

**Lower South Valley COG Meeting
April 9th, 2025
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 10:05am on April 9th, 2025 by Chair Sam Guesto.

<u>Members Present:</u>	<u>Members Absent:</u>
Ashley Borough – Frank Sorokach	Sugar Notch Borough
Hanover Township – Sam Guesto	Luzerne County Community College
Newport Township – Joe Hillan	
Plymouth Township – Vince Wysocki	
Plymouth Borough – Bill Dixon	
Earth Conservancy – Terry Ostrowski	
Wyoming Valley Sanitary Authority – Andy Reilly	
Nanticoke City - Jen Polito, Donna Wall	

Others Present:

Slusser Law Firm – Attorney Chris Slusser
Hailstone Economic – Ted Ritsick
Alex Colarusso - WVSA
Mike Yodsnukis - Hanover Township

Approval of 03.12.2025 Meeting Minutes

Motion: Mr. Dixon – 2nd: Mr. Sorokach
Motion passed unanimously.

Public Comment

None

Treasurer's Report

N/A

Old Business

None

Items for Consideration

A. Authorization of Payment

- a. Authorization of Reimbursement - The following items were paid for by member municipalities as part of the start-up costs for the fueling station.
 - i. Hanover Township for COG Fueling Station Insurance Fees
 - ii. Nanticoke for Service Electric (Internet)
Motion to Approve Reimbursements: Mr. Hillan - **2nd:** Mr. Dixon
Motion passes unanimously.
- b. Hailstone Economic - The following was a past due bill missed as part of staff transition.
 - i. Invoice 1466 for Consulting Sept 2024 for \$1687.50
Motion to Approve Payment: Mr. Dixon - **2nd:** Mr. Ostrowski
Motion passes unanimously.
- c. Medico Construction - Paving equipment repairs.
 - i. Invoice for Paving Equipment Repairs \$11068.48
Motion to Split Items, Approve Payment of \$11068.48 Invoice: Ms. Wall - **2nd:** Mr. Dixon
Motion passes unanimously.
 - ii. Invoice for Cobra Pro 1 for \$1572.85 - Mr. Guesto requested a motion to table due to the need for more information on the purchase.
Motion to Table: Ms. Wall - **2nd:** Mr. Dixon
Motion passes unanimously.

B. Discussion and Motions Regarding Purchasing Policy

- a. As a condition for membership being approved by the LCCC board, the LSVCOG needed to provide a purchasing policy. No formal policy has been currently established by the LSVCOG, although compliance with all applicable laws has been practiced. The LSVCOG members discussed utilizing DCED's purchasing handbook as their policy document.
Motion to Use DCED Handbook as Policy: Ms. Wall - **2nd:** Mr. Reilly

- C. Fueling Station Items for Discussion and Motions** - Mr. Guesto discussed the initial rollout of the fueling station, thanking Mr. Ritsick, Mr. Colarusso and Mr. Yodsnukis for their work. Mr. Ritsick discussed that every individual would have a PIN number and each vehicle would need a key fob to take fuel.

Individuals need to reach out to Mr. Ritsick with any changes, and provide a point person for administrative tasks. Mr. Guesto emphasized the importance of housekeeping by all members such as plowing when necessary, taking out garbage, and being good stewards of the facility. Road and perimeter lighting was ordered and fill was also procured for the road leading up to the facility. COG members also discussed the training of operators for the fueling station.

- a. Earth Conservancy - Special Project Donation - Mr. Guesto and Mr. Ostrowski discussed the different insurance required for Earth Conservancy participating in the project as they are not a municipal entity. No motion was made on this topic.
- b. Fueling Station Bank Account - COG members discussed the fueling station bank account and signers for the account at People's Security. Signers would be Donna Wall, Joe Hillan and Jen Polito. No motions were made on this topic.

Open Discussion/Partner Updates

N/A

Adjournment

Motion: Ms. Wall – 2nd: Mr. Dixon

Motion passed unanimously. Meeting adjourned 10:43am.