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January 23, 2024

The Conyngham/Sugarloaf Joint Municipal Authority met for a Regular Session on January 23, 2024 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, Marc Eble, Marguerite Woelfel, Greg Olander, Ed Gregory (Operations Manager) Peter O'Donnell (Solicitor), Rich Harrison (Engineer), Amy Yencho (Office Administrator – Recording Secretary)

Absent: Wister Yuhas

Public Comment: None

Invited Guests: None

Motion

Motion to Appoint Solicitor Peter O'Donnell as Temporary Chairman for Purposes of Reorganization – Olander. Second – Eble

Questions on the Motion: None

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

At this time Solicitor O'Donnell again took roll of the preceding Board.

Present: Joseph Gallagher, Greg Olander, Marc Eble, Marguerite Woelfel

Absent: Wister Yuhas

Appointment of Chairperson

Motion

Motion to Nominate Joseph Gallagher as Chairperson of the CSJMA in 2024 - Olander. Second – Eble

Nominations Closed

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

Motion carries. Joseph Gallagher was reappointed as the Chairperson of the Board for the 2024 calendar year. He went on to administer the rest of the reorganizational meeting.

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Appointment of Vice-Chairperson

Motion

Motion to Nominate Greg Olander as Vice-Chairperson for the CSJMA in 2024 - Eble. Second – Woelfel

Nominations Closed

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

Appointment of Secretary

Motion

Motion to Nominate Marc Eble as Secretary for the CSJMA in 2024 - Woelfel. Second – Gallagher

Nominations Closed

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

Appointment of Treasurer

Motion

Motion to Nominate Marguerite Woelfel as Treasurer for the CSJMA in 2024 - Olander. Second – Eble

Nominations Closed

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

Appointment of Assistant Secretary/Treasurer

Motion

Motion to Nominate Wister Yuhas as Assistant Secretary/Treasurer for the CSJMA in 2024 – Gallagher. Second – Olander

Nominations Closed

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

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Appointment of Bank Depositories

Motion

Motion to Appoint Fidelity Bank as the Institution for Bank Depositories of the CSJMA in 2024 - Woelfel. Second – Olander. Motion Carried

Questions on the motion: None

ROLL CALL VOTE:

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

Motion

Motion to Authorize All Appointed Board members as the Sole Signatories for the CSJMA in 2024 - Olander. Second – Woelfel. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Solicitor

Motion

Motion to Appoint Attorney Peter O'Donnell as Solicitor for the CSJMA in 2024 - Woelfel. Second – Eble. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

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Appointment of Engineer

Motion

Motion to Appoint Entech Engineering as Engineer for the CSJMA in 2024 - Olander. Second – Gallagher. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Auditor

Motion

Motion to Appoint JonesBleiler as Auditor for the CSJMA in 2024 - Gallagher. Second – Woelfel. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

Appointment of Hydrologist

Motion

Motion to Appoint Meiser & Earl as Hydrologist for the CSJMA in 2024 - Woelfel. Second – Olander. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

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Appointment of Right to Know Officer

Motion

Motion to Appoint Amy Yencho as Right to Know Officer for the CSJMA in 2024 - Gallagher. Second – Olander.
Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

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

Motion

Motion to Adjourn the Reorganizational Meeting on Tuesday, January 23, 2024 – Gallagher. Second – Woelfel

Questions on the Motion: None

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

Chairman Gallagher began to administer the regular session.

