

## **MINUTES OF MEETING**

### **WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY**

The following are the Minutes of the meeting of the West Cornwall Township Municipal Authority held at the West Cornwall Township building situate at 73 South Zinn's Mill Road, Quentin, Lebanon County, Pennsylvania on Tuesday, December 5, 2017 at 7:00 p.m. The meeting was duly advertised as required by applicable statutes of the Commonwealth of Pennsylvania.

Present at the meeting were Robert Kolb, Joseph Foltz, Keith Richmond, James Shoemaker, Martin Daigle, Jeffrey Steckbeck, Engineer, Steve Ogurcak, Manager, and Frederick S. Wolf, Solicitor, and members of the public.

The Minutes of the previous meeting were unanimously approved.

#### **ENGINEER'S REPORT:**

The engineer reported that the new pumping station maintenance operator is doing a great job with the pump station. There are no problems with the pumps, and everything is running well. The transition from the Engineer to the new pump station operator has been very smooth, and the costs for the service are as expected.

#### **SOLICITOR'S REPORT:**

The Solicitor reported on the delinquent accounts where liens are filed. He indicated that his office is proceeding for collection against one of the delinquent sewer customers because the sewer customer has not been making any effort to bring the delinquent account up to date.

The Solicitor also discussed that at the January meeting that the Authority will review the items being taken over from the Manager by the Engineer. The Authority Auditor has given specific instructions concerning the duties of the Engineer operating as Manager so that there should not be any conflict of interest. This includes the procedure for check signing. The Auditor has approved that all checks will require two signatures. If the check is in payment to the Engineer in his engineering capacity or as Manager, two members of the Authority will be required to sign the check. If the check is for other expenses of the Authority, the Manager may be one signature on the check and the other signature must be a member of the Authority. This may require completing new signatures with the depository bank.

#### **MANAGER'S REPORT:**

The Manager reported as follows:

The Manager reported on delinquent accounts, and the report was unanimously approved.

The Manager also reported that Susan Coyle tore a building down which was a part of her property. This building was serviced by Municipal Sewer. The Authority will take this off of the billing list for the building located at 245 Old Mine Road, West Cornwall Township, Lebanon County, Pennsylvania. The sewer must be capped off where it enters the road.

There were no maintenance issues during the month.

The Manager reviewed the billing for maintenance on the pump station.

The Manager indicated that there were no conduits paid since the last meeting. The Manager did bill Elizabethtown College for a conduit payment. The Manager was informed that the debt has been paid off. The Authority Board unanimously authorized the Solicitor to inform Elizabethtown College that no conduit fees will be due on the loan since the loan is paid in full.

The Manager reviewed with the members of the Authority that five additional units were purchased by Musser in the Scenic Ridge Development. The City Authority has been paid for capacity. There is one more connection that may be made by Musser in the development without having to purchase additional treatment capacity with the City of Lebanon Authority. After that one connection, the developer will be required to purchase additional capacity from the City of Lebanon Authority.

Steve Ogurcak presented to the Authority Board the proposal of the completion of the Audit for 2017 by the Authority Auditor. The fee for the completion of the Audit has been set at \$5,350.00. Upon Motion Duly made, seconded, and unanimously carried, the contract with the Auditor for the Audit of the Authority for 2017 for a consideration of \$5,350.00 was unanimously approved.

The Manager reported that he has received no information about a rate increase for the Stoberdale sewer area. If notice is received of an increase, it will be reported to the Authority at the meeting following the notice of increase.

The following reports were unanimously approved.

