### **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 3, 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, William Matthews, Martin Daigle, Keith Richmond, Joseph Foltz, Jeffrey Steckbeck, Engineer/Manager, Frederick S. Wolf, Solicitor, and David Lloyd.

The Minutes of the previous meeting were unanimously approved.

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

Mr. Steckbeck reported that the Lebanon County website and GIS mapping was complete. This allows zooming into any property in the County, provides the name of the owner, the most recent purchase price for the property, and the information can be sent directly to others.

Mr. Steckbeck reported that he has been in contact with North Cornwall Township and Cornwall Borough to coordinate any future issues that the parties need to resolve.

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

Jeff Steckbeck and the Solicitor reported the four (4) delinquent accounts and the status of those accounts for recovery of amounts owing.

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

Jeff Steckbeck reported as follows:

Mr. Steckbeck went through all of his financial reports, and the Authority Board approved the reports and directed that copies be attached to the Minutes of the meeting.

Mr. Steckbeck reported that there were three (3) delinquencies in Stoberdale, and late notice was mailed. There were no Bond conduits.

### TREASURER'S REPORT:

The following requisitions and payments were unanimously approved:

### February 2018

### Quentin

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Requisition No. 3071 – Henry & Beaver (Legal Services) $792.00
Requisition No. 3072 – Media One PA (Advertising) $87.90
Requisition No. 3073 – Quentin Volunteer Fire Co. (Annual Donation) $250.00
Requisition No. 3074 – FOMC (Pump Sta Maint Agreement) $250.00
Requisition No. 3075 – Verizon (Transfer/Hookup Phone Service) $153.57
Requisition No. 3076 – Four Girls, LLC (Cur Mo Bookkeeping Svcs) $1,850.00
Requisition No. 3077 – SESI, Inc. (Engineering) $138.00
Requisition No. 3079 – Met ED (Pump Sta Electric) $234.37
Requisition No. 3080 – Verizon (Phone Service) $88.32
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### Stoberdale

Requisition No. 3078 – S. J. Ogurcak (Qtrly Bkkpg Services) \$495.00

### March 2018

### Quentin

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Requisition No. 3081 – FOMC (Pump Sta Maint Agreement) $250.00
Requisition No. 3082 – SESI, Inc. (Engineering) $1,122.75
Requisition No. 3083 – Met ED (Pump Sta Electric) $218.88
Requisition No. 3084 – Four Girls, LLC (Cur Mo Bookkeeping Svcs) $1,850.00
Requisition No. 3085 – Jeffrey Steckbeck (Acctg. Software Reimbursement) $199.99
Requisition No. 3089 – Verizon (Phone Service) $83.32
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The Authority announced the next Authority meeting will be held on 1st Tuesday of June, 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

Register: MONEY MARKET ACCOUNT #412163

From 01/01/2018 through 04/03/2018 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment		Deposit	Balance
					CAR SERVICES CARROLLINGS	· · · · · · · · · · · · · · · · · · ·	Property of the State of the St	
01/31/2018			INCOME:03 - Money	Interest		X	293.32	246,982.69
02/28/2018			INCOME:03 - Money	Interest		X	265.25	247,247.94
03/31/2018			INCOME:03 - Money	Interest		X	310.92	247,558.86

11:31 AW 03/31/18 Cash Basis

### West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Money Market January through March 2018

Jan - Mar 18	Budget	\$ Over Budget	% of Budget
869.49			
869.49			
869.49			
869.49			
869.49			
869.49			
869.49	0.00	869.49	100.0%
	869.49 869.49 869.49 869.49 869.49	869.49 869.49 869.49 869.49 869.49	869.49 869.49 869.49 869.49 869.49

