

DATE 02-13-19

**Meeting of the Conyngham/Sugarloaf Joint Municipal Authority
Regular Session on Wednesday, February 13, 2019, at 7:00PM**

PLACE: Conyngham/Sugarloaf Joint Municipal Authority Building – Garage at 245 Main Street, Conyngham, PA 18219

The meeting was called to order by Chairman, Cotsack, the Pledge of Allegiance was recited, and roll call was taken.

Present: John Cotsack, Greg Olander, Joseph Gallagher, Peter O'Donnell (Solicitor), Ed Gregory (Manager), Richard Harrison (Engineer), Dorothy Pisano (Recording Secretary)

Absent: Marguerite Woelfel, Marc Eble

Public Comment: Mr. Robert Washick – Meter Replacement

Hot water not working tried to switch it off and called a plumber he could not get to my house on Monday or Tuesday so he came on Wednesday he said that it belong to the Borough so the water was still running, but there was not hot water, I had not running water in the house so I feel that I should not have to pay for the water. Mr. Gregory stated we do not use those meters anymore and that the meter blew out so sometimes you can put in a new gauge, but the meter was frozen so you really need to put in a new meter. The case is composed plastic, lead free that is the alternative meanwhile he was showing the meter and what happen to it. Mr. O'Donnell asked if the basement was heated. Mr. Gallagher asked how was the water in the rest of the house? Mr. Washick stated that the rest of the house was fine. We will take everything into consideration.

Invited Guests: None

Motion

Motion to Approve Minutes from the Regular Meeting – 11/27/18, 12/04/18, and 12/27/18
Meeting minutes postponed until meeting of 3/26/19 – Olander - FIRST. Gallagher - Second

ROLL CALL VOTE:

| | | | | | |
|-----------|---|-------------|---------|---|--------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Treasurer's Report:

Item 1: Assistant Treasurer/Secretary presented the Board with the Financial Report ending January 2019. A copy of the report is on file and available for review.

Motion

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Motion

Motion to Approve Financial Report – Olander – FIRST - Cotsack - Second – .

Questions on the Motion: None.

ROLL CALL VOTE:

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|-----------|---|-------------|---------|---|--------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Item 2: Assistant Treasurer/Secretary 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 \$63,739.26 – Olander - FIRST. Cotsack - Second

Questions on the Motion: None.

ROLL CALL VOTE:

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|-----------|---|-------------|---------|---|--------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Solicitors Report:

Item 1: Sludge Hauling Bids – Received 3 bids for Sludge Hauling on a per gallon bases. The first bid is from Environmental Services for .0597 the second bid is from Vero Hauling for .0650 and the last bid is from Russel Reid Sludge Hauling for .875 these would be for a one-year contract. Environmental hauled out 528,100 gallons and it looks like they saved us some money from the previous year. The current contract with Environmental expires on May 31, 2019 so we do have time to check the bids that came in on PennBid – I recommend that management, legal, and the engineer go over the contract and then a recommendation be made to the board at the next meeting for award.

Motion

Motion to Award Sludge Hauling Bid at next meeting – Olander – FIRST - Cotsack - Second

ROLL CALL VOTE:

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|-----------|---|-------------|---------|---|--------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

License. Sheetz has 6 EDUs right now. Mr. Gregory stated that they are only using 2 EDUs so for the expansion project in my opinion. There were different stores on that property when they bought the property so they really should only have 2. Mr. Gallagher stated we need to go over the original paperwork on that property concerning EDUs.

Item 3: Auditor Contractor 2018, Terry Jones, CPA for 1 year \$8,500.00

Motion

Motion to Approve Contract Terry Jones, CPA for 1 year – Gallagher – FIRST - Olander - Second

ROLL CALL VOTE:

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|------------------|----------|--------------------|----------------|----------|---------------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Engineer's Report:

Motion

Item 1: Approval of Chapter 94 Report WO#4215-EWO-9746 – same price as last year

Motion

Motion to Approve Proposal for the Chapter 94 Plan for 1 year for \$2800.00 – Gallagher – FIRST - Olander - Second

ROLL CALL VOTE:

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|------------------|----------|--------------------|----------------|----------|---------------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Item 2: 537 Plan Update – Mr. Harrison stated – You will be doing a rehab plan for the first 5 years then you will do a flat and you will start paying for the Plan and the way PennVest the have 2 rate the start out with a lower rate for the first 5 years then raise then they graduate goes from 1.0% then it goes up to 1.75%. Mr. Harrison read the document he had. Mr. O'Donnell stated that in the language it sounds like you will be getting \$35 increase. Mr. Harrison stated ok I can reword that part. Mr. Gallagher can you state that it will be changing over the next 10 years? Mr. Harrison, yes, I can reword that sentence and I will get back to you. Mr. Olander you can say that over the next 10 years it might increase to \$35.

