

## 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, February 6, 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 William Matthews, Robert Kolb, Martin Daigle, Glenn Yanos, Keith Richmond, James Shoemaker, Jeffrey Steckbeck, Engineer/Manager, Steve Ogurcak, Manager, and Frederick S. Wolf, Solicitor.

The Minutes of the previous meeting were unanimously approved.

#### **ENGINEER'S REPORT:**

The engineer reported that the Chapter 94 reports will be completed and will be filed as is required. Jeff Steckbeck will be preparing and filing with the City of Lebanon Authority the required information when it is due next month. Steve Ogurcak will be completing the necessary forms and providing them to North Cornwall.

#### **SOLICITOR'S REPORT:**

The Solicitor had nothing to report.

#### **MANAGER'S REPORT:**

Steve Ogurcak reported as follows:

No conduit payments were due, and there is only one (1) payment being received each year.

There were no maintenance issues with the sewer system.

Steve presented a report on delinquent accounts. The report was unanimously approved. There were no delinquent accounts for Stoberdale.

Steve Ogurcak reported that the transition of the Manager's position to Jeff Steckbeck is now in its final phases. Steve indicated that everything will be transferred over by the time of the next Authority meeting in April.

The notices were sent out to all required parties that Jeff has now taken over the Manager's position for the Authority, and Jeff's contact information was provided. The contact phone number has remained the same.

Steve will be available after the transition is completed should the Authority or Jeff Steckbeck need any assistance.

Steve reviewed the financial report in detail, and the Authority unanimously approved of the report and directed that a copy of the report be attached to the Minutes of the meeting.

Jeff Steckbeck had several questions on how to process payments due for the Scenic Ridge account for inspections of sewer lines and inspection of sewer connections. Steve provided the information.

**TREASURER'S REPORT:**

The following requisitions and payments were unanimously approved:

**January, 2018**

Quentin

No Req. CoLA (Treatment Cost-Book Entry Debit)  
No Req. CoLA (Billing Costs-Book Entry Debit)  
Requisition No. 3061 – FOMC (Pump Sta Maint Agreement) \$250.00  
Requisition No. 3062 – Quentin Water Co. (Meter Rdgs) \$106.80  
Requisition No. 3063 – N. Corn Twp (Chest Estates Assessment) \$148.61  
Requisition No. 3064 – Met ED (Pump Sta Electric) \$207.27  
Requisition No. 3065 – J. Foltz (Meter Rdgs) \$280.00  
Requisition No. 3066 – S. J. Ogurcak (Cur Mo Admin Services) \$1,850.00  
Requisition No. 3067 – Verizon (Phone Service) \$34.07  
Requisition No. 3068 – Omnisite (Pump Sta Communications) \$276.00  
Requisition No. 3070 – Corn Munic Auth (Effluent Trans Costs) \$643.00

Stoberdale

Requisition No. 3069 – Mt. Gretna Auth (Treatment Costs) \$5,576.00

The Authority announced the next Authority meeting will be held on 1<sup>st</sup> Tuesday of April, 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  
FINANCIAL REPORT FOR JANUARY 2018**

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

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			246,689.37
CURRENT PERIOD DEPOSITS (TOTAL) >			293.32
INTEREST CREDIT                      1.60%		293.32	
XFER FROM QUENTIN ACCT			
CONN PERMITS			
CURRENT PERIOD DISBURSEMENTS (TOTAL) >			0.00
REQ			
REQ			
ACCT # 4-12163 BALANCE >			246,982.69

**ACCOUNT # 3-50907 (QUENTIN)**

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			14,089.35
CURRENT PERIOD DEPOSITS (TOTAL) >			9,213.21
INTEREST CREDIT                      1.10%		20.56	
CoLA BILLING RECEIPTS		9,192.65	
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) >			3,795.75
REQ      NO REQ      CoLA (TREATMENT COST-BOOK ENTRY DEBIT)			
REQ      NO REQ      CoLA (BILLING COSTS-BOOK ENTRY DEBIT)			
REQ      3061      FOMC (PUMP STA MAINT AGREEMENT)	250.00		
REQ      3062      QUENTIN WATER CO (METER RDGS)	106.80		
REQ      3063      N CORN TWP (CHEST ESTATES ASSESSMENT)	148.61		
REQ      3064      MET ED (PUMP STA ELECTRIC)	207.27		
REQ      3065      J FOLTZ (METER RDGS)	280.00		
REQ      3066      S J OGURCAK (CUR MO ADMIN SERVICES)	1,850.00		
REQ      3067      VERIZON (PHONE SERVICE)	34.07		
REQ      3068      OMNISITE (PUMP STA COMMUNICATIONS)	276.00		
REQ      3070      CORN MUNIC AUTH (EFFLUENT TRANS COSTS)	643.00		
REQ			
REQ			
REQ			
REQ			
<u>SCENIC RIDGE SUB ACCT</u>			
PREVIOUS BALANCE >			1,518.49
SCENIC RIDGE SUB ACCT BAL			1,518.49
ACCT # 3-50907 BALANCE >			19,506.81

**ACCOUNT # 3-42750 (STOBERDALE)**

	<u>DEBITS</u>	<u>CREDITS</u>	<u>BALANCES</u>
PREVIOUS BALANCE >			53,032.21
CURRENT PERIOD DEPOSITS (TOTAL) >			422.54
BILLING RECEIPTS		366.59	
INTEREST CREDIT                      1.10%		55.95	
CURRENT PERIOD DISBURSEMENTS (TOTAL) >			5,576.00
REQ      3069      MT GRETNA AUTH (TREATMENT COSTS)	5,576.00		
REQ			
ACCT # 3-42750 BALANCE >			47,878.75