

September 26, 2017

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, September 26, 2017 at 7:01 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:** Marc Eble, Joseph Gallagher, Jack Wittig, Peter O'Donnell (Solicitor), Ed Gregory (Manager), Fred Blase (Accountant), Bryon Killian (Engineer), Rich Harrison (Engineer), Erika Cook (Recording Secretary)

**Absent:** John Cotsack, Marguerite Woelfel

**Citizens:** Tim Ference

**Public Comment on Agenda Items:** None

**Invited Guests:** Kelley Lindsay, CPA and Erik Sharkey, CPA from Jones Kohanski; Sara Merritt from Sara Merritt Creative Services

**Item 1:** Kelley Lindsay, CPA, and Erik Sharkey, CPA, from Jones Kohanski presented a draft copy of the audit report for the period of 06/01/2016 to 12/31/2016. The report was reviewed in detail by Ms. Lindsay with no questions asked by the Board. A copy of the draft is on file until the final audit is issued. Once the Board approves the draft copy, an acceptance letter will be signed by Chairman Gallagher and Treasurer Woelfel allowing for the release of the final audit report.

### **Motion**

Motion to Approve the Audit for the Period of 06/01/2016 to 12/31/2016 – Wittig. Second – Eble.

**Questions on the Motion:** None.

### **ROLL CALL VOTE:**

<b>Cotsack</b>	-	<b>Absent</b>	<b>Eble</b>	-	<b>Affirmative</b>
<b>Gallagher</b>	-	<b>Affirmative</b>	<b>Woelfel</b>	-	<b>Absent</b>
<b>Wittig</b>	-	<b>Affirmative</b>			

**Item 2:** Sara Merritt from Sara Merritt Creative Services presented the Board with a quote for the creation of a website and monthly hosting for CSJMA. The quote is \$1,995 for the website creation and \$39 per month for the hosting and maintenance package. The website will include things such as easy access for online payments, monthly meeting schedule and minutes, public notifications for drinking water, and the Consumer Confidence Report. Ms. Merritt will work with Mrs. Cook on the website design. Ms. Merritt will submit a contract with terms to Solicitor O'Donnell for him to review. Upon the Solicitor's approval, 50% deposit will be made to Ms. Merritt. She will then create the website for the Board's approval. Once approved, the site will go live and the other 50% will be due. Solicitor O'Donnell also suggested having a csjma.org email address for all Board members.

September 26, 2017

**Motion**

Motion to pay 50% of total quote to Ms. Merritt for website creation and hosting package upon Solicitor O'Donnell's approval of submitted contract with terms – Gallagher. Second – Wittig.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Motion**

Motion to Approve Minutes from the August 22, 2017 Regular Meeting – Wittig. Second – Gallagher.

**No Roll Call. Two (2) Yes, One (1) Abstain. Motion Carries.**

**Treasurer's Report:**

**Item 1:** Assistant Treasurer Blase presented the Board with the Financial Report for August 2017. A copy of the report is on file and available for review.

**Motion**

Motion to Approve August 2017 Financial Report – Eble. Second – Wittig.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Item 2:** Mr. Blase presented the Board with the Accounts Payable Report. A copy of the report is on file and available for review. Chairman Gallagher noted that some of the major expenses were not anticipated but were things like moving water lines and fixing leaks.

**Motion**

Motion to Approve Bills for Payment totaling \$88,032.77 – Wittig. Second – Eble.

**Questions on the Motion:** None.



September 26, 2017

**ROLL CALL VOTE:**

<b>Cotsack</b>	-	<b>Absent</b>	<b>Eble</b>	-	<b>Affirmative</b>
<b>Gallagher</b>	-	<b>Affirmative</b>	<b>Woelfel</b>	-	<b>Absent</b>
<b>Wittig</b>	-	<b>Affirmative</b>			

**Item 3:** Mr. Blase pointed out that there was an itemized line added in the financial reports for the hydrogeologist services as there has been more activity than anticipated with looking for a new well.

**Item 4:** Mr. Blase commented that the audit was fairly uneventful. Once the acceptance letter is signed, the final audit will be issued. Solicitor O'Donnell confirmed Mr. Blase can then send the final audit to DCED as well as Conyngham Borough and Sugarloaf Township.

**Item 5:** Chairman Gallagher suggested that the review process for the 2018 budget should be started. The hydrogeologist should be budgeted in for next year. Insurances were just bid for this year so the Board is comfortable waiting to rebid for that next year.

**Solicitors Report:**

**Item 1:** Solicitor O'Donnell presented the Board with Resolution 3 of 2017 which is for the subdivision and easement agreement of 245 Main Street. The building ownership will be split along the common wall in the lunch room. A resolution in writing must be presented for filing.

**Motion**

Motion to Approve Resolution 3 of 2017 – Wittig. Second – Eble.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

<b>Cotsack</b>	-	<b>Absent</b>	<b>Eble</b>	-	<b>Affirmative</b>
<b>Gallagher</b>	-	<b>Affirmative</b>	<b>Woelfel</b>	-	<b>Absent</b>
<b>Wittig</b>	-	<b>Affirmative</b>			

**Item 2:** Solicitor O'Donnell had prepared Resolution 4 of 2017 which is to adopt the revised Employee Handbook. Because not all Board members were present and it is a personnel related matter, no vote could be taken. It will be put on the Agenda for next month's meeting. Solicitor O'Donnell reviewed the three (3) instances listed in the bylaws for which all Board members must be present to vote: if the vote is to amend the bylaws themselves; purchases over \$100,000; and personnel related matters. The Board members present were comfortable with these bylaws as it provides protection for the Board and the Authority's employees.

