

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, April 2, 2019 at 6:00 p.m. The meeting was duly advertised as required by applicable statutes of the Commonwealth of Pennsylvania.

Present at the meeting were William Matthews, Keith Richmond, Joseph Foltz, James Shoemaker, Marty Daigle, Robert Kolb, and Jeffrey Steckbeck, Manager/Engineer. Solicitor Frederick S. Wolf had an excused absence due to a flight delay at Charlotte airport. David Lloyd, Township Supervisor, was also present.

The Minutes of the previous meeting were unanimously approved with one minor correction: The sentence which reads: "Mr. Steckbeck next reported that Alden Place will have 26 housing units connected to the Mine Road Sewer facilities. The development is moving along as expected." is amended to note that there will ultimately be 28 new houses in Alden Place that will be customers of the Mine Road service area, however there are only eight connected at this time.

MANAGER'S/ENGINEER'S REPORT:

Mr. Steckbeck reported that he has received \$50,000.00 for sewer capacity for the Musser Development. This will be held in escrow until the Plan is approved. That plan is making its way through County Planning Department and might be on the agenda for Supervisors approval in April or May 2019.

Mr. Steckbeck reported that the sewer bills for first quarter Quentin were mailed by CoLA. He sent a delinquent customer report to the Solicitor (via e-mail) and copied the Authority Board members. The Solicitor responded back, and after discussion, it is the Solicitor's recommendation that the Authority Board authorize him to proceed with execution of the lien on the account of Amy Gerberich at 34 Alden Lane, which is in arrears for more than three years in the amount \$2,346. After discussion, the Authority Board voted unanimously to approve the Solicitor proceeding as recommended.

Mr. Steckbeck noted that the amount in the Money Market was \$327,943.25.

Mr. Steckbeck next reported on the Scenic Ridge development. There are 75 lots that will be connected to the Quentin Sewer area. 50 sewer permits have been issued, and 32 units are being billed now. A Phase III approval is expected to take place in April or May of 2019. The additional sewer construction within the development will begin after that date.

Mr. Steckbeck next reported that letters were sent to six commercial food service establishments requesting the owners to contact the Authority to make appointments for grease trap inspections later this month. Mr. Richmond suggested that the inspections should be unannounced, surprise inspections so that the owners won't have a chance to do a quick clean-out to make everything look compliant. After discussion, the Board decided that the first inspection this year should be done via an appointment as requested in the letters that were mailed. The

Board would like Jeff to inform the owners at this first inspection that future, unannounced surprise inspections will be forthcoming, and then perform those surprise inspections near the end of the year, or early next year.

Mr. Steckbeck reported on the Route 117 PS. 1) Winter Engine performed annual service on the generator. The coolant hoses needed replacement, and the battery will need to be replaced, both due to age. The generator controls were also re-programmed to reflect daylight savings time, and to sync with updated OmniSite data. 2) Envirep has been contracted for annual service of the pump station. Based on MASS LLC inspection of the pumps and piping, the following work will need to be done in the coming months: a) clean and rebuild the check valves on both pumps, which is a routine 5 year maintenance function. Both check valves are now 6 years old and are exhibiting signs of back-flow bypass. b) Inspect and possibly replace the rotating assembly if signs of wear are found. This is also a 5 to 10 year routine maintenance function. One new rotating assembly is stocked at the PS as a spare part. When one gets replaced, the used one is sent to the factory to be re-built at a cost of approximately \$2,500 as opposed to buying a new one which costs \$6,000.

Mr. Steckbeck next presented his financial report for the past two months, and the report was unanimously approved:

Feb & Mar 2019

Quentin – account balance \$120,215.24

DATE	REQ. #	PAYEE	AMOUNT
02/05/2019	3198	Met-Ed	\$230.57
02/05/2019	3196	Verizon	\$83.32
02/05/2019	3194	Henry & Beaver	\$482.40
02/05/2019	3195	Winter Engine	\$310.56
02/05/2019	3197	SESI	\$539.88
02/05/2019	3199	Cornwall Borough	\$1,412.00
02/05/2019	3200	Four Girls LLC	\$1,950.00
02/05/2019	3201	MASS LLC	\$450.00
02/20/2019	3202	Verizon	\$83.32
02/28/2019	3203	Envirep	\$1,380.00
02/28/2019	3204	Selective Insurance	\$2,649.00
02/28/2019	3205	Henry & Beaver	\$808.50
02/28/2019	3206	SESI	\$1,584.58
03/01/2019	3207	Four Girls LLC	\$1,950.00
03/05/2019	3209	Bowman's Insurance	\$405.00
03/05/2019	3210	North Cornwall Township	\$1,571.96
03/05/2019	3211	MASS LLC	\$450.00
03/11/2019	3208	Met-Ed	\$227.10
03/19/2019	3212	Verizon	\$83.31

Stoberdale – account balance \$31,413.53

DATE	REQ. #	PAYEE	AMOUNT
02/05/2019	3193	Four Girls, LLC	\$495.00

SOLICITOR'S REPORT:

The Solicitor was absent due to a flight delay in Charlotte, NC. He had called ahead to notify the Authority and his absence was approved by the Board. Mr. Steckbeck reported for the Solicitor: the Solicitor has been working on the following items in accordance with the Board's prior requests:

- 1) Delinquent accounts. Letters were sent to seven delinquent customers. Gerberich lien will be executed as noted previously.
- 2) Mr. Wolf has corresponded with Fairview Golf Course about new sewer lateral extensions and connections that were made without a WCTMA inspection.
- 3) Mr. Wolf is preparing a Resolution to update the Authority's policy about ownership and transfer of EDUs which were previously purchased, and for which sewer permits have already been issued by Steve Ogurcak.

It was determined that the Authority would next meet on Tuesday in June 4th at 6:00 p.m. There is no foreseen need for a meeting in May.

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

Respectfully submitted,

Authority Manager Jeff Steckbeck on behalf of
Solicitor Frederick S. Wolf