

November 28, 2017

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, November 28, 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: John Cotsack, Joseph Gallagher, Marguerite Woelfel, Jack Wittig, Peter O'Donnell (Solicitor), Ed Gregory (Manager), Fred Blase (Accountant), Erika Cook (Recording Secretary), Rich Harrison (Engineer)

Absent: Marc Eble

Citizens: Tim Ference

Public Comment on Agenda Items: None.

Invited Guests: None.

Motion

Motion to Approve Minutes from the October 24, 2017 Regular Meeting – Cotsack. Second – Woelfel.

Questions on the Motion: None.

No Roll Call. Four (4) Yes, One (1) Absent. Motion Carries.

Treasurer's Report:

Item 1: Assistant Treasurer Blase presented the Board with the Financial Report ending October 31, 2017. A copy of the report is on file and available for review.

Motion

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

Questions on the Motion: None.

ROLL CALL VOTE:

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|-----------|---|-------------|---------|---|-------------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Affirmative |
| 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.

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Motion

Motion to Approve Bills for Payment totaling \$70,077.51 – Woelfel. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 3: Mr. Blase gave the Board an update for the revenue earned this year. He is projecting the total to be around \$600,000 with just under \$3,000,000 cash on hand.

Item 4: Mr. Blase presented the Board with a motion to waive the election to be eligible to request relief from PA Unemployment Compensation charges in the event of an employee application for benefits. If elected, the 2018 Solvency Fee is \$405.36. If the Board plans on laying any employees off, the state would pay for the benefits if elected. This is an option available to government entities. Since the Board does not have any intention of layoffs, the fee would not benefit the Authority.

Motion

Motion to waive election to be eligible to request relief from PA Unemployment Compensation charges in the event of an employee application for benefits – Gallagher. Second – Woelfel.

Questions on the Motion: None.

No Roll Call. Four (4) Yes, One (1) Absent. Motion Carries.

Solicitors Report:

Item 1: Solicitor O'Donnell emailed the Board members a status update for 8 (eight) open items he has been working on. Since there were no questions regarding any items, there was no need for further discussion. Solicitor O'Donnell thanked Vice-Chairman Wittig for his help with securing maps and information regarding The Meadows.

Engineer's Report:

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

Item 2: Mr. Harrison asked if an easement had been secured for Well #3 for the fencing project. Technically, since the neighbor's driveway passes over Authority property and there is no adverse possession for a municipal authority, the neighbor would need an easement from

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CSJMA. The Board does not want to go that route and will figure out the fencing to make it as easy as possible for all parties. After some discussion, the proposed idea is to only fence in the well house itself and not the driveway. This eliminates any issues with the driveway as the Authority is not looking to disrupt any current practices.

Item 3: Mr. Harrison presented the Board with a proposal for the WWTP steps and handrail as previously discussed. The proposal for the prefabricated steps and handrail is \$6,950 with 40% deposit required. The proposal did not include excavation and pier installation costs. Mr. Gregory will contact Kulaga to have them perform that part of the project.

Motion

Motion to Approve the proposal from Reading Precast for prefabricated steps and handrail of \$6,950 with 40% deposit to begin fabrication – Cotsack. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 4: Mr. Harrison discussed the available grant for Small Water and Sewer Systems. The minimum project amount is \$30,000 with a maximum of \$500,000 and a 15% monetary match. Entech has put together 2 (two) options for a grant project. The first is a quick rehab for the sewer system which includes using previous fieldwork to identify problem areas. The second option is an I&I program where infiltration and inflow will be eliminated through removing downspouts and sump pumps. This would require the community getting involved and being proactive to remove storm water from the sewer system. Neither option would require getting permits through DEP, but both would be beneficial toward the Act 537 Plan. Mr. Novatnak has previously stated his concern with the amount of I&I. Vice-Chairman Wittig said that a downspout and sump pump removal project was done around 10 years ago and quite a few were taken out. Smoke tests were also done in the past. Treasurer Woelfel asked where the water goes if downspouts and sump pumps are removed and Mr. Harrison explained that dry basins or storm drains can be installed. Concern was expressed over whether residents will want to participate or not. Mr. Harrison proposed sending a letter to residents asking them to volunteer to have an inspection done and if the grant is received the cost of removing anything would be covered by the grant eliminating any financial burden on the residents. After some further discussion, the Board decided to go with the first option since the deadline for the grant application is February 28, 2018 which does not allow for time to educate and inform the public properly. Entech will review information already on file to identify problem areas and then work on a project to submit for the grant.

Item 5: Mr. Harrison provided some preliminary engineering fee numbers for the 2018 budget. Mr. Harrison reviewed the costs briefly. Entech Engineering has their own in-house hydrogeologist, so he provided costs for the possible new well by Pilot Truck Stop. A discussion was had regarding a new well by Pilot including how much usage is projected and if Pilot is still

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willing to pay for the expenses. Mr. Harrison will reach out to Pilot to see if they are still interested. The Board decided to schedule a special regular session meeting on December 19, 2017 at 3:00 to review the budget in detail. Mrs. Cook will advertise the meeting in The Standard Speaker. Discussion then went back to the costs of the new treatment plant and possible new well. Solicitor O'Donnell stated concern that the costs of making a bigger facility would increase the future tap on fees with Act 44. Treasurer Woelfel is concerned about depending on Pilot or a developer's plans to determine how big of a facility is needed as there is no guarantee by the time the plant is built, they will still be willing to pay for the costs. Vice-Chairman Wittig recommended building a plant that can be expanded. If a developer is interested, then they would pay for the expansion.

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 asked for a motion to approve the purchase of an analytical scale for the WWTP at a cost of \$1,224.01.

Motion

Motion to approve the purchase of an analytical balance for the WWTP at a cost of \$1,224.01 – Gallagher. Second – Woelfel.

Questions on the Motion: None.

No Roll Call. Four (4) Yes, One (1) Absent. Motion Carries.

Old Business:

No items presented under Old Business.

New Business:

Item 1: The 2018 monthly Board meeting schedule was reviewed. The meeting on December 18, 2018 will start at 3:00 PM. An additional regular meeting was added for Thursday, December 27, 2018 at 7:00 PM.

Motion

Motion to approve the 2018 meeting schedule with the additional meeting on December 27, 2018 – Wittig. Second – Cotsack.

Questions on the Motion: None.

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No Roll Call. Four (4) Yes, One (1) Absent. Motion Carries.

Item 2: Mr. Gregory recommended Kulaga Excavating for the Emergency Services RFP Contract. The prices provided by Kulaga are good for 2 years. Solicitor O'Donnell and Mr. Gregory will develop the contract and present it to the Board for approval at the next regular meeting.

Motion

Motion to accept per Manager's recommendation Kulaga Excavating for 2-year Emergency Services Contract to be written by Solicitor O'Donnell – Woelfel. Second – Wittig.

Questions on the Motion: None.

ROLL CALL VOTE:

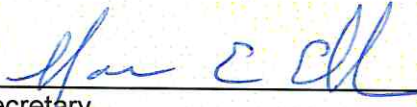
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|-----------|---|-------------|---------|---|-------------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Affirmative |
| Wittig | - | Affirmative | | | |

Public Comment: None.

Executive Session was not held as the personnel issues will be discussed at the meeting on December 19, 2017.

Motion to Adjourn at 8:02 PM – Woelfel. Second – Wittig. No Roll Call – Unanimous.

ATTEST:



Secretary