



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
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December 28, 2021

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

Present: 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: Joseph Gallagher

Public Comment on Agenda Items: None

Invited Guests: Eric Moore, Mary Peters (Entech Engineering)

Motion

Resolution No. 48: Motion to Approve Minutes of the November 23, 2021, and December 7, 2021, Regular Meetings – Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

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.

December 28, 2021

Motion

Resolution No. 49: Motion to Approve the Treasurer’s Report Ending November 30, 2021 –
 Marchese. Second – Eble
 Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative	Marchese	-	Affirmative
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 No. 50: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling
 \$62,300.17 – Woelfel. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor’s Report

Item #1: A memo, concerning changes to the Authority’s Employee Handbook, was sent to the Board. If there are no objections, a resolution to amend the current language will be on the next agenda.

Item #2: Language implementing an official COVID-19 policy was also distributed. A full Board must be present to vote on both matters in January.

Engineer's Report

Item #1: In the proposed 537 Plan, the Authority is responsible for sewer construction up to the pump station. Scott from the DEP is concerned how \$200,000 will be financed for construction of the section that would serve Pilot and Motel 6. As of today, neither of those business have been contacted directly.

To answer Scott's question, the extension will only be constructed once developer, state, or grant money becomes available. Regardless of how it is funded, the Authority will be the owner and operator of the sewer facilities and ensure that the existing package plant is essentially decommissioned in accordance with State and Federal regulations.

A total of 450 EDUs, at an individual cost of \$9.36 per month, will become available upon completion. Property values will increase and the area's close proximity to two major highways will ultimately attract future development.

Mary Peters will be meeting with Scott tomorrow afternoon to address this. If the meeting goes as anticipated, the 537 Plan will be approved shortly after.

Item #2: Survey work, specifically of the sewer that goes through the woods, has been completed for the Sewer Replacement Project. The results are being drawn up.

Item #3: The best way to justify obtaining EDUs would be to remove quantifiable flows from sump pumps and foundation drains. Harrison's team is prepared to locate private sources as the new meters are installed.

Item #4: Flow monitoring data continues to be downloaded and stored. Nothing unusual has been recorded. Jeremy will contact Eddie to coordinate a time to change the batteries on each machine.

Item #5: USG's proposal for future CCTV work was over budget. Engineer Harrison is waiting for a revised proposal. He will have a work order prepared for the next meeting to be approved.

Item #6: A work order to begin the Authority's 2021 Chapter 94 Report will be listed as a resolution on the next agenda.



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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.

Old Business

Item #1: A board meeting schedule for the 2022 year was displayed on screen. Notice will be published in the Standard Speaker following approval.

Motion

Resolution No. 51: Motion to Approve the Presented Meeting Schedule for the 2022 Calendar Year – Marchese. Seconded – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #2: A partial board cannot move to hire a new labor position. Because of this, Resolution No. 52 must be deferred.

Motion

Motion to Table Resolution No. 52 until the Next Board Meeting – Woelfel. Seconded – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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



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Item #3: An estimate for a Ford F250 Commercial Utility Truck was provided by Ken Pollock Ford. It was reviewed by the Board.

Motion

Resolution No. 53: Motion to Approve the Purchase of a New Utility Truck, Estimating \$55,872.60, in the 2022 Calendar Year. – Woelfel. Seconded – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #4: After some minor adjustments, the projected budget for 2022 was finalized.

Motion

Resolution No. 54: Motion to Approve the CSJMA’s Budget for the 2022 Calendar Year – Marchese. Seconded – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

New Business

Item #1: Frey and Company’s proposal to provide professional services in 2022 was reviewed. Their rate will increase by ten percent.

Motion



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Resolution No. 55: Motion to Approve Frey and Company’s Proposal, not to Exceed a Total of \$8,800, to Provide Professional Services in the 2022 Calendar Year – Eble. Seconded – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #2: Brown and Brown Insurance Company provided the most competitive quote for commercial insurance coverage in 2022.

Motion

Resolution No. 56: Motion to Approve the Commercial Insurance Policy Provided by Brown and Brown Insurance, Totaling \$18,869, for Coverage in the 2022 Calendar Year – Eble. Seconded – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #3: A partial board cannot move to increase employee salaries. Because of this, Resolution No. 57 must also be deferred.

After some continued discussion, the Board agreed to meet the next day to vote on the remaining resolutions. Chairman Gallagher will have returned from a business trip and is available. He has taken part in all prior discussions concerning each matter.

Motion

Motion to Continue Tonight’s Board Meeting Tomorrow, Wednesday, December 29, 2021, to Complete the Agenda – Marchese. Seconded – Woelfel

Questions on the Motion: None



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ROLL CALL VOTE:

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

Public Comment: None

Executive Session not held

Motion

Motion to Adjourn the Meeting on Tuesday, December 28, 2021 – Eble. Seconded – Olander

Questions on the Motion: None

No Roll Call – Unanimous

Attest:

Marc Eble
CSJMA Secretary

