



April 25, 2017

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, April 25, 2017 at 7:00 p.m.** in Conyngham Borough Council Chambers, Municipal building, 215 Main Street, Conyngham, PA. The meeting was called to order by Chairman Gallagher, the Pledge of Allegiance was recited, and roll call was taken.

Present: John Cotsack, Joe Gallagher, Marguerite Woelfel, Jack Wittig, Peter O'Donnell (Solicitor), Bryon Killian (Engineer), Ed Gregory (Manager), Fred Blase (Assistant Treasurer), Erika Cook (Recording Secretary).

Absent: Marc Eble.

Citizens: Ray Schneider.

Public Comment on Agenda Items: None.

Invited Guests: None.

Motion

Motion to Approve Minutes from the Regular Meeting March 28, 2017 as amended with grammatical correction under Manager's Report Item 1 – Wittig. Second – Woelfel.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

Treasurer's Report:

Item 1: Assistant Treasurer Blase presented the Board with the accounts payable for approval and bank account activity for the period. The reports were reviewed in detail; a copy is on file and available for review. The Cash and Invested Cash total is \$2,521,231.23 and the Accounts Payable as of April 25, 2017 is \$63,744.92.

Motion

Motion to Approve Bills for Payment as Presented Totaling \$63,744.92 – Woelfel. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

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Item 2: Mr. Blase presented the Board with Budget vs. Actual Cash Basis Report which gives a more detailed status update of the annual budget for the Authority. It shows the Board where monies are being spent. It will also help determine funds available for future capital projects. The departments are coded for reference; if the code starts with 10 then it applies to Water expenses and if the code starts with 20 it applies to Sewer expenses. Mr. Blase is still projecting \$450,000 of cash generated but may exceed \$500,000 for 2017.

Item 3: Mr. Blase was authorized by the Board to obtain a written engagement letter from Jones Kohanski with hard numbers for the audit. Jones Kohanski did provide such a letter confirming the following rates for the Authority:

2016 - \$8,000 plus \$2,500 for opening balance procedures
2017 - \$8,250
2018 - \$8,500

Solicitor O'Donnell reviewed and approved the terms of the letter. Once the engagement letter is signed, the audit will begin with Mr. Blase assisting Jones Kohanski where necessary. The first meeting with Jones Kohanski is scheduled for next week.

Motion

Motion to authorize retention of Jones Kohanski as Auditing Firm thru 2018 – Woelfel. Second – Wittig.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

Solicitors Report:

Item 1: Solicitor O'Donnell presented the Board with Resolution 2 of 2017 - Authorizing and Approving the Rates, Rules and Regulations and Amendments to the Rate Schedules of the Authority. This Resolution officially adopts both Water and Sewer Rates, Rules and Regulations with 2017 Rates. It clarifies that there is no rate increase occurring with the amendment and the Authority is only updating the Rules and Regulations to match what is currently being billed.

Motion

Motion to adopt Water Rates, Rules and Regulations and Sewer Rates, Rules and Regulations as amended with 2017 Rates – Cotsack. Second – Wittig.

Questions on the Motion: None.

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ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

Item 2: Solicitor O'Donnell advised the Board that the asphalt plant in Sugarloaf Township hearing is scheduled for May 8, 2017. This hearing is for presentation of experts by the applicant. They are to be bringing rebuttal experts only and no additional information will be allowed. When asked if CSJMA should send a representative, Solicitor O'Donnell said he and Ms. Woelfel will already be there and since no additional information is going to be allowed, he does not think it's necessary.

Engineer's Report:

Item 1: The Engineer presented both a hard and electronic copy of the updated Water Rules and Regulations and Sewer Rules and Regulations. They will be at the Authority office.

Item 2: Bryon has been in communication with Mr. Novatnak from DEP regarding the Act 537 Plan. Mr. Novatnak has not yet approved the TAR due to his work load but after speaking with Bryon and understanding the urgency, he did approve sending the OLD survey. The survey was mailed on April 13th and there are already approximately 12 appointments scheduled for May. Bryon estimates it will take BF Environmental about 1 ½ months to complete the surveys. Multiple notices were posted advising residents of the survey and newsletters were placed at the Authority office, Conyngham Borough Building, and the Sugarloaf Township office. Two ads were placed in the Standard Speaker as well. The target goal for number of responses is 164 for Sugarloaf and 14 for Conyngham.

Bryon also provided an updated Master Timeline for the 537 Plan and Mrs. Cook will have it in the Authority office. Bryon stated that Entech has drafted all the sections for the 537 Plan so far and Section 1 is done entirely. Section 2 and the Institutional Analysis are almost completed. Entech is still looking to have the final plan ready for presentation to the Board on August 22, 2017. Bryon will continue to update the schedule monthly.

Item 3: Bryon obtained an estimate to have Wells 1 and 3 and the Reservoir surveyed by Brinkash Surveys. The survey will aid in determining where fencing can be installed. The survey process will take approximately 4 days and the cost estimate is \$4,100. Wells 6 and 7 are already fenced in. Mr. Wittig asked if the Authority should consider surveying and fencing in Wells 2, 4, and 5 even though 2 and 4 are abandoned and 5 is in the process of being abandoned. The abandoned wells may not need to be fenced in but the Board would like to be sure of the property lines. If it is decided that all the wells should be fenced in, a survey would need to be presented to Zoning for permitting. Bryon will have Brinkash complete surveys for Wells 1, 2, 3, 4, 5, and the Reservoir as long as the cost does not exceed \$10,000. If it does exceed \$10,000 he will come back to the Board for direction at the next meeting. Once the surveys are complete, Bryon will then complete the bidding documents to obtain a proposal for the fencing.