#### **FINANCIALS:**

Steve Ogurcak reviewed the financial statements which were as follows:

#### **TREASURER'S REPORT:**

The following requisitions and payments were unanimously approved:

#### **October 2017**

##### Quentin

No Req.	CoLA (Treatment Cost-Book Entry Debit) \$30,194.16
No Req.	CoLA (Billing Costs-Book Entry Debit) \$1,030.00
Requisition No. 3026 – SEA (Prof Services)	\$148.13
Requisition No. 3027 – Verizon (Phone Service)	\$46.30
Requisition No. 3028 – FOMC (Pump Sta Maint Agreement)	\$250.00
Requisition No. 3029 – Met ED (Pump Sta Electric)	\$194.55
Requisition No. 3030 – N. Corn Twp (Pump Sta Maint)	\$950.48
Requisition No. 3031 – S. J. Ogurcak (Cur Mo Admin Services)	\$1,850.00
Requisition No. 3032 – J. Foltz (Meter Rdgs)	\$280.00

Requisition No. 3033 – Quentin Water Co (Meter Rdgs) \$106.80  
Requisition No. 3034 – N. Corn Twp (Chest Estates Assessment) \$148.61  
Requisition No. 3036 – Corn Munic Auth (Effluent Trans Costs) \$672.00  
Requisition No. 3037 B – SEA (Pump Station Operation) \$143.00  
Requisition No. 3037 C – SEA (FOMC Contract) \$378.72

Scenic Ridge Sub Acct

Requisition No. 3037 A – Inspection Services \$176.14

Stoberdale

Requisition No. 3035 – Mt. Gretna Auth (Treatment Costs) \$5,576.00

**November 2017**

Quentin

No Req. CoLA (Treatment Cost-Book Entry Debit) \$31,699.78  
No Req. CoLA (Billing Costs-Book Entry Debit) \$1,040.00  
Requisition No. 3038 – City of Leb Auth (Musser Sewer Capacity) \$54,340.00  
Requisition No. 3039 – Met ED (Pump Sta Electric) \$184.31  
Requisition No. 3040 – Bowman’s Ins (Surety Bond) \$577.50  
Requisition No. 3041 – Verizon (Phone Service) \$49.65  
Requisition No. 3042 – US Postal Service (Box Rental) \$52.00  
Requisition No. 3043 – FOMC (Pump Sta Maint Agreement) \$250.00  
Requisition No. 3044 – H & B (3<sup>rd</sup> Qtr Retainer) \$500.00  
Requisition No. 3045 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00  
Requisition No. 3047 – SEA (Pump Station Operation) \$29.63

Stoberdale

Requisition No. 3046 – S. J. Ogurcak (Cur Qtr Bkkpg Services) \$495.50

The Manager did inform the Authority Board and Mr. Steckbeck that he will have to make certain that the money is in the Authority bank account to make the periodic USDA payments when due. The payments are taken directly out of the Authority bank account.

The Manager reported that the City will be increasing their treatment charges by 5% in 2018. This will be passed on by the Authority to the individual sewer customers. There are no changes in the billing for Stoberdale.

The Authority finalized the budget for 2018. USDA must be provided with a copy of the 2018 Budget, and Steve Ogurcak and Jeff Steckbeck will take care of providing the 2018 Budget to USDA.

Mr. Ogurcak reviewed with the members of the Authority the meeting dates and times for 2018. Upon review, the Authority unanimously approved of the meeting dates and times. Steve Ogurcak will take care of advertising the meeting dates and times in the Lebanon Daily News.

The Manager informed the Authority Board that the appointment to the Authority Board of James Shoemaker will expire at the end of 2017. Upon motion duly made, seconded, and unanimously carried, the Solicitor was informed to notify the Township Supervisors that the Authority recommends that Mr. Shoemaker be reappointed to another term. Mr. Shoemaker agreed to serve an additional term.

#### NEW BUSINESS

The Authority Board voted unanimously to add Jeffrey Steckbeck as an authorized representative of the Authority for all matters relating to and dealing directly with Fulton Bank, including the addition of Jeffrey D. Steckbeck as an authorized signator for checks. Jeff's name will be added to the list of Authority representatives who were previously approved and are already on file at the bank, those being: James Shoemaker, William Matthews, Robert Kolb, Glenn Yanos, and Steve Ogurcak.

The Authority announced the next Authority meeting will be held on 1<sup>st</sup> Tuesday of January, 2018 at 7:00 p.m.

There being no further business to come before the meeting, the meeting duly adjourned.

Respectfully submitted,  
Frederick S. Wolf