



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

September 27, 2022

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on September 27, 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: Joe Gallagher, Greg Olander, Marguerite Woelfel, Andre Marchese, Ed Gregory (Operations Manager), Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Bianca Martincek (Recording Secretary)

Absent: Marc Eble

Public Comment on Agenda Items: None

Invited Guests:

Motion

Resolution No. 41: Motion to Approve Minutes of the August 23, 2022 Regular Meeting – Olander.
Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Treasurer's Report:

Item 1: The Treasurer's Report was presented by Treasurer Woelfel. A copy of the report is on file and available upon request.

Motion

Resolution No. 42: Motion to Approve Treasurer's Report Ending August 31, 2022 – Marchese.
Second – Gallagher

Questions on the Motion: None



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ROLL CALL VOTE:

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

Item 2: Expenses on the Accounts Payable Report were reviewed. A copy of the report is on file and available upon request.

Motion

Resolution No. 43: Motion to Approve Payment of Invoices and Unpaid Bills Totaling \$109,904.53 – Olander. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor's Report:

Item 1: The pole attachment agreement with Frontier Communications that allows a water meter reading antenna to be placed on the company's Banks Avenue pole was provided to the Board for review prior to the meeting. Solicitor O'Donnell negotiated technical changes to the contract in various areas to ultimately have them removed. The annual cost of the agreement is \$3.61 per foot of space occupied. There is also an occupancy request fee for the engineering and inspection fees to access the pole. If the pole's condition is deemed inadequate to support the antenna, the Authority may be required to pay for its replacement.

Motion

Resolution No. 44: Motion to Approve the Pole Attachment Agreement with Frontier Communications for Wireless Attachments – Olander. Second – Woelfel

Questions on the Motion: None

ROLL CALL VOTE:

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



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Item 2: The Authority has received a complaint about the placement of the antenna pole on Sugarloaf Township's right-of-way in the Meadows subdivision, near the Authority's existing water line easement. Following a field survey, this location was deemed the most optimal because the antenna could not be placed on the Authority's water tank due to surrounding trees that would cause signal interference. Noteworthy, objections must be directed to the Township, who approved the pole's location.

Item 3: A certified letter was sent to a customer with a delinquent account to begin the collection process. The individual was to send O'Donnell a written response prior to the meeting, however, such was not received.

Engineer's Report:

Item 1: The state has released new grant opportunities for authorities, preferencing regional systems, through the H2O PA Program and PA Small Water-Sewer Program. Larger projects qualify for a 50% match that includes PENNVEST funding. Applications are to be submitted by December 21, 2022.

Harrison's team is to review the program's guidelines and prepare to begin its application procedures in anticipation of a resolution being passed.

Item 2: A response was received from Scott, at the Department of Environmental Protection (DEP), in regard to required Sugarloaf Township special study. An excerpt was read that indicated Sugarloaf Township in conjunction with West Hazleton Borough and the Greater Hazleton Joint Sewer Authority (GHJSA) are responsible for developing the special study under the Pennsylvania Sewage Act.

Vice Chairman Olander shared that he recently attended a meeting with the GHJSA, the DEP, and all other contributing municipalities to the GHJSA treatment plant. Scott is requiring all potential areas of development contributing flow to the GHJSA treatment plant to be included in the Act 537 Plan for that system, which includes Hazle Township, Hazleton City, West Hazleton Borough, and the Sugarloaf Township special study area. Hazle Township would be responsible for Jeddo Borough and a very small section of Butler Township, which must also be included.

Item 3: It was noted that The Authority's Sewer Rehabilitation Project will disturb the monastery property. In an effort maintain a cooperative relationship, Harrison recommended that a meeting be coordinated with Sugarloaf Township, the property's developer, and its engineer to design a solution to control the rate of increasing peak flows that can ultimately be presented to the DEP.

This matter is to be addressed immediately as construction onsite is continuing rapidly.

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Item 4: Harrison is considering using an on-call service to complete the sump pump and water line inspections once meter installation appointments begin to decline.

Item 5: The part II permit for the new wastewater treatment plant's (WWTP) design will be submitted to the DEP by the end of the week. The final design phase is projected to be completed by the end of the year. Once the design permits are issued, the Authority can begin applying for PENNVEST funding.

Item 6: The contract documents for the Goulds Way Project still need to be finalized with Pioneer Construction. While Pioneer Construction does have gasket SCR 35 short pipe readily available, there is a lead time of three to four weeks to obtain manholes. Additionally, Conyngham Borough just got their HOP permit for the Goulds Way streetscape project. Harrison will contact the Borough's engineer to coordinate schedules for completion of the project. O'Donnell will be given the final contracts to review bid performance bonds.

Item 7: The Authority's sewer rates have not been increased since 2014. As discussed during a work session with David at Keystone Alliance Consulting, sewer rates should increase by 20% beginning in 2023 which equates to \$10 per rental. In any event, a resolution is necessary to implement this.

David, who is billing hourly for the EDU allocation policy, will appear as a consultant on Entech Engineering's statements. A summary of his recommendations will be prepared based on the prior work session.

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 upon request.

Additionally, a four day pump test was completed on well 7. The recovery of the well's aquifer was monitored for two days immediately following a two day period of pumping at 150 gallons a minute. The pumped water was discharged into a creek behind the well house.

Old Business:

Item 1: The Authority's replaced utility truck is to be auctioned on the Municibid website. As a courtesy, Gregory will send the listing to both Conyngham Borough and Sugarloaf Township.

New Business:

Item 1: An audit was completed by JonesBleiler for the 2021 calendar year. The financial statements were provided to the Board for review prior to the meeting.



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Motion

Resolution No. 45: Motion to Approve the Audited Financial Statements Prepared by JonesBleiler for the 2021 Calendar Year – Woelfel. Second – Marchese

Questions on the Motion: None

ROLL CALL VOTE:

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

Public Comment: None

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

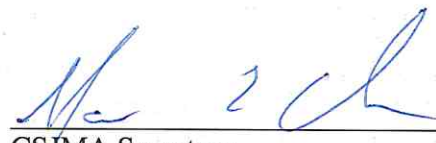
Motion

Motion to Adjourn the Meeting on Tuesday, September 27, 2022 – Olander. Seconded - Woelfel

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



CSJMA Secretary

