

December 26, 2017

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

Absent: None.

Citizens: None.

Public Comment on Agenda Items: None.

Invited Guests: Sara Merritt, Sara Merritt Creative Services.

Item 1: Ms. Merritt presented the website for CSJMA to the Board for approval. The Board discussed the content and ideas for the site. Ms. Merritt will meet with Mrs. Cook next week to gather the information necessary to make the website live.

Motion

Motion to Approve Minutes from the November 28, 2017 Regular Meeting – Cotsack. Second – Woelfel.

Questions on the Motion: None.

No Roll Call. Five (5) Yes, All in. Motion Carries.

Treasurer's Report:

Item 1: Mr. Blase presented the Board with the Accounts Payable Report. A copy of the report is on file and available for review.

Motion

Motion to Approve Bills for Payment totaling \$72,381.80 – Woelfel. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative
Gallagher	-	Affirmative
Wittig	-	Affirmative

Eble	-	Affirmative
Woelfel	-	Affirmative

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Item 2: Mr. Blase informed the Board that he transferred \$200,000 from the revenue account into the PLGIT investment account.

Item 3: Mr. Blase asked Chairman Gallagher about the 2018 budget review. Chairman Gallagher will review the draft of capital projects with Mr. Gregory the first week of January and will send the update to Mr. Blase.

Solicitors Report:

Item 1: Solicitor O'Donnell recommended that the Board act on the Employee Handbook as a full board was present. He asked for a motion to approve the handbook if there were no questions or comments.

Motion

Motion to Approve the Employee Handbook – Wittig. Second – Woelfel.

Questions on the Motion: None.

No Roll Call. Five (5) Yes, All in. Motion Carries.

Item 2: Solicitor O'Donnell advised the Board that the deed for 245 Main Street is back in the Authority's possession after it had to be sent into the Luzerne County Courthouse to correct the PIN issued. This was done at the County's expense as it was their mistake.

Item 3: Solicitor O'Donnell asked for a motion to approve the 2018 employee raises as proposed and discussed in the Executive Session held on December 19, 2017.

Motion

Motion to Approve 2018 employee raises as proposed in December 19, 2017 Executive Session – Cotsack. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative
Gallagher	-	Affirmative
Wittig	-	Affirmative

Eble	-	Affirmative
Woelfel	-	Affirmative

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.

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Item 2: Mr. Harrison received a draft of the on-lot survey report from Mr. Oram. The summary results are divided into 4 categories:

- 6 Confirmed Failures
- 12 Suspected Failures
- 61 Potential Failures
- 70 No Malfunctions

The difference between Suspected and Potential failures is that in the suspected failures, the inspector was not allowed on the property to confirm the status but had enough evidence to determine a malfunction is suspected. Potential failures were inspected by Mr. Oram and can be easily corrected with an above ground sand mound. Chairman Gallagher asked Mr. Harrison if the Authority is required to act on the failing systems. Entech Engineering will map out the identified properties to see where they are located to help determine where new sewer lines must be installed as part of the Act 537 Plan. Mr. Harrison said that once the final report is received, the ones that are within the anticipated sewer service area will need to be addressed by the Authority. Properties that are not in the designated sewer service area will be addressed by the Sewage Enforcement Officer of the Township.

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 a #2 flow meter for \$2,877.00 if DEP does not approve moving the old flow meter into the pit to measure both flows. Per Mr. Harrison the dynamic separator does not get full treatment which is why DEP may not approve this method. Mr. Gregory will find out if a new meter must be purchased.

Motion

Motion to Approve the purchase a #2 flow meter for the cost of \$2,877.00 if DEP does not approve moving the old flow meter into the pit to measure both flows – Woelfel. Second – Eble.

Questions on the Motion: None.

No Roll Call. Five (5) Yes, All in. Motion Carries.

Item 3: Solicitor O'Donnell advised that Mr. Gregory asked for an executive session after the meeting for personnel related items.

Item 4: Ms. Woelfel asked Mr. Gregory if the PLC (programmable logic control) at the treatment plant was old and unreliable. Mr. Gregory responded that it is 17 years old and is currently running. It is not something that will be used in the new treatment plant so if it can be rebuilt instead of replaced that would be preferred.

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Old Business:

No items presented under Old Business.

New Business:

No items presented under Old Business.

Public Comment: None.

Mr. Gregory clarified that the well casing saved from Well #5 will be kept on hand if it is needed but to use it as a replacement for an existing well is not cost effective.

Clarification was also provided on how the water meters read water usage. The meters bill per thousand but read per hundred gallons. For example, if you use 1,100 gallons in a month, the bill will be for 1,000 gallons and 100 gallons will accumulate until the accumulated amount reaches 1,000. At that point, a charge for 1,000 gallons will be applied to the monthly bill.

Motion to Adjourn at 7:50 PM –Wittig. Second – Cotsack. No Roll Call – Unanimous.

An Executive Session was held for personnel related items.

ATTEST:



Secretary