



245 Main Street
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January 26, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Reorganizational and Regular Session on January 26, 2021 at 7:00 pm. The meeting was publicly advertised and accessible by computer or phone using GoToMeeting's virtual conferencing service. It was called to order by Chairman Gallagher, the Pledge of Allegiance was recited, and roll was taken.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Andre Marchese, Marguerite Woelfel, Ed Gregory (Operations Manager), Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Bianca Martincek (Recording Secretary)

Motion

Motion to appoint Solicitor Peter O'Donnell as temporary Chairman for purposes of reorganization – Olander. Second – Eble

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

At this time Solicitor O'Donnell again took roll of the preceding Board.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Andre Marchese, Marguerite Woelfel

Absent: None

Appointment of Chairperson

Motion

Motion to nominate Joseph Gallagher as Chairman for the CSJMA in 2021 - Olander. Second – Marchese

Nominations Closed

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
Marchese	-	Affirmative	Gallagher	-	Abstain
Olander	-	Affirmative			

Motion carries. Joseph Gallagher has been reappointed as the Chairman of the Board for the 2021 calendar year. Gallagher went on to administer the rest of the re-organizational meeting.



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Appointment of Vice-Chairperson

Motion

Motion to nominate Greg Olander as Vice-Chairman for the CSJMA in 2021 - Marchese. Second – Woelfel

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Secretary

Motion

Motion to nominate Marc Eble as Secretary for the CSJMA in 2021 - Woelfel. Second – Olander

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Treasurer

Motion

Motion to nominate Marguerite Woelfel as Treasurer for the CSJMA in 2021 - Eble. Second – Olander

Nominations Closed

ROLL CALL VOTE:

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



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Appointment of Assistant Secretary/Treasurer

Motion

Motion to nominate Andre Marchese as Assistant Secretary/Treasurer for the CSJMA in 2021 - Eble.
Second – Olander

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Bank Depositories

Motion

Motion to appoint Landmark Community Bank as the institution for bank depositories of the CSJMA in 2021 - Eble. Second – Olander

Questions on the motion: None

ROLL CALL VOTE:

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

Motion

Motion to authorize all appointed Board members as the sole signatories for the CSJMA in 2021 - Eble. Second – Olander

Questions on the motion: None



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ROLL CALL VOTE:

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

Appointment of Solicitor

Motion

Motion to appoint Attorney Peter O'Donnell as Solicitor for the CSJMA in 2021 - Gallagher. Second – Olander

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Engineer

Motion

Motion to appoint EnTech Engineering as Engineer for the CSJMA in 2021 - Gallagher. Second – Marchese

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Auditor

Motion

Motion to appoint Terry Jones & Company as Auditor for the CSJMA in 2021 - Gallagher. Second – Woelfel

Questions on the motion: None



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ROLL CALL VOTE:

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

Appointment of Hydrologist

Motion

Motion to appoint Meiser & Earl as Hydrologist for the CSJMA in 2021 - Gallagher. Second – Woelfel

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Right to Know Officer

Motion

Motion to appoint Bianca Martincek as Right to Know Officer for the CSJMA in 2021 - Gallagher. Second – Woelfel

Questions on the motion: None

ROLL CALL VOTE:

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

(Motion accepting Frey & Company as Financial Accounting Consultant and Motion to accept insurance proposal for 2021 from Brown & Brown Insurance approved during December 2020 meeting)



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Motion

Motion to Adjourn the Reorganizational meeting at 7:13 pm on Tuesday, January 26, 2021 –
Woelfel. Second – Marchese

Questions on the Motion: None

No Roll Call – Unanimous.

Chairman Gallagher began to administer the regular session.

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution #1: Motion to Approve Minutes of the September 22, 2020 Regular Meeting and October
27, 2020 Regular Meeting – Olander. Second Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Abstain
Olander	-	Affirmative	Marchese	-	Affirmative
Gallagher	-	Affirmative			

Treasurer’s Report:

Item 1: Treasurer Woelfel presented the Treasurer’s Report. The document was also displayed on the video call. A copy of the report is on file and available for review.

