

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 2, 2018 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 James Shoemaker, Robert Kolb, Joseph Foltz, Keith Richmond, William Matthews, Martin Daigle, Jeffrey Steckbeck, Engineer and Co-Manager, Steve Ogurcak, Co-Manager, and Frederick S. Wolf, Solicitor, Dennis Tully, Supervisor, Russell Gibble, Supervisor, and Dave Lloyd, Supervisor.

It was announced that James Shoemaker was appointed to the Board of Supervisors to another five year term.

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 2018:

James Shoemaker – Chairman
Williams Matthews – Vice Chairman
Robert Kolb – Secretary
Glenn Yanos – Assistant Secretary
Keith Richmond – Treasurer
Martin Daigle – Assistant Treasurer
Joseph Foltz - Member

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 2017 are hereby confirmed and approved.

Chairman Shoemaker conducted the remainder of the meeting.

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

Solicitor: Frederick S. Wolf, Esquire
Engineer: Jeffery S. Steckbeck
Accountant: Stanilla, Siegel and Maser, P.C.
Authority Co-Managers: Steve Ogurcak and Jeffrey Steckbeck
Bank Depository: Fulton Bank

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

ENGINEER'S REPORT:

The engineer reported that there were no issues with the Authority Sewer System requiring the attention of the Engineer since the last meeting. The maintenance at the pumping station appears to be going very well. The engineer then showed the Authority the work that he is doing on a website for the Authority. This will provide much information on the Authority's activities to the general public. It will also help to be coordinated with the activities of the Township.

Mr. Steckbeck and Mr. Ogurcak reported that they are working on a system where sewer customers will be able to pay their bills online, by check and by credit card. The initial problem at the current time is coordinating this with the City of Lebanon Authority billing.

SOLICITOR'S REPORT:

The Solicitor reported that he received a letter from Elizabethtown College indicating that the conduit borrowing has been paid in full. The Solicitor issued a letter to Elizabethtown College confirming that there would be no continuing conduit payments due to the Authority for that loan.

The Solicitor also indicated that his office will pursue to conclusion all delinquent sewer bills where the property owners are making no attempt to bring the payments up to date.

CO-MANAGER'S REPORT – Steve Ogurcak:

Mr. Ogurcak indicated that the transition for the Manager position to Jeff Steckbeck was proceeding as planned.

Mr. Ogurcak expects that he will continue to work with Mr. Steckbeck for the next several months.

Mr. Ogurcak reported on the delinquent accounts, and the report was unanimously approved.

Mr. Ogurcak reviewed with the Authority expenditures and the budget for 2017. The report was 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:

December 2017

Quentin

No Req. CoLA (Treatment Cost-Book Entry Debit)
No Req. CoLA (Billing Costs-Book Entry Debit)
Requisition No. 3049 – Verizon (Phone Service) \$51.55
Requisition No. 3050 – Bowman Ins. (Gen Liability and Property) \$1,830.00
Requisition No. 3051 – Met ED (Pump Sta Electric) \$181.92
Requisition No. 3052 – FOMC (Pump Sta Maint Agreement) \$250.00
Requisition No. 3053 – USDA (Biannual Loan Pay) \$25,779.00
Requisition No. 3054 – N. Corn Twp (Pump Sta Maint) \$950.48
Requisition No. 3055 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00
Requisition No. 3056 – S. J. Ogurcak (July Thru Dec Maint Ser) \$315.00
Requisition No. 3057 – Authority Members Annual Compensation \$975.00
Requisition No. 3058 – SEA (Professional Services) \$276.00
Requisition No. 3059 – H & B (4th Qtr Retainer) \$500.00
Requisition No. 3060 – H & B (Collection Services) \$173.54

Scenic Ridge Sub Acct

Requisition (**HOLD**) No. 3048 – H & B (Musser Capacity Prof Services) \$379.50

The Authority announced the next Authority meeting will be held on 1st Tuesday of February, 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