



February 13, 2018

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Special Session** on **Tuesday, February 13, 2018 at 5:01 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, Joe Gallagher, Marguerite Woelfel, Jack Wittig, Peter O'Donnell (Solicitor), Erika Cook (Recording Secretary)

**Absent:** Marc Eble

**Citizens:** None

**Public Comment on Agenda Items:** None

**Invited Guests:** None

#### **Old Business:**

**Item 1:** The only item under Old Business is the 2018 Budget. Chairman Gallagher stated that it is still being worked on and will hopefully be ready by the February 27, 2018 meeting.

#### **New Business:**

**Item 1:** Assistant Treasurer Fred Blase gave his notice of resignation on February 2, 2018. Discussion ensued regarding his departure and how to handle business moving forward. Chairman Gallagher noted the bank accounts are secure. He reviewed how the accounts are set up and what disbursements are made from each account. The Authority will come up with a scope of work and will begin looking for a new CPA to be hired as soon as possible. Solicitor O'Donnell stated that since a CPA is Professional Services, the Board does not have to put this out for bid.

#### **Motion**

Motion to Approve authorization of Joe Gallagher, Jack Wittig, Marguerite Woelfel, and John Cotsack to complete ACH Transfers of up to \$10,000.00 during ordinary operating procedures – Wittig. Second – Cotsack.

#### **ROLL CALL VOTE:**

Cotsack	-	Affirmative
Gallagher	-	Affirmative
Wittig	-	Affirmative

Eble	-	Absent
Woelfel	-	Affirmative

**Questions on the Motion:** None.

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**Item 2:** Solicitor O'Donnell presented information regarding the bonding of the Authority Treasurer and employees. Since CSJMA was not created by a school district, no bonding is required for the Treasurer. CSJMA by-laws also do not require bonding. Solicitor O'Donnell reviewed the current limits on the CSJMA Employee Crime Coverage insurance policy that covers employees. Quotes will be obtained for bonding the Treasurer and office employees whose daily operations involve financials for review.

**Public Comment:** None.

Motion to Adjourn at 6:04 PM – Cotsack. Second – Woelfel. No Roll Call – Unanimous.

**An Executive Session was held to discuss personnel matters.**

**ATTEST:**

  
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Secretary