



245 Main Street  
P.O. Box 469  
Conyngham, PA 18219  
Phone (570) 788-0608  
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December 22, 2020

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on December 22, 2020 at 7:00 pm. The meeting was publicly advertised and accessible by computer or phone using GoToMeeting’s virtual conferencing service. The meeting was called to order by Chairman Gallagher, the Pledge of Allegiance was recited, and roll call was taken.

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

Absent: None

**Public Comment on Agenda Items:** None

**Invited Guests:** None

**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 #33: Motion to Approve the Treasurer’s Report ending November 30, 2020 – Marchese. Second – Olander

Questions on the Motion: None

**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 #34: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$23,011.31 – Olander. Second – Woelfel



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Questions on the Motion: None

ROLL CALL VOTE:

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

**Item #3:** Terry Jones & Company completed their 2019 audit. A copy is on file and available for review.

**Motion:**

Resolution #35: Motion to approve Terry Jones & Company’s 2019 Audit as presented - Marchese. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

**Item #4:** Bills that arrive at the Authority’s office after this meeting but before December 31<sup>st</sup> should be paid prior to the new year. Chairman Gallagher explained that this would improve the accuracy of Authority’s records and future budget. All others agreed.

**Motion:**

Resolution #36: Motion to grant any board member the right to approve payment of invoices received after December 22, 2020 but before January 1, 2021. The power under this motion will expire December 31, 2020 – Woelfel. Second - Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

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**Solicitor's Report:**

**Item #1:** Solicitor O'Donnell asked the status of the Brookhill leak recorded on 9/2. This was a concerning leak that was amounting to a large loss of water. Operations Manager Gregory said the leak had been repaired at the landlord's own convenience, resulting in a loss of approximately 25,000 gallons of water each day. He also did not replace two brass connections that were supplied. O'Donnell requested that a description of those items be forwarded to him. Chairman Gallagher then recommended that the Authority's rules and regulations be adjusted to prevent future mishandlings of leaks. There should be a fixed number of days consumers have to repair any issues. Vice Chairman Olander agreed and added that a penalty should be in effect after said time. Solicitor O'Donnell will review the current bylaws and forward a recommended amendment.

**Engineer's Report:**

**Item #1:** There has been no update on the 537 Plan. Engineer Rich Harrison expects Scott at DEP will request a 60-day extension due to his workload. The Authority should be notified soon.

**Item #2:** Engineer Harrison provided the board with his drafted letters to be sent to consumers who have damaged laterals. Secretary Eble and Vice Chairman Olander thought the tone had been greatly improved. Harrison and his team are to begin finalizing the letters for each recipient. A spreadsheet will also be generated with more information for the office to have on hand.

**Item #3:** Displayed was a map of the north end of town. The map documented segments that would be included in the future sewer rehab program. Engineer Harrison projects it would cost approximately \$600,000 to address the sewers in imminent danger of failing or having infiltration inflow. The Authority's current budget is \$300,000/year. EnTech Engineering will create a detailed proposal for this project to be approved at next month's meeting. Harrison asked if there were any local surveyors the board would prefer his team utilize. The majority of the work would be locating manholes, accessing their elevations, and evaluating any physical attributes accurately. A few contacts are to be forwarded to Harrison to reach out to.

**Item #4:** Engineer Harrison spoke to a vendor about Signal Fire's remote flow monitoring system. Their product is a cellular modem that takes signal inputs and transmits information through a band of cellular signal. The company has a special frequency negotiated with Verizon Wireless for data communication. All data is preserved in the cloud. It would be most beneficial to have the ability to measure events for pumps and record levels in such time to calculate instantaneous flow. DEP is beginning to request measures of instantaneous flow for Chapter 94



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Reports. Harrison expects to see this request more often in the future. With that in mind, he recommends purchasing a simple level transducer that accumulates and monitors data. The same vendor also handles the Hach FLO-DAR system. These inline flow meters could also be incorporated into the overall monitoring system. Harrison is continuing to research the best option for the Authority's needs.

### **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. Two items were added to the report verbally. Gregory informed the board that the COVID-19 office schedule is no longer in effect. He also asked if a RFQ could be put out for the water meter replacement program. Members agreed that a detailed proposal of the meter replacement program should be prepared and forwarded for review prior to January's meeting.

### **Old Business:**

**Item #1:** Chairman Gallagher spoke to Terry Jones & Company in regard to future audits. It is necessary that all costs be recorded correctly as a sewer or water expense. The auditor is unable to determine what money is being spent, specifically for capital improvements. These finances must be kept separately and be readily available for review.

**Item #2:** A RFP for emergency repairs will be advertised in the Legal Notice section of the Standard Speaker during the first week of January, 2021. Operations Manager Gregory will provide all responses and suggest any recommendations at next month's meeting.

### **New Business:**

**Item #1:** Frey & Company's contract for services in 2021 was provided. The rate for services would be \$100/hour with the total amount not to exceed \$8,000 for the 2021 calendar year. These numbers have not changed from the previous contract.

### **Motion**

Motion to approve Frey & Company's contract for services in 2021 – Woelfel. Second – Olander

Questions on the Motion: None



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**ROLL CALL VOTE:**

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

**Item #2:** The current Blue Cross Blue Shield health insurance policy will be renewed for 2021. A past employee has been on the policy since August. BCBS must be contacted to see if a retroactive credit can be applied to the Authority’s account. Keeping the policy up to date is a principal responsibility of the Office Administrator.

**Item #3:** A public notice listing the dates of the meetings in 2021 was drafted and displayed on screen. The notice also explains how members of the public can attend the meetings virtually via phone or computer. This advertisement must also address the possibility that future meetings may be held in person as well. Solicitor O’Donnell will correct the draft’s language. The final copy must be published before January 26, 2021.

**Item #4:** Brown & Brown Insurance provided a proposal for coverage beginning on January 1, 2021. Vice Chairman Olander asked the board to consider increasing the cyber insurance coverage of \$50,000. Nowadays, systems are commonly infiltrated by viruses and malware. Such damage is costly to repair. To avoid a lapse in coverage, the board agreed to contact the insurance company about potentially increasing this value after the proposal is approved.

**Motion**

Motion to approve the property and casualty insurance policy for calendar year 2021 through Brown & Brown Insurance with coverage beginning January 1, 2021 pending an update to the employee list – Eble. Second – Olander

Questions on the Motion: None

**ROLL CALL VOTE:**

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

**Item #5:** A letter from Terry Jones & Associates was forwarded to the board for review along with the audited financial statements for 2019. It must be signed and sent to DCED by December 28, 2020. The contents within describe where the Authority stands financially.

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**Motion**

Motion to approve the letter from Terry Jones & Associates addressed to DCED – Woelfel.  
Second – Marchese

**ROLL CALL VOTE:**

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

**Public Comment:** None

**Executive Session was not held.**

**Motion**

Motion to Adjourn the meeting at 8:14 pm on Tuesday, December 22, 2020 – Eble. Second – Woelfel.

Questions on the Motion: None

No Roll Call – Unanimous.

**Attest:**

  
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Marc Eble  
CSJMA Secretary