

December 19, 2023

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on December 19, 2023 at 7:00 pm. The meeting was publicly advertised and held virtually. It was called to order by Chairperson Gallagher, the Pledge of Allegiance was recited, and roll was taken.

Present: Joseph Gallagher, Wister Yuhas, Marc Eble, Marguerite Woelfel, Greg Olander, Ed Gregory (Operations Manager) Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Amy Yencho (Office Administrator – Recording Secretary)

Absent: None

Public Comment: None

Invited Guests: None

Motion

Resolution No 42: Motion to Approve Minutes of the November 28, 2023 Regular Meeting – Joseph Gallagher made the motion. Marc Eble Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Treasurer's Report

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

Motion

Resolution No 43: Motion to Approve the Treasurer's Report ending November 30, 2023 – Greg Olander made the motion, Wister Yuhas Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

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

December 19, 2023

Motion

Resolution No 44: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$110,858.96 - Wister Yuhas made motion, Greg Olander Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor's Report

Item 1: Solicitor reminded the Board from the last meeting the Treasurer's Report had a typo and Resolution No. 40 has been moved to old business on the agenda.

Item 2: Solicitor sent Sugarloaf Township a letter regarding: Bellagio Fields. Solicitor received an email/response from the township which he forwarded to the board. Solicitor asked the board to let him if there are any questions.

Item 3: Solicitor emailed 3 attachments, applications, reservation of rights, capacity, draft resolution, and draft approval letter. Solicitor suggests on our end we start with skeletal forms that say, here's what the public, or the developer or the applicant is going to be dealing with. As far as we need this information from you guys, and you'll agree to abide by these several things. Give us the information so we can calculate the EDU's. And by the way you better certify this is good information, if not and we need to dig up the place and recalculate, you would be responsible for the costs and the pay. How do we want to list priorities? We know we are getting a limited allocation of EDU's, Rich circulated a document that contains language like first come first serve basis, maybe we consider that? And then also consider, maybe we anticipate what needs are out there for our service area and maybe we tailor our priority allocation in that direction as we discussed in the past. Solicitor thought getting all that down on paper to a point where we can try to move, push this thing forward in a meaningful manner, at least as to the first step. What if somebody comes to us and says, I want an EDU, what do we show them, or what do we give them? What do we have for them that says here, fill this out, give us this information. So if everyone would take a look at that and let me know if there's questions, comments, concerns, criticisms, whatever. Just so we can get this rolling. And I think once it gets rolling, I think it'll be a much easier process to work through. Per Chairman he agrees with solicitor and he thinks the application process and everything involved has to be simple.

Engineer Harrison jumped in and said what I think would probably help everybody understand this is, and I'll do this, has come up with like a flowchart of a procedural flowchart that you do this, this, and this, and you go from this. And, you know, there'll be questions, based on certain things, if this you go this way. If back, you go that way.

So I'll come up with like a procedural flowchart and then the boxes will have form, we can reference forms that need to be filled out and submitted, and I think it will be easier for everybody to follow.

December 19, 2023

Engineer's Report

Item 1: Re: 537 Plan, implementation, schedule, and action items, we're on track to meet the schedule.

Item 2: WWTP Design Process, Schedule and DEP/PennVest Funding: The critical path was getting something submitted to DEP for the meeting, 60 days in advance of the application. We got everything submitted a couple of days before the 60-day deadline. A link was sent to everybody, if they wanted to download the drawings, the plant, the plans that were submitted to DP. You can download a PDF and look at the drawings.

I think there are about close to 100 drawings that were submitted, and I also sealed all the drawings too.

