



245 Main Street
P.O. Box 469
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Phone (570) 788-0608
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June 22, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on June 22, 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 call was taken.

Present: Joseph Gallagher, Marc Eble, Andre Marchese, Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Ed Gregory (Operations Manager), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: Greg Olander, Marguerite Woelfel

Public Comment on Agenda Items: None

Invited Guests: Dan Rymond

Dan Rymond lives on School Lane in Conyngham. He is one of the 6 neighboring properties that are connected to the sewer on a 4 in line. Last month, Operations Manager Gregory presented this as a problem to the Board and recommended that the residences be properly connected. Such was Mr. Rymond's request this evening. Chairman Gallagher acknowledged that a solution needs to be included in the forthcoming School Lane project. Engineer Harrison is to address the matter in future plans.

Motion

Resolution #18: Motion to Approve Minutes of the April 27, 2021 Regular Meeting – Marchese.
Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Resolution #21: Motion to Approve Minutes of the May 25, 2021 Regular Meeting – Eble.
Second – Marchese



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Questions on the Motion: None

ROLL CALL VOTE:

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

Treasurer’s Report

Item 1: Office Administrator Martincek 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 #22: Motion to Approve the Treasurer’s Report Ending May 31, 2021 – Eble. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Absent
Olander	-	Absent	Marchese	-	Affirmative
Gallagher	-	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 #23: Motion to approve the Payment of Invoices and Unpaid Bills totaling \$62,455.73– Eble. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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



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Office Administrator Martincek is confident in her ability to begin processing the Authority's payroll. ADP will be terminated at the end of this year's second quarter.

Solicitor's Report

Item #1: If there are any concerns about the contents of confidential emails that were previously sent, please contact Solicitor O'Donnell at his office.

Item #2: O'Donnell will be in touch with the Utilities Services Corp's lawyer to discuss the contract for the Water Meter Replacement Program.

Item #3: The leak and repair issue involving Pittinger may result in a litigation. As a precaution, any questions should be addressed outside of the public meeting.

Item #4: Following last month's meeting, O'Donnell sent notices to Attorneys Ferdinand and Karpowich concerning the public comments received in response to the 1-acre subdivision. He has heard nothing in return.

Item #5: A backflow presentation is being prepared for the meeting to be held on July 27, 2021. It is recommended that all members are present. Office Administrator Martincek is to confirm attendance ahead.

Chairman Gallagher asked Solicitor O'Donnell to resend his comprehensive language pertaining to repairs for Rules, Rates, & Regulations. It should be reviewed by the Board prior to next month's meeting.

O'Donnell is also to verify the legality of holding future virtual meetings. He stated tonight, for the record, that the CSJMA is having an advertised legal meeting pursuant to the Municipal Authorities Act. No professional or state association has advised its members that meetings have to be held in person as of a particular date.

Engineer's Report

Item #1: There are no updates on the 537 Plan. Scott at DEP is currently on vacation. He will be contacted once he returns.



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Item #2: The manholes that are to contain flow meters have been selected. Engineer Harrison will coordinate a date to have them installed asap.

Item #3: The most effective way to justify a request for additional EDUs would be to locate and remove sump pumps. Real data can be obtained from those discovered and calculate the amount of peak flow reduced.

Chairman Gallagher has noticed that residents included in the Sugarloaf study of on-lot systems have since had their septic systems pumped. This information can also rationalize EDUs. Harrison agreed. Once the 537 Plan is approved that portion of the project can readily move forward.

Generally, when a new sewer is installed, residents are obliged to connect. Harrison recommends that a regulation be adopted to ensure households connect to the public sewer when their on-lot systems are in danger of failing. Sugarloaf Township specifically has ordinances in place for maintaining these systems. Inspections need to be enforced by SEOs.

Item #4: Harrison forwarded ordinances to the Board that were adopted by nearby municipalities and administered by DAMA. These samples were practically identical. All were part of DEP's consent order agreement. The ordinances authorize inspections of private sewer laterals, specifically when a home is being purchased. If Conyngham Borough and Sugarloaf Township were to adopt such an ordinance the CSJMA could administer inspections and locate additional sources of private I & I. This would increase EDUs and ultimately future development.

Harrison and Solicitor O'Donnell will produce uniform language to be presented to the municipalities' solicitors.

Manager's Report

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

Item #2: Penalties for past due payments have been waived since the beginning of the COVID-19 pandemic. Recently, it has been brought to Gregory's attention that some customers are increasingly paying late. He asked the Board if fines should be reinstated.



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The Authority has a small number of delinquent accounts. It is Secretary Eble's opinion that the current penalty, 10% of the outstanding bill, is exorbitant. A forgiveness policy or lesser fine should be considered. Email reminders could also be very impactful.

Operations Manager Gregory and his staff are to draft a new policy for the office to adhere by.

Old Business: None

New Business: None

Public Comment: None

Executive Session was not held.

Motion

Motion to Adjourn the meeting on Tuesday, June 22, 2021 – Eble. Second - Marchese

Questions on the Motion: None

No Roll Call – Unanimous

Attest:

Marc Eble
CSJMA Secretary