



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
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July 27, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on July 27, 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 Vice Chairman Olander, the Pledge of Allegiance was recited, and roll call was taken.

Present: Greg Olander, Marc Eble, Marguerite Woelfel, Peter O’Donnell (Solicitor), Rich Harrison (Engineer), Ed Gregory (Operations Manager), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: Joseph Gallagher, Andre Marchese

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution #24: Motion to Approve Minutes of the June 22, 2021 Regular Meeting – Eble.
Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Resolution #24 did not pass by a majority vote. Vice Chairman Olander and Treasurer Woelfel abstained as neither attended the recorded meeting. This item will be placed on August’s agenda.

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.



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Motion

Resolution #25: Motion to Approve the Treasurer’s Report Ending June 30, 2021 – Woelfel.
Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item 2: Details of the Accounts Payable Report were examined. 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 \$48,764.22– Woelfel. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor’s Report

Item #1: Solicitor O’Donnell sent a memo of passed amendments to the Sunshine Act. These depict more restrictive requirements for future meeting agendas and will become effective at the end of August 2021. He will discuss this in more detail at the next meeting.

Item #2: Copies of the suggested DEP ordinances to adopt were sent to the Conyngham Borough and Sugarloaf Township solicitors for review and comment.



July 27, 2021

Engineer's Report

Item #1: The first 3 chapters of the 537 Plan have been reviewed by Scott at DEP. He had some minor comments. All were addressed by Engineer Harrison and his team. The remaining chapters still need to be reviewed.

Item #2: As we wait for comments on the proposed ordinances, Harrison would like to resume CCTV work. About 50% of the system has been completed; however, USG's contract will end soon. He will draft a new proposal and some budgetary figures for next month's meeting.

Item #3: The flow meters have been installed. The plant flows are still fairly low at this time. The data will be reviewed when there is an increase in wet weather.

Item #3: Engineer Harrison finds the CVCO's anticipated flow rates to be concerning. The total flows equate to approximately 1 EDU; however, the peak flows to be output are 333 gallons/minute which is equivalent to 350 EDUs. This amount is more than the treatment plant's capacity of .35 MGD.

This could be solved by placing a storage tank and sump pump in the manhole's base. The sump pump would release the flows at a lesser rate. This would also limit the potential for high chlorine levels as flows would move through the plant at a slower rate.

Harrison is to draft a letter that includes this preliminary design. The Board will review and approve it to be sent to the CVCO.

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: The outdoor air conditioning unit that cools the break room and street department's office needs to be replaced. A quote in the amount of \$3,000 was received from Plum Air, Inc. This cost is to be split between the CSJMA and the Conyngham Borough.

Motion



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Motion to Approve the Purchase of a New Air Conditioning Unit in the Amount of \$3,000 to be Shared at a 50% Cost with the Conyngham Borough – Woelfel. – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Old Business

Item #1: The Conyngham Borough enacted a zoning ordinance that classifies some areas as high density residential. Treasurer Woelfel asked if the Authority received an update on the status of the Wellhead Protection Program being developed by Meiser & Earl. None were communicated. Operations Manager Gregory will contact the hydrologist for more information.

Item #2: During last month's meeting it was requested that the office review the current penalty policy and forward any recommendations. The current penalty for late payments is 10% of the outstanding bill. This charge is waived once for each customer. In the past, this penalty has generated substantial revenue for the Authority. It was the office's recommendation that the 10% penalty remain but waive 1 fee annually vs lifetime. This would benefit nonhabitual offenders.

Members of the Board agreed. Solicitor O'Donnell will propose new language for the Authority's Rules Rates and Regulations.

In addition, the Authority received a quote from Diversified Technology in the amount of \$6,325.00 to upgrade their current billing system. The new software would permit email billing. The quote is to be sent to the Board for further review.

New Business: None

Public Comment: None

Executive Session was not held.



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Motion

Motion to Adjourn the Meeting on Tuesday, July 27, 2021 – Eble. Second - Woelfel

Questions on the Motion: None

No Roll Call – Unanimous

Attest:

Marc Eble
CSJMA Secretary