So, basically, to apply for your financing, February seventh is the actual application date, where we will upload a lot of, if all the application information. That's assuming that DEP gets through their review and doesn't have any problems with it, proceeding. They're on the same page as us, because if we don't meet this deadline, then the consent order becomes an issue. Other projects submit schooling for existing lateral fixed problem and May, so that's one of the implementation projects that we need to get done. And that's basically just the design phase of it by May, and then it would go through their permit process. We have to post construction certification April 27. Complete the construction away structure, implant April of 2026. We have little over 600, 600 days to get to substantial completion from July 20, 24 to April of 2026. It's about 600 days to go from start a construction to substantial completion, where the treatment plan is actually online. At that point in time, you should be able to issue all the to use that would be available at that point in time.

Progress and schedule for the wastewater treatment plant: Per Rich Engineer that's moving ahead quite well.

The drawings that we submitted were you able to download? Those are basically 95% of the drawings. We still have some T's cross and I's to dot, but basically everybody's done their first round of QA QC on the drawing, so the drawings are in pretty good shape. They're actually in very good shape.

The architectural drawings, if anybody had a chance to download them, the architect did a really nice job of renderings and showing detail. As far as we're concerned, they're biddable drawings and we also had to submit plans and specs. We have submitted updated cost estimates as well.

And, unfortunately, I got cost estimates from all the different disciplines, electricals structural, And the costs are going up a little bit we're up to about 10.5 million on the treatment plant costs now, without a 10% contingency.

Item 3: Re: PennVest Application Resolutions: Engineer and Solicitor discussed Resolutions and will revisit this next meeting. The Penn Vest application is February seventh. The actual meetings, three months from, that, so we will actually have the bids open before the before, the loan award. Normally most places wait for the money award before they even did it. But because this project's necessary and needed to move forward one way or another, we'll say we basically save time by doing it this way because we will actually have the bid prices.

Item 4: Previous Grant Request: Per Engineer You got a grant of \$777,449.

Item 5: Re: Interceptor ROW clearing per Co-Star's proposal from Green Ridge Landscaping: Proposal approved.

Motion

Resolution No. 52 Approval of Green Ridge Landscaping proposals. Joseph Gallagher made a motion for the actual clearing of the right away for the cost of \$37,750 and to apply a none selective herbicide in the same area, work not to exceed \$2,951.00. Wister Yuhas seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

December 19, 2023

Item 6: Re: Proposed EDU allocation process and required contractor agreements for sewer extensions: Solicitor brought this up in Item 3.

Manager's Report

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

Motion

Old Business: Resolution No. 40 Motion to Approve the Treasurer's Report Ending October 24, 2023, Wister Yuhas made the motion, Greg Olander seconded motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

New Business: Resolution No. 45 Approval of 2024 Budget Projections. Marguerite Woelfel made the motion and Marc Eble seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Resolution No 46: Approval of Audited 2022 Financial Statements – Marc Eble made motion - Wister Yuhas seconded the motion, motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

December 19, 2023

Motion

Resolution No 47: Approval of Frey & Company Accounting Proposal. Marc Eble made the motion – Greg Olander seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Resolution No 48: Approval of 2024 Board Meeting Schedule. Joseph Gallagher made the motion – Marc Eble seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Resolution No 49: Approval of 2024 Highmark Insurance Policy. Wister Yuhas made the motion – Marc Eble seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Motion

Resolution No 50: Approval of 2024 Brown & Brown Renewal Insurance. Wister Yuhas made the motion – Marc Eble seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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



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December 19, 2023

Motion

Resolution No 51: Approval of 2024 Employee Payroll Increases. Greg Olander made the motion – Wister Yuhas seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Public Comment: None

Executive Session: None

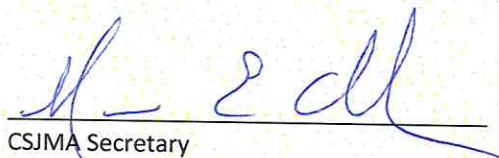
Motion

Motion to Continue Meeting on Thursday, December 28, 2023 at 6 PM. Joseph Gallagher made the motion – Marc Eble seconded motion. Motion Carried.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:


CSJMA Secretary