer plant. Since then the plant has had to be manually cycled every four hours because the power to the pump is down. The quote for a generator was discussed. The quote is for \$24,205.00. The money for the generator would come out of the sewer reserve funds. When the interim financing comes though the Authority will attempt to get reimbursement from the funds. After the discussion Chairperson June Woodard asked for a motion to accept the quote and acquire an emergency generator for the sewer plant.

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A Motion was made by James Farman to get the generator for \$24,2025.00. To use money out of the sewer reserve fund, until such time as reimbursement can be sought through the interim financing. **Seconded** by Mike Arnold

A Roll Call Vote was taken: James Farman: Yes, Mike Arnold: Yes, June Woodard: Yes, Judith Farman: Yes, Jeremy Freeman: Yes. **Motion Carried.**

Then there was a discussion about a quote that was mistakenly put in the packet with the Consent Order update report from “The Meter Guy”. James Farman said it was a backup to the RAFA System and the quote was handed over to Brad Upson from LaBella to review. No other action was taken.

e. Report on Newly opened accounts and Certificates of Deposit.

During the October Regular Monthly Meeting the Authority voted to use funds received from the two Cashiers Checks from the Borough Council to open a Water Reserve Checking Account and a Sewer Reserve Checking Account as well as, a Water Reserve Certificate of Deposit and a Sewer Reserve Certificate of Deposit at Citizens and Northern Bank. The accounts were opened the Friday after that meeting.

f. Nitrate and Phosphate Credits

2025 is the first time in years that the Elkland Borough Authority has not needed to purchase nitrate and phosphate credits. YAY!!

6. New Business

a. Correspondence:

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i. Letter from PA Infrastructure Investment Authority

The letter stated that PennVest consented to the commencement of work on the WWTP Consent Order. The consent to proceed is based on the statements made in the Pre – closing Letter request dated October 6, 2025.

ii. E – mail from DEP

On November 3, 2025, DEP sent out an email stating that, based on their review the Elkland Borough is the operator of the water system and based on that the permits should be in the Borough’s name, not the Elkland Borough Authority’s name. The email goes on to say that there should be a meeting with the Borough and the Authority, DEP and legal counsel to discuss this issue. The meeting was held on November 12, 2025. The meeting was attended by Glenda Marzo – Burton, V.P. of Borough Council, June Woodard, Chairperson Elkland Borough Authority, James Farman, Judith Farman, Brad Upson, LaBella, Mr. Casey attorney for Elkland Borough Council, and Mr. Wiley, attorney for Elkland Borough Authority, Amanda Fuhrer, Chad Miller of DEP as well as some other interested DEP employees. During the meeting it was reported to DEP that the Elkland Borough and Elkland Borough Authority were working towards a separation and it was decided that all parties would meet again following the completion.

iii. DEP Sewer Inspection Report

The DEP inspected the sewer plant on October 24, 2025, and issued a list of violations. Chairperson June Woodard went through the list, item one had been taken care of, item two the DEP took care of, item three contains a long list from the years 2024 and 2025, Jeremy Freeman asked if that list had been corrected, Brad Upson told him yes. Jeremy Freeman asked how it had been adjusted, Mike Arnold told him with the use of Midge Flies. Item four is part of the Consent Order, items five and six have been corrected. Jeremy Freeman asked whose

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responsibility it was to report the numbers that were missing in item six. Mike Arnold said the Crowley's. These issues arose during the transfer from PACE to Suburban Lab testing.

iv. **Email forwarded from Pat Crowley from DEP**

This email states that if a person would like DEP to come to his or her home that person must file a complaint with DEP. It listed the departments complaint number as well as the link to their website for complaints. It also states that the system should keep a complaint log to be reviewed at anytime by DEP.

v. **Email from Austin Welch**

Austin Welch sent an email to Amanda Fuhrer, secretary of the Elkland Borough Authority, on October 22, 2025. It states that he has concerns over the state of the Authority. He has seen no record of accepted resignations and requested various documents showing resignations. He closed the letter by asking that it be entered into the official record, so it was added to the packet for the meeting of the Authority on November 12, 2025.

b. Financial Report

From October 5, 2025, to November 3, 2025, total income from Solid Waste Collection was \$14,352.18. From Wastewater Treatment was \$6,340.16. From Water System was \$7,553.85. Total Expenses were \$40,275.87. Net Income was \$40,102.23. Total for Sewer Fund Checking expenses was \$18,556.08. Total for water fund expenses was \$15,712.23. for a total of \$34,268.31.

c. Emergency Power for Barney Hill \$25,000.00

This topic taken care of previously.