### Register: QUENTIN - ACCOUNT #XXXX0907

From 01/01/2018 through 04/03/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2010	206							
01/02/2018	3067	JAMES SHOEMAK	Accounts Payable	2017 Meetings	150.00	X		14,339.35
01/02/2018	3069	ROBERT KOLB	Accounts Payable	2017 Meetings	175.00	X		14,164.35
01/02/2018	3070	GLEN YANDS	Accounts Payable	2017 Meetings	75.00	X		14,089.35
01/02/2018	3077	FACILITY OPERAT	Accounts Payable	Pump Station	250.00	X		13,839.35
01/02/2018	3078	QUENTIN WATER	Accounts Payable	4th Quarter Re	106.80	X		13,732.55
01/02/2018	3079	NORTH CORNWAL	Accounts Payable	Chest. Estates	148.61	X		13,583.94
01/02/2018	3080	JOSEPH FOLTZ	Accounts Payable	1.2.18 - Meter	280.00	X		13,303.94
01/02/2018	3081	STEVE J. OGURCAK	Accounts Payable	Bookkeeping S	1,850.00	X		11,453.94
01/02/2018	3082	OMNISITE	Accounts Payable	Pump Station P	276.00	X		11,177.94
01/02/2018	3083	CORNWALL MUNI	Accounts Payable	Trans. Costs	643.00	X		10,534.94
01/08/2018	12		EXPENSES:07 Teleph	To record Veri	48.18	X		10,486.76
01/10/2018	13		EXPENSES:23 Pump	First Energy bil	207.27	X		10,279.49
01/10/2018	15		INCOME:01 Quentin:	To record depo		X	9,192.65	19,472.14
01/24/2018	14		EXPENSES:07 Teleph	To record Veri		X	14.11	19,486.25
01/31/2018			INCOME:01 Quentin:I	Interest		X	20.56	19,506.81
02/06/2018	3084	HENRY & BEAVE	Accounts Payable		792.00	X		18,714.81
02/06/2018	3085	MEDIA ONE PA	Accounts Payable	Inv. #232859	87.90	X		18,626.91
02/06/2018	3086	QUENTIN VOLUN	Accounts Payable	2018 Donation	250.00	X		18,376.91
02/06/2018	3087	FACILITY OPERAT	Accounts Payable	Inv. #18-1 - O	250.00	X		18,126.91
02/06/2018	3088	VERIZON	Accounts Payable	Inv. #9799140	153.57			17,973.34
02/06/2018	3089	FOUR GIRLS, LLC.	Accounts Payable	February 2018	1,850.00			16,123.34
02/06/2018	3090	SESI, Inc.	Accounts Payable	Inv. #17-2273	138.00			15,985.34
02/09/2018	ACH	MET-ED	Accounts Payable	100089052714	234.37			15,750.97
02/20/2018	3091	VERIZON	EXPENSES:07 Teleph	VOID: Invoice		X		15,750.97
02/21/2018	ACH	VERIZON	Accounts Payable	Inv. #9800943	88.32			15,662.65
02/21/2018	16		INCOME:01 Quentin:	Deposit from C	5.51E- <del>0</del>	Х	2,083.75	17,746.40
02/28/2018				Interest		X	18.47	17,746.40
03/05/2018	ACH	MET-ED	Accounts Payable	Acct. #100089	218.88		10.47	17,704.87
03/05/2018	3092	FACILITY OPERAT	Accounts Payable	Inv. #18-2 - O	250.00			17,343.99
03/05/2018	3093	SESI, Inc.	Accounts Payable	Inv. #17-2508	1,122.75			
03/05/2018	3094	FOUR GIRLS, LLC.	Accounts Payable	Inv. #03/01/20	1,850.00			16,173.24
03/05/2018	3095	JEFFREY STECKB	Accounts Payable	Reimbursment	199.99			14,323.24
03/10/2018			-split-	Deposit	1,,,,,,	71	0.00	14,123.25
03/14/2018	18		INCOME:01 Quentin:	To record Febr		X		14,123.25
	19		-split-	To record S. G		X	19,477.40	33,600.65
	19		QUENTIN - ACCOUN				3,350.00	36,950.65
03/21/2018			EXPENSES:07 Teleph		92.22	X	261.35	37,212.00
03/31/2018	1005d		INCOME:01 Quentin:I		83.32		24.00	37,128.68
			THOUSE ARCHITITING	Interest		X	34.02	37,162.70

