



245 Main Street Conyngham Pa. 18219 P (570) 788-0608 F (570) 788-6146

April 26, 2022

The Conyngham/Sugarloaf Joint Municipal Authority met for a regular session on April 26, 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)

Absent: None

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution No. 18: Motion to Approve Minutes of the March 22, 2022 Regular Meeting – Woelfel. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Abstain	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. 19: Motion to Approve the Treasurer's Report Ending March 31, 2022 – Olander. Second – Marchese

Questions on the Motion: None



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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. 20: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$89,171.78 – Marchese. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor's Report:

Item #1: The three radio pole locations needed for the water meter replacement program are still being secured. Negotiations for the joint use request of Frontier Communications' pole on Banks Ave. are near complete. Materials regarding the Authority's insurance and finances were provided to the company as reassurances if damage occurs. Some minor clarifications still need to be approved but the matter should ultimately be resolved for next month's meeting.

Joe Brutosky surveyed another location, lot 97 in the Meadows, to determine where the property's easement should be established. Solicitor O'Donnell is waiting for his response to a concern about the property.

At this time, Chairman Gallagher informed O'Donnell that Mr. Brutosky recently had a severe medical emergency. His office will be contacted to decide how to proceed.

Item #2: Resolution No. 22, regarding personnel matters, is on tonight's agenda. Seeing as the entire Board is present, it may be acted upon for purposes of tonight's meeting.



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Engineer's Report:

Item #1: The Department of Environmental Protection (DEP) will hold a meeting on May 11, 2022, to discuss the necessary use of existing private lines for development in Sugarloaf Township. Both the developers and Township will have legal representation. Entech Engineering will attend on behalf of the Authority's interests; however, no decisions or commitments will be made on the Board's behalf.

Item #2: When preparing for tonight's meeting, Harrison had difficulty downloading the recorded flow monitoring data. It will be reviewed in greater detail once available.

Item #3: The CCTV lateral inspection letters were forwarded to Office Administrator Martincek to print on the CSJMA's letterhead and have signed. Additional information and resources will be available to customers on the Authority's website.

Item #4: Financial commitment letters were requested in response to the submitted LSA Grant applications for the sewer replacement and rehabilitation project and the pilot sewer extension project.

Motion

Resolution No. 21: Motion to Provide Financial Commitment Letters Commensurate with the Requirements of the LSA Grant Applications – Olander. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #5: Harrison presented 3 samples of EDU allocation policies in neighboring municipalities. Members agreed that an in-person work session should be held to develop the Authority's own regulations. A future date will be organized by Chairman Gallagher

Item #6: A schedule for the new wastewater treatment plant's design was presented. Copies of the design drawings, at 30% completion, were provided to the Board for review. The design schedule ties into the 537 Plan's implementation schedule. Both are on track.



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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.

Chairman Gallagher mentioned he had spoken to the Authority’s hydrogeologist, Jay Lynch, at Meiser & Earl. Noteworthy, the pump study of well 7 is expected to be completed in August and a copy of the drafted wellhead protection program will be sent shortly.

Item #2: Gregory asked Solicitor O’Donnell if the meter reading equipment could be installed on the Banks Ave. pole prior to it being formally approved. Thus far, Frontier has been very cooperative. O’Donnell will reach out to them with this request.

Old Business

Item #1: After previous discussions, the Board agreed to increase the hours of the Office Administrator position.

Motion

Resolution No. 22: Motion to Approve the Transition of the Office Administrator Position from Part-Time to Full-Time (40 hours), Retroactively, as of March 24, 2022 – Olander. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Item #2: Administratively, Operations Manager Gregory recommended that the CSJMA hire a temporary laborer position to assist with maintenance of the Authority’s facilities, grounds, and equipment this summer. The Board agreed it would be beneficial to begin the hiring process now. It will be acted upon at the next board meeting.

New Business: None

Public Comment: None



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Executive Session: Following the meeting, an executive session was held to discuss potential litigations and personnel matters.

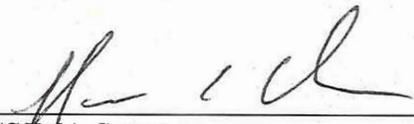
Motion

Motion to Adjourn the Meeting on Tuesday, April 26, 2022 – Woelfel. Second – Eble.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



CSJMA Secretary

