



April 24, 2018

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, April 24, 2018 at 7:06 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.

An Executive Session was held at 6:30 PM to discuss personnel issues before the meeting began.

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 March 27, 2018 Regular Meeting – Cotsack. Second – Woelfel.

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 March 31, 2018 prepared by Mrs. Cook. A copy of the report is on file and available for review.

Motion

Motion to Approve the March 2018 Financial Report – Cotsack. Second – Woelfel.

Questions on the Motion: None.

ROLL CALL VOTE:

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

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Item 2: Treasurer Woelfel presented the Board with the Accounts Payable Report. A copy of the report is on file and available for review. Board members commented on how much easier the new report set up is to read.

Motion

Motion to Approve Bills for Payment totaling \$47,314.29 – Wittig. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Solicitors Report:

Item 1: Solicitor O'Donnell received the signed and executed sludge hauling service contract with Environmental Services, Inc.

Item 2: Solicitor O'Donnell brought up the On-Lot Sewage Management Ordinance proposed by Entech Engineering for both Conyngham Borough and Sugarloaf Township. The proposed ordinance is a more detailed version of the ordinances currently in place within both the Borough and Township. Solicitor O'Donnell said that although CSJMA does not want to cause any hardships or more work for the Borough and Township, the proposed ordinance will provide much more protection and direction for all parties involved. A more detailed ordinance may cause an increase in payroll costs as the Sewage Enforcement Officer (SEO) may be required to work more. The current SEO for Conyngham Borough is Keith Valentine with John DeCusatis as the alternate. The current SEO for Sugarloaf Township is William Brior and Joseph Brutosky is the Central Sewer Officer. If the Board members are comfortable with the ordinance, Solicitor O'Donnell suggests sending it to Attorney Karpowich of Conyngham Borough and Attorney Ferdinand of Sugarloaf Township for them to present to their respective Council, conveying the message that the ordinances will help CSJMA in the Act 537 Plan. The Board members want it to be sent out to allow time for revisions to be submitted and corrected before the Act 537 Plan is submitted. Mr. Harrison is going to add language for sand mounds as an option for an alternative system and provide the updated version to Mrs. Cook to distribute to Solicitor O'Donnell.

Item 3: Solicitor O'Donnell discussed the Supon EDU issue. Mr. Supon claims to have 13 EDU's from Sugarloaf Township purchased in 1988. Sugarloaf Township requires a building permit to be obtained before sewer connection is granted. Mr. Supon has a document dated 2009 stating that permits were purchased in 1988 but it is believed that he has used about 7 or 8 of those 13 permits. There are no open EDU's listed on the Quarterly Allocation Report for Mr. Supon. Mr. Supon said he may contact his attorney. The Board is comfortable waiting to hear from Mr. Supon to see what exactly he is looking for from the Authority.

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Item 4: Solicitor O'Donnell reviewed the Frey & Co CPA proposal. It is a general proposal to give overall guidance and QuickBooks training at \$100 per hour. It was asked if the proposal should be a little more definitive as far as what services the Board is looking for. Assistance is needed to gather some items for the upcoming audit and some basic training in QuickBooks. Once that is complete, the only services mainly needed will be monthly oversight of payroll and bank reconciliations done by Mrs. Cook.

Engineer's Report:

Item 1: Mr. Harrison asked if the Board members if there are any questions regarding the Wastewater Treatment System Alternative Analysis for the Act 537 Plan. There were two questions. Solicitor O'Donnell asked if DEP is aware that GHJSA is a very small system that isn't located as close as it appears on the map – Mr. Harrison responded that yes, they are aware. Solicitor O'Donnell also asked about the description of the Pilot Truck Stop; he didn't get the whole picture, but Mr. Harrison said that this is also depicted on a map and DEP is very familiar with the Pilot/Motel issue.

Motion

Motion to Approve the Act 537 Wastewater Treatment Systems Alternative Analysis – Woelfel.
Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
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.

Old Business:

Item 1: A motion to increase the Billing Clerk's hours from 25 to 30 per week at current salary was tabled last month so Chairman Gallagher asked for a motion to bring the original motion off the table.

Motion

Motion to un-table the motion to increase Billing Clerk's hours from 25 to 30 per week – Woelfel.
Second – Cotsack.