# West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin January through March 2018

09 Maint/Meters/Rdgs 10 Bud Xfer to Mon Mkt Acct 11 Audit 12 Donations	Total 08 Insurances	08 Insurances Insurance #1 08 Insurances - Other	07 Telephone	Total 04 Engineer	04 Engineer Engineer #1 04 Engineer - Other	Total 03 Legal	03 Legal Henry and Beaver LLP 03 Legal - Other	Expense EXPENSES 01 Bank Fees 02 Notices, PO Box Fees	Gross Profit	Total Income	Total INCOME	Total 01 Quentin	Account Carry Over Miscellaneous Revenue	Total Other Billing Receipts	Quentin & Mine Rd. Service	Income/Expense Income INCOME Of Quentin Bond Conduits Interest Credit Conn Permits/Mtrs/Pumps Other Billion Booking	i
386.80 0.00 0.00 250.00	-261.35	-261.35 0.00	635.28	1,260.75	1,260.75	792.00	792.00 0.00	0.00 87.90	34,227.67	34,227.67	34,227.67	34,227.67	0.00 50.82	30,753.80	30,753.80	0.00 73.05 3,350.00	Jan - Mar 18
624.99 6,000.00 1,365.00 60.00	1,500.00	1,500.00	150.00	1,699.98	1,699.98	1,125.00	1,125.00	12.48 75.00	38,522.22	38,522.22	38,522.22	38,522.22	4,500.00	32,358.72	32,358.72	1,626.00 37.50	Budget
-238.19 -6,000.00 -1,365.00 190.00	-1,761.35	-1,500.00	485.28	-439.23	-1,699.98	-333.00	-1,125.00	-12.48 12.90	-4,294.55	-4,294.55	-4,294.55	-4,294.55	-4,500.00	-1,604.92	-1,604.92	-1,626.00 35.55	\$ Over Budget
61.9% 0.0% 0.0% 416.7%	-17.4%	0.0%	423.5%	74.2%	0.0%	70.4%	0.0%	0.0% 117.2%	88.9%	88.9%	88.9%	88.9%	0.0%	95.0%	95.0%	0.0% 194.8%	% of Budget

## West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin January through March 2018

Net Income	Net Ordinary Income	Total Expense	Total EXPENSES	28 MISC	26 Collections of Accounts	23 Pump Station Electric	22 Pump Station Comm.	21 Pump Station O&M	20 Pump Station Supplies	19 Auth Meeting Comp	Total 18 Admin Costs	18 Admin Costs Administration and Bookkeeping 18 Admin Costs - Other	17 Quen Wat Co (Readings)	16 N. Corn (Pump Sta. Costs)	15 CBMA (Effluent Transport)	14 USDA Loan	13 N. Corn (Ch Est Assess)	
22,724.17	22,724.17	11,503.50	11,503.50	643.00	0.00	660.52	0.00	750.00	0.00	400.00	5,749.99	5,749.99	0.00	0.00	0.00	0.00	148.61	Jan - Mar 18
1,063.62	1,063.62	37,458.60	37,458.60		499.98	750.00	124.98	1,749.99	99.99	300.00	5,550.00	5,550.00	106.74	1,749.99	874.98	12,889.50	150.00	Budget
21,660.55	21,660.55	-25,955.10	-25,955.10		-499.98	-89.48	-124.98	-999.99	-99.99	100.00	199.99	-5,550.00	-106.74	-1,749.99	-874.98	-12,889.50	-1.39	\$ Over Budget
2,136.5%	2,136.5%	30.7%	30.7%		0.0%	88.1%	0.0%	42.9%	0.0%	133.3%	103.6%	0.0%	0.0%	0.0%	0.0%	0.0%	99.1%	% of Budget

