

Elkland Borough Authority special Meeting Minutes

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

Members of the Public in Attendance: Glenda Marzo – Burton, Donna Blend, Tammy Shutter, Brian Shutter, Kera Hackett

Austin Welch did not vote on any motions.

1. **Call To Order:** 6:02 PM by Chairperson June Woodard
2. **Pledge of Allegiance**

Austin Welch called a Point of Order immediately following the Pledge of Allegiance. It was the same Point of Order he has made in many previous meetings.

3. **Public Comments on the Agenda**

None.

4. **Old Business**

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a) Transfer Water/Sewer Related Contracts/Vendors/Utilities from Elkland Borough to Elkland Borough Authority

Amanda Fuhrer, Secretary, had a prepared list of vendors and contracts the Elkland Borough Authority needs to take over as part of the transition. Mike Arnold asked if it was complete list that included all vendors and contracts. Amanda Fuhrer replied that she thought it was, they were certainly the most important accounts to take over. June Woodard, Chairperson asked Mike Arnold if he had noticed any accounts that were missing and he said no. June Woodard said if there had been accounts that were missed the issue could be revisited. Chairperson June Woodard then asked for a motion to transfer the accounts to the Elkland Borough Authority.

A Motion was made by James Farman to transfer the Water/Sewer Vendors and Accounts to the Elkland Borough Authority. **Seconded** by Judith Farman.

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

b) Open Gas Card

The Authority then discussed opening a gas card from Kwik Fill. The discussion on this topic mainly focused on what the company was actually called. It is United Refining Company. Chairperson June Woodard then asked for a motion to open a gas card.

A Motion was made by Mike Arnold to open a gas card from United Refining Co., the company that owns Kwik Fill. **Seconded** by Judith Farman.

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

c) Look for Providers – Payroll, Audits, Insurances, UC

The Authority needs to find providers for payroll, to do the yearly audits, insurances, etc. Mike Arnold asked if his check would come from a different company than Isolved. June Woodard

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Chairperson said possibly if the Authority could get a better rate. Austin Welch stated that if the Authority did not have workmen's compensation it would not be legally able to employ people. Glenda Marzo – Burton, V.P. Elkland Borough Council stated that at the moment all the insurances, including workmen's compensation and unemployment were under one policy, the policy clearly stated that it was for Elkland Borough, Elkland Borough Authority and Elkland Recreational Authority. It was decided that to save some money for this next year the Elkland Borough Authority would remain under the Elkland Borough umbrella policy. June Woodard then asked for a motion to look for payroll providers and auditors to see if the Authority could get the same or better rates than are being paid now. The providers might be the same as are currently being used.

A Motion was made by James Farman to look for payroll providers and auditors for the Elkland Borough Authority, for the same or better rates than was being currently paid. **Seconded** by Mike Arnold.

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

d) **Committee Reports**

I. **Communications**

At the time the communications committee report was written, the Course Vector balance was \$288.68. The website is now in "maintenance mode" as a live link to the website, complete with the editing button, was discovered on Facebook.

e) **Purchase Fireproof storage for Minute Books**

The Authority needs to purchase fireproof storage for its Minute Books. Mike Arnold stated that he thought all important documents should be in fireproof storage. Amanda Fuhrer, Secretary, stated that she had been taking a training course and had learned that per Pennsylvania law Minute Books must be in fireproof storage and the Authority's were not. Other items could be put in the storage cabinet of course, but at the moment the Minute Books were the biggest priority. There was a paper in the packet showing a fireproof cabinet and it was discussed. The

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Authority decided to set a budget of \$1,000.00 to purchase fireproof storage. June Woodard, Chairperson asked for a motion.

A Motion was made by Judith Farman to allow a budget of \$1,000.00 to purchase fireproof storage for the Authority's Minute Books. **Seconded** by James Farman.

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

f. **Fire Hydrant Testing – Rent Equipment from Elkland Fire Department**

The Authority needs to test the water flow in the fire hydrants. James Farman suggested that the Authority work with the Elkland Volunteer Fire Department to test the hydrants. The Firefighters can donate their time to do the testing; the Authority can rent the fire department equipment for them to do it. The firefighters get some training hours and the Authority is supporting local organizations. Once the testing of the fire hydrants is done, the results can be shared between the Fire Department and the Authority. The Authority can then forward the results to LaBella for them to use as well. James Farman will go to the Fire Department with the proposal and bring back the Fire Department's response at the Authority's next meeting.

g. **Develop Inventory – Water Plant, Sewer Plant, Office**

There will be an inventory made of what the Authority owns at the Sewer and Water Plants as well as at the Office. Amanda Fuhrer will do the office, while Mike Arnold and Brianna Simons will do the Water and Sewer Plants.

5. **New Business**

a) **Approve to Advertise Proposed 2026 Budget**

The Proposed Budget contains rate increases for water, sewer, and garbage pickup. June Woodard, Chairperson stated that with the rate increase the Authority would then have money needed to do the projects that need to be done to fix the water. If rates do not increase, then there

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will be no money to fix the water. Then an argument ensued. Somehow, the Budget argument turned into a Union argument. Finally, Chairperson June Woodard asked for a motion to advertise the Proposed 2026 Budget.

