



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

October 26, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on Tuesday, October 26, 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, Andre Marchese, Peter O’Donnell (Solicitor), Rich Harrison (Engineer), Ed Gregory (Operations Manager), Bianca Martincek (Recording Secretary/Office Administrator)

Absent: Marguerite Woelfel

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution No. 36: Motion to Approve Minutes of the September 28, 2021 Regular Meeting – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

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 No. 37: Motion to Approve the Treasurer’s Report Ending September 30, 2021 – Marchese. Second – Eble



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

October 26, 2021

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Absent
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. 38: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$54,916.23 – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

After further review of the presented financials, Chairman Gallagher suggested that a motion be made to transfer funds from the Authority’s Revenue Account to its PLGIT account. It was Solicitor O’Donnell’s opinion that such a motion would not be in violation of the newly adopted Sunshine Acts. Although it was not on the agenda, it is administrative in nature and not contractual or creating any liability.

Motion

Motion to Transfer \$500,000 from the CSJMA’s Revenue Account to its PLGIT Account – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

October 26, 2021

Solicitor's Report

Item #1: As previously discussed, there should be no prospect of a tenant being responsible for payments in the Authority's Rules, Rates, and Regulations (RRRs). After careful review, Solicitor O'Donnell found it unnecessary to amend any existing language or vote on Resolution No. 42. The definition of a customer is defined as a property owner in the RRRs. It also states that property owners are responsible for all payments.

Letters, including outstanding balances, are to be sent to existing rental property owners. O'Donnell Law Office will respond to any questions.

Item #2: Solicitor O'Donnell will be sending the Board a memo with his recommendations to existing issues in the Employee Handbook. He will also include the CDC's comprehensive guidelines for COVID-19, which OSHA also suggests following. He reminded the Board that any action on personnel matters would require a full Board to vote at a future meeting.

Engineer's Report

Item #1: The DEP has yet to respond to the submitted 537 Plan. Chairman Gallagher is going to send an email to Scott concerning its stagnant status and his year-end objectives.

Item #2: Engineer Harrison recommends continuing CCTV work with USG to identify additional sources of I & I. He has allocated \$600,000 to the program. Approximately 80% of the sewer system would then be televised, including all critical areas.

Item #3: Engineer Harrison presented data collected from the flow meter near the monastery. The average daily flows, during the three-month period, were around 50 gallons per minute. Peak flows averaged between 250 and 300 gallons per minute. One particular storm had submerged the meter due to limited capacity at the treatment plant. All are working fine.

Item #4: Suez Utilities is to provide the necessary release documentation to change water meters on private properties. The Board agreed that the CSJMA should contact its customers initially. The project should also be advertised immensely. Engineer Harrison would like to have a member of his team represent the Authority during these installations. A preliminary investigation for sump pumps can be completed simultaneously. A total of \$250,000 was allocated to administer this. After much discussion, the Board agreed that the project should not exceed \$100,000.



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

October 26, 2021

Item #5: The wastewater treatment plant, as well as designated sewer laterals, must be surveyed in order to create base maps and begin preliminary design of the new system. An ariel photo of the lateral was displayed on screen. Engineer Harrison reviewed the proposed work order.

Motion

Resolution No. 39: Motion to Approve Work Order No. 4215-EW0-11529, Estimating \$16,150.00, for Field Survey Work of the Sewer and Wastewater Treatment Plant – Olander.
Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #6: The remaining items on the Engineer’s 2022 budget were presented.

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.

Listed on the report was a notice of violation from DEP for numerous discharge exceedance violations of the wastewater treatment plant, dating back to 2017. Operations Manager Gregory addressed this and explained that the pattern of effluent violations is the result of the wastewater treatment plant being organically and hydraulically overloaded. During high flows, sample collections are delayed to try and obtain satisfactory effluent testing limits; however, the plant flows do not recede in the allotted time to collect samples per our permit limitations.

Item #2: Fairway Motors and Kovatch, Inc. were contacted for quotes on a new utility truck. Vice Chairman Olander suggested Gregory reach out to Rottet Motors as well.

Old Business

Item #1: The Board reviewed a revised proposal from Diversified Technology to upgrade the office’s current billing system. Some of the upgrade’s inclusions are a stronger SQL database, the ability to e-bill customers, and lower authorization fees for online payments.

Motion

Resolution No. 40: Motion to Approve the Proposal Provided by Diversified Technology, in the Amount of \$4,825.00, to Upgrade the Authority’s Current Billing System – Olander. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #2: JonesBleiler completed its annual audit of the CSJMA for the year ending December 31, 2020. It was reviewed by the Board of Directors.

Motion

Resolution No. 41: Motion to Accept the Audited Financial Statements Prepared by JonesBleiler for the 2020 Calendar Year – Marchese. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

New Business

Item #1: Resolution No. 42 was deemed unnecessary and will not be acted upon.



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

October 26, 2021

Item #2: Office Administrator Martincek drafted a budget projection for the upcoming year. A running average of the last four years was used to calculate the majority of figures presented. Anticipated budgetary items were provided by the Operations Manager and Engineer in advance.

While reviewing, the Board reiterated that \$150,000 is to be deducted from the Engineer's budget. Also, the purchase of a new utility truck, costing approximately \$50,000, is to be added. Please contact Martincek with any additional comments or suggestions.

Public Comment:

Executive Session was not held.

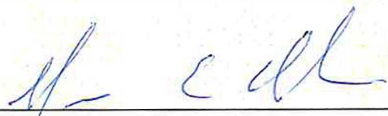
Motion

Motion to Adjourn the Meeting on Tuesday, October 26, 2021 – Eble. - Olander

Questions on the Motion: None

No Roll Call – Unanimous

Attest:



Marc Eble
CSJMA Secretary