



May 23, 2017

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, May 23, 2017 at 7:03 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: None.

Public Comment on Agenda Items: None.

Invited Guests: None.

Motion

Motion to Approve Minutes from the Regular Meeting April 25, 2017 – Cotsack. 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 Financial Report – see attached.

Motion

Motion to Approve Financial Report – Cotsack. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 2: Mr. Blase presented the Board with the Accounts Payable Report – see attached.

Motion

Motion to Approve Bills for Payment totaling \$68,894.63 – Wittig. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 3: Mr. Blase updated the Board on the Audit status. He met with the Auditors from Jones Kohanski and provided all requested information for the period of 7-1-16 to 12-31-16. Jones Kohanski is requesting to see Sugarloaf Township’s audit before completing the CSJMA audit to tie out balances for the year. Mr. Blase spoke to the Sugarloaf Township Auditors who said their audit should be done in approximately 4 weeks. The CSJMA audit will most likely be completed for the July 25th meeting. Prior to the meeting, Mr. Blase met with Treasurer Woelfel to review the audit in detail to make sure she has a complete understanding of what has transpired in the last 30 days.

Item 4: Mr. Blase has been working with C3 Group to update the Employee Handbook. A meeting has been set up for June 15th at the Authority office to review the initial draft. 80% of the draft will be completed and ready to be approved. This section will be the compliance language. The other 20% requires feedback from CSJMA because it will consist of CSJMA’s actual operating procedures. Once that information is obtained, C3 consultants will refine the draft. Mr. Blase suggested creating a committee to review documents before Board Approval and Solicitor O’Donnell should be on the committee for legal review. The Employee Handbook should be completed for Board Approval by the July 25th meeting.

Item 5: The Multi-Meter Billing Alternative was the next topic of discussion as Mr. Blase and Mr. Gregory wanted clarification on the implementation process. The owner of the Garden Apartments has not yet been notified of the change made and the question was asked of how/when to notify him. The Board decided that a letter should be sent along with the excerpt of the billing alternative. Notification to other residents other than the public meetings is not necessary as no one else has inquired about the matter. Another question was raised regarding the billing alternative – does it apply to any rental unit with a single meter? The Board concluded that it does not because the alternative states it specifically applies to a structure with more than one meter.

Solicitors Report:

Item 1: Solicitor O’Donnell attended the final zoning hearing for the asphalt plant in Sugarloaf Township. Briefs are due on June 8th from both the applicant and the objectors. Updates will be provided as they occur.

Item 2: Solicitor O’Donnell discussed the various ongoing property transfers. He registered 60 PINS at the Luzerne County Courthouse that were transferred from Sugarloaf Township for a total cost of \$1,260.00. Solicitor O’Donnell has a meeting scheduled with Joe Brutosky to review the common property, pipes and sewer lines in The Meadows. If it’s all in the right-of-way of the streets, that has already been dedicated by the developer but they are going to review the plans at the Sugarloaf Township

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office. The subdivision of the building at 245 Main St. is coming up for signature at the next Borough meeting and is almost complete.

Item 3: Solicitor O'Donnell requested a short executive session regarding the Fee Dispute Committee and retainer issue.

Engineer's Report:

Item 1: Mr. Killian presented the Board with the Engineer's Report – see attached.

Item 2: Regarding the Wastewater Emergency Management Plan, Chairman Gallagher suggested scheduling a tour of the treatment plant for the Board members. This will allow the Board members to get familiarized with the treatment plant. A mid-June, afternoon tour will be scheduled. Per Solicitor O'Donnell, the tour does not need to be advertised as there will be no deliberation or voting on any matters at that time. Establishing a contract for emergency services with a local excavating company was also discussed. Mr. Gregory has already sent a RFP draft to Solicitor O'Donnell for his review. The contract must clearly state that the excavating company has the equipment readily available and can respond within a certain timeframe of the service request. Once the RFP is complete, Solicitor O'Donnell will present it to the Board for approval. Mr. Cotsack asked if we have a plan in place in case there is a water main break that causes residents to be without water for more than 1 day. Mrs. Cook is working on a Water Emergency Management Plan as well which will contain that information. Mr. Killian will assist wherever needed with that plan. With that, Chairman Gallagher reminded the Board that the Sugarloaf Avenue storm drain project is starting next week. The Engineers are still determining whether they must go underneath the water line, encase it, or if they will have to move the line entirely. In case there is a break, the lines are looped and the affected section can be closed off.

Motion

Motion to Approve Wastewater Treatment Plant – Emergency Management Plan Engineering Work Order at a cost of \$5700 – Woelfel. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Manager's Report:

Item 1: Mr. Gregory presented the Managers Report to the Board – see attached.

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Item 2: Mr. Gregory commented on Operator-in-Training Josh Berger. Mr. Gregory said Josh has taken and passed 2 of his Wastewater exams. Mr. Gregory complimented Josh on the excellent work he has been doing and his willingness to learn.

Old Business:

No items presented under Old Business.

New Business:

Item 1: Chairman Gallagher asked about the wells that are on the Hutton property. On the zoning maps at Conyngham Borough, it does not show individual lots on the property. There is a party interested in buying the 50-acre property who is assuming they can use the wells in the development. How much property CSJMA owns around the wells needs to be established. This will be determined in the property survey already contracted with Brinkash. Solicitor O'Donnell will also look into the legal recording of the property when acquired by the Authority. A Wellhead Protection Program should also be established and put into place to ensure the wells are protected which Mr. Killian will look into once the surveys are done. Chairman Gallagher also mentioned how close some of the wells are to Route 93 and if there is a major accident such as a tanker truck rollover, protocol must be in the Emergency Management Plan to handle such an incident. Mr. Blase suggested a zoning ordinance could be created by Conyngham Borough which states distances required for building. Chairman Gallagher stated that the Hutton Property located in Conyngham is zoned commercial.


Item 2: Mr. Cotsack informed the Board that there is a well across from Pilot Truck Stop that was used by Luther Blue in the past to supply water to a concrete plant. That may be of some use to the Authority when looking at expanding water service to that area. Vice-Chairman Wittig also spoke to Donnie Kellner's son-in-law about possibly putting looking at an area to put a well on Donnie's property in the future. The property is in the area of Whitewater Lane in Sugarloaf. He will speak with Mr. Kellner and let Vice-Chairman Witting know.

Public Comment: None.

Motion to Adjourn at 8:04 pm – Woelfel. Second – Wittig. No Roll Call – Unanimous.

An Executive Session was held regarding potential litigation.

ATTEST:


Secretary