

March 27, 2018

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, March 27, 2018 at 7:03 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), Rich Harrison (Engineer), Erika Cook (Recording Secretary)

**Absent:** None

**Citizens:** None

**Public Comment on Agenda Items:** None

**Invited Guests:** None

**Motion**

Motion to Approve Minutes from the February 27, 2018 Regular Meeting – Woelfel. Second – Cotsack.

**Questions on the Motion:** None.

**No Roll Call. Five (5) Yes. Motion Carries.**

**Treasurer's Report:**

**Item 1:** Treasurer Woelfel presented the Board with the Financial Report ending February 28, 2018. A copy of the report is on file and available for review.

**Motion**

Motion to Approve Financial Report with corrections as noted on the report – Wittig. Second – Woelfel.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Item 2:** Chairman Gallagher noted that there is almost \$285,000 in the Revenue account so a transfer to PLGIT should be done in the month of April once there is a better understanding of upcoming capital projects.

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**Item 3:** Treasurer Woelfel 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 \$39,884.89 – Woelfel. Second – Eble.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Item 3:** Chairman Gallagher explained the new Accounts Payable report set up. Descriptive memos were added to explain what the purchase was for and classes were created to designate whether the purchase was for Water or Sewer. Secretary Eble questioned why the Telecommunication bills are so high. Mr. Gregory explained that a combination of telecommunication companies must be used since cable cannot be run to some of the well houses and the treatment plant in a cost-effective manner.

**Solicitors Report:**

**Item 1:** Solicitor O'Donnell presented the Board with Resolution 2 of 2018 which is a redrafted version of Resolution 1 of 2018. The updated version corrected the amount of the grant being applied for to \$289,790.00. The previous version was for \$285,000.00. If granted, CJSMA will be responsible for a 15% match of the total project cost.

**Motion**

Motion to Approve Resolution 2 of 2018 updating the Infiltration and Inflow Reduction Grant Project cost to \$289,790.00 – Eble. Second – Wittig.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Item 2:** Solicitor O'Donnell reviewed five sludge hauling bids received via PennBid with the Board. The bids were closed on February 28, 2018 and posted online on March 1, 2018. The bids were based upon a per gallon sludge hauling cost that is inclusive of labor and materials. Solicitor O'Donnell reviewed all bids and bidders with Mr. Gregory. There were 555,700 gallons of sludge hauled from CSJMA in 2017. Going with the lowest bidder will save approximately \$3,000 per year.



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The five bids were as follows:

- Beaver Valley Environmental at \$0.0645/gallon (Extended Bid \$0.06/gallon)
- Biros Septic & Drain at \$0.0650/gallon (Extended Bid \$0.07/gallon)
- Environmental Service Corp at \$0.0598/gallon (Extended Bid \$0.06/gallon)
- Litzenberger Septic at \$0.0890/gallon (Extended Bid \$0.09/gallon)
- Russell Reid Waste Hauling at \$0.0879/gallon (Extended Bid \$0.09/gallon)

Solicitor O'Donnell then presented the Board with Resolution 3 of 2018 and advised the Board they have three options – they can table the motion for more information; they can reject all bids; or they can move forward and vote on Resolution 3 of 2018 which is a one-year contract with Environmental Services Corporation. Ms. Woelfel asked who the current sludge hauler is – Biros Septic. She asked what the difference between Biros and the lowest bidder was – \$0.0052 (\$0.01). She then asked Mr. Gregory if he is comfortable switching and he responded yes, with the cost savings projected he recommends the switch. Chairman Gallagher noted that there will be an opt-out clause in the contract if either party is unsatisfied.

#### Motion

Motion to Approve Resolution 3 of 2018 awarding a one-year contract to Environmental Services Corporation for sludge hauling at a cost of \$0.0598 per gallon beginning April 1, 2018 – Woelfel. Second – Eble.

Questions on the Motion: None.

#### ROLL CALL VOTE:

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

#### Engineer's Report:

Item 1: Mr. Harrison presented the Board with the Draft Act 537 Plan. A copy of the plan is on file and available for review. Mr. Harrison reviewed certain sections of the draft in detail as there are some things Entech still needs from CSJMA to complete the written plan.

#### 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 commented CSJMA pumped 65 million gallons of water in 2017 according to the Chapter 110 Report.