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Motion

Motion to authorize surveying of Wells 1, 2, 3, 4, and 5, and the Reservoir properties by Brinkash Surveys at a price not to exceed \$10,000 – Wittig. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

Item 4: Concern was expressed by the Board regarding DEP's workload and if it might affect the Authority's Act 537 Plan. Bryon is hopeful that it will not but it is possible and obviously out of his control. Mr. Novatnak from the DEP is aware of the urgency for CSJMA to complete the plan and Bryon will stay in contact with him throughout the project.

Manager's Report:

Item 1: The Manager reported:

- The water meter readings were finished last week, the bills will go by the end of this week.
- The Discharge Monitoring Report (DMR) for March is submitted to DEP with 2 violations reported for geometric mean and instantaneous maximum of a fecal coliform, and 2 violations for loading weekly and monthly average of suspended solids. These violations are due to very high flows sustained from snow melt and 3 inches of rain last month.
- Bacteria samples for the water distribution system were taken to the laboratory for the month of April. The corresponding SDWA-S were submitted to DEP.
- The SDWA 1's (chlorine readings for all entry points) for March were submitted to DEP.
- All Pennsylvania One Call's are responded to (marked, etcetera).
- The defibrillator for the treatment plant was purchased and installed in a wall cabinet.
- I am still obtaining pricing for the fencing around the wells.
- I am still working on installing entry points for 107 & 109. I have obtained permission from the Valley Elementary Middle School and a private homeowner in Brookhill. I have also asked DEP to consider performing a chlorine degradation study as an alternative, to possibly eliminate the 109-entry point.

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Item 2: Mr. Gregory updated the Board on the status of a sign and flagpole for the office. Approval has been received from Conyngham Borough Zoning for the flagpole and sign. The flagpole estimate is \$350 and the sign estimate is \$1,200. Mr. Gregory asked for Board approval to purchase a flagpole and office sign at a cost of approximately \$1,500.

Motion

Motion to authorize Mr. Gregory to purchase flagpole and office sign at a cost of approximately \$1,500 – Woelfel. Second – Wittig.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative
Gallagher	-	Affirmative
Wittig	-	Affirmative

Eble	-	Absent
Woelfel	-	Affirmative

Item 3: Ms. Woelfel asked if anyone knew the status of the cell tower in Sugarloaf Township. Mr. Wittig said that they have contacted the PUC for permission to put it in the Township. Once they get approval, they will present it to the Zoning Board. The tower is moving along but not very quickly.

Old Business:

Item 1: Mrs. Cook reminded the Board that Financial Interest Statements are due by May 1, 2017.

Item 2: The status of the Authority's website was briefly discussed although Mr. Eble was not present to give an update. Chairman Gallagher suggested that as part of the website, Board members and Committees should be identified and an email option provided for residents to be able to contact the Board. The websites of Conyngham Borough and Sugarloaf Township should also be linked to the Authority's.

Item 3: Mr. Blase presented the Board with a proposal from C3 Group to revise the existing handbook as it needs updating. Ms. Woelfel asked Mr. Blase to make sure C3 does not waste time reviewing current handbook as it is outdated. The cost is \$2,500 payable upon delivery of final product in electronic format which allows the Board time to review before accepting revisions as the official CSJMA handbook.

Motion

Motion to approve proposal from C3 Group to revise Employee Handbook at a cost of \$2,500 payable upon delivery of final product – Cotsack. Second – Woelfel.

Questions on the Motion: None.

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ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Absent
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Wittig	-	Affirmative			

New Business:

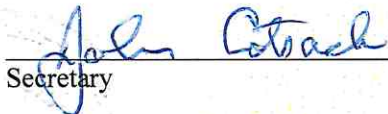
Item 1: Chairman Gallagher discussed grants that were recently awarded to local municipalities including Hazleton City Authority. Solicitor O'Donnell provided more insight on the grant received as he represents HCA. HCA is in the middle of a \$2.5 million treatment plant upgrade and applied for a \$300,000 grant. HCA was awarded a \$155,000 grant. Bryon mentioned that there were over 600 applicants for these grants and the projects must be "shovel ready" meaning permits had already been obtained. If this grant is available in the future, it may be very lucrative to CSJMA as there are many projects that can be started and applied to the Act 537 Plan such as storm water management, infrastructure, and I & I. Chairman Gallagher would like to get some projects lined up so that if/when the grant is available, the Authority is ready to apply. Permitting is a long, arduous process and the permits are good for 5 years so it would be in the Authority's best interest to be prepared. Vice-Chairman Wittig would like I & I to be a focus as it is already known that it is a concern of DEP. Mr. Gregory reiterated how overloaded the plant was with the recent storm and most of the water that was treated was I & I. Chairman Gallagher stated that Conyngham Borough is getting involved even though they have been hesitant up until this point, as they are being required to participate in the MS4 Program. This requires them to address how they will handle the storm water runoff within the Borough. Ms. Woelfel would like to see information and tips provided to residents via the newsletter and website on storm water – where it comes from, where it goes, tips to help the Authority manage runoff. Bryon has a lot of educational information regarding I & I which he will pass along to Mrs. Cook for the newsletter and website.

Public Comment: None.

Motion to Adjourn at 7:57 pm – Cotsack. Second – Wittig. No Roll Call – Unanimous.

An Executive Session was held regarding Hludzik fee dispute.

ATTEST:


Secretary