

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 where 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

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUENTIN BUDGET REPORT 4TH QUARTER 2017

CATEGORY	YTD EXPENSE	BUDGET	YTD %
1 BANK ACCT COSTS	0	50	0%
2 LEGAL NOTICES, PO BOX FEES	132	300	44%
3 LEGAL	3,580	4,000	89%
4 ENGINEER	4,356	6,500	67%
5 CoLA (TREATMENT CHARGE)	120,135	114,000	105%
6 CoLA (BILLING COSTS)	4,110	4,060	101%
7 TELEPHONE	581	600	97%
8 INSURANCE	4,769	5,500	87%
9 MAINTENANCE / METERS / MTR ROGS	1,418	2,500	57%
10 XFER TO M/M ACCT (RESERVE AS BUDGETED)	0	24,000	0%
11 AUDIT	5,200	5,200	100%
12 DONATIONS	250	250	100%
13 N CORN ASSESS FOR C.E. PROPERTIES	594	600	99%
14 USDA LOAN -1,092,300 @ 3.5% - 39 YRS	51,558	51,558	100%
15 CORNWALL (EFFLUENT TRANSPORTATION)	2,901	3,000	97%
16 N. CORNWALL (SHARED PUMP STA MAINT)	3,802	6,000	63%
17 QUEN WATER CO (READINGS)	427	416	103%
18 ADMIN COSTS	22,200	22,200	100%
19 AUTH MEETING COMPENSATION	975	1,200	81%
20 PUMP STATION SUPPLIES	0	400	0%
21 PUMP STATION O & M	7,888	7,000	113%
22 PUMP STATION COMMUNICATIONS	276	500	55%
23 PUMP STA ELECTRIC	2,262	2,800	81%
24 MISC	65	0	0%
26 COLL OF ACCTS (PARTIAL PD BY DELINQ CUST)	998	1,600	62%
TOTALS	238,478	264,234	90%

TYPICAL QTLY BILL PER EDU

1 DEBT AND COSTS - QUEN	52.50
2 DEBT AND COSTS - MINE RD	140.65
3 TREATMENT (AVERAGE)	67.88
4 TYPICAL QTLY BILL QUENTIN	120.38
5 TYPICAL QTLY BILL MINE RD	208.53

ESTIMATED REVENUE

1 QUENTIN SERVICE COST BILLING	76,749
2 MINE ROAD SERVICE COST BILLING	45,385
3 Co1a TREATMENT BILLING	114,000
5 ACCT CARRY OVER	22,000
6 FULTON BANK INTEREST	100
7 BOND CONDUIT INCOME	6,000
TOTAL EST REVENUE	264,234

NOTES

PR QTRLY PRO RATED

**WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY
FINANCIAL REPORT FOR DECEMBER 2017**

ACCOUNT # 4-12163 (QUENTIN MONEY MKT/RESERVE)

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			239,720.63
CURRENT PERIOD DEPOSITS (TOTAL) >			6,968.74
INTEREST CREDIT 1.60%		268.74	
XFER FROM QUENTIN ACCT			
CONN PERMITS		6,700.00	
CURRENT PERIOD DISBURSEMENTS (TOTAL) >			0.00
REQ			
REQ			
ACCT # 4-12163 BALANCE >			246,689.37

ACCOUNT # 3-50907 (QUENTIN)

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			28,870.54
CURRENT PERIOD DEPOSITS (TOTAL) >			18,730.80
INTEREST CREDIT 1.10%		20.41	
CoLA BILLING RECEIPTS		18,710.39	
BOND CONDUIT		0.00	
OTHER RECEIPTS			
CoLA TREATMENT COST-BOOK ENTRY CREDIT			
CoLA BILLING COST-BOOK ENTRY CREDIT			
SCENIC RIDGE SUB ACCT RECEIPTS TO DATE > 6,000.00			
CURRENT PERIOD DISBURSEMENTS (TOTAL) >			33,511.99
REQ NO REQ CoLA (TREATMENT COST-BOOK ENTRY DEBIT)			
REQ NO REQ CoLA (BILLING COSTS-BOOK ENTRY DEBIT)			
REQ 3049 VERIZON (PHONE SERVICE)	51.55		
REQ 3050 BOWMAN INSURANCE (GEN LIABILITY & PROPERTY)	1,830.00		
REQ 3051 MET ED (PUMP STA ELECTRIC)	181.92		
REQ 3052 FOMC (PUMP STA MAINT AGREEMENT)	250.00		
REQ 3053 USDA (BIANNUAL LOAN PAY)	25,779.00		
REQ 3054 N CORN TWP (PUMP STA MAINT)	950.48		
REQ 3055 S J OGURCAK (CUR MO ADMIN SERVICES)	1,850.00		
REQ 3056 S J OGURCAK (JULY THRU DEC MAINT SER)	315.00		
REQ 3057 AUTHORITY MEMBERS ANNUAL COMPENSATION	975.00		
REQ 3058 SEA (PROFESSIONAL SERVICES)	276.00		
REQ 3059 H & B (4TH QTR RETAINER)	500.00		
REQ 3060 H & B (COLLECTION SERVICES)	173.54		
REQ			
REQ			
<u>SCENIC RIDGE SUB ACCT</u>			
PREVIOUS BALANCE >			1,897.99
REQ-hold 3048 H & B (MUSSEY CAPACITY PROF SERVICES)	379.50		
SCENIC RIDGE SUB ACCT BAL			1,518.49
ACCT # 3-50907 BALANCE >			14,089.35

ACCOUNT # 3-42750 (STOBERDALE)

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			50,595.58
CURRENT PERIOD DEPOSITS (TOTAL) >			2,861.63
BILLING RECEIPTS		2,806.60	
INTEREST CREDIT 1.10%		55.03	
CURRENT PERIOD DISBURSEMENTS (TOTAL) >			0.00
REQ			
REQ			
ACCT # 3-42750 BALANCE >			53,457.21