

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, June 4, 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, Glenn Yanos, Joseph Foltz, Marty Daigle, Robert Kolb, Jeffrey Steckbeck, Manager/Engineer, Solicitor Frederick S. Wolf and Steven D. M. Miller, Assistant Solicitor.

The Minutes of the previous meeting were unanimously approved.

MANAGER'S/ENGINEER'S REPORT:

Jeffrey Steckbeck reviewed the Authority bank activity on the Authority account for both Quentin and Stoberdale. A copy was directed to be attached to the Minutes of the meeting.

Mr. Steckbeck next reviewed the Money Market account, and that Statement was directed to be attached to the Minutes of the meeting. He next reviewed with the Authority the Profit and Loss Statement from January through May of 2019.

After discussion, upon Motion duly made, Seconded and unanimously Carried, it was: Resolved that the Profit and Loss Statement be filed on record and a copy directed to be attached to the Minutes of this meeting.

Mr. Steckbeck reported that he is in the process of verifying that all grease traps that are connected to the Authority sewer system are cleaned on a regular basis. When completed, he will report on the results.

Mr. Steckbeck and Steve Ogurcak will be reviewing connections for the Fairview Golf Course in order to determine whether or not all permits and Tapping Fees have been paid. The Solicitor has notified Mr. Jones of the Fairview Golf Course that this is in process.

Mr. Steckbeck next reported on sewer connections for 2018. That report was unanimously approved.

The Engineer reported on the status of the possible purchase of the Quentin Water Company. Mr. Steckbeck handed out confidential information relating to various financial statements of the Quentin Water Company. The Authority will continue to gather information concerning the water system and the operation of the Water Authority through 2019. When all questions have been answered, the Authority will make a determination of whether or not to make an offer to purchase the Water Company assets.

SOLICITOR'S REPORT:

Frederick S. Wolf, Solicitor, reported on the following:

1. The Solicitor's office will be proceeding with Sheriff's execution on the lien for the Gerberich property.
2. The Solicitor and Mr. Steckbeck will continue to monitor the other unpaid sewer bills to determine whether or not any additional properties should be listed for Sheriff's Sale.
3. The Solicitor handed out a Resolution to deal with a situation where a property owner has paid for sewer capacity in the Authority sewer system and capacity at the Lebanon City Treatment Plant, however, the construction and the sewer connection never materialized. The Authority will take this matter under consideration and will make a determination as to the policy of the Authority at a future date. A copy of the form of Resolution shall be attached to the Minutes of the meeting.

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

APRIL & MAY 2019

Quentin

DATE	REQ. #	PAYEE	AMOUNT
04/01/2019	3213	Henry & Beaver	\$500.00
04/01/2019	3214	MASS LLC	\$450.00
04/01/2019	3215	Joseph Foltz	\$317.00
04/01/2019	3216	Four Girls LLC	\$1,950.00
04/01/2019	3217	SESI	\$1,259.75
04/01/2019	3218	MET-ED	\$217.73
05/01/2019	3220	Verizon	\$83.27
05/01/2019	3221	Cornwall Borough	\$1,335.00
05/01/2019	3222	Four Girls LLC	\$1,950.00
05/01/2019	3223	Meyer Oil Company	\$179.01
05/01/2019	3224	SESI, Inc.	\$463.50
05/01/2019	3225	Henry and Beaver	\$141.83
05/01/2019	3226	Winter Engine	\$225.95
05/09/2019	3227	MET-ED	\$197.39
05/22/2019	3232	Verizon	\$83.27

Stoberdale

DATE	REQ. #	PAYEE	AMOUNT
04/01/2019	1611	Mt. Gretna Authority	\$5,740.00
05/01/2019	1612	Four Girls LLC	\$495.00