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Questions on the Motion: None.

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

Motion

Motion to Approve increasing the Billing Clerk's hours from 25 to 30 per week at her current salary – Cotsack. Second – Wittig.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Motion

Motion to Approve Individual Health Insurance for the Billing Clerk – Eble. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 2: The 2018 Operating Budget was updated and discussed. The percentage of expense to budget was added to make easier to see where funds are being spent. The budget does not need to be approved or voted on. There are some questions Mrs. Cook has for the CPA and once answers are received, she will pass along the information to the Board members.

Item 3: Mr. Gregory obtained two quotes for the fencing project for Wells #1 and #3 and to repair the fence at the treatment plant. Well #1 will be 6-foot tall galvanized chain-link fence with barbed wire. Well #3 will be 8-foot tall ornamental black railing fence. Two trees fell at the treatment plant causing damage to approximately 20 feet of the chain-link fence. For all 3 projects, Artistry in Curbs quoted \$14,250.00 and Custom Fencing Solution quoted \$10,348. The lower quote does not meet the threshold for bidding requirements. Mr. Gregory is comfortable with either company doing the project.

Motion

Motion to Approve the fencing project by Custom Fencing Solution at a cost of \$10,348.00 – Woelfel. Second – Cotsack.

Questions on the Motion: None.

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ROLL CALL VOTE:

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

Item 4: 7th Level Technologies provided CSJMA with a free IT evaluation. The purpose is to consolidate computers in the office and to set up a back-up system for data. The proposal includes 2 routers, one for the office and one for the treatment plant to provide off-site back-up. There is a new computer in the Financial Office that can be switched with the Billing Clerk's older computer. 7th Level will also assist in trying to reduce the Telecommunication costs every month and investigate what the best options are to with each location.

Motion

Motion to Approve the 7th Level Technologies proposal for IT consolidation and data back-up – Woelfel. Second – Wittig.

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 5: Statement of Financial Interests are due by May 1st. All have been received at this point.

New Business:

Item 1: Proposals were received to repair the roof at Well #1 and at the office. When the snow melts, the office roof over the front porch leaks. The roof at Well #1 is old and in need of replacement. Karchner Enterprises provided estimates for both projects. The replacement of Well #1 roof is for \$1,375.00 with a 15-year warranty on products and 5-year warranty on workmanship. The office roof repair is a bit vaguer as the contractor cannot know exactly what the damage is until they can take some things apart. The proposal for the office repair is \$1,255.00 but is subject to change depending on what is found. Most likely the valley was not run long enough which is causing the leak. Karchner will reuse all existing flashing and shingles for the office roof as much as possible to save on costs.

Motion

Motion to Approve the Karchner Enterprises estimates for Well #1 roof replacement at a cost of \$1,375.00 and office building roof repair at a cost of \$1,255.00 not to exceed these amounts without prior approval – Wittig. Second – Woelfel.

Questions on the Motion: None.

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ROLL CALL VOTE:

Cotsack - Affirmative
Gallagher - Affirmative
Wittig - Affirmative

Eble - Affirmative
Woelfel - Affirmative

Item 2: The proposal from Frey & Co for CPA services was reviewed earlier in the meeting with Solicitor O'Donnell.

Motion

Motion to Approve the Frey & Co CPA proposal at \$100 per hour as needed at CSJMA's request – Woelfel. Second – Cotsack.

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack - Affirmative
Gallagher - Affirmative
Wittig - Affirmative

Eble - Affirmative
Woelfel - Affirmative

Item 3: Information was received from Jay Lynch at Meiser & Earl regarding the Docket renewal for all the wells. Chairman Gallagher reviewed the docket including the timeline as the renewal is a multi-year process. It is on file and available for review upon request. It is not optional, so the Board is asking for a proposal for the work from Meiser & Earl to see what the costs are going to be.

Item 4: Meiser & Earl provided a statement regarding the Karchner Property Survey and Zone I Issue. The existing concrete plant well is too close to the property edge but there are some options available. Some general discussion occurred regarding the options. It was determined that a meeting must be set up with the property owner, Harold Karchner, to discuss the options available.

Public Comment: None.

Motion to Adjourn at 8:11 PM – Wittig. Second – Cotsack. No Roll Call – Unanimous.

ATTEST:


Secretary