

## 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, January 3, 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, Glenn Yanos, Keith Richmond, William Matthews, James Shoemaker, Russ Gible, Supervisor, Dave Lloyd, Supervisor, Jeffrey G. Steckbeck, Engineer, Steve Ogurcak, Manager, and Frederick S. Wolf, Solicitor.

It was announced that the Supervisors appointed William Matthews to another five year term on the Municipal Authority. The Township Supervisors did not reappoint Frank Dombrowski because he is moving out of the Township. The Board of Supervisors will appoint a person to replace Mr. Dombrowski on the Authority Board at a later date.

The Minutes of the previous meeting were unanimously approved.

The Solicitor conducted the reorganization meeting for the election of officers. Upon Motion Duly made, seconded, and unanimously carried, the following officers were elected to hold office for 2017:

James Shoemaker – Chairman  
Williams Matthews – Vice Chairman  
Robert Kolb – Secretary  
Glenn Yanos – Assistant Secretary  
Keith Richmond – Treasurer  
Joe Foltz – Assistant Treasurer

Upon Motion Duly made, seconded, and unanimously carried, it was:

RESOLVED: That all actions by the officers of the West Cornwall Township Municipal Authority and the Board Members of the Municipal Authority for year of 2016 are hereby confirmed and approved.

Chairman Shoemaker conducted the remainder of the meeting.

Upon Motion Duly made, seconded, and unanimously carried, the following appointments are made:

Solicitor – Frederick S. Wolf, Esquire  
Engineer – Jeffrey Steckbeck  
Accountant – Stanilla, Siegel and Masser, P.C.  
Authority Manager – Steve Ogurcak  
Bank Depository – Fulton Bank

Upon Motion Duly made, seconded, and unanimously carried, the minutes of the previous meeting in December 2016 were unanimously approved.

ENGINEER'S REPORT:

Mr. Steckbeck was unable to attend the meeting because of another commitment, and there was no Engineer report given.

SOLICITOR'S REPORT:

The Solicitor reported that everything is ready to go to closing concerning the financing with West Cornwall Township. The Solicitor indicated that the documents will be ready for signature and closing within the next two weeks.

MANAGER'S REPORT:

Steve Ogurcak reported that there were no maintenance issues since the last meeting.

There were no delinquents for Stoberdale, and Mr. Ogurcak had not yet received the delinquent reports from the City of Lebanon Authority.

There were no conduit payments due or made.

FINANCIALS:

Mr. Ogurcak reported that the amount in reserves are \$197,255.71.

Scenic Ridge Development continues to be active. There is no expected activity on the Eagle Rental project.

Mr. Ogurcak reported that he would be sending the balance of the money that is in escrow back to Eagle Rentals. All costs to date have been paid.

Mr. Ogurcak reported the financials for 2016. The report has unanimously approved.

Mr. Ogurcak reported that the approved Budget for 2017 does reflect a slight increase in the sewer rates for Quentin. There was no increase for the Stoberdale billing for 2017.

Mr. Ogurcak reported on the dates and times for the Authority meetings for 2017. The dates and time were unanimously approved by the Authority, and the Manager was directed to coordinate the advertisement of the Ordinance with the Secretary for the Township.

Steve Ogurcak reviewed the financial statements which were as follows:

**TREASURER'S REPORT:**

The following requisitions and payments were unanimously approved:

**December 2016**

Quentin

Requisition No. 2937 – N. Corn Twp (Pump Sta Maint) \$996.46  
Requisition No. 2938 – Verizon (Phone Service) \$49.41  
Requisition No. 2939 – H & B (4<sup>th</sup> Qtr Retainer) \$500.00  
Requisition No. 2940 – Met ED (Pump Sta Electric) \$159.75  
Requisition No. 2941 - SEA (Pump Station Operation) \$538.05  
Requisition No. 2942 – Bowman Ins (Pub Official & Gen Liability) \$2,376.50  
Requisition No. 2943 – USDA (Biannual Loan Pay) \$25,779.00  
Requisition No. 2944 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00  
Requisition No. 2945 – S. J. Ogurcak (July thru Dec Maint Ser) \$280.00  
Requisition No. 2946 – Auth Member Comp (Total) \$1,025.00  
Requisition No. 2947 – X-fer to Money Mkt/Reserve Acct \$6,000.00  
Requisition No. 2948 – SEA (4<sup>th</sup> Qtr Retainer) \$300.00  
Requisition No. 2949 – J. Foltz (Meter Rdgs) \$280.00

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

Respectfully submitted,  
Frederick S. Wolf