

## 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, October 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, Joseph Foltz, Martin Daigle, Robert Kolb, William Matthews, Jeffrey Steckbeck, Manager/Engineer and Frederick S. Wolf, Solicitor.

The Minutes of the previous meeting were unanimously approved.

#### MANAGER/ENGINEER'S REPORT

Mr. Steckbeck reported that North Cornwall is proceeding with a study to determine what maintenance, repair or replacement is needed at the North Cornwall Pump Station. West Cornwall Township Municipal Authority will pay its proportionate share of the costs. The letter from North Cornwall also requested information on whether or not the Authority or the Township wanted more sewer capacity at the North Cornwall Pump Station. We have 100,000 gallons per day of capacity reserved for our use. We are currently using 75,000 gallons per day. This will be considered and will be determined at a later meeting.

It was reported that the Chapter 94 report to DEP was approved. The 2017 Audit was completed and was provided to the members of the Authority. This will be filed online with DCED next year.

It was reported that the insurance for the Authority will increase in 2019. The Authority does not know the amount of the increase at the present time.

There were three (3) delinquent accounts reported and were reviewed by the Authority. Amy Leonard, Esquire, from Henry and Beaver is proceeding with collection.

Mr. Steckbeck's firm is a licensed operator for the Pump Station, and they will be providing the maintenance of the Pump Station going forward. They will visit the Station three (3) times per week. They are "on call" in the event of any emergency repairs. They will be visiting the Station twelve (12) visits per month, and the contract fee will be \$450.00 per month. Emergency call out will be at paid at an hourly rate of \$98.00 per hour. It was also reported that Mr. Steckbeck and another member of his team can log in from their home and may log in to the Pump Station from their homes.

Upon Motion duly made, Seconded and Unanimously Carried, the contract for maintenance at the Pump Station with Jeffery Steckbeck's firm was unanimously Approved.

Mr. Steckbeck next reviewed the financial statements for the past month. They were unanimously approved, and they were directed to be attached to the Minutes of the meeting.

## SOLICITOR'S REPORT

Fred Wolf, Solicitor, reported that the Conduit Financing with Pleasant View Retirement Community was completed, and that the fee to the Authority has been paid. He also reported that Lebanon Valley Brethren Home will be looking at additional conduit financing in 2019.

There was discussion of the Quentin Water Company selling the water company to the Authority and/or Township. This information will be collected and will be reviewed at a future meeting. The Authority and the Township Supervisors will discuss this issue jointly to see if there is financing and grant money available for the purchase of the Water Company. The Water Company reported that the meeting of their current plans and current receipts that are expected from the developer.

## **TREASURER'S REPORT:**

The following requisitions and payments were unanimously approved:

### **Mid July/Aug/Sept 2018**

#### Quentin

<b>DATE</b>	<b>REQ. #</b>	<b>PAYEE</b>	<b>AMOUNT</b>
7/11/2018	3124	Met ED	\$191.72
7/20/2018	3125	Verizon	\$83.22
8/07/2018	3127	SESI, Inc.	\$276.00
8/07/2018	3128	Four Girls, LLC	\$1,850.00
8/07/2018	3130	Facility Operation and Maint	\$250.00
8/10/2018	3126	Met ED	\$196.34
8/14/2018	3131	Henry & Beaver LLP	\$99.00
8/14/2018	3132	Henry & Beaver LLP	\$181.50
8/22/2018	3136	Verizon	\$83.22
9/07/2018	3133	North Cornwall Twp	\$148.61
9/07/2018	3135	Cornwall Municipal Authority	\$963.00
9/07/2018	3138	Stanila, Siegel and Maser	\$5,350.00
9/07/2018	3139	Commonwealth of PA	\$65.00
9/07/2018	3140	Facility Operation and Maint	\$559.50
9/07/2018	3141	Four Girls, LLC	\$1,850.00
9/07/2018	3143	Verizon	\$83.22
9/07/2018	3137	Met ED	\$163.95

#### Stoberdale

<b>DATE</b>	<b>REQ. #</b>	<b>PAYEE</b>	<b>AMOUNT</b>
8/07/2018	3129	Four Girls, LLC	\$495.00

The Authority determined that there would not be a meeting in November of 2018.

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

Respectfully submitted,  
Frederick S. Wolf