Mr. Harrison you have to decide to maintain a reserve. Mr. Gallagher and that is something that we will have to discuss later assuming that we are not going to have any major breakdowns. Mr. O'Donnell so you are saying that we can not use the language that we see other places that state a rate from \$20 up to \$35 in 10 years. Mr. Olander stated that you can say that an increase of \$35 will be implemented over the next 10 years.

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Item 3: Flow Meters and Rain Gauge Update Mr. Harrison had the example at the meeting of the Flow Meters and Rain Gauge it will be put at different areas to gauge the flow of the water and the rain per hour. Mr. Gallagher asked if 1 was going to be at the school. Mr. Gregory answered, yes, 1 at the school, 1 at the treatment plant, and 1 here at our building.

Item 4: OLDS Ordinance from Sugarloaf Twp - Online Disposal – Mr. Harrison asked from a copy of this ordinance to be email to him. Mr. Gallagher stated that he spoken with one of the supervisors and the contacted or they are in some consultation with some SEO in the Poconos and in the Poconos there is an ordinance in place that they are using for septic and I guess the Township position is that we can submit the 537 Plan and their position is they are not going to take any act to come up with a new ordinance.

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: Meter Replacement Project – Suez Utility Service Corp.

Old Business:

MOTION to approve of the professional services agreement for the payroll service. ADP - Approved

New Business:

Item 1: Motion to Approve the Purchase a Tablet with Software for \$990.00 – Gallagher agreed that it would be a good idea and beneficial being on the road you can view thing better.

Motion to Purchase a Tablet with Software for \$990.00 – Olander – FIRST - Gallagher – Second - Olander

Questions on Motion: Mr. O'Donnell asked what is the cost of the item and if there would be any maintains charges on the device. Mr. Gregory answered \$990.00 and no maintains charges on the device.

ROLL CALL VOTE:

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|-----------|---|-------------|---------|---|--------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Item 2: Motion to Approve the purchase of a New Pressure Washer and a 50ft Hose – Mr. Gregory stated this is to clean the trucks they are getting pretty dirty. We also clean the tanks at the treatment plant keeping them clean.

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Motion to the Purchase of a New Pressure Washer with a 50ft Hose not to exceed \$500.00. –
Gallagher – FIRST – Olander - Second

Questions on Motion: None

ROLL CALL VOTE:

| | | | | | |
|------------------|---|--------------------|----------------|---|---------------|
| Cotsack | - | Affirmative | Eble | - | Absent |
| Gallagher | - | Affirmative | Woelfel | - | Absent |
| Olander | - | Affirmative | | | |

Item 3: Standard Operating Procedures (SOP's) – Mr. Cotsack stated that what he would like to see is to avoid any issue like we had in the past if someone has an over angst water bill. We have SOP's that we can go by and investigate. I would like Mr. Gregory to put together a SOP for the water and have a SOP for the sewer to say this is what we do if we have to go down with a camera or whatever we have to do this is how it is done. If it is the customers lateral or if it is our responsibility. Mr. Cotsack asked Mr. Gregory if he could have them at the next meeting.

Item 4: Meter Replacement Project – Suez Utility Service Corp. Mr. Gregory want to bring in a representative from this company. Mr. Gallagher stated that these meters are \$250.00 a piece and they would have to be installed and he worries about the old system and how much it would cost to install them. Mr. Gregory stated that just to install the meter it would be \$200.00 a meter.

Item 5: 2019 Budget Capital Projects: Mr. Gallagher referred to the list of Capital Projects that we have planned for this year. Copy is on file for review.

1. Fire Hydrant Upgrade
2. Wellhouse Maintenance
3. Root Control
4. Manhole Repair
5. Tank and Reservoir Inspection
6. MXU Replacement
7. Water Line Upgrades

Item 6: Website Maintenance: Mr. Gallagher suggested to get in touch with Sara Merritt regarding updating the Website with the Meeting Minutes.

Item 7: Mr. O'Donnell ask about EDU's if we were going to have any EDU's available. And if we had any of the minutes to go up on the website.

Mr. Gallagher do we have any EDU's available or if anyone will be selling them any EDU's need to come back to the Authority. No resident should be able to sell an EDU on their own.

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Public Comment: None.

An Executive Session was held after the meeting for Personnel Reasons

Motion to Adjourn at 8:55 PM – FIRST – Mr. Olander - Second – Mr. Gallagher
No Roll Call – Unanimous.

ATTEST:


Secretary