

January 28, 2020

**Meeting of the Conyngham/Sugarloaf Joint Municipal Authority
Re-Organization/Regular Session on Tuesday, January 28, 2020, at 7:00 PM**

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

This Re-Organization part of the Meeting will be continued on February 25, 2020 which will be the Boards next Meeting.

The Meeting was called to order by Vice Chairman, Mr. Greg Olander, due to the absents of the Chairman, Mr. John Cotsack, the Pledge of Allegiance was recited, and roll call was taken.

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

Absent: John Cotsack, Marc Eble

Citizens: Kent Jackson, Standard Speaker

The Board decided to let the guest speaker of Badger Meter speak first before going into the Re-Organization part of the Meeting.

Public Comment on Agenda Items: None

Invited Guests: Mr. Andrew Morrow, Badger Meter Company

Mr. Morrow from Badger passed out a copy of information on meters. This meter system would be a Turn-Key system. He showed the Board the different samples that he had with him and went on to explain the system his company can offer. It is a system which is in the Cloud and the connectors that would be in the sewers would send the information up to the cloud. You can also physically read the meter at any given time.

The system uses the Verizon and ATT systems to read the meter and 4 times a day the information would be sent to the system in the cloud. Then at that time whoever has the credentials would log in to the system and see the information that was transmitted. Readings for each meter and you will see any alerts on a given meter like maybe someone has a leak or someone has played around with the meter like putting a magnet on it.

Mr. Olander asked if the system would send an alarm like if something is wrong with the meter. Mr. Morrow replied yes it sends an alarm anytime there is something wrong. It will also set off alarm 3 hours after like if there is a problem at 123 Main St. it will send a text message to whoever is the list of people to be contacted when it comes to emergencies and also it will notify the customer at 123 Main St. that there is a problem. This system also has an App that customers can download to their phones and they will also get alarms if something is wrong with their connection so if the toilet is running the message will be to jiggle the handle of the toilet.

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This system will improve the customer service because customers will have the ability to see problems and take a pro-active steps to keep up with water consumption and if any alarm go off the problems on the Authority's side can take care of the situation before anything major happens. The system has the ability to post 4 times a day with new information so you are only 6 hours behind on any given day also your billing system is a part of the system. When it comes time for the billing you just go into the system and pull just the information that you need for any monthly billing. Any problems or alarms that are on the system it will keep reminding you until the situation is taken care of, but it will not include this information with your monthly billing.

Mr. Olander asked the Mr. Morrow if he had something worked up with cost on this system? Mr. Morrow replied (yes, I do I have it on a power point presentation, but I did not know that I would not be able to show the presentation), but I will send it to you and anybody that wants it when I go back to the office.

Mr. Morrow and the Board went on to speak about the different meters. Mr. Olander asked if there is a monthly fee for the processing? Mr. Morrow replied you would typical pay \$0.89 per meter per month, but it is a one time with all fees included \$5,000.00 to \$6,000.00. You would not have separate bills for fees or usage. Mr. Harrison (Engineer) asked if the initial cost would be included in that price. Mr. Morrow stated yes. Plus it would free up your books because there is no monthly cost so you can go on with other construction project that would have to be done.

Mr. Morrow said that this system is not a system on your desk taken up space or use any special equipment it uses your system and when Microsoft update the system Badger will take care of any and all update. In the past Microsoft would send out a patch to of the update to be added to your system now you would not have to worry about that because we take care of all updates we become your IT Department.

Mr. Olander ask if the equipment is warrantied for 10 years? The Andrew Morrow stated that the technology is warrantied for 10 years the meters up to 1" meter is warrantied for 20 years and there are not moving parts to replace. Mr. Gregory (Manager) there has to be a battery in it. Mr. Morrow stated that yes there is a battery in it, but it is also warrantied for 20 years the same as the meter. What is nice about this meter is the battery can be replaced and you can leave the meter in place.

Mr. Gallagher state that he assumes that there is an alarm for low battery on the meter. Mr. Morrow answered yes and you can also go on the system and look at any given battery and see the life. You can get battery report to see life or if there is any problem. Mr. Harrison (Engineer) asked what carrier does the system use? Mr. Morrow stated the carrier is ATT and they use Verizon network. Mr. Harrison (Engineer) asked if the antenna has to be indoors or outdoors and where. Mr. Morrow replied that you can put it anywhere inside even in the rafters or in a corner of the basement.

Mr. Morrow stated that the company can have the system up and running within 4 months.

