

April 25, 2023

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on April 25, 2023 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 Chairperson Gallagher, the Pledge of Allegiance was recited, and roll was taken.

Present: Joseph Gallagher, Greg Olander, Marguerite Woelfel, 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: David Busch from Keystone Alliance & Consulting

Motion

Resolution No 14: Motion to Approve Minutes of the March 28, 2023 Regular Meeting – Marguerite Woelfel made motion. Greg Olander Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

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 15: Motion to Approve the Treasurer's Report Ending March 28, 2023 –Greg Olander, made motion. Joe Gallagher Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Abstain	Woelfel	-	Affirmative
Gallagher	-	Affirmative	Olander	-	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 16: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$67,261.85 Greg Olander made motion. Marguerite Woelfel Seconded motion. Motion Carried.

April 25, 2023

Questions on the Motion: None

ROLL CALL VOTE:

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

A motion to transfer \$100,000 into the PLGIT account was made by Marc Eble. Greg Olander Seconded the motion. Motion Carried.

ROLL CALL VOTE:

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

Solicitor's Report

Item 1: Of 4 litigations, 1 was settled with a payment of 4,788.00. The remaining 3 defendants have been served by the constable and their hearings are scheduled for May 9th and 10th with Magistrate O'Donnell.

Item 2: The statements of financial interests: Bianca Martincek – Office Administrator confirmed all were received and signed.

Item 3: A memo was sent out regarding the special use charges for the sewer rates, rules, and regulations. This will need to be tweaked a bit with assistance from Rich and Eddie.

Motion

Resolution No. 17: Motion to Accept the amendment of Repair of Leaks: Joe Gallagher made the motion. Marguerite Woelfel Seconded motion. Motion Carried.

ROLL CALL VOTE:

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

Motion

Resolution No. 18: Motion to approve language concerning unpaid time off to be added to the Employee Handbook. Joe Gallagher made the motion. Greg Olander Seconded motion. Motion Carried.

ROLL CALL VOTE:

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

April 25, 2023

Engineer's Report

Item 1: Re: 537 plan implementation, schedule, and action items. When the consent order agreement was submitted in draft form, the 537 plans were not included. The number that they referenced and tied everything to was actually just the treatment plant permits and construction permits.

Item 2: Wastewater treatment plant schedule, there are small projects to be started. Engineer suggests starting with the School Road Project. There are other projects that need planning and that are not part of the 537 but this should all be done as 1 project. That is the laterals are all tied together and need to be replaced with sewer main.

Item 3: Re: Bellagio Fields, sewer and underneath 93 needs to be increased in size, we could do that as part of the special studies. Re: I & I project, what worked really well was the nightfall isolation. The key is to do during a rainstorm, wet weather and saturated ground would be the time to do some of the studies. At the park a lateral was identified in past studies. Also two orange cleanouts with caps off therefore anytime we have highwater that lateral goes in our line. Which is the Boroughs responsibility to fix. In addition, the pipe & joint by the pond is exposed. Perhaps encasing/concrete structure something more permanent, it is a source of potential I&I in that line. Need to clear out the line from the pond to the plant. Engineer to request some quotes. Engineer is also to schedule an environmentalist to do some infiltration testing for stormwater.

Item 4: Re: Wastewater Treatment plant design & schedule, staff and resources are lined up. Waiting on the water quality management part two permit. Structural engineers & electrical engineers are lined up.

Item 5: Re: Permits: Planning a meeting for NPDES permit (construction permit). A pre-planning meeting is set up with environmental folks & Luzerne County permit. A pre-planning meeting needs to be set up to discuss funding.

Item 6: Re: Status of Consent Order Agreement (COA) everyone should have for review. Requested date to be signed is May 19, 2023. As soon as this is signed and sealed, the waterfall part two permit will be ready to be issued. Negotiations and deadlines are to be discussed.

Item 7: Consultant and Engineer discussing EDU allocation process. To reserve capacity for 3 years by paying 60% of fee (\$60.00/mo) non-refundable. End of 3 years goes from 60% to 100%. Other authorities allow; as soon as the tapping fee is paid they get the privilege of getting to the next quarterly bill too. It is not a fraction of total, it is the full amount & cost of an EDU.

Manager's Report

Item 1: The Manager's Report was presented to the Board by Operations Manager Ed Gregory. It was also displayed on video. A copy of the report is on file and available upon request.

Item 2: Suggestion; if possible and feasible to approve and give Ed the authority to sign checks, which then would need only 1 more signature. Which lead to a discussion of having Board Meetings live (onsite). Per Chairman Joe Gallagher we can entertain the fact that you can attend the meeting virtually. Per Peter O'Donnell Esq. when there is a five-board member, the bylaws allow for two members to attend virtually and three members would have to be at the live meeting. Chairman Joe Gallagher suggested the meeting be held at the Authority building and he will investigate further and what we can plan on.



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Old Business: None

New Business:

Short Term Disability Benefits: Operational Manager Ed confirmed that there is no waiting period for this benefit.
Need to research polices through various companies as we do not have an actual policy with Aflac / Aetna / PM AA.

Public Comment: None

Executive Session: An executive session was held following the meeting to discuss personal matters.

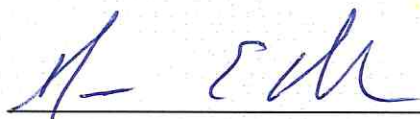
Motion

Motion to Adjourn Meeting on Tuesday, April 25, 2023 – Marguerite Woelfel made motion. Greg Olander
Seconded motion. Motion Carried.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



CSJMA Secretary



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May 2, 2023

The Conyngham/Sugarloaf Joint Municipal Authority met on May 2, 2023 at 5:30pm to continue its Regular Session on April 25, 2023. The regular meeting was publicly advertised and accessible by computer or phone using GoToMeeting's virtual conferencing service. It was called to order by Chairperson Gallagher, the Pledge of Allegiance was recited, and roll was taken.

Present: Joseph Gallagher, Greg Olander, Marguerite Woelfel, Ed Gregory (Operations Manager), Peter O'Donnell (Solicitor).

Absent: None

Public Comment on Agenda: None

Invited Guests: None

Motion

Resolution No 19: Motion to approve hiring of Office Administrator – Amy Ziolk-Yencho. Greg Olander made the motion, Marguerite Woelfel Seconded Motion. Motion Carried.

New Business:

Treasurer Marguerite Woelfel would like to schedule some work sessions pertaining to EDU allocation processes.

Executive Session: An executive session was not held.


Motion

Motion to Adjourn Meeting on Tuesday, May 2, 2023 – Joe Gallagher made motion. Marguerite Woelfel Seconded motion. Motion Carried.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



CSJMA Secretary