



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

The Conyngham/Sugarloaf Joint Municipal Authority met for a Special Reorganization - Regular Session on February 4, 2026 at 6:00 pm. The meeting was publicly advertised. The meeting was called to order, the Pledge of Allegiance was recited, and roll was taken.

Present: Jen Pecora, Joe Gallagher, Rich Tihansky, Jeff Kubitz, Marguerite Woelfel, Ed Gregory (Operations Manager), Bryon Killian (Engineer)

Absent: Amy Yencho (Office Administrator – Recording Secretary), Solicitor

Public Attendance: Rick Weaver, Maureen Bendig, Linda Grencavich, Ric Patton

Public Comment on Agenda Items: None

Invited Guests: None

A discussion was held to Appoint Operations Manager Ed Gregory as Temporary Chairman for Purposes of Reorganization. At this time Gregory took roll of the preceding Board.

Present: Joe Gallagher, Jen Pecora, Jeff Kubitz, Marguerite Woelfel, Rich Tihansky

Absent: None

Appointment of Chairperson

Motion

Motion to Nominate Rich Tihansky as Chairperson of the CSJMA in 2026 - Gallagher. Second – Woelfel
Voice Vote – Two (2) Yes and three (3) Nay.

Motion to Nominate Jen Pecora as Chairperson of the CSJMA in 2026 – Kubitz. Second - Tihansky
Voice Vote – Three (3) Yes and two (2) Nay.

Nominations Closed

Motion carries. Jen Pecora was reappointed as the Chairperson of the Board for the 2026 calendar year. She went on to administer the rest of the reorganizational meeting.

Appointment of Vice-Chairperson

Motion

Motion to Nominate Rich Tihansky as Vice-Chairperson for the CSJMA in 2026 - Kubitz. Second – Pecora

Nominations Closed

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



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Appointment of Secretary

Motion

Motion to Nominate Joe Gallagher as Secretary for the CSJMA in 2026 - Kubitz. Second – Tihansky

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 2026 - Tihansky. Second – Kubitz

Nominations Closed

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

Appointment of Assistant Secretary/Treasurer

Motion

Motion to Nominate Jeff Kubitz as Assistant Secretary/Treasurer for the CSJMA in 2026 – Woelfel. Second – Gallagher

Nominations Closed

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

Appointment of Bank Depositories

Motion

Motion to Appoint Fidelity Bank as the Institution for Bank Depositories of the CSJMA in 2026 - Kubitz. Second – Woelfel. Motion Carried

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Motion

Motion to Authorize All Appointed Board members as the Sole Signatories for the CSJMA in 2026 - Kubitz. Second – Woelfel. Motion Carried.



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Appointment of Solicitor

Motion

Motion to Appoint Attorney Peter O'Donnell as Solicitor for CSJMA in 2026 - Gallagher. Second – Woelfel
Voice Vote – Two (2) Yes and three (3) Nay.

Motion to Appoint Attorney Joe Baranko with Slusser Law Firm as Solicitor for CSJMA in 2026 – Kubitz. Second -
Tihansky
Voice Vote – Three (3) Yes and two (2) Nay.

Nominations Closed

Motion carries with Attorney Joe Baranko – Slusser Law Firm as Solicitor for CSJMA in 2026.

Appointment of Engineer

Motion

Motion to Appoint Entech Engineering as Engineer for the CSJMA in 2026 - Gallagher. Second – Woelfel. Motion
Carried.

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Appointment of Auditor

Motion

Motion to Appoint JonesBleiler as Auditor for the CSJMA in 2026 - Woelfel. Second – Gallagher. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Appointment of Hydrologist

Motion

Motion to Appoint Meiser & Earl as Hydrologist for the CSJMA in 2026 - Gallagher. Second – Kubitz. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Appointment of Right to Know Officer

Motion

Motion to Appoint Amy Yenko as Right to Know Officer for the CSJMA in 2026 - Kubitz. Second – Woelfel. Motion Carried.

Questions on the motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Motion

Motion to Adjourn the Reorganizational Meeting on Wednesday, February 4, 2026 – Kubitz. Second – Woelfel

Questions on the Motion: None

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

Chairperson Jen Pecora began to administer the regular session.