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d. **Water/Sewer/Trash Rate Increase / Ordinance Change**

June Woodard Chairperson reported that while working on the 2026 budget the Authority is coming up short of money and will need to raise rates.

e. **Review Letters of Interest to be on Elkland Borough Authority**

There are two letters of interest to be on the Authority, one from Tammy Shutter and the other from Glenda Marzo – Burton. Chairperson June Woodard asked for a motion to send the letters to Elkland Borough Council.

A Motion was made by James Farman to send the letters of interest to Elkland Borough Council for their consideration. **Seconded** by Judith Farman.

A Roll Call Vote was held: Mike Arnold: Yes, James Farman: Yes, Jeremy Freeman: Yes, June Woodard: Yes, Judith Farman: Yes. **Motion Carried.**

f. **Projects for 2025 – 2026**

June Woodard Chairperson said that the Authority needed to make a list of projects that need to be done and the order of importance of these projects. The Authority decided it to be as follows: 1. Property Purchase, 2. Sludge Removal, 3. Hydraulic Modeling, 4. Looping, 5. Alarm System at Water Plant.

g. **Water Plant Property – Appraisal, Survey, Loan**

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The Water Plant committee meet with Mr. and Mrs. Morgan, and they are willing to sell the property the water plant is on for the appraised value. Jeremy Freeman asked what acreage they would like to sell; do they want to sell all their land or just the land around the water plant and well? June Woodard Chairperson said they did not know yet, we need a survey. Austin Welch asked how many feet are needed around the Well Head. Jeremy Freeman Googled it and said it was five acres. June Woodard asked, “do we want to buy all 51 acers or just the six we need?” James Farman proposed we try to buy or lease all the land; if the Authority bought the land, then the Authority could do a level sweep of the land and maybe sell some of it for a small profit. Chairperson June Woodard asked for a motion to purchase the land using a loan from Citizens and Northern Bank and to use the banks appraisal services to decide on the price.

A Motion was made by James Farman to work with Citizens and Northern Bank to acquire appraisal services and to secure a loan to purchase the land that the Water Plant and Well 24 sit on from Mr. and Mrs. Morgan. **Seconded** by Mike Arnold.

A Roll Call Vote was taken: Mike Arnold: Yes, June Woodard: Yes, Judith Farman: Yes, Jeremy Freeman: Yes, James Farman: Yes. **Motion Carried**

h. Rent for Office

The Elkland Borough Council would like the Elkland Borough Authority to pay \$600.00/month in rent for use of the office space. Jeremy Freeman asked where the office was, June Woodard told him in City Hall. Judith Farman asked if that included utilities. June Woodard said it did not. Jeremy Freeman asked how much we would pay in utilities? June Woodard told him 50%. The item was tabled.

i. Authority to take over NTSWD Account

June Woodard Chairperson then talked about the Authority taking over the contract with NTSWA. There was some discussion. Jeremy Freeman said sending out one bill is easier than

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sending out two, and the Authority could renegotiate the contract for lower rates later. June Woodard asked for a motion for the Authority to take over the NTSWA contract from the Elkland Borough Council.

A Motion was made by Jeremy Freeman to take over the NTSWA contract from the Elkland Borough Council. **Seconded** by James Farman.

A Roll Call Vote was taken: Jeremy Freeman: Yes, Judith Farman: Yes, Mike Arnold: No, June Woodard: Yes, James Farman: Yes. **Motion Carried**

j. Transfer Water/Sewer/Related Contracts and Vender/Utilities from Elkland Borough Council to Elkland Borough Authority.

Chairperson June Woodard stated that the Authority needed to vote to transfer the contracts and vender accounts to the Elkland Borough Authority's name. Jeremy Freeman asked why there where no supporting documents. The topic was tabled until the next meeting.

It was then decided to end the meeting and finish the agenda on November 19, 2025, at 6:00PM because it was almost 10:00PM.

7. Public Comments

Bonnie Morgan said that her water was brown and black and had ruined among other things sheets and clothing. She said the sheets that had been ruined where the sheets she uses for her Bed and Breakfast.

8. Adjournment

Chair June Woodard asked for a motion to adjourn.

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A Motion to adjourn was made by Judtih Farman, **Seconded** by James Farman. **AIF Motion Carried**

Meeting Adjourned at 10:00Pm.

Respectfully Submitted,

Amanda Fuhrer

Elkland Borough Authority

Secretary/Treasurer