

**Lower South Valley COG Meeting  
November 13<sup>th</sup>, 2024  
Earth Conservancy  
101 South Main Street  
Ashley, PA 18706**

**Meeting Minutes**

**Call to Order**

The regular meeting of the Lower South Valley COG was called to order at 10:04am on November 13<sup>th</sup>, 2024 by Chair Sam Guesto.

<b><u>Members Present:</u></b>	<b><u>Members Excused:</u></b>
Ashley Borough – Frank Sorokach	Sugar Notch Borough
Hanover Township – Sam Guesto	
Newport Township – Joe Hillan	
Plymouth Township – Vince Wysocki	
Plymouth Borough – Bill Dixon	
Earth Conservancy – Terry Ostrowski	
Wyoming Valley Sanitary Authority – Samantha Albert	
Nanticoke City - Jen Polito	

**Others Present:**

Slusser Law Firm – Attorney Chris Slusser  
Hailstone Economic – Sara Hailstone  
Hailstone Economic – Ted Ritsick

**Approval of 09.11.2024 Meeting Minutes**

**Motion:** Mr. Dixon – 2<sup>nd</sup>: Mr. Ostrowski  
Motion passed unanimously.

**Public Comment**

None

**Treasurer’s Report**

The current bank will change over from People’s Security to FNCB due to a buyout. No action is necessary. 2024 bills are reconciled to date. Insurance costs, future COG fees and other 2025 expenses were also mentioned in the report.

**Old Business**

None

## Items for Consideration

### A. Authorization of Payments

#### a. 537 Plan Invoices Dated 9/9/2024

1. Invoice #33212 from Borton Lawson (Verdantas) for \$9210.11
2. Invoice #33359 from Borton Lawson (Verdantas) for \$13626.52
3. Invoice #33434 from Borton Lawson (Verdantas) for \$9726.96

#### ii. **Motion:** Mr. Sorokach - 2<sup>nd</sup>: Mr. Dixon

Motion passes unanimously.

#### b. **Medico Construction Equipment Repair Invoice Dated 9/19/2024 for \$2101.71**

##### i. **The bill was already paid. No additional action taken.**

#### c. **Halliday Trucking**

##### i. **The bill will be addressed as part of a funding package for road paving below.**

### B. **2024 Season - Asphalt Totals for Equipment Repair and Maintenance Due by 11/22 -** Municipalities are asked to provide totals to Hailstone Economic by 11/22.

### C. **Approval of Lease of Municipal Fueling Station between Hanover Township and**

**LSV COG** - Attorney Slusser provided information regarding the revised agreement presented to the LSV COG board following discussions with Hanover Township's solicitor. Revisions covered reporting requirements for damage to the facility and environmental indemnification. The lease for the fueling station will need to be adopted by both the COG and participating municipalities. Hailstone Economic will reach out to municipalities to coordinate resolutions.

#### a. **Motion:** Mr. Hillan - 2<sup>nd</sup>: Mr. Dixon

Motion passes unanimously.

### D. **Approval of Agreement with DX Fleet Fueling for Card System** - Ted Ritsick and Sara Hailstone explained how the card system will track usage by municipality, costs for the system and overhead for facility.

#### a. **Motion:** Mr. Hillan - 2<sup>nd</sup>: Mr. Dixon

Motion passes unanimously.

### E. **Discussion of Additional Fees and Costs for Fueling Station (Finance Staff, Electric, Internet, Insurance, Safety/Spill Materials, Card Costs etc.)** – Ted Ritsick and Sara Hailstone explained how the card system will track usage by municipality, costs for the system and overhead for facilities. The concept of an additional fee per gallon was discussed to help pay for administrative fees. Fees may be higher the first year to ensure costs for administration and startup are covered. Members discussed other institutions that could be eventually added to the list of authorized users for the facility.

**F. Payment Structure for Development of Fuel Station Road Cost of \$46,789.37** - Costs are required to pay for completed road. Bills will be sent out to members to cover the costs. Hanover Township will be covering the interim payment to COSTARS vendor and Halliday Trucking for the road, and future plans to include additional users such as contractors for major projects to WWSA.

- a. **Motion:** Mr. Dixon - 2<sup>nd</sup>: Mr. Sorokach  
Motion passes unanimously.

**G. Discussion and Motions regarding Logistical Items for Fueling Station**

- a. **A & B Operators**
- b. **Card System Billing and Municipal Invoices**
- c. **Permit for Underground Storage Tanks (UST)**

Members discussed the various logistical items needed to activate the fueling station. Hanover Township and Button will have A Operators. Chairman Guesto would like a third A Operator for the facility. Hailstone Economic can assist with distributing municipal invoices for fueling station. Hailstone Economic will complete the permit application for UST.

**H. Authorization of Resolution for Statewide LSA Grant for \$200,000 for equipment purchases-**

- a. **Motion:** Mr. Dixon - 2<sup>nd</sup>: Mr. Ostrowski  
Motion passes unanimously.

**I. COG Membership Discussion for LCCC**

- a. **Motion to invite LCCC to COG:** Mr. Hillan - 2<sup>nd</sup>: Ms. Polito  
Motion passes unanimously.

**J. Follow Up on Comprehensive Plan Discussion** - Municipalities discuss intent to participate in the plan, and follow ups at individual meetings.

**K. Approval of Fee Agreement for Slusser Law Firm for Legal Services -**

- a. **Motion to approve fee agreement:** Ms. Polito - 2<sup>nd</sup>: Mr. Sorokach  
Motion passes unanimously.

### **Open Discussion/Partner Updates**

**A. Motion to Assess \$500 Member Fee for Outstanding Bills**

- a. **Motion:** Mr. Hillan - 2<sup>nd</sup>: Mr. Dixon  
Motion passes unanimously.

**B.** Mr. Ostrowski discussed placement of barriers past the end of the road by the fueling station to help alleviate issues of illegal dumping on Earth Conservancy property.

### **Adjournment**

**Motion:** Mr. Ostrowski – 2<sup>nd</sup>: Mr. Hillan

Motion passed unanimously. Meeting adjourned 11:00am.