



January 23, 2018

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Reorganizational and Regular Session** on **Tuesday, January 23, 2018 at 7:07 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 (Assistant Treasurer), Erika Cook (Office Administrator), Rich Harrison (Engineer)

**Absent:** Marc Eble

**Citizens:** None

**Public Comment on Agenda Items:** None

**Invited Guests:** None

Chairman Gallagher turned the meeting over to the Solicitor to act as the Temporary Chairperson for reorganization.

Solicitor called for nominations for the Office of Chairman.

#### **Nominations for Chairman**

##### **Motion**

Motion to Nominate Joseph Gallagher for Chairman – Wittig. Second – Woelfel.

##### **Nominations Closed**

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

The meeting was turned over to Chairman Gallagher.

#### **Nominations for Vice Chairman**

##### **Motion**

Motion to Nominate Jack Wittig for Vice Chairman – Gallagher. Second – Cotsack.

##### **Nominations Closed**

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

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**Nominations for Secretary**

**Motion**

Motion to Nominate Marc Eble for Secretary – Gallagher. Second – Woelfel.

**Nominations Closed**

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

**Nominations for Treasurer**

**Motion**

Motion to Nominate Marguerite Woelfel for Treasurer – Gallagher. Second – Wittig.

**Nominations Closed**

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

**Nominations for Assistant Secretary/Treasurer**

**Motion**

Motion to Nominate John Cotsack for Assistant Secretary/Treasurer – Gallagher. Second – Wittig.

**Nominations Closed**

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

**Close Election of Officers**

**Appointments:**

**Motion**

Motion to Reappoint Atty. Peter O'Donnell as Solicitor at a Rate of \$90.00/hr for 2018 – Gallagher. Second – Cotsack.

**ROLL CALL VOTE:**

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



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**Motion**

Motion to Approve Reappointment of Entech Engineering as Engineer for CSJMA for 2018 – Gallagher. Second – Wittig.

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

**Motion**

Motion to Approve Reappointment of Fred Blase, CPA as non-voting Assistant Treasurer for CSJMA for 2018 – Gallagher. Second – Cotsack.

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

Chairman Gallagher closed Reorganizational Meeting and began the Regular Session Meeting.

**Motion**

Motion to Approve Minutes from the December 19, 2017 and December 26, 2017 Regular Meetings – Woelfel. Second – Cotsack.

**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 December 31, 2017. A copy of the report is on file and available for review.

**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. A copy of the report is on file and available for review.

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**Motion**

Motion to Approve Bills for Payment totaling \$90,859.26 – Wittig. Second – Woelfel.

**Questions on the Motion:** Treasurer Woelfel asked what the EMC Insurance payment is for; Mr. Blase responded that it is the General Liability, Workers Compensation, Auto, and E&O policies for the entire 2018 year. Mr. Cotsack questioned the snow-blower payment – whether that was for a repair or purchase. Mr. Gregory replied that a snow-blower was purchased.

**ROLL CALL VOTE:**

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

**Item 3:** Chairman Gallagher stated that the budget will continue to be worked on and hopefully draft revision will be ready for next month's meeting.

**Solicitors Report:**

**Item 1:** Solicitor O'Donnell advised that the bidding threshold has increased for 2018. The limits are now:

< \$10,900 – no formal bidding required  
\$10,900 - \$20,100 – 3 written/telephone quotes required  
> \$20,100 – formal bidding required

**Item 2:** Solicitor O'Donnell provided an update on The Meadows. He has drafted 11 deeds that are in Attorney Ferdinand's possession to finalize the transfer of ownership to the Authority.

**Item 3:** Mr. Cotsack asked Solicitor O'Donnell if he has heard about the legislation going through allowing the Auditor General to audit municipal authorities. Solicitor O'Donnell responded that the Auditor General's office is too busy to be able to complete these audits without expanding their office.

**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:** Discussion regarding the cost of the new treatment plant ensued. The cost estimates provided by Entech are based on 100% financing. The cost for the plant itself is estimated at \$8,000,000 and the Pilot/Motel 6 and School Lane connections are estimated at \$2,000,000. The connection fees for Pilot and Motel 6 will be around \$100,000 each. DEP does not want to keep the motel's treatment plant, and the Authority can use that as an advantage point to PennVest since the Authority is most likely going to be forced to run sewer out to Pilot. The motel's treatment plant was permitted initially as an interim permit that is to be abandoned when



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sewer service becomes available. Pilot was added on to the motel's plant after multiple issues with the holding tanks. Entech is going to reach out to Pilot to see if they are still willing to assist with funding. Entech will also try to get commitments from any interested developers. Preliminary estimates show an additional 200 EDU's available to the Authority with approximately 60 of those going to Pilot and Motel 6. That leaves 140 EDU's over a 20-year span based upon population growth. This will give 5 EDU's per year to Sugarloaf Township and 1 EDU per year for Conyngham Borough.

**Motion**

Motion to Approve the 2018 PA DCED Small Water Systems Grant Application Work Order for a cost of \$7,500 – Woelfel. Second – Cotsack.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Motion**

Motion to Approve the 2017 Chapter 94 Report Work Order for a cost of \$2,800 – Wittig. Second – Woelfel.

**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. A copy of the report is on file and available for review.

**Item 2:** Mr. Gregory noted that the Quarterly Allocation Report has be submitted to DEP.

**Item 3:** Chairman Gallagher mentioned that Mr. Gregory had been called out after hours recently due to what was thought to be a broken water line on Main Street, but it was the culvert filling up with leaves causing the water to back up. There were also some manholes that were backing up because of the recent heavy rain and snow melt.

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**Old Business:**

No items presented under Old Business.

**New Business:**


**Item 1:** Mrs. Cook provided the Board members and employees with the Statement of Financial Interests forms to be filled out and returned to the Authority office.

**Public Comment:** None.

**An Executive Session was held to discuss Potential Litigation – Billing and Personnel items.**

Motion to Adjourn at 7:51 PM – Cotsack. Second – Woelfel. No Roll Call – Unanimous.

**ATTEST:**

  
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Secretary