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

Respectfully submitted,

Solicitor Frederick S. Wolf

West Cornwall Twp. Municipal Authority

7/3/2019 12:27 PM

Register: QUENTIN - ACCOUNT #XXXX0907

From 04/01/2019 through 05/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2019	3190	HENRY & BEAVER LLP	Accounts Payable	Req 3213 Legal Svcs	500.00	X		119,715.24
04/01/2019	3191	MASS LLC	Accounts Payable	Req 3214 - PS Ops	450.00	X		119,265.24
04/01/2019	3192	JOSEPH FOLTZ	Accounts Payable	Req 3215 Meter Readings	317.00	X		118,948.24
04/01/2019	3193	Four Girls, LLC	Accounts Payable	Req 3216 - Bookkeepi...	1,950.00	X		116,998.24
04/01/2019	3194	SESI, Inc.	Accounts Payable	Req 3217 - Engr Svcs	1,259.75	X		115,738.49
04/11/2019	ZIP PAY	MET-ED	Accounts Payable	Req 3218 - PS Electric	217.73	X		115,520.76
04/26/2019			-split-	Deposit		X	26,233.65	141,754.41
04/30/2019			INCOME:01 Quentin:Interest Credit	Interest		X	180.85	141,935.26
05/01/2019	ZIP PAY	VERIZON	Accounts Payable	Req 3220 - Phone Svc	83.27	X		141,851.99
05/01/2019	3195	Cornwall Borough	Accounts Payable	Req 3221 Qtr Transpora...	1,335.00	X		140,516.99
05/01/2019	3196	Four Girls, LLC	Accounts Payable	Req 3222 - Bookkeepi...	1,950.00	X		138,566.99
05/01/2019	3197	Meyer Oil Company	Accounts Payable	Req 3223 - PS Generato...	179.01	X		138,387.98
05/01/2019	3198	SESI, Inc.	Accounts Payable	Req 3224 - Engr Svcs	463.50	X		137,924.48
05/01/2019	3199	HENRY & BEAVER LLP	Accounts Payable	Req 3225 - Legal Svcs	141.83	X		137,782.65
05/01/2019	3200	Winter Engine	Accounts Payable	Req 3226 - Generator Svc	225.95	X		137,556.70
05/09/2019	ZIP PAY	MET-ED	Accounts Payable	Req 3227 - PS Electric	197.39	X		137,359.31
05/22/2019	ZIP PAY	VERIZON	Accounts Payable	Req 3232 Telephone Svc	83.27	X		137,276.04
05/31/2019			INCOME:01 Quentin:COLA Billin...	Deposit		X	1,632.57	138,908.61
05/31/2019			INCOME:01 Quentin:Interest Credit	Interest		X	220.19	139,128.80

West Cornwall Twp. Municipal Authority

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Register: STOBBERDALE - ACCOUNT #342750

From 04/01/2019 through 05/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2019	1611	MT. GRETNA AUTHORITY	Accounts Payable		5,740.00	X		24,449.37
04/02/2019			-split-	VOID:		X	0.00	24,449.37
04/02/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	1,000.77	25,450.14
04/30/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	174.88	25,625.02
04/30/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	41.61	25,666.63
05/01/2019	1612	Four Girls, LLC	Accounts Payable		495.00	X		25,171.63
05/31/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	3,556.98	28,728.61
05/31/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	39.65	28,768.26

West Cornwall Twp. Municipal Authority

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Register: MONEY MARKET ACCOUNT #412163

From 04/01/2019 through 05/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/30/2019			INCOME:03 - Money Market Acco...	Interest		X	512.13	328,455.38
05/31/2019			INCOME:03 - Money Market Acco...	Interest		X	530.03	328,985.41

West Cornwall Twp. Municipal Authority
Profit & Loss
 January through May 2019

	Jan - May 19
Ordinary Income/Expense	
Income	
INCOME	
01 Quentin	
COLA Billing Receipts	43,038.39
Interest Credit	902.01
Conn Permits/Mtrs/Pumps	450.00
Tapping Fee Income	25,390.00
Other Billing Receipts	428.17
Total 01 Quentin	70,208.57
02 Stoberdale	
Billing Income	
Miscellaneous Revenue	15.90
Billing Income - Other	10,705.53
Total Billing Income	10,721.43
Fulton Bank Interest	208.88
Total 02 Stoberdale	10,930.31
03 - Money Market Account	
Interest	2,573.76
Total 03 - Money Market Account	2,573.76
Total INCOME	83,712.64
Total Income	83,712.64
Gross Profit	83,712.64
Expense	
EXPENSES	
02 Notices, PO Box Fees	86.90
03 Legal	
Henry and Beaver LLP	3,035.73
Total 03 Legal	3,035.73
04 Engineer	
Engineer