



October 22, 2019

**Meeting of the Conyngham/Sugarloaf Joint Municipal Authority
Regular Session on Tuesday, October 22, 2019, at 7PM**

**PLACE: Conyngham Borough Council Chambers, Municipal Building, 215 Main Street,
Conyngham, PA.**

**There was an Executive Session on Litigation, Personnel, and Sale or lease of property
before our Regular meeting therefore the Regular meeting did not start until 7:25PM**

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, Marguerite Woelfel, Marc Eble,
(Solicitor) Peter O'Donnell, (Engineer) Richard Harrison, (Recording Secretary) Dorothy Pisano

Absent: (Manager) Ed Gregory

Citizens: Tim Ference

Public Comment on Agenda Items:

Invited Guests: Terry H. Jones & Company, CPA (2018 Audit)

Mr. Jones went over the 2018 Audit in detail. Mr. O'Donnell confirmed that the #71041 PennVest Loan was paid off in May 2019. Mr. Jones recommended that the Board not leave more than \$250,00.00 in the account due to the bank only insures up to that amount. Mr. O'Donnell stated would it be ok to take any money over the \$250,000 that is insured by the bank and put it into another account that is insured at the Landmark Bank. Mr. Jones stated that it has to be put into another bank because each bank account is only insured up to \$250,000. Mr. Jones's recommended to move money over \$250,000 into the PLGIT Account either once or twice a year.

Mr. Jones recommended that Payroll have a manager approve the hours for payroll prior to entering into ADP and the money being transferred. Mr. Jones also stated that with the aged receivables and general ledger there are discrepancies that need to be cleaned up. Mr. Jones said that the \$23,887.00, although, the items or services were purchased or received in 2018, but the money was received in 2019. Mr. Jones suggested that a capitalization program for depreciation for any items over \$25,000.00 also needs to be put in place.

Motion

Motion to Approve Minutes from the Regular Meeting of September 24, 2019 – Gallagher -
FIRST – Eble - Second

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ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Abstained
Olander	-	Abstained			

Motion to Approve Minutes from the Meeting of September 24, 2019 as amended from Marguerite Woelfel reading the Treasurer's Report to John Cotsack reading the Treasurer's report. Eble – FIRST Olander-Second

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Abstained
Olander	-	Abstained			

Treasurer's Report:

Item 1: Treasurer Woelfel presented the Board with the Financial Report ending September 30, 2019. A copy of the report is on file and available for review.

Motion

Motion to Approve Financial Report –Gallagher - FIRST Olander - Second

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Olander	-	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 \$84,697.64 – Olander - FIRST Woelfel - Second

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			

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Solicitors Report:

Nothing at this time.

Engineer's Report:

Item 1: Mr. Harrison start with the update of the 537 Plan. Mr. Harrison handed out sheet with the updates. Looking at alternatives updating the lateral and the main lines, but the cost was just to high. Mr. Eble stated at this point we smoked tested the systems laterals could we wait another month or 2 instead of just letting them know that we have smoke testing and CCTV Work. Mr. Harrison stated that he does not want to wait because there will be more steps to go through and lost time.

Mr. Harrison state that we need to put together a 5 to 10-year plan to update the sewer system so we have to finish the rehab program which is not 0 – 5 years. Ms. Woelfel asked for the homeowner to fix up their lines what is the Carrot and Stick that we will be doing? Mr. Eble suggested using the method to raise the price of the monthly sewer cost. Mr. O'Donnell (Solicitor) stated that we are going to have a plumber go into the house and take picture so the owner has the right to go against the inspection. Mr. Harrison state that well if the owner states no you cannot take pictures than we have the right to charge for 2 EDI's if necessary.

Item 2: Smoke Testing and CCTV Work. Mr. Harrison handed out printouts with the updates and problems that were found. Mr. Harrison went over the sheets in detail and stated that some of the problems we will have to notify the homeowners of the items that needs to be fixed and go back to do a second inspection.

Motion

Motion to Approve: Chairman Cotsack to enter into an agreement with USG for the purpose of root cutting at his discretion approval not to exceed \$20,000 – Eble - FIRST. Olander - Second

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			

Item 3: Flow Monitoring Program – Need to update the meters and locations due to the weather and locations. Look to keep the dynamic separate maybe for storage. Mr. Olander spoke about a newer meter that is being installed in other townships and he had a representative come in to speak with him. Mr. Harrison feels that the fee will be a lot more.

Item 4: Proposed Rehab Program and CSJMA Commitments – Mr. Harrison handed out the Proposed Rehab Program and the CSJMA Commitments. Mr. Harrison states that at least 10,000 feet of sewer that needs to be replaced.

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Item 5: Commonwealth of PA – H2O and Small Flow Grants – Mr. Harrison stated that we need to look into going for a 50% grant.

Motion

Motion to Approve: to allow Entech and our Attorney Peter O'Donnell (Solicitor) to work on the grant resolution and the grant to get the necessary paperwork done for the H2O and Small Flow Grants – Woelfel - FIRST. Eble - Second

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Affirmative	Eble	-	Affirmative
Gallagher	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative			

Manager's Report:

Item 1: Chairman Cotsack presented the Managers Report to the Board. A copy of the report is on file and available for review.

Old Business:

Item 1: Mr. Gallagher was asking about Budget Items if they have been done or not. The Tank and Reservoir inspection Mr. Cotsack answered yes it has been done. Fire hydrant - Valves MXU's. Mr. Gallagher is currently working on the budget for 2020.

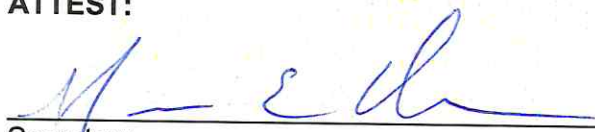
New Business:

Item 1: Mr. Gallagher asked for the last year budget and year to date expenses.

Public Comment: None.

Motion to Adjourn at TIME 9:21PM – Cotsack - FIRST. Gallagher - Second – . No Roll Call – Unanimous.

ATTEST:


Secretary