



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

February 23, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on February 23, 2021 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), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: None

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution #6: Motion to Approve Minutes of the November 24, 2020 Regular Meeting, December 23, 2020 Regular Meeting, and January 26, 2021 Reorganizational and Regular Meeting – Olander. Second Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
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 #7: Motion to Approve the Treasurer’s Report ending January 31, 2021 – Marchese. Second – Olander

Questions on the Motion: None



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

February 23, 2021

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 #8: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$22,006.84 – Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor’s Report:

Item #1: Solicitor O’Donnell had forwarded his recommendation to amend the Authority’s Rules, Rates, and Regulations regarding service line leaks (page 14). The proposed language grants customers 3 days to repair leaks once notified. Service may be discontinued upon receiving written notice after seven days until all necessary conditions are met.

The Board agreed that this was an improvement however, policies must also be established for emergency situations. Solicitor O’Donnell will recommend an amendment that includes this prior to the next Board Meeting.

Motion

Resolution #9: Motion to pull the amendment of the CSJMA Rates, Rules, & Regulations off the table to approve – Eble. Second - Olander

Questions on the Motion: None



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

February 23, 2021

No Roll Call. Five (5) Yes. Motion carries.

Item #2: The Authority’s Solicitor also forwarded his recommendation to amend the CSJMA By-Law (8) Quorum. The change would include that a combination of different channels could potentially be used simultaneously to attend future meetings.

Motion

Resolution #9: Motion to approve the amendment of the CSJMA By-Law (8) Quorum - Eble.
Second - Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #3: It was brought to Chairman Gallagher’s attention that the CSJMA should consider adopting a Wellhead Protection Ordinance. He shared a correspondence with Hydrologist Meiser & Earl which contained examples of what could be included to protect the welfare of the Authority’s consumers. Establishing such an ordinance was deemed necessary. Members of the Board asked Solicitor O’Donnell to review and research this item further.

Item #4: Solicitor O’Donnell notified the Board that the CSJMA’s cyber insurance coverage of \$50,000 had been increased to \$100,000. Doing so added \$124 to the policy’s premium. Vice Chairman Olander again expressed how costly cyber-attacks are to repair. He asked that quotes be obtained by Office Administrator Martincek to consider further increasing the policy’s value.

Item #5: Now that the 2018 and 2019 Audit has been completed and approved a legal notice must be published in the Standard Speaker. Additionally, Terry Jones & Company should be contacted to begin preparation of the 2020 audit.

Engineer’s Report:

Item #1: Engineer Harrison still expects the technical review of the 537 Plan to be completed and approved by March 13, 2021. The administrative items previously requested by DEP are being submitted.



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

February 23, 2021

Item #2: The letters that are to be mailed to residences having damaged laterals are almost complete. Engineer Harrison said they will be finalized before March’s meeting. In the meantime, he agreed to forward repair and financial aid information to Office Administrator Martincek. She will publish these details on the Authority’s website prior to the letters being sent.

Item #4: Engineer Harrison presented a quote for 2 Ranger Signal Fires and the control panels to operate them. Members previously agreed that Ranger’s Signal Fire is a favorable system for the Authority’s needs. This remained the group’s consensus.

Following, a quote to install and rent 2 flow meters was displayed. The total also included a monthly download fee. Last month, Vice Chairman Olander recommended Hach FLO-DAR meters be purchased. He insisted that this still be considered. Renting units is costly. Future projects will always call for flow monitoring. After much continued discussion, the Board agreed purchasing the units would be most beneficial to the Authority.

Motion

Motion to purchase two Hach FLO-DAR units to include wireless transmission at a price not to exceed \$40,000 – Olander. Second - Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Motion to purchase 2 Ranger Signal Fires and 2 control panels not to exceed \$25,000 under COSTARS pricing – Marchese. - Second Olander

Questions on the Motion: None

ROLL CALL VOTE:

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



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

February 23, 2021

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. During last month's meeting Gregory asked that the Board consider replacing the return activated sludge pumps at the sewer treatment plant. After much research and consideration, he has decided to repair the old pumps as needed until construction of the new sewer plant is complete.

Old Business: None

New Business: None

Public Comment: None

Executive Session was not held.

Motion

Motion to Adjourn the meeting on Tuesday, February 23, 2021 – Woelfel. Second - Marchese

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:

Marc Eble
CSJMA Secretary