



245 Main Street  
P.O. Box 469  
Conyngham, PA 18219  
Phone (570) 788-0608  
Fax (570) 788-6146

September 22, 2020

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on Tuesday, September 22, 2020 at 7:00 pm. The meeting was held online using GoToMeeting’s virtual conferencing service. It was called to order by Chairman Gallagher, the Pledge of Allegiance was recited, and roll call was taken.

Present: Marc Eble, Greg Olander, Joseph Gallagher, Ed Gregory (Operations Manager), Peter O’Donnell (Solicitor), Dorothy Pisano (Office Administrator), Rich Harrison (Engineer)

Absent: Marguerite Woelfel, Andre Marchese

**Public Comment on Agenda Items: None**

**Invited Guests: None**

**Motion**

Motion to Pull the Meeting Minutes from the April 28, 2020 Regular Meeting Off the Table to Approve – Olander. Second – Eble.

Questions on the Motion: None

No Roll Call. Three (3) Yes, Two (2) Absent. Motion carries.

**Motion**

Resolution #16: Motion to Approve Minutes from the April 28, 2020 Regular Meeting – Eble. Second – Olander.

Questions on the Motion: None

**ROLL CALL VOTE:**

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	Affirmative			

**Motion**

Resolution #24: Motion to Approve Minutes from the August 25, 2020 Regular Meeting – Olander. Second Eble.

September 22, 2020

Questions on the Motion: None

**ROLL CALL VOTE:**

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	Affirmative			

**Treasurer's Report:**

**Item 1:** Each board member was provided with copies of all financial reports ending August 31, 2020 to read. The Treasurer's Report was also presented on the video call. A copy of the report is on file and available for review.

**Motion**

Motion to Approve Financial Report – Olander. Second – Eble.

Questions on the Motion: None

**ROLL CALL VOTE:**

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	Affirmative			

**Item 2:** Chairman Gallagher presented the Accounts Payable Report to the Board. It was also displayed on video. A copy of the report is on file and available for review.

**Motion**

Resolution #26: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$31,565.04 – Gallagher. Second – Eble.

**ROLL CALL VOTE:**

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	Affirmative			

September 22, 2020

**Item #3:** Chairman Gallagher brought attention to a discrepancy that is delaying the completion of 2019's audit. Office Administer Pisano stated Terry J. Jones & Company reported a \$21,000 decrease in water consumption from 2018 to 2019 and that their office is continuing to compare budget figures to actual income. In addition, the auditor was requesting a report of compensated wages for time off. With the help of Frey & Co., Pisano was able to generate and send one earlier that day. The board ended this discussion by reiterating the importance of completing the audit.

**Item #4:** A budget for 2021 must be prepared. Chairman Gallagher went on to speak of its usefulness, specifically for capital projects in the upcoming year. The Authority's accounts must be kept functional and usable. Secretary Eble reminded the Board of a 5-year proposal drafted previously for Inflow & Infiltration (I & I) investment. Engineer Harrison disclosed some of the numbers it contained. On this, 1.5 million was allotted for I & I. That is approximately \$300,000/year. This means half of this year's budget has been spent on CCTV work. He then continued to make participants aware of the need to identify service laterals. As for USGEI's approved budget, there is \$50,000 left for CCTV work. The remaining amount is expected to be concentrated on the interceptor along the creek. Chairman Gallagher proposed that some of the I & I budget be used to clear some of the land nearby for camera work. Other board members agreed. Secretary Eble recommended the borough be contacted for a possible investment to make further use of the cleared land. Chairman Gallagher agreed to discuss the idea with Borough Board members.

#### **Solicitor's Report:**

**Item #1:** Solicitor O'Donnell gave an update on the subdivision status for the 1 acre sale to Conyngham Borough. The planning commission recommended approval to the supervisors of the township. At the Supervisor's meeting on September 8, 2020, the subdivision passed unanimously under one condition. That is, 30 days must be allotted for DEP to respond to any questions left open. The Authority can proceed to sell the acre pursuant to the agreement of sale on or about, October 10, 2020. O'Donnell does not expect a response from DEP. It is highly unlikely the sewer models in question would require EDUs.