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Vice-Chairman, Greg Olander, turned the meeting over to the Solicitor Mr. Peter O'Donnell to act as the Temporary Chairperson for the Re-Organization of the Board.

Solicitor, Mr. Peter O'Donnell called for nominations for the Office of Chairman.

I. Appointment of Chairperson

- **Motion** – Mr. Olander would like to make a motion to nominate Mr. Joseph Gallagher as chairperson for the CSJMA for 2020.
- Second by Ms. Woelfel
- Motion to close nominations for chairperson Olander 1st, Woelfel 2nd
- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

II. Appointment of Vice-Chairperson

- **Motion** – Chairman, Gallagher, would like to make a motion to nominate Mr. Greg Olander as vice-chairman for the CSJMA for 2020.
- Second by Ms. Woelfel
- Motion to close nominations for vice-chairperson – Gallagher 1st – Woelfel 2nd
- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

III. Appointment of Assistant Secretary/Treasurer – To be appointed

- **Motion** – I would like to make a motion to nominate _____ as assistant secretary/treasurer for the CSJMA
- Second by
- Motion to close nominations for Assistant Secretary/Treasurer – 1st – 2nd
- **Roll Call. Four () Yes Motion Carries**

IV. Appointment of Secretary

- **Motion** – Chairman, Gallagher, would like to make a motion to nominate Mr. Marc Eble as secretary for the CSJMA for 2020.
- Second by Mr. Olander
- Motion to close nominations for secretary – Gallagher 1st - Olander 2nd
- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

V. Appointment of Treasurer

- **Motion** – Chairman, Gallagher, would like to make a motion to nominate Marguerite Woelfel as treasurer for the CSJMA for 2020.
- Second by Mr. Olander

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- Motion to close nominations for treasurer – Gallagher 1st – Olander 2nd

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

VI. Appointment of bank depositories

- **Motion** – Chairman, Gallagher, would like to make a motion to retain Landmark Bank as the depository for the CSJMA in 2020

- Second by Ms. Woelfel

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

VII. Authorized Signatures

- **Motion** – Chairman, Gallagher, would like to make a motion to authorize the Chairperson, Vice Chairperson, Treasurer, Assistant Secretary/Treasurer, and Secretary of the CSJMA to sign checks or financial transactions authorized by the CSJMA with two signatures being required on all checks or financial transactions.

- Second by Mr. Olander

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

VIII. Appointment of Solicitor(s)

- **Motion** – Chairman, Gallagher, would like to make a motion to appoint Mr. Peter O'Donnell as solicitor for the CSJMA in 2020.

- Second by Mr. Olander

- Are there any other recommended appointments for solicitor(s)? - No

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

IX. Appointment of Engineer

- **Motion** – Chairman, Gallagher, would like to make a motion to appoint Entech Engineering, Inc. as engineer for the CSJMA in 2020.

- Second by Ms. Woelfel

- Are there any other recommended appointments for engineer? - No

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

X. Appointment of Auditor

- **Motion** – Chairman, Gallagher, would like to make a motion to appoint Jones & Company as auditor for CSJMA for 2020.

- Second by Ms. Woelfel

- Are there any other recommended appointments for an auditor? - No

- **Roll Call. Three (3) Yes (2) Absent Motion Carries**

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Motion

Motion to Approve Minutes from the Regular Meetings 12-18-19 and 12-30-19 – Olander – FIRST Woelfel - Second

ROLL CALL VOTE:

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

Treasurer's Report:

Item 1: Treasurer Woelfel presented the Board with the Financial Report ending 12-31-19. A copy of the report is on file and available for review.

Motion

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

Questions on the Motion: None.

ROLL CALL VOTE:

Cotsack	-	Absent	Eble	-	Absent
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 \$85,143.72 – Olander - FIRST Woelfel - Second

Questions on the Motion: None.

ROLL CALL VOTE:

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

Motion

Motion to Approve Contract for Auditor Jones & Company for 2019, 2020, and 2021. The Fees would be as follows: 2019 - \$8,750.00 2020 - \$9,000.00 2021 - \$9,250.00. Woelfel – FIRST Olander - Second

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Questions on the Motion: None.

ROLL CALL VOTE:

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

Solicitors Report:

Item 1: Mr. O'Donnell state that PMAA has Board Training every year and if anyone was interested in going it is on March 18, 2020 it is a half-day session.