Motion

Resolution No 1: Motion to Approve Minutes of the December 23, 2025 Regular Meeting– Gallagher made the motion. Kubitz Seconded the motion. Motion carried.

Questions on the Motion: None



245 Main Street
 P.O. Box 469
 Conyngham, PA 18219
 Phone (570) 788-0608
 Fax (570) 788-6146

February 4, 2025

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

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, 2025 – Kubitz made the motion, Woelfel Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

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 \$101,707.85 Kubitz made motion, Gallagher Seconded motion. Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Solicitor's Report: None



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Engineer's Report

Item 1: WWTP Expansion Project: Engineer Killian recommended the following payments to be approved; Payment 11 Pioneer Construction Co. for \$154,142.55, Payment 5 Bognet Mech/HVAC for \$3,600.00, Payment 11 GR Noto for \$15,097.50 and Payment 7 Bognet Plumbing for \$900.00

Motion

Motion to Approve payment No. 11 to Pioneer Construction Co. in the amount of \$154,142.55. Kubitz made the motion. Woelfel Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Motion

Motion to Approve payment No. 5 to Bognet Mech/HVAC. in the amount of \$3,600.00. Woelfel made the motion. Kubitz Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Motion

Motion to Approve payment No. 11 to GR Noto in the amount of \$15,097.50. Gallagher made the motion. Tihansky Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Motion

Motion to Approve payment No. 7 to Bognet Plumbing in the amount of \$900.00. Tihansky made the motion. Woelfel Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Item 2: Wet Weather I&I Investigation: No update.

Item 3: Sewer Infiltration & Inflow Program: Sugarloaf Township Interceptor work delayed due to weather conditions, timber matting option not recommended at this time with an estimated cost of \$125,00.00, plus the original quote from USG of \$203,955.00. USG to revisit site.

Re: House Inspections: 28 inspections have been completed. 39% of those homes had I & I issues.

Item 4: EDU Allocation and User Study: Tapping fee of \$7,500.00 per EDU was set at the 8/2/24 board meeting. Killian is working with CPA Fred Blase developing a 10-year budget.

Item 5: West Benjamin Avenue Sewer Replacement and School Lane Extension Project: Killian stated project is under design and Chairperson Pecora noted that funding is needed for this project.

Item 6: Miscellaneous Consulting Services: Re; COA: Operations Manager Gregory reported 1 violation for December 2025. Killian reported the next semi-annual progress report is due 7/14/2026

Re: 2025 Chapter 94 Report, Killian presented Entech WO for \$4,700.00 to the board for approval.

Motion

Motion to Approve EWO P260021.000 2025 Chapter 94 Report in the amount of \$4,700.00. Gallagher made the motion. Pecora Seconded the motion. Motion carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Item 7: Ackerman Lane Sewer Replacement: Killian stated awaiting planning approval. Survey is in progress and is expected any day for Entech review.

Re: Pilot Sewer Extension: Per Killian base drawings are completed, a meeting with PADEP to discuss changes to alignment is needed upon easement confirmation.

Manager's Report

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

Old Business: None

New Business: RESOLUTION No. 4 Approval of 2026 Budget.



245 Main Street
P.O. Box 469
Conyngham, PA 18219
Phone (570) 788-0608
Fax (570) 788-6146

February 4, 2025

Motion

Resolution No 4: Motion to Approve the 2026 Budget – Kubitz made the motion, Gallagher Seconded motion.
Motion Carried.

Questions on the Motion: None

ROLL CALL VOTE:

Gallagher	-	Yes	Woelfel	-	Yes
Kubitz	-	Yes	Pecora	-	Yes
Tihansky	-	Yes			

Executive Session: None

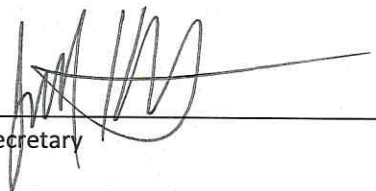
Motion

Motion to adjourn the meeting on Wednesday, February 4, 2026 at 6 PM. Kubitz made the motion – Gallagher seconded motion. Motion Carried.

Questions on the Motion: None

No Roll Call – Unanimous.

Attest:



CSJMA Secretary