

June 26, 2018

Conyngham/Sugarloaf Joint Municipal Authority Board met for a **Regular Session** on **Tuesday, June 26, 2018 at 7:01 p.m.** in Conyngham Borough Council Chambers, Municipal Building, 215 Main Street, Conyngham, PA. The meeting was called to order by Vice-Chairman Wittig, the Pledge of Allegiance was recited, and roll call was taken.

**Present:** John Cotsack, Marc Eble, John Wittig, Marguerite Woelfel, 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:** David Karchner, of Karchner Enterprises, Inc., was invited to the meeting to discuss the Authority office roof repair. He explained to the Board the extent of what he believed the damage to be from the poor construction of the roof. The estimate to properly repair the roof is \$6,700.00 and the roof will have a 5-year warranty on labor. Mr. Karchner also explained there is a second part of the roof that appears to have been constructed the same way as the front where the leak occurs. It is a smaller section, so it should not cost as much to repair it to prevent any future leaks but until the roof is opened Mr. Karchner won't know for sure what that will be. Ms. Woelfel asked how much it would cost to inspect the second part of the roof, but Mr. Karchner said he will look at it at no cost since they will be at the office already.

**Motion**

Motion to Approve the repair of the front half of the office roof at a cost not to exceed \$6,700.00 and inspect the back half of the roof to determine an estimate for repairs at no cost – Woelfel.  
Second – Cotsack.

**ROLL CALL VOTE:**

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

**Motion**

Motion to Approve Minutes from the May 22, 2018 Regular Meeting – Woelfel. Second – Cotsack.

**ROLL CALL VOTE:**

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

The Board Members held an Executive Session from 7:15 PM to 7:50 PM regarding Personnel and Potential Litigation topics.

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**Treasurer's Report:**

**Item 1:** Treasurer Woelfel presented the Board with the Financial Report ending May 31, 2018 prepared by Mrs. Cook. 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	-	Affirmative
Wittig	-	Affirmative	Woelfel	-	Affirmative

**Item 2:** 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 \$33,605.62 – Cotsack. Second – Woelfel.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

**Item 3:** Mrs. Cook asked the Board if they wanted to vote to transfer funds from the Revenue account to the PLGIT Prime investment account. Mr. Cotsack will come into the office to facilitate the transfer.

**Motion**

Motion to Approve the transfer of \$200,000.00 from the Landmark Bank Revenue account to the PLGIT Prime investment account – Cotsack. Second – Woelfel.

**Questions on the Motion:** None.

**ROLL CALL VOTE:**

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

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**Solicitors Report:**

**Item 1:** Solicitor O'Donnell spoke with Solicitor Ferdinand from Sugarloaf Township regarding the on-lot sewer ordinance proposed by Entech for the Act 537 Plan. Solicitor Ferdinand has some questions that Solicitor O'Donnell will discuss with Mr. Harrison. There are some concerns from Sugarloaf Township as the Sewage Enforcement Officer would be responsible for many more tasks and currently is paid hourly and only works 3 hours per week. Per Mr. Harrison, the review of the ordinance will not tie up the submission process for the 537 Plan as the ordinance can be reviewed by the Township while the plan is out for public review.

**Engineer's Report:**

**Item 1:** Mr. Harrison provided the Board members with an updated rate structure for the Act 537 Plan as the original estimates were based on 1,500 EDU's and not the actual amount of 1,315. Mr. Harrison also discussed the advertisement required for the public review of the plan. Entech advises using the worst-case scenario when projecting rates. CSJMA wants to be as realistic as possible for the residents. There were some suggestions made as to how to implement a gradual rate increase with the increased amount being earmarked for the 537 Plan. One option is a slight increase every year. Another option is to do only two increases at a higher dollar amount. This option will make it seem like the rates are not constantly increasing.

**Item 2:** Mr. Harrison suggested the Board should speak with the property owners who will be affected by the new lines being put in. It would be common courtesy to provide them advance notice of the Authority's intentions before it is made public.

**Manager's Report:**

**Item1:** Mr. Gregory presented the Managers Report to the Board. A copy of the report is on file and available for review.

**Item 2:** Treasurer Woelfel asked Mr. Gregory if he will compile a spreadsheet for maintenance and capital projects for the Water Division. There is so much planning going on with the Act 537 Plan in the Sewer Division, the needs of the water system cannot be ignored. Mr. Gregory responded yes, he will make a spreadsheet.

**Item3:** Mr. Cotsack asked Mr. Gregory if a water line must be replaced, what type of material is the line made of? Mr. Gregory answered that all new lines will be ductile iron with copper services to the property. Mr. Gregory also said there are curb stops in place.

**Old Business:**

No items presented under Old Business.





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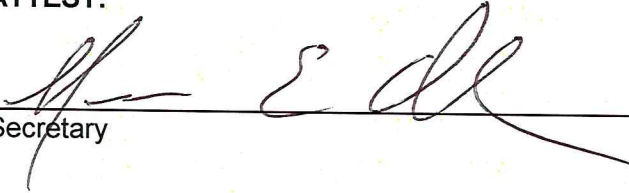
**New Business:**

No items presented under New Business.

**Public Comment:** None.

Motion to Adjourn at 8:27 PM – Eble. Second – Woelfel. No Roll Call – Unanimous.

**ATTEST:**

  
Secretary