Item 2: Mr. O'Donnell state that in a conversation with Ms. Woelfel they spoke about changing the format of the Motions and Resolutions. He handed samples to the Board. The State likes to see with financing they want specific Resolution on who took action and who voted for it and who did not. Mr. Olander also said that the Board will need resolutions in the future because even PennVest will request it. Ms. Woelfel state we should put it in place now so we can get use to what will be resolutions and what will be just motion. Mr. Gallagher stated that the Conyngham Borough Council does the same thing so that they keep thing separate. Mr. O'Donnell stated that he will coordinate with Dorothy Pisano in the Office to get this in place.

Engineer's Report:

Item 1: Advertising/Public Review of the 537 Plan – Mr. Harrison stated that the 537 Plan has been advertised there will be a meeting in the Library on February 12, 2020 at 7:00 pm. Mr. O'Donnell asked who would be running the meeting and Mr. Harrison stated that Entech would be running the meeting. It is up to the Board if they want to be present. Mr. Harrison

Item 2: Update on I & I Study – Mr. Harrison stated that the I & I Studies are going well. Mr. Harrison stated that Jeremy would like to have a office here so he can also do all his paper work and go back and forth through the projects. Mr. Harrison state that he has thumb drives from USG with a lot of information that needs to be gone over and put into something like a GSI system it will be a Excel spreadsheet so we can separate the different processes with the residents and other to the sewer manhole system. Mr. O'Donnell asked what kind of system it would be and Mr. Harrison stated that it is a SQL system. Mr. Gallagher suggested to do a small description of the I & I plan and how everything work. Mr. Harrison said sure they can do that.

Item 3: ROW Improvements from Whispering Willow Park to the Treatment Plant – Mr. Harrison stated that they are looking to getting into the park to the Treatment Plant. Mr. Gallagher stated that Conyngham Borough is working on that so right now you can not get big trucks down that road. Mr. Harrison stated it would be better to coordinate with Jeremy because he is the one that will be out there over seeing everything.

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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. Gallagher asked Mr. Gregory if all the delinquencies were taken care of and if he was working with the Solicitor Mr. O'Donnell. Mr. Gregory stated that he is working with Mr. O'Donnell, but he also had other doors that needed to be posted. Since we were letting 1 customer do it different. I was not sure how the Board wants to handle the delinquency customers in the future. The Solicitor Mr. O'Donnell stated that we have to make sure how the homes are being heated because if they need water to heat the home in the winter that would be an issue. If there are medical issues that can also be an issue. Mr. Olander suggested that we send them a letter that states that in the spring we will be doing shut offs. You may get someone to pay before that happens. Mr. O'Donnell stated that we did have someone pay after we had put a lien on the property. Mr. Gallagher stated that we have also had this issue in the Borough so where is the cut off? Mr. O'Donnell suggested that we pass a resolution on the issue and when they pay the full lien, you are getting all the costs back and your attorney's fee back so you break even. Mr. O'Donnell stated that when he does the lien it is the 30 day letter, the 10 day letter, and the legal lien document.

Item 3: Mr. Gallagher ask Mr. Gregory about the 2 proposals he had sent him in regards to the tank in the Meadows. The tank in the Meadows needs to be cleaned, scrapped and painted. Mr. Olander asked if we received any other bids because the amount of the cost is over the limit? Mr. O'Donnell stated that he would take a look at the proposals and see what we can do.

Old Business:

Item 1: Motion to Approve Frey & Company Proposal - \$100.00 an hour not to exceed \$8,000.00 for the 2020 year. Olander – FIRST Woelfel – Second

Questions on the Motion: None.

ROLL CALL VOTE:

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

Item 2: Motion to Approve Meiser & Earl Proposal (rate increase for 2020) - Was tabled until the next meeting

Item 3: Presentation of "draft" 2020 CSJMA Budget – tabled until the next meeting

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New Business:

Item 1: Mr. Gallagher stated that there is a request to purchase land by Conyngham Borough – Mr. Gallagher stated that the Conyngham Borough has asked to purchase a lot of land from CSJMA in regards to the Verizon. If the Board is willing to entertain that offer of selling the lot of property. The Solicitor Mr. O'Donnell stated that they would have to send us a proposal for the purchase of the land and necessary paperwork and we can go over it.

Public Comment: None.

Chairman, Gallagher Motion to Adjourn at 8:50 PM – Woelfel – FIRST Olander - Second
No Roll Call – Unanimous.

ATTEST:



Secretary