## West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin February 2018

09 Maint/Meters/Rdgs 10 Bud Xfer to Mon Mkt Acct 11 Audit 12 Donations 13 N. Corn (Ch Est Assess) 14 USDA Loan 15 CBMA (Effluent Transport) 16 N. Corn (Pump Sta. Costs) 17 Quen Wat Co (Readings) 18 Admin Costs	07 Telephone 08 Insurances	Total 04 Engineer	04 Engineer Engineer #1 04 Engineer - Other	Total 03 Legal	03 Legal Henry and Beaver LLP 03 Legal - Other	Expense EXPENSES 01 Bank Fees 02 Notices, PO Box Fees	Gross Profit	Total Income	Total INCOME	Total 01 Quentin	Account Carry Over	Total Other Billing Receipts	Quentin & Mine Rd. Service	Ordinary Income/Expense Income INCOME 01 Quentin Bond Conduits Interest Credit	
0.00 0.00 0.00 0.00 0.00 0.00 0.00	241.89 0.00	138.00	138.00	792.00	792.00 0.00	0.00 87.90	2,102.22	2,102.22	2,102.22	2,102.22	0.00	2,083.75	2,083.75	0.00 18.47	Feb 18
208.33 2,000.00 455.00 20.00 50.00 4,296.50 291.66 583.33 35.58	50.00 500.00	566.66	566.66	375.00	375.00	4.16 25.00	12,840.74	12,840.74	12,840.74	12,840.74	1,500.00	10,786.24	10,786.24	542.00 12.50	Budget
-208.33 -2,000.00 -455.00 -230.00 -50.00 -4,296.50 -291.66 -583.33 -35.58	191.89 -500.00	-428.66	-566.66	417.00	-375.00	-4.16 62.90	-10,738.52	-10,738.52	-10,738.52	-10,738.52	-1,500.00	-8,702.49	-8,702.49	-542.00 5.97	\$ Over Budget
0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	483.8% 0.0%	24.4%	0.0%	211.2%	0.0%	0.0% 351.6%	16.4%	16.4%	16.4%	16.4%	0.0%	19.3%	19.3%	0.0% 147.8%	% of Budget

## West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin February 2018

Net Income -1,741.94 354.54 -2,096.48	Net Ordinary Income -1,741.94 354.54 -2,096.48	Total Expense 3,844.16 12,486.20 -8,642.04	Total EXPENSES 3,844.16 12,486.20 -8,642.04	26 Collections of Accounts 0.00 166.66 -166.66	250.00	41.66	<b>21 Pump Station O&amp;M</b> 250.00 583.33 -333.33	33.33	100.00	1,000,00	Total 18 Admin Costs 1 850 00 1 850 00 0 0 00
										0.00	
-491.3%	-491.3%	30.8%	30.8%	0.0%	93.7%	0.0%	42.9%	0.0%	0.0%	100.0%	

