



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

January 25, 2022

The Conyngham/Sugarloaf Joint Municipal Authority met for a Reorganizational and Regular Session on January 25, 2022, 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 was taken.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Marguerite Woelfel, Andre Marchese, Ed Gregory (Operations Manager), Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Bianca Martincek (Recording Secretary)

Motion

Motion to Appoint Solicitor Peter O'Donnell as Temporary Chairman for Purposes of Reorganization – Woelfel. Second – Olander

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

At this time Solicitor O'Donnell again took roll of the preceding Board.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Marguerite Woelfel, Andre Marchese

Absent: None

Appointment of Chairperson

Motion

Motion to Nominate Joseph Gallagher as Chairman for the CSJMA in 2022 - Olander. Second – Eble

Nominations Closed

ROLL CALL VOTE:

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

Motion carries. Joseph Gallagher has been reappointed as the Chairman of the Board for the 2022 calendar year. Gallagher went on to administer the rest of the reorganizational meeting.



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Appointment of Vice-Chairperson

Motion

Motion to Nominate Greg Olander as Vice-Chairman for the CSJMA in 2022 - Gallagher. Second – Marchese

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Secretary

Motion

Motion to Nominate Marc Eble as Secretary for the CSJMA in 2022 - Gallagher. Second – Woelfel

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Treasurer

Motion

Motion to Nominate Marguerite Woelfel as Treasurer for the CSJMA in 2022 - Gallagher. Second – Eble

Nominations Closed

ROLL CALL VOTE:

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



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Appointment of Assistant Secretary/Treasurer

Motion

Motion to Nominate Andre Marchese as Assistant Secretary/Treasurer for the CSJMA in 2022 -
Gallagher. Second – Eble

Nominations Closed

ROLL CALL VOTE:

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

Appointment of Bank Depositories

Motion

Motion to Appoint Fidelity Bank as the Institution for Bank Depositories of the CSJMA in 2022 -
Woelfel. Second – Eble

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

Motion

Motion to Authorize all Appointed Board Members as the Sole Signatories for the CSJMA in 2022 -
Eble. Second – Woelfel

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.



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Appointment of Solicitor

Motion

Motion to Appoint Attorney Peter O'Donnell as Solicitor for the CSJMA in 2022 - Olander. Second – Eble

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

Appointment of Engineer

Motion

Motion to Appoint Entech Engineering as Engineer for the CSJMA in 2022 - Woelfel. Second – Olander

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

Appointment of Auditor

Motion

Motion to Appoint JonesBleiler as Auditor for the CSJMA in 2022 - Woelfel. Second – Eble

Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

Appointment of Hydrologist

Motion

Motion to Appoint Meiser & Earl as Hydrologist for the CSJMA in 2022 – Eble. Second – Olander



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Questions on the motion: None

Voice Vote – Five (5) Yes. Motion carries unanimously.

Appointment of Right to Know Officer

Motion

Motion to Appoint Bianca Martincek as Right to Know Officer for the CSJMA in 2022 - Eble.
Second – Olander

Questions on the motion: None

ROLL CALL VOTE:

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

(Motion accepting Frey & Company as Financial Accounting Consultant and Motion to accept insurance proposal for 2022 from Brown & Brown Insurance approved during December 2021 meeting)

Motion

Motion to Adjourn the Reorganizational Meeting at 7:13 pm on Tuesday, January 25, 2022 –
Woelfel. Second – Marchese

Questions on the Motion: None

No Roll Call – Unanimous.

Chairman Gallagher began to administer the regular session.

Public Comment on Agenda Items: None

Invited Guests: None



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Motion

Resolution No. 1: Motion to Approve Minutes of the December 28, 2021 Regular Meeting and December 29, 2021 Regular Meeting – Woelfel. Second - Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
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. 2: Motion to Approve the Treasurer’s Report Ending December 31, 2021 – Eble. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Gallagher	-	Affirmative
Marchese	-	Affirmative	Woelfel	-	Affirmative
Olander	-	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 #3: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$64,752.29 – Woelfel. Second – Marchese

Questions on the Motion: None



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ROLL CALL VOTE:

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

Solicitor’s Report:

Item #1: In January, The Department of Labor and Industry published its changes to the base amounts that trigger the requirements for public bids, with the amounts being adjusted to the following. Anything under \$11,800 can be purchased without bids or quotes. The area between \$11,800 and \$21,900 will require written quotes for comparison and historical records. Contracts above \$21,900, as defined by the Municipal Authorities Act, will be subject to the bidding procedures.

Item #2: Conyngham Borough sent a cover letter and Resolution No. 2, which appoints Joseph Gallagher to a member of the Board of the Conyngham Sugarloaf Joint Municipal Authority (CSJMA) for a 5-year term ending December 31, 2026.

Item #3: Solicitor O’Donnell circulated his recommendations for vague language in the Employee Handbook related to vacation days, sick days, personal days, and simple IRA contributions. These amendments were later presented as Resolution No. 3.

