

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, June 6, 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 William Matthews, Robert Kolb, Joseph Foltz, Glenn Yanos, Martin Daigle, Keith Richmond, Jeffrey Steckbeck, Engineer, Steve Ogurcak, Manager, and Frederick S. Wolf, Solicitor.

The Minutes of the previous meeting were unanimously approved.

ENGINEER'S REPORT:

Mr. Steckbeck and a representative of his office reviewed with the Municipal Authority the Quentin GIS Mapping. The following information was provided to the Authority:

- a. All manholes with connecting pipes are shown. It stores a lot of additional information. Some of the manholes in Quentin were buried, however, the GIS Mapping now provides all information on where all the manholes are located.
- b. This also involved pipe televising. This is part of the GIS Mapping program. The Authority viewed the video of the televising.
- c. This also provides information on where all the laterals are located. The condition of the pipes is also located. This includes eight inch PVC pipes.
- d. The information gathered from the GIS Mapping is part of the Chapter 94 Report that is provided to the City of Lebanon Authority.
- e. The mapping and information also provides information for infiltration into the sewer system. A lot of the infiltration comes through the manholes. The Engineer will be working on a program where the Authority purchases a piece of equipment that will seal the manholes to prevent the infiltration.
- f. This is also used as a tool to see if there is any grease build-up in the lines. This is very helpful in preventing sewer backup because of the grease build-up in the sewer lines.
- g. It was reported that the Authority will not need to video these lines again for approximately five years.
- h. As part of this process, it is recorded that there are no complaints from other sewer systems about infiltration in the Authority sewer systems.

- i. It was reported that in Cassidy Court that Cornwall has a line going underneath the creek.
- j. This is also a tool to be used by the Authority by security of the sewer system which is important to the Authority, DEP and USDA.

This concluded the presentation by the Engineer.

Mr. Steckbeck next reported that Scenic Ridge-Phase II will begin within the next week.

Mr. Steckbeck also reported that there was no feedback from the State on the City Authority Chapter 94 Report.

SOLICITOR'S REPORT:

Mr. Wolf reported that he had provided USDA the information that the Authority is not in any way liable on the debt involving the Township. The documents clearly provide that the Authority is not in any way liable or responsible for the repayment of the debt.

Mr. Wolf also reviewed the problem delinquent accounts. The necessary action will have to be taken to make sure that all sewer customers are making payments. If not, the Solicitor has been authorized to proceed with collection. This could involve the placement of a lien against the owner's property for the amount due, and if not paid, the property could be listed for Sheriff Sale. The Solicitor will report if any properties are going to be listed for Sheriff Sale prior to listing the properties.

MANAGER'S REPORT:

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

Steve Ogurcak reviewed the delinquent report and accounts, and it was unanimously approved.

Steve Ogurcak also reported that there were no bond conduits dues since last meeting.

Steve Ogurcak reminded all the members of the Authority that the ethics report must be provided to him.

Steve Ogurcak reviewed the financials for February and March, and they were unanimously approved.

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:

April 2017

Quentin

No Req. CoLA (Treatment Cost-Book Entry Debit)
No Req. CoLA (Billing Costs-Book Entry Debit)
Requisition No. 2974 – N. Corn Twp (Pump Sta Maint) \$950.48
Requisition No. 2975 – N. Corn Twp (Chest Estates Assessment) \$148.61
Requisition No. 2976 – Met ED (Pump Sta Electric) \$188.90
Requisition No. 2977A – SEA (Pump Station Operation) \$681.39
Requisition No. 2977B – SEA (Chapter 94 Report) \$409.61
Requisition No. 2978 – SEA (GIS Mapping-Quentin) \$917.99
Requisition No. 2979 – Verizon (Phone Service) \$45.73
Requisition No. 2980 – Quentin Water Co. (Meter Rdgs) \$106.80
Requisition No. 2981 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00
Requisition No. 2982 – J. Foltz (Meter Rdgs) \$280.00
Requisition No. 2983 – H & B (1st Qtr Retainer) \$500.00
Requisition No. 2984 – Corn Munic Auth (Effluent Trans Costs) \$612.00
Requisition No. 2986 – Bowman Ins (Public Off Liability) \$2,361.00

Stoberdale

Requisition No. 2985 – Mt. Gretna Auth (Treatment Costs) \$5,576.00

May 2017

Quentin

No Req. CoLA (Treatment Cost-Book Entry Debit) \$29,401.68
No Req. CoLA (Billing Costs-Book Entry Debit) \$1,020.00
Requisition No. 2987 – Stanilla, Siegel & Maser (2016 Audit) \$5,200.00
Requisition No. 2988 – Verizon (Phone Service) \$46.82
Requisition No. 2989A – SEA (Pump Station Operation) \$237.99
Requisition No. 2989B – SEA (Professional Services) \$1,764.16
Requisition No. 2990 – SEA (Pump Station Operation) \$1,105.94
Requisition No. 2991 – Met ED (Pump Sta Electric) \$172.20
Requisition No. 2992 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00
Requisition No. 2994 – H & B (Collection Services) \$173.54

Stoberdale

Requisition No. 2993 – S. J. Ogurcak (Cur Qtr Bkkpg Services) \$495.50

The Authority announced the next Authority meeting will be held on 1st Tuesday of August, 2017 at 7:00 p.m.

One of the members of the Authority raised an issue that Authority members have heard complaints by residents that the sewer rates are too high. The Manager reported that no one has ever contacted him to review the rate structure. As the Authority knows, all required expenses have been taken into account in establishing the sewer rates for 2017. Any resident or sewer customer has the right to review this information with the manager.

Glenn Yanos has indicated that he has accepted a position which will require him to attend a meeting on the same night that the Authority meets. He indicated that he is submitting his resignation to the Authority. The Solicitor was directed to send a letter to the Board of Supervisors to inform them of the vacancy on the Authority Board so that the Board of Supervisors can appoint a new person to the Board. If any member has any suggestions for the name of a person to take Mr. Yanos' place on the Board, it should be provided to the Board of Supervisors.

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

Respectfully submitted,
Frederick S. Wolf