



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

November 24, 2021

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on Tuesday, November 24, 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: None

Motion

Resolution No. 43: Motion to Approve Minutes of the October 26, 2021 Regular Meeting – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Abstain
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 No. 44: Motion to Approve the Treasurer's Report Ending October 31, 2021 – Marchese. Second – Woelfel



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Questions on the Motion: None

ROLL CALL VOTE:

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

It was recommended that the CSJMA maintain a balance of two hundred and fifty thousand dollars in its Revenue Account. To abide by this, Chairman Gallagher authorized Office Administer Martincek to transfer \$225,000 into the Authority’s Investment Account.

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. 45: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$39,975.57 – Woelfel. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor’s Report

Item #1: A memo concerning changes to the CSJMA Employee Handbook was emailed to the Board. Solicitor O’Donnell requested a response.

Item #2: A Chapter 13 Bankruptcy has been filed on a customer’s account. Because a lien was placed on the account prior to it being filed, the Authority is intitled to the charges accrued. The customer is asking for three years to reorganize their finances. During that time, if approved, smaller payments will be made by the trustee for the pre-petition charges. Any post-petition charges are to be billed and collected as normal.

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Item #3: As previously discussed, tenant accounts are to be billed to the property owner. Language circulated by Solicitor O'Donnell was approved to be sent to a specific landlord. A notice, referencing the CSJMA's Rules, Rates, and Regulations, should be mailed to all others.

Engineer's Report

Item #1: Scott from the DEP sent a letter acknowledging the lack of response to the submitted 537 Plan. Due to staffing issues and a robust caseload, he has not had the necessary time to review it and is unable to commit to a completion date. Chairman Gallagher recommended that Entech Engineering continue to communicate with him on a regular basis.

Item #2: Survey work is scheduled for the middle of December. This will include the wastewater treatment plant.

Item #3: The flow monitoring program is ongoing. The data is being accumulated and a representative will be out to check the meters' batteries.

Item #4: A proposal was obtained from USG for additional CCTV work. After review, Engineer Harrison noticed it reflected the company's new rates, not COSTAR pricing. Harrison will have a revised proposal for December's meeting.

Item #5: Work Order No. 4215-EW0-11529 was presented by Engineer Harrison. Its estimate was \$664,900 for the design, permitting, bidding, and funding assistance of the Authority's new wastewater treatment plant. Vice Chairman Olander recommended that the estimated costs be approved as a total, not to exceed \$664,900. The Board agreed unanimously. Any additional expenses will require further approval. A continuation of tonight's meeting will be held on December 7, 2021, to vote on a revised work order.

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.

On the report, Operations Manager Gregory noted that the VSD in Well 7 was replaced. This was completed in time for the hydrologist's well tests. The SRBC has approved Well 7 to pump one hundred and fifty gallons per minute. Meiser & Earl will be working with the Authority to maintain this permitted amount.



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Old Business: None

New Business

Item #1: A proposed meeting schedule for the 2022 calendar year was presented. Some discussion was had regarding adopting an earlier start time. This is to be considered prior to being voted on at next month’s meeting.

Item #2: The Board reviewed the 2022 premiums for the renewal of the CSJMA’s health insurance policy, provided by Highmark Blue Shield. The rates are to increase by 2.9 percent.

Motion

Motion to Approve the Renewal of the Authority’s Highmark Blue Shield Health Insurance Policy for the 2022 Calendar Year – Olander. – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Public Comment: None

Executive Session was held after the meeting for personnel issues

Motion

Motion to Adjourn the Meeting on Tuesday, November 23, 2021 – Eble. - Olander

Questions on the Motion: None

No Roll Call – Unanimous



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Attest:

Marc Eble
CSJMA Secretary