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**Item 3:** Chairman Gallagher mentioned the recent complaint of calcium deposits made by a few Conyngham residents. After testing the water, normal calcium levels were found with results of 20-30 mg/L. It is unknown where the deposits may be coming from. Mr. Gregory also mentioned a complaint made of a sand-like substance in a home. The homeowner will contact Mr. Gregory the next time it happens for him to go evaluate the water to include any testing that may be done, and he will keep the Board updated. Chairman Gallagher suggested putting up water hardness educational material on the website.

**Old Business:**

**Item 1:** Item a. under Old Business, the 2018 Operating Budget topic was skipped to talk about items b. and c. first as the budget is dependent on the approval of the Billing Clerk's hour increase and health insurance. The topic of increasing the Billing Clerk's hours was first. The increase would take her from 25 to 30 hours. Chairman Gallagher asked for a motion to increase her hours.

**Motion**

Motion to Increase Billing Clerk's hours from 25 to 30 – Cotsack. Second – Wittig.

**Questions on the Motion:** Ms. Woelfel questioned the percentage of salary and benefit increases compared to the Operating Budget. She asked if the Office Administrator pays for part of her benefits – yes, 10% of the increase incurred since 2012. Solicitor O'Donnell reminded the Board that they were not in Executive Session but had the option to go into one, so Board members can speak freely. Ms. Woelfel stated she is not prepared to vote as she wants to clearly understand the figures on this matter but if the other members want to vote she will abstain or vote no.

It was decided there will be an Executive Session before the start of the April 24, 2018 meeting. A motion to table the Billing Clerk's hours until the next meeting was asked for.

**Motion**

Motion to Table the Increase to the Billing Clerk's hours from 25 to 30 until the April 24, 2018 meeting – Eble. Second – Woelfel.

**No Roll Call. Five (5) Yes. Motion Carries.**

**Item 2:** Chairman Gallagher reviewed the 2018 Operating Budget draft. There were new codes added to clarify where monies will be spent. Buildings & Grounds was added for things such as installing new fencing, repairing leaking roofs, and other projects that may come up. \$200,000 in capital projects was listed for Sewer mainly for the upcoming I&I project in case CSJMA does not receive the grant applied for. \$100,000 in capital projects was listed for Water, mainly for the Pilot Well project. CSJMA does not utilize the official Chart of Accounts provided by the state but moving forward, it is in the best interest of the Authority to use said chart. It makes tracking and budgeting much more streamline and efficient. This budget does not need to be



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officially adopted as it is only an operating budget and CSJMA is not required to do so. Ms. Woelfel noted that even though there were more categories added, the overall bottom line is better than the 2017 Operating Budget.

**Item 3:** The Statement of Financial Interest are due by May 1, 2018. Please complete and return to Mrs. Cook to keep on file at the Authority office.

**Item 4:** Vice-Chairman Wittig asked about the hiring of a new CPA. Frey & Co was just hired by Conyngham Borough and is also the accountant for Sugarloaf Township. Chairman Gallagher will get a copy of the scope with the hourly rate for Frey & Co and send that out to the Board members to review.

**New Business:**

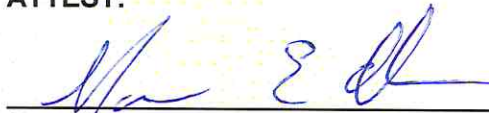
**Item 1:** Chairman Gallagher discussed the topic of the operators' comp time. Currently, comp time is accrued at time and a half. The scheduled on-call operator will leave early during the week using comp time hours. The time the operator spends working on the weekend gets calculated at time and a half and is added to their comp time total. The idea was proposed to have whichever operator is on call on the weekend, take either Friday or Monday off and work 4 hours on Saturday and 4 hours on Sunday. This would eliminate not only comp time but also the time and a half. There was some discussion on what type of calls the operators can handle. Mr. Gregory handles most of the calls, especially water calls. He noted that Josh Berger is only Wastewater licensed but is going for his Water license test next month. The Board would like to discuss this in more detail at an Executive Session before bringing it up for a vote. The topic is tabled until the next meeting.

**Public Comment:** None.

**There will be an Executive Session held at 6:30 PM before the April 24, 2018 meeting to discuss personnel topics.**

Motion to Adjourn at 8:41 PM – Wittig. Second – Cotsack. No Roll Call – Unanimous.

**ATTEST:**

  
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Secretary