Motion

Resolution #2: Motion to Approve the Treasurer’s Report ending December 31, 2020 – Olander.
Second – Woelfel

Questions on the Motion: None



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ROLL CALL VOTE:

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

Item 2: Details of the Accounts Payable Report were examined. A copy of the report is on file and available for review.

Motion

Resolution #3: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$33,965.77 – Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #3: While reviewing the accounts payable, Vice Chairman Olander noticed that the Highmark Blue Cross Blue Shield invoice amount had not changed from the prior month. It was discussed in December’s meeting that some of the employees on the policy are no longer with the Authority. The plan needs to be updated immediately and only cover those active. Office Administrator Martinec agreed to contact BCBS to make said changes and obtain any applicable credits.

Item #4: Landmark Bank must be contacted to ensure all Board members’ signatures are authorized in their system, specifically Assistant Secretary/Treasurer Marchese, who was most recently admitted. Although the Board has not changed from the previous year some banks require this information to be consistently updated or confirmed. Doing so must take precedence before payments are mailed.

Solicitor’s Report:

Item #1: The meeting dates for the 2021 calendar year were publicly advertised in the beginning of the month. Solicitor O’Donnell also emailed a copy to those present at tonight’s meeting. He can be contacted if it was not received.

Item #2: PMAA hosted a seminar concerning Authority operations as a result of COVID-19. Solicitor O’Donnell was in attendance telephonically. Here it was explained that existing bylaws

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should be updated to give better detail as to how meetings could be held moving forward for future attendance. O'Donnell adjusted the Authority's existing bylaws to include a variety of channels that could potentially be used simultaneously. His recommendation was sent to the Board to review. The procedure to amend any bylaws was also forwarded from the current bylaws.

Item #3: Solicitor O'Donnell researched the Authority's rules and regulations in regard to customer service line leaks. Currently there is a 14-day time period in place to notify a customer of a leak. If it is not addressed during that span a written notice is to be sent. The notice will alert the customer that they have an additional 7 days to fix the problem before the Authority can make the repairs and bill the customer for the work. Further language exists to discontinue service however, Solicitor O'Donnell cautioned that the Authority be mindful if ever considering doing so. Pennsylvania statutes must be studied based on the facts.

Operations Manager Gregory believed that the 14-day period had been changed to a shorter length of time previously. O'Donnell looked into his claim and found that the policy was indeed updated to 3 days in 2012 however, the Authority was not the CSJMA at this time, so the shortened timeframe is not in effect today. The Board agreed the amount of time allotted needs to be adjusted. O'Donnell will review the language further and write a recommendation based on their feedback.

Engineer's Report:

Item #1: DEP filed an extension on the 537 Plan. In the meantime, Scott from DEP notified EnTech Engineering of a few administrative items that are required before the technical review can begin. These will be submitted promptly. Engineer Rich Harrison expects DEP to make a final decision by March 13, 2021.

Item #2: Engineer Harrison's team is finalizing the letters that are to be mailed to consumers having damaged laterals. The video references are currently being downloaded and attached to each copy.

Item #3: Ranger's Signal Fire is an asset monitoring system that would enable the Authority to monitor remote pipelines and water tanks using LTE CAT M1. This frequency allows lesser amounts of data to be sent at a lower cost. Information from different devices would be stored in the cloud. In addition, Engineer Harrison likes Grayline Instruments' flow meters for the Authority's needs. The company is a sister of Ranger. Both are under the Tasi Flow Group.

Vice Chairman Olander asked why the Hach FLO-DAR meters are no longer being considered. In response, Harrison said the model is costly and that the line first being measured is submerged. Olander has had negative experiences using area velocity flow meters including system malfunction when in contact with debris and inaccurate readings. Although Harrison agreed to an extent, he explained that a FLO-DAR meter would require routine maintenance as well if submerged under water. Also, any disruption in the meters manufactured by Grayline could be detected in real time by



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reviewing data stored on Ranger’s cloud service. Olander disagreed and stated that the FLO-DAR meters have an inverted area velocity flow meter that continues recordings while the meter is under water. Both meters will continue to be considered seeing as peak flows occur in surcharge conditions.