## West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin March 2018

09 Maint/Meters/Rdgs 10 Bud Xfer to Mon Mkt Acct 11 Audit 12 Donations 13 N. Corn (Ch Est Assess) 14 USDA Loan 15 CBMA (Effluent Transport) 16 N. Corn (Pump Sta. Costs)	Total 08 Insurances	08 Insurances Insurance #1 08 Insurances - Other	07 Telephone	Total 04 Engineer	04 Engineer Engineer #1 04 Engineer - Other	Expense EXPENSES 01 Bank Fees 02 Notices, PO Box Fees 03 Legal	Gross Profit	Total Income	Total INCOME	Total 01 Quentin	Account Carry Over Miscellaneous Revenue	Total Other Billing Receipts	Quentin & Mine Rd. Service	INCOME  01 Quentin  Bond Conduits Interest Credit Conn Permits/Mtrs/Pumps	Ordinary Income/Expense	
0.00 0.00 0.00 0.00 0.00	-261.35	-261.35 0.00	83.32	1,122.75	1,122.75 0.00	0.00 0.00 0.00	22,878.91	22,878.91	22,878.91	22,878.91	0.00 17.49	19,477.40	19,477.40	0.00 34.02 3,350.00		Mar 18
208.33 2,000.00 455.00 20.00 50.00 4,296.50 291.66 583.33	500.00	500.00	50.00	566.66	566.66	4.16 25.00 375.00	12,840.74	12,840.74	12,840.74	12,840.74	1,500.00	10,786.24	10,786.24	542.00 12.50		Budget
-208.33 -2,000.00 -455.00 -20.00 -50.00 -4,296.50 -291.66 -583.33	-761.35	-500.00	33.32	556.09	-566.66	-4.16 -25.00 -375.00	10,038.17	10,038.17	10,038.17	10,038.17	-1,500.00	8,691.16	8,691.16	-542.00 21.52		\$ Over Budget
0.000.000.0000.000000000000000000000000	-52.3%	0.0%	166.6%	198.1%	0.0%	0.0% 0.0% 0.0%	178.2%	178.2%	178.2%	178.2%	0.0%	180.6%	180.6%	0.0% 272.2%		% of Budget

## West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Quentin March 2018

Net Income	Net Ordinary Income	Total Expense	Total EXPENSES	keeping 2,0	Mar 18 17 Quen Wat Co (Readings)
19,415.32	19,415.32	3,463.59	3,463.59	2,049.99 0.00 2,049.99 0.00 0.00 250.00 0.00 218.88 0.00	0.00
354.54	354.54	12,486.20	12,486.20	1,850.00 1,850.00 100.00 33.33 583.33 41.66 250.00 166.66	Budget 35.58
19,060.78	19,060.78	-9,022.61	-9,022.61	-1,850.00 199.99 -100.00 -33.33 -33.33 -41.66 -31.12 -166.66	\$ Over Budget -35.58
5,476.2%	5,476.2%	27.7%	27.7%	0.0% 110.8% 0.0% 0.0% 42.9% 0.0% 87.6% 0.0%	% of Budget 0.0%

Register: STOBERDALE - ACCOUNT #342750

From 01/01/2018 through 04/03/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
							· · · · · · · · · · · · · · · · · · ·	transfer to desire the comp
01/02/2018	1600	MT. GRETNA AUT	Accounts Payable	Treatment Cost	5,576.00	X		47,456.21
01/24/2018	3		Undeposited Funds	To record depo		X	366.59	47,822.80
01/31/2018			INCOME:02 Stoberdal	Interest		X	55.95	47,878.75
02/06/2018	1601	STEVE J. OGURCAK	Accounts Payable	Quarter 1 Book	495.00	X		47,383.75
02/21/2018	2		Undeposited Funds	To record bulk		X	2,431.82	49,815.57
02/28/2018			INCOME:02 Stoberdal	Interest		X	49.95	49,865.52
03/05/2018	4		Undeposited Funds	To record bulk		X	2,699.08	52,564.60
03/14/2018			-split-	Deposit		X	1,177.36	53,741.96
03/31/2018			INCOME:02 Stoberdal	Interest		X	64.25	53,806.21