#### **Engineer's Report:**

**Item #1:** Richard Harrison began by informing the Board of the 537 Plan's status. It was submitted to Scott at DEP two weeks earlier. His understanding is that the plan will first be accessed by administrators for accuracy and completion then the file will be forwarded to Scott for technical review. Scott will contact Harrison once ready to move forward. Meanwhile, Chairman Gallagher expressed his interest in getting EDU's to work with. Doing so would help

September 22, 2020

boost the economy of both municipalities while the 537 Plan is being reviewed. This idea will be discussed with the appropriate parties once DEP has finished its review.

**Item #2:** Listed on the Engineer’s report were 59 damaged laterals and 59 missing clean out caps. Both are primarily on the laterals or individual homes. Many of the laterals need to be inspected from the inside and would be the household’s responsibility. Engineer Harrison recommended educating the public and informing them of different financing options available. This would help avoid pushback. A letter notifying those directly affected is to be drafted. Also, Chairman Gallagher recommended the Authority concentrate on some of the smaller costs listed as well. This should then be reported back to DEP.

**Item #3:** Richard Harrison went on to describe another aspect of the report, “15 possible storm water cross-connections”. Smoke has been seen coming out of inlets. As a result, a dye test was conducted. Storm sewer water was found to be seeping into the sanitary sewer. This could be caused by damage located where storm sewers and laterals intercept. The problem needs to be further investigated. He also urged to replace some sewers along the creek. Different sections can be combined and become an actual project. Such project is one example of what needs to be included in the capital budget for next year.

**Manager’s Report:**

**Item#1:** Operations Manager, Ed Gregory presented the Manager Report to the Board. It was also displayed on video. A copy of the report is on file and available for review.

**Item #2:** Three bids were obtained for a 2-year sludge removal contract. Because they were the lowest bid, Operations Manager Gregory recommended Biros be selected.

**Motion**

Motion to award the sledge hauling contract to Biros at .059 cents/gallon – Olander. Second – Eble

Questions on the Motion: None

**ROLL CALL VOTE:**

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	Affirmative			



245 Main Street  
P.O. Box 469  
Conyngham, PA 18219  
Phone (570) 788-0608  
Fax (570) 788-6146

September 22, 2020

**Item #3:** Office Manager Gregory will post all chemicals on PennBid.

**Old Business:**

**Item #1:** Chairman Gallagher asked the board their opinions on resuming meter work. Members agreed that the work should be postponed due to the current climate related to the COVID-19 Pandemic.

**New Business:**

**Item #1:** Chairman Gallagher emphasized the need to develop a budget.

**Item #2:** Office Manager Gregory acknowledged that several valves need to be replaced. Upon hearing that, Chairman Gallagher brought attention to Birch street and the upcoming construction being done. Gregory will check if any valves located there need to be replaced.

**Item #3:** Vice Chairman Olander requested that the Board Meeting dates be published on the website. He also suggested that any additional, approved minutes be added. Office Administrator Pisano said she will be in contact with the website administrator to add those mentioned. She will also request a username and password for the Authority to have on hand.

**Item #4:** The borough received a \$30,000 grant for COVID-19. Part of that grant is being used to make the council chambers virtually accessible. The proposal obtained includes tablets for personnel and solicitors. All equipment, when purchased, would be available to the Authority for use during meetings. Chairman Gallagher asked that the Board consider any costs outside the borough's budget.

**Public Comment:** None

**Executive Session was not held.**

**Motion**

Motion to Adjourn the meeting at 8:05 pm on Tuesday, September 22. – Eble. Second – Gallagher.

Questions on the Motion: None

No Roll Call – Unanimous.



245 Main Street  
P.O. Box 469  
Conyngham, PA 18219  
Phone (570) 788-0608  
Fax (570) 788-6146

September 22, 2020

**Attest:**

Marc Eble  
CSJMA Secretary