**Item 3:** Two (2) proposals were received for the RFP for Emergency Services. Solicitor O'Donnell reviewed the proposals and asked that a motion be made to table the vote until the proposals can be reviewed in detail by Management, the Engineer, and the Solicitor.

September 26, 2017

**Motion**

Motion to table the RFP for Emergency Services for review by Management and Solicitor with findings being presented at the next meeting – Wittig. Second – Eble.

**Questions on the Motion:** None.

**No Roll Call. Unanimous. Motion Carries.**

**Item 4:** The appeal for the Hawbaker Asphalt Plant was discussed. Solicitor O'Donnell explained that no new evidence can be submitted. The appeal is going to review the Sugarloaf Township Zoning Board's decision using the evidence already submitted. The Authority can dovetail its concern of secondary impacts onto the concerns already stated in the record. The Authority did not obtain a professional opinion in writing on if the plant would or would not affect our aquifer so Jay Lynch from Meiser & Earl has been contacted to provide a written statement. After some more discussion, it was decided that no further action will be taken by the Authority at this point.

**Item 5:** Vice-Chairman Wittig asked Solicitor O'Donnell if he received any response from the letter he sent Attorney Ferdinand regarding the water and sewer lines in The Meadows. Attorney Ferdinand responded that the sewer lines have already been dedicated to the Authority but the water lines have not. The Authority has been charging for water there and has maintained the lines for the last 15 years approximately. An estimate of \$30,000 to repair to the lines and bring them up to the Authority's code was given to the owner some time ago but the work was never completed. Solicitor O'Donnell reviewed the maps and determined that most of the infrastructure lays within the right-of-way except where one (1) water line goes through a resident's property up to the storage tank. CSJMA bought the 1-acre property in The Meadows where the storage tank is located and there is an easement that comes through the private property down to the Township right-of-way. Solicitor O'Donnell said that he will need something in writing from the Sugarloaf Township Supervisors stating the Township will transfer any and all rights and anything located in their right-of-way over to CSJMA. Who owns the common area used for storm water drainage needs to be determined.

**Engineer's Report:**

**Item 1:** Mr. Killian presented the Board with the Engineer's Report. A copy of the report is on file and available for review.

**Item 2:** Mr. Killian provided detailed options for the fencing project. Copies on are on file and available for review at the Authority office. Mr. Killian believes the total cost of the project will come in below the required bid amount and will get telephone quotes for the Board to review before final decisions are made.

**Item 3:** Mr. Killian gave an update on the chlorine contact tanks at the WWTP. Mr. Harrison and Mr. Gregory have come up with a plan to complete the repairs in-house. This will address the fecal coliform violations.



September 26, 2017

**Manager's Report:**

**Item 1:** Mr. Gregory presented the Managers Report to the Board. A copy of the report is on file and available for review.

**Item 2:** Mr. Gregory advised the Board that the effluent composite sampler at the WWTP has failed and needs to be replaced. Chairman Gallagher suggested purchased two (2) to have an extra on hand in case of a failure or if samples need be taken at a different location.

**Motion**

Motion to Approve the purchase of two (2) composite samplers at a cost not to exceed \$6,000 – Eble. Second – Wittig.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

<b>Cotsack</b>	-	<b>Absent</b>	<b>Eble</b>	-	<b>Affirmative</b>
<b>Gallagher</b>	-	<b>Affirmative</b>	<b>Woelfel</b>	-	<b>Absent</b>
<b>Wittig</b>	-	<b>Affirmative</b>			

**Item 3:** Chairman Gallagher asked Mr. Gregory to work with Mr. Blase to compile a list of capital improvement projects that need to be completed.

**Item 4:** Chairman Gallagher asked about the failing flapper valve at the WWTP. The valve is not functioning properly causing flow numbers to be off. Mr. Killian is going to work with Mr. Gregory to come up with a concept plan to complete the repair using a mag meter, which will be used in the plant upgrade. The plan and price will be presented at next month's meeting.

**Old Business:**

**Item 1:** The first item under Old Business is the Source Water Protection Plan which was discussed in the Engineer's Report.

**Item 2:** The landscaping and flagpole at the Authority office was discussed. Bob from the Streets Dept. is going to run wires to install a light for the flag and install the flagpole. Stepping stones will be used to get to the flagpole from the sidewalk. Some shrubs will be planted with river rock filling in the open space.

**New Business:**

**Item 1:** Mrs. Cook obtained prices for embroidered polo shirts for the Board members and Authority employees from Lee's Logos. Shirts are \$14-\$16 each depending on size and the one-time logo digitizing fee is \$25. The Board also approved ordering three (3) safety shirts with the CSJMA logo per operator through Dempsey as there is a contract already in place.

September 26, 2017

**Motion**

Motion to Approve the purchase of embroidered polo shirts for Board Members and Authority Employees – Wittig. Second – Eble.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

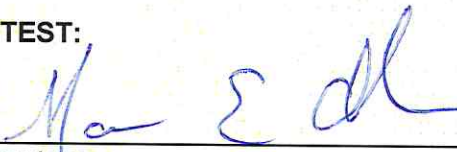
Cotsack	-	Absent	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Absent
Wittig	-	Affirmative			

**Public Comment:** None.

Mr. Killian stated for the record that Mr. Harrison was in attendance of the meeting free of charge to the Authority as he wanted to introduce him to the Board members.

Motion to Adjourn at 8:37 PM – Eble. Second – Wittig. **No Roll Call – Unanimous.**

**ATTEST:**

  
\_\_\_\_\_  
Secretary