11:39 AM 03/31/18 Cash Basis

### West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Stoberdale January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
INCOME				
02 Stoberdale				
Billing Income	6,622.32	6,883.98	-261.66	96.2%
Bond Income	0.00	0.00	0.00	0.0%
Fulton Bank Interest	170.15	112.50	57.65	151.2%
Total 02 Stoberdale	6,792.47	6,996.48	-204.01	97.1%
Total INCOME	6,792.47	6,996.48	-204.01	97.1%
Total Income	6,792.47	6,996.48	-204.01	97.1%
Gross Profit	6,792.47	6,996.48	-204.01	97.1%
Expense				
EXPENSES				
31 Stoberdale Expenses				
Treatment	5,576.00	5,575.98	0.02	100.0%
Treatment Overage	0.00	0.00	0.00	0.0%
Admin Costs	495.00	495.48	-0.48	99.9%
Build Reserve	0.00	549.99	-549.99	0.0%
Maintenance	0.00	375.00	-375.00	0.0%
Total 31 Stoberdale Expenses	6,071.00	6,996.45	-925.45	86.8%
Total EXPENSES	6,071.00	6,996.45	-925.45	86.8%
Total Expense	6,071.00	6,996.45	-925.45	86.8%
Net Ordinary Income	721.47	0.03	721.44	2,404,900.0%
Net Income	721.47	0.03	721.44	2,404,900.0%

11:40 AW 03/31/18 Cash Basis

### West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Stoberdale

February 2018

			00 ANN AND MIS 10	
	Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			**************************************	
Income				
INCOME				
02 Stoberdale				
Billing Income	2,431.82	2,294.66	137.16	106.0%
Bond Income	0.00	0.00	0.00	0.0%
Fulton Bank Interest	49.95	37.50	12.45	133.2%
Total 02 Stoberdale	2,481.77	2,332.16	149.61	106.4%
Total INCOME	2,481.77	2,332.16	149.61	106.4%
Total Income	2,481.77	2,332.16	149.61	106.4%
Gross Profit	2,481.77	2,332.16	149.61	106.4%
Expense				
EXPENSES				
31 Stoberdale Expenses	0.00	1 222 22		
Treatment Course	0.00	1,858.66	-1,858.66	0.0%
Treatment Overage Admin Costs	0.00 495.00	0.00	0.00	0.0%
Build Reserve	0.00	165.16	329.84	299.7%
Maintenance	0.00	183.33	-183.33	0.0%
Wantenance		125.00	-125.00	0.0%
Total 31 Stoberdale Expenses	495.00	2,332.15	-1,837.15	21.2%
Total EXPENSES	495.00	2,332.15	-1,837.15	21.2%
Total Expense	495.00	2,332.15	-1,837.15	21.2%
Net Ordinary Income	1,986.77	0.01	1,986.76	19,867,700.0%
Net Income	1,986.77	0.01	1,986.76	19,867,700.0%
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11:40 AM 03/31/18 Cash Basis

### West Cornwall Twp. Municipal Authority Profit & Loss Budget vs. Actual - Stoberdale March 2018

	Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
INCOME				
02 Stoberdale				
Billing Income	3,857.24	2,294.66	1,562.58	168.1%
Bond Income	0.00	0.00	0.00	0.0%
Fulton Bank Interest	64.25	37.50	26.75	171.3%
Total 02 Stoberdale	3,921.49	2,332.16	1,589.33	168.1%
Total INCOME	3,921.49	2,332.16	1,589.33	168.1%
Total Income	3,921.49	2,332.16	1,589.33	168.1%
Gross Profit	3,921.49	2,332.16	1,589.33	168.1%
Expense				
EXPENSES				
31 Stoberdale Expenses				
Treatment	0.00	1,858.66	-1,858.66	0.0%
Treatment Overage	0.00	0.00	0.00	0.0%
Admin Costs	0.00	165.16	-165.16	0.0%
Build Reserve	0.00	183.33	-183.33	0.0%
Maintenance	0.00	125.00	-125.00	0.0%
Total 31 Stoberdale Expenses	0.00	2,332.15	-2,332.15	0.0%
Total EXPENSES	0.00	2,332.15	-2,332.15	0.0%
Total Expense	0.00	2,332.15	-2,332.15	0.0%
Net Ordinary Income	3,921.49	0.01	3,921.48	39,214,900.0%
Net Income	3,921.49	0.01	3,921.48	39,214,900.0%