

THE MINUTES OF THE CORNWALL BOROUGH, LEBANON COUNTY
MUNICIPAL AUTHORITY MEETING HELD
MONDAY, NOVEMBER 17, 2008 AT 7:30 P.M.
IN THE CORNWALL BOROUGH OFFICE

The meeting was called to order at 7:30 P.M. by Chairperson Kathleen Schaeffer.

MEMBERS PRESENT

Bruce Conrad, Jeff Marley, Kathleen Schaeffer, and Donald Bemederfer were present. Solicitor Weiss, Engineer Jonathan Beers; and Administrator Barbara Henry were also present. Dale Waltman and Water/Sewer Superintendent Michael Rider were unable to attend.

PUBLIC INPUT

Cornwall Borough Councilman Paul Vranesic explained to the Authority that Council will now be advertising and go through an interview process for all appointments and reappointments. It is the intent of Council to have Authority members at the interviews for appointments to the Authority.

Mr. Vranesic told the Authority that Council appreciated the open communication regarding the proposed Authority building and the Authority members attending Council's November meeting. He reiterated Council's support of the Authority building project.

APPROVAL OF MINUTES

Bruce Conrad made a motion seconded by Jeff Marley to approve the minutes from the October 20, 2008 regular meeting as submitted. MOTION passed.

TREASURERS' REPORTS

Bruce Conrad made a motion seconded by Don Bemederfer accepting the treasurer's reports for October 2008. MOTION passed.

BILL'S PAYABLE

A motion was made by Jeff Marley and seconded by Bruce Conrad to approve the disbursements as follows: water fund disbursements for the period of October 21, 2008 – November 17, 2008 totaling \$ 36,202.38; sewer fund disbursements for the period of October 21, 2008 – November 17, 2008 totaling \$ 59,830.25. The motion also stated that the Gannett Fleming final invoice for \$1,374.69 was approved conditioned upon the as-builts being corrected and resubmitted per Mike Rider's comments. MOTION passed.

ADMINISTRATORS' REPORT

After some discussion, a motion was made by Jeff Marley with a second from Bruce Conrad to accept the administrators report. MOTION passed.

Barbara Henry enclosed in the Authority packets the memo which was presented to Council at their November meeting requesting Councils' support of the new Authority building. A copy of the letter from Council supporting the building was enclosed.

Mrs. Henry told the Authority that the pre-application for the USDA loan was completed and Mrs. Schaeffer would be signing the document after the meeting. Bruce Conrad wanted Barb Henry to be publicly commended for the work she has done with this process.

SAMUEL G. WEISS, JR. SOLICITOR

Solicitor Weiss informed the Authority that he had sent a letter to Mr. Paul Kilgore, Solicitor for North Cornwall Township, reiterating the three conditions set by this Authority in accepting the agreement with North Cornwall Township in the replacement of the Dairy Road Force Main. Mr. Kilgore has given Mr. Weiss a verbal commitment that the conditions were accepted. Mr. Weiss explained that he has not received a written commitment letter, which he requested, or the cost breakdown for the replacement.

AUTHORITY ENGINEER

Mr. Beers began by reviewing the sketches of the Authority building that were submitted by Bob Hoffman. The sketches showed the front facade of the building and a floor plan. The Authority commented on the sketches. Mr. Beers will forward these suggestions to Mr. Hoffman.

Jon Beers presented a proposal to provide surveying, engineering services, and preparation of land development plans for the Authority building and site from Matthew & Hockley Associates, LTD to the Authority. Matthew & Hockley will provide these services for the cost of \$8,000.00. It is Mr. Beers' recommendation that the Authority approve the proposal. A motion was made by Bruce Conrad, seconded by Jeff Marley to approve the contract for services from Matthew & Hockley Associates LTD for \$8,000.00. MOTION passed.

Letters of dedication and as-built plans were submitted for the water and sewer mains in the Store Lane Development. The plans were reviewed by Mike Rider and Barbara Henry. Mr. Beers is recommending the acceptance of the as-builts, dedication of sewer mains, and dedication of the water mains. A motion was made by Jeff Marley with a second from Bruce Conrad to accept the as-built plans for Store Lane Development and dedication of the water and sewer lines in Store Lane Development. MOTION passed.

Jon Beers updated the Authority on the telemetry issues. Mike Rider is running out of the necessary cards and was instructed to begin pricing the cost of a new telemetry system. Mr. Rider contacted Sherman Gibson Company and the pricing of \$66,000.00 was received for equipment, engineering and installation. Mr. Beers will forward information on design, installation and vendors for telemetry equipment to Mike Rider.

Jon Beers reviewed the Gannett Fleming Study which was referenced last month by Louis Hurst from Alden Place. Last month, the study was not available to the Authority. Mr. Hurst had contracted the study which estimated additional costs to the Authority associated with placing Alden on the high-side of the water system. Mr. Beers reiterated the points Mr. Hurst was trying to make at last month's meeting. The amount of housing units and associated costs done in the study were higher than the actual number. The Authority, at the April meeting, decided to hold the developers to the agreement from the Gannett Fleming study of 2004. This was reiterated at this month's meeting.

MIKE RIDER - WATER/SEWER SUPERINTENDENT

After some discussion, a motion was made by Jeff Marley with a second from Bruce Conrad to accept the water and sewer report for the month of October. MOTION passed.

NEW BUSINESS

Barbara Henry gave the Authority a copy of the year-end 2008 audit which was prepared by Stanilla, Siegel and Maser.

Barbara Henry explained to the Authority that a leak had been discovered by the police department this morning in the area of Cedar and Maple Sts in Toytown. Repair of the leak is underway.

EXECUTIVE SESSION

The meeting was adjourned into executive session at 9:15 P.M. Executive session was called to discuss a personnel matter. No action was taken as a result of this session.

The meeting reconvened at 9:32 P.M.

ADJOURNMENT

Jeff Marley made a motion seconded by Bruce Conrad to adjourn the meeting at 9:35 P.M. MOTION passed.

Sincerely,

Barbara L Henry
Recording Secretary