Secretary Eble asked how data from the Signal Fire could reach the cloud if the flow meters are underground. He learned that this can be done by running conduit from the meter to an above ground control panel. Most devices require extraordinarily little power. Engineer Harrison recommended installing a solar powered system with a backup battery that will function with the control panel. Both of these would be mounted on a pole. Harrison currently has three locations in mind for placement of the meters.

Members agreed that the Ranger’s Signal Fire is a favorable system for monitoring and storing data. Harrison is to provide a detailed proposal with costs prior to next month’s meeting. It is important that it also includes a comparison of the different flow meters.

Item #4: A work order for the 2020 Chapter 94 Report was displayed on screen in the amount of \$3,200. Moving forward, Engineer Harrison will itemize charges so that they are billed for specific projects.

Motion

Motion to approve the EnTech Engineering work order for the Chapter 94 Report in the cost of \$3,200 – Olander. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #5: A map of the proposed sewer rehab program was displayed. The lines highlighted in red are those being considered for full replacement. This work would not require DEP water quality permits. The estimated cost of the entire program is \$750,000. The combined length of the segments is approximately 3,000 ft long. Completing the project is estimated to cost \$250/ft on average. According to the drawing, the Brookhill segment (manholes 262-294) ends abruptly before the next intersection. Engineer Harrison will determine if this portion could be included in the project without any major costs or problems.



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Motion

Motion to accept the proposal by Entech Engineering for the sewer rehab program at a cost of \$55,100 for design, permitting, and bid phase services under Work Order No. 4215-EWO-10946 – Woelfel. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

Manager’s Report:

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

The Board was notified that only one bid was received for the purchase of sodium hypochlorite and sodium hydroxide from the PennBid website. It has yet to be determined if the quantity of chemicals purchased each year exceeds the current bidding amount of \$21,300. Solicitor O’Donnell recommended that the bid be advertised again.

Gregory also urged the Board contemplate replacing or rebuilding the return activated sludge pumps at the sewer treatment plant. The pumps are in unbelievably bad condition and will not last another five years until the new sewer treatment plant is built. They are Fairbank Morse 5 hp centrifugal pumps.

Gregory priced some replacement options. Reiner sold the Authority the pumps at the pump station. ABS pumps can be purchased from them for \$18,180. They are the same size as the current sludge pumps however, they would have to be retrofit in. Martin’s Electric could complete this and install the pumps at a price not to exceed \$17,500. This would amount to a maximum total of \$35,680. While searching, Gregory also located drop-in replacement pumps that are the same model. Purchasing these would cost \$26,000. That total does not include installation which will be costly. In his opinion, these pumps are of lesser quality when compared to the those made by ABS. He will continue to price more options.

Item #2: Three bids for emergency repairs were received for calendar year 2021. Kulaga Excavating, Inc., specifically, has done quality work for the Authority in the past and has been recommended by the Operations Manager. The company’s rates are comparable to the other quotes that were received.



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Motion

Resolution #4: Motion to accept the bid from Kulaga Excavating, Inc. for emergency repairs during the calendar year of 2021 – Woelfel. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #3: Right now, the Authority’s water meter system is antiquated. Operations Manager Gregory explained that advertising an RFQ (Request for Qualifications) would be the first step to towards working on a water meter replacement program.

Motion

Resolution #5: Motion to move forward with requesting an RFQ for the AMI system and water meter replacement program – Olander. Second – Eble

Questions on the Motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously

Old Business: None

New Business:

Item #1: Currently, Secretary Eble operates the Authority’s virtual meetings. In order for the Recording Secretary to connect, a second license must be purchased. If not, Eble would have to transfer his account and loose access. A second license would cost approximately \$120 for the year. It was agreed that purchasing an additional license would be most beneficial. A member of the Board should have the ability to launch executive sessions.

Public Comment: None

Executive Session was not held.



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Motion

Motion to Adjourn the meeting at 8:50 pm on Tuesday, January 26, 2021 – Eble. Second – Woelfel.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:

Marc Eble
CSJMA Secretary