Public Comment on Agenda Items: None

Invited Guests: None

Motion

Resolution No 1: Motion to Approve Minutes of the December 19, 2023 Regular Meeting and the December 28, 2023 continuation meeting– Gallagher made the motion. Marc Eble Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

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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 2: Motion to Approve the Treasurer's Report ending December 31, 2023 – Olander made the motion, Woelfel Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Yuhas	-	Absent
Olander	-	Affirmative	Gallagher	-	Affirmative
Woelfel	-	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 3: Motion to Approve the Payment of Invoices and Unpaid Bills Totaling \$108,589.55 Woelfel made motion, Eble Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

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

Solicitor's Report

Item 1: Solicitor mentioned the State of Pennsylvania released threshold for 2024, \$12,600.00 is the limit for no bid, no action, no telephonic quotes. Quotes between 26 and 23,200 require you to solicit at least three written quotes and or telephone quotes. To act on anything, any purchases in that realm, in the past 23,200. It's now the limits for the bidding rules. Every year, the state, as a formula, you go through your percentage and add on to the thresholds.

Item 2: Solicitor working with Amy, since the audit was approved, we can publish our concise statement of audit. Meet newspaper of general circulation, standard speaker, to comply with the Municipal Authorities Act. And we also have to send to the incorporating municipalities a list of our employees, their title, and salary, to comply with certain statutes.

January 23, 2024

Engineer's Report

Item 1: Re: WWTP, design/PennVest Application: The architectural drawings were submitted, and the architect did a really nice job of renderings and showing detail, the critical path items has been given permits. A resolution for the PennVest application to be discussed further at an Executive meeting. Rich also sent CSJMA Final Design, Funding and Contract Award Schedule.

Item 2: Re: Semi-annual DEP report, Engineer Rich submitted a letter (to serve as our report) to DEP. Included in report were NPDES Permit Violations (July 2023 & August 2023). WWTP Permit No. PA 0042048 and WQM Permit No. PA 4022403.

Item 3: Re: 537 Plan/Stream crossing sewer encasement, Engineer sent an updated schedule, Operational Manager Eddie met with the contractor. The Contractor recommended not to replace the sewer line and suggested to encase the current line in concrete. Engineers do not want to do that in fear it will crack. The contractor verbally quoted 60k for the job because it is at that critical point. Engineer Rich looked at the TV work, camera cannot get passed 15', operational manager Eddie is concerned that the crawler will not go through, there's an obstruction of something.

Item 4: Re: Green-Ridge Clearing, Green Ridge is looking to start next week, weather permitting. They are scheduled to clear 20-30' wide Sewer row. Project to include breakdown and mulch up small trees, limbs, and brush. Stumps will be taken down as low to the ground as possible to permit vehicle passage.

Item 5: Re: Status of GIS System; Per engineer Rich the GIS database is almost finished. The GIS system will provide data for all the work in the field that has been done (where all the problems are that we've identified). When the GIS system is finished, engineer can present an online presentation for the board.

Item 6: Re: Entech EWO (4215-EWO-230951.000) for Chapter 94 Report; Engineer Rich submitted his work order and the scope of work for \$4,000.00. Once approved by board, upon receipt of authorization engineer to submit to PADEP by March 31, 2024.

Motion

Motion to approve Engineer's Work Order for \$4,000.00 Olander made the motion, Gallagher seconded the motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Yahas	-	Absent
Olander	-	Affirmative	Gallagher	-	Affirmative
Woelfel	-	Affirmative			

Co-Chairperson Greg Olander inquired about a flowchart of EDU's. Per engineer Rich that is his next priority.

January 23, 2024

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. Operational Manager Eddie suggested hiring another operator. Treasurer Marguerite Woelfel asked Eddie for a 6-month water update.

Motion

Resolution No 4: Motion to Approve hiring a new operator in training (Darren Wolfe) starting at \$22.50/hr. Gallagher made the motion, Olander seconded the motion. Motion Carried. For the record Wister Yuhás dialed in and voted on Resolution No. 4.

Questions on the Motion: None

ROLL CALL VOTE:

Eble	-	Affirmative	Yuhás	-	Affirmative (by phone)
Olander	-	Affirmative	Gallagher	-	Affirmative
Woelfel	-	Affirmative			

Public Comment: None

Executive Session: An executive session was held following the meeting to discuss a resolution for PennVest application and other personal matters.

Motion

Motion to Continue Meeting on Wednesday, January 31, 2024 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