



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

December 27, 2022

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on December 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, Marc Eble, Marguerite Woelfel, Ed Gregory (Operations Manager), Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Bianca Martincek (Recording Secretary)

Absent: Andre Marchese

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution No. 62: Motion to Approve the Minutes of the November 22, 2022 Regular Meeting and December 19, 2022 Special Meeting – Olander. Second – Woelfel

Questions on the Motion: None

Voice Vote – Five (4) Yes. Motion carries unanimously.

Treasurer's Report:

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

Motion

Resolution No. 63: Motion to Approve the Treasurer's Report Ending November 30, 2022 – Eble. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

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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. 64: Motion to Approve Payment of Invoices and Unpaid Bills Totaling \$57,157.90 – Woelfel. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor's Report:

Item 1: A new homeowner, whose property is connected to the sewer, failed to create a customer account with the Authority upon closing. Since receiving a certified letter from Solicitor O'Donnell's office, that individual has established themselves as a rate payer of the CSJMA.

Item 2: The Department of Labor and Industry published the bidding thresholds for the 2023 calendar year, which are determined by the annual Consumer Price Index of All Urban Consumers (CPI-U). Although the CPI-U has increased by 8.2%, the legislature caps the increases for bidding thresholds at 3%. Therefore, the current bidding thresholds are as follows: Purchases and contracts below \$12,200 require no formal bidding or written/telephonic quotations. Purchases and contracts between \$12,200 and \$22,500 require three written/telephonic quotations. Purchases and contracts over \$22,500 require formal bidding.

Engineer's Report:

Item 1: The new wastewater treatment plant's (WWTP) design drawings remain under technical review by the Department of Environmental Protection (DEP). When a response is received, Engineer Harrison will revise the 537 Plan's Implementation Schedule accordingly. In the meantime, subsidiary permits and drawings associated with land development will be submitted to the DEP and Sugarloaf Township.

Additionally, Harrison received preliminary comments concerning part II of the WWTP's submitted water quality management permit application. They will be responded to this week.

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Item 2: Findings from the sump pump inspections are being summarized in a report to be presented to the Board. As of now, approximately 3% of the households with sump pumps will need to be investigated further, potentially by a licensed plumber.

Item 3: The relocation of the sewer at Goulds Way has been completed. Harrison recommended that the lines be televised in the spring as a precautionary measure.

Item 4: Harrison confirmed that an application for a 7 million dollar H2O PA Program grant was submitted to the state. Guidelines indicated that financial distress would not be a determining factor; however, the medium income of the Authority's service area was a required field.

Item 5: At the next meeting, a drafted procedure for calculating EDU allocations, specifically for development considered special use, will be available for review. This procedure will primarily be based on estimated peak flows in relation to the number of draining fixture units. There are clauses in the Authority's current Rules and Regulations that require customers, whose systems are subject to peak flow, to equalize it. This language must be reviewed in greater detail.

Item 6: Entech Engineering's work order to complete the Chapter 94 Report for the 2022 calendar year was presented.

Motion

Resolution No. 65: Motion to Approve Engineering Work Order 4215-EWO-12375 in the Amount of \$3,800 for Completion of the 2022 Chapter 94 Report – Eble. Second – Olander

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Woelfel	-	Affirmative
Olander	-	Affirmative	Marchese	-	Absent
Gallagher	-	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 upon request. As stated on the report, two customers remain unresponsive or refuse to accommodate the Authority's requests to install new water meters. The Board deliberated adopting a second rate for customers with old meters that would include a surcharge for unrecorded usage and

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administrative costs. O'Donnell will first attempt to resolve the matter by contacting the customers directly via certified mail.

Old Business:

Item 1: A final copy of the CSJMA's Board of Directors Meeting Schedule for the 2023 calendar year was displayed for review.

Motion

Resolution No. 66: Motion to Approve the 2023 Board Meeting Schedule – Olander. Second – Eble

Questions on the Motion: None

Voice Vote – Five (4) Yes. Motion carries unanimously.

New Business:

Item 1: Two proposals were obtained for commercial and workers compensation insurance coverage of the 2023 calendar year. Although priced competitively, selecting the Authority's current provider, Brown & Brown Insurance, has a lesser opportunity cost because the company also provides coverage of the second portion of the CSJMA office building. This ensures that any claims concerning such will be handled appropriately.

Motion

Resolution No. 67: Motion to Approve Brown & Brown Insurance's Proposal Premium of \$17,851 for Coverage of the 2023 Calendar Year – Woelfel. Second – Eble

Questions on the Motion: None

ROLL CALL VOTE:

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

Executive Session: None



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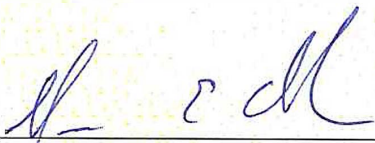
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Motion

Motion to Adjourn the Meeting on Tuesday, December 27, 2022 – Eble. Seconded – Woelfel
Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



Secretary
CSJMA