Motion

Resolution No. 3: Motion to Approve Amendments to the Employee Handbook Pertaining to Ambiguous Language in the Benefits Section – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #4: A memo outlining general language to address public health crises in the Employee Handbook was distributed. Resolution No. 4 was drafted to grant 8 additional sick days to employees on a one-time basis, upon proof of a positive related test. The current OSHA and CDC guidelines have a reduced quarantine period. After further consideration, the Board agreed to change the language to grant up to 8 additional sick days instead of a total of 8 additional sick days.



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Motion

Resolution No. 4: Motion to Accept the Addition of Language to the Employee Handbook Pertaining to any Declared Public Health Crisis, with Revisions of, “the Employee Shall be Granted up to Eight (8) Paid Sick Days on a One-Time Basis.” – Eble. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Engineer’s Report:

Item #1: The 537 Plan has been approved. Engineer Harrison has begun working on the submission of Part I NPDES Permit for the WWTP Expansion and Upgrade. This will not be approved until fall due to a substantial backlog.

Item #2: Engineer Harrison recommended the use of a local plumber down the road to assist with plumbing and maintenance in the local homes for the “private source” I & I identification and elimination program. He will look into preparing a special study (“mini 537 plan”) that addresses the private lines in Sugarloaf township that tie into Greater Hazleton, along with an appropriate fee schedule.

Item #3: The batteries were replaced in the flow metering units. Harrison is continuing to download and record the accumulated data.

Item #4: The surveyor is completing base drawings for the design of the wastewater treatment plant. According to the implementation schedule, the Water Quality Management Part II Permit, which includes applications for WWTP upgrade/expansion and Pilot/School Lane project, will be submitted by July 2022.

Item #5: A proposal, in the amount of \$392,950, was obtained from USG to complete CCTV work of the remaining sewer. Approximately 40% of the sewer lines have already been televised. The completed sections were prioritized by risk, as the approved 537 Plan obliges the Authority to identify all existing problems. Harrison will send a map outlining which lines have been completed, and which remain concerning. Additionally, the Board agreed that money should be spent on repairing located I & I sources.



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Motion

Motion to Remove Resolution No. 5 from the Agenda – Olander. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #5: Worker Order No. EWO-4215-11728 was presented by Engineer Harrison at a cost of \$3,400.

Motion

Resolution No. 4: Motion to Approve Work Order No. EWO-4215-11728, Totaling \$3,400, to Develop and Submit the CSJMA's 2022 Chapter 94 Report – Olander. Seconded - Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Manager’s Report:

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

Old Business

Item #1: Resolution No. 52 of 2020, concerning the possible hire of new labor position, was not acted upon. It will continue to be tabled for another meeting.

New Business: None

Public Comment: None



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Executive Session was held after the meeting for personnel issues.

Motion

Motion to Adjourn the meeting on Tuesday, January 25, 2022 – Eble. Second – Woelfel.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:

Marc Eble
CSJMA Secretary

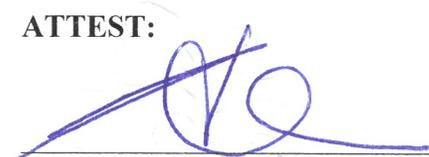


RESOLUTION NO. 2 of 2022
APPOINTING MEMBER TO THE CONYNGHAM-SUGARLOAF JOINT
MUNICIPAL AUTHORITY

BE IT RESOLVED this 18th day of January, 2022, by Conyngham Borough Council that Joseph Gallagher is hereby reappointed to the Conyngham-Sugarloaf Joint Municipal Authority for a five year term ending December 31, 2026.

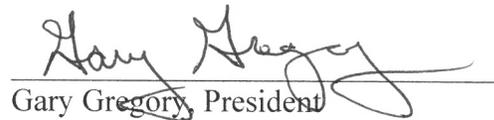
BE IT RESOLVED this 18th day of January, 2022, by a vote of Conyngham Borough Council as follows: Bartlinski-Yes; Fuccile-Yes; Gallagher- Abstain; Gregory-Yes; Kubitz - Yes; Tihansky-Yes; and Veet-Yes.

ATTEST:



Lynn Falatko, Manager

CONYNGHAM BOROUGH:

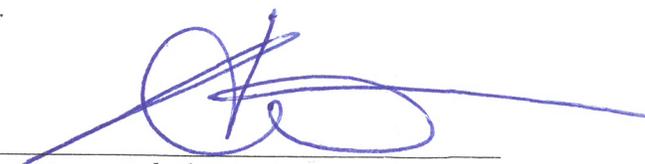


Gary Gregory, President

CERTIFICATION

I, Lynn Falatko, duly qualified Manager of Conyngham Borough, Luzerne County, Pennsylvania, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of Conyngham at a regular meeting held January 18, 2022, and the original Resolution has been recorded in the Minutes of Borough of Conyngham and remains in effect as of this date.

Date: January 18, 2022



Lynn Falatko, Manager