A Motion was made to advertise the Proposed 2026 Budget by James Farman. **Seconded** by Judith Farman.

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

b) Rental Agreement with Elkland Borough Council for Office Space

It came back to the table to pay rent to the Elkland Borough for office space. There was an argument about the idea of rent, with Austin Welch maintaining that according to the Authority's Articles of Incorporation, the Authority was housed at 105 Parkhurst St, Elkland, PA. As the formation of the Authority was at the instance of the Borough, the Borough cannot make the Authority pay rent. June Woodard, Chairperson, stated that according to the lawyer, rent is fine. June Woodard, Chairperson, asked for a motion saying \$600.00 in rent is acceptable.

A Motion was made by Judith Farman to accept paying \$600.00 a month in rent for office space. **Seconded** by James Farman.

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

c) Water/Sewer Increase Rates Ask Elkland Borough Council

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The Elkland Borough Council, as the entity that sets law, needs to write an ordinance to increase the Water and Sewer rates. Chairperson June Woodard asked for a motion to ask the Elkland Borough Council to write an ordinance to increase rates.

A Motion was made by Judith Farman to ask Elkland Borough Council to write an ordinance to raise the rate of water and sewer. **Seconded** by James Farman.

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

d) Open Water Deposit checking account

June Woodard Chairperson stated that, she thought, the Authority had already opened a Water Deposit Checking Account. Amanda Fuhrer, Secretary, told her no, there were water and water reserve accounts, sewer and sewer reserve accounts, and a petty cash account. No Water Deposit. June Woodard, Chairperson, asked for a motion to open a Water Deposit Checking Account.

A Motion was made by Judith Farman to open a Water Deposit Checking Account at Citizens and Northern Bank. **Seconded** by Mike Arnold.

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

e) Limit Comment time to three minutes

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Austin Welch asked why the Authority wanted to limit people's First Amendment Right by limiting the time they are allowed to speak. June Woodard, Chairperson, said that the Authority has business it needs to get through, and we cannot get through it all with people talking for however long they want. Kera Hackett, a member of the public, stated that limiting comment time was common practice at governmental meetings. Tammy Shutter, a member of the public, said that the amount of time a person needs to speak depends on the topic the person is discussing. June Woodard, Chairperson, asked for a motion on the topic.

A Motion was made by James Farman to limit a person's allotted comment time to three minutes, unless the person stated that the topic he or she is commenting on will require longer than three minutes to cover. **Seconded** by Judith Farman.

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

f) RAFA Repair

The RAFA Security system is constantly sending out false alarms, that require an employee to go check the alarm and turn it off. This costs the Authority thousands of dollars in overtime expenses. There is an update available from RAFA, that will, according to RAFA, fix the problem. Mike Arnold found a different company that can install a new alarm system that works better than RAFA. The Authority has already worked with this company and the products obtained from them are of high quality and work well. Mike Arnold also stated that the person he talked to had previously worked for RAFA and knew how horrible that system was, and this company had repaired RAFA systems before, many times. A quote from The Meter Guy given, showing a cost breakdown totaling \$5,910.00. It was decided that spending this much money would in the long run save the Authority thousands of dollars in call out overtime charges. Chairperson June Woodard asked for a motion.

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A Motion was made by James Farman to accept the upgrade quote from The Meter Guy. **Seconded** by Judith Farman.

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

g) Calibration of Chemicals

The agenda was incorrect, the water wells were calibrated, not chemicals. The calibration was done by The Meter Guy company and both Well 17 and Well 24 were, “spot on” as Mike Arnold stated. In other words, the wells are running as they should.

h) Union

With the return of the union talk, came the return of the arguments. The arguments were hard to follow and did not add to the moving forward of business. Finally, Chairperson June Woodard asked for a motion to ask the Authority’s attorney to talk with the Council’s attorney and the Union to find a solution.

A Motion was made by James Farman to have the Elkland Borough Authority’s attorney talk to the Elkland Borough Council’s Attorney and the Union to find a solution so the Authority’s employees would have a union, and there would be a reciprocal agreement in place to use Elkland Borough’s equipment to maintain our system. **Seconded** by Judith Farman.

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

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6. Public Comments

Donna Blend asked if The Meter Guy would be RAFA? The Meter Guy will be the new security company. Donna Blend then asked if Austin Welch had voted on anything, no he had not.

Kera Hackett asked when was it going to be rectified so that Austin Welch started voting? June Woodard, Chairperson, stated that she did not know that it was up to Austin. So, Ms. Hackett asked Austin, "Are you just going to sit there and wait your term out and not vote?" There was no answer.

Note: At the December 4, 2025, Authority Meeting Austin Welch stated that he was in the process of answering Mrs. Hackett when the meeting was adjourned over his answer. He further stated that he will vote when the "correct members" of the Authority are acknowledged and seated.

7. Adjournment

Chair June Woodard asked for a motion to adjourn.

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

Meeting Adjourned at 7:29PM.

Respectfully Submitted,

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Amanda Fuhrer

Elkland Borough Authority

Secretary/Treasurer