



245 Main Street
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Conyngham, PA 18219
Phone (570) 788-0608
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September 28, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on Tuesday, September 28, 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, Greg Olander, Marc Eble, Marguerite Woelfel, Andre Marchese, Peter O’Donnell (Solicitor), Rich Harrison (Engineer), Ed Gregory (Operations Manager), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: None

Public Comment on Agenda Items: None

Invited Guests: David Glassberg, Michael Leib

Mr. Glassberg had some concerns regarding the use of wells and easements located on the Hutton property. Operations Manager Gregory spoke those in question. Wells 1 and 4 are considered abandoned and Well 5 is to be designated as a Reserve Source. Although two of the wells are abandoned, the Authority reserves the rights to use them for future needs. Easements that lead to all 3 wells will remain intact. Chairman Gallagher insisted Mr. Glassman research the Borough’s Ordinances that are used to protect the wells additionally.

Motion

Resolution No. 30: Motion to Approve Minutes of the August 24, 2021 Regular Meeting – Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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



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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 No. 31: Motion to Approve the Treasurer's Report Ending August 31, 2021 – Olander. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative	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 No. 32: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$50,417.38 – Marchese. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

A budget for the 2022 calendar year will be drafted by Office Administer Martincek for review next month.



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Solicitor’s Report

Item #1: As previously discussed, the Rules, Rates, and Regulations should include Authority rights to enter a home if a threat to the operations system or the health, safety, and welfare of the community exists. Resolution No. 33 was presented by Solicitor O’Donnell.

Motion

Resolution #33: Motion to Amend the CSJMA Rates, Rules, and Regulations to Include Addition of Language Pertaining to Permissionless Entry to Private Property – Olander. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #2: After reviewing the language prepared by Solicitor O’Donnell, the Board was inclined to amend to the Rules, Rates, and Regulations to automatically waive one late fee per customer each year.

Motion

Resolution No. 33: Motion to Amend the CSJMA Rates, Rules, and Regulations Section VIII Delinquent Account Procedures to Include Waived Late Fees – Marchese. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #3: The Authority has received a NOV for exceeding daily pump rates. This is a direct effect of an ongoing leak that has not been repaired by a customer. Photos depict a deteriorating sewer lateral that should be replaced entirely.



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In accordance with the Authority's Rules, Rates, and Regulations, the customer has seven days to repair the leak once notified. Unfortunately, they cannot be forced to replace the entire lateral regardless of reoccurring leaks.

Solicitor O'Donnell recommended a letter be sent to the customer immediately. If no response is received the appropriate steps can then be taken to ultimately disconnect the water. After much discussion, it was decided that both the customer and tenants of the property should be notified of the time frame and implications.

In the past, the CSJMA has discussed amending the allotted time customers have to repair leaks from seven to three days. This is necessary to prevent similar instances from occurring in the future.

Item #4: An email was sent from Office Administrator Martincek concerning confusing language in the Employee Handbook. Solicitor O'Donnell will address these items in a memo to the Board.

In addition, Chairman Gallagher expressed the need to adopt COVID-19 policies for employees. Solicitor O'Donnell will circulate policy language concerning safety guidelines, quarantining, and leave to be considered.

Engineer's Report

Item #1: The DEP is experiencing major reorganization. Scott has agreed to have comments back on the 537 Plan within thirty days. Vice Chairman Olander mentioned that he had also spoken to Scott, who seemed to indicate he was satisfied. If no formal response is received within the allotted time, Engineer Harrison's team will take further action.

Item #2: While managing night flow isolation, Harrison found clear water coming in through small sections of pipe. He was able to identify sections of homes that are clear sources of I & I. He asked Solicitor O'Donnell if there has been any feedback on the proposed ordinances for the Borough and Township to adopt. O'Donnell has not received any. He will follow up with the solicitors of those municipalities.

A significant hole was recently filled between the avenues of Myers and Howard. It has begun to cave again. This may indicate a leaking pipe below. The CSJMA's pole camera has not yet been purchased; however, Harrison will investigate the problem.

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Item #3: Harrison has been in communication with the Authority's representative at the Hach Company. He has been experiencing some problems downloading the recorded data from the flow monitoring units. While working on night flow isolation, Harrison checked the machines. All were submerged or surcharged.

Item #4: Entech Engineering's surveyor has gotten back with some pricing for completing the treatment plant and additional lateral connections on School Lane. He will have the necessary wetlands quoted on the work order to be produced. Chairman Gallagher knows a local surveyor that can provide a second quote.

Item #5: In an effort to locate sump pumps and foundation drains, Harrison would like to initiate a voluntary incentive program. For example, mailers that request home inspections could be sent to customers. Those who agree would have their next month's sewer fee waived in return.

Harrison will design and present a future program to the Board.

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.

Gregory asked the Board to consider hiring a laborer position for general maintenance.

Old Business

Item #1: Solicitor O'Donnell negotiated terms of the Master Services Agreements with SUEZ Utilities. They were sent to the Board to review.

Motion

Resolution No. 35: Motion to Approve the Master Services Agreements from SUEZ Utilities for the Water Meter Replacement Program – Olander. Second – Woelfel

Questions on the Motion: None



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ROLL CALL VOTE:

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

Item #2: After reviewing the proposal provided by Diversified Technology, Secretary Eble spoke in favor of the Authority upgrading their current billing software. However, he questioned the high number of active customers being quoted. A new proposal, reflecting fewer customers, is to be requested.

New Business

Item #1: Vice Chairman Olander was approached about the water pressure in the meadows complex. He was told that hydrants were removed there due to the lack of pressure to fight a fire. He asked if a booster pump proposal was ever considered. Chairman Gallagher explained that at one time the Authority was willing to put in a pump station at the higher end of that development. It was proposed to the land's developer at a cost of approximately \$200,000, which he declined. Those lines have since defaulted to the CSJMA. Local fire departments have assured the Authority that all calls are responded to as if there are no fire hydrants present. Such is protocol.

Public Comment: Michael Leib requested that future Board Meeting times be visible on the CSJMA website.

Executive Session was not held.

Motion

Motion to Adjourn the Meeting on Tuesday, October 26, 2021 – Marchese. - Woelfel

Questions on the Motion: None

No Roll Call – Unanimous



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Attest:

Marc Eble
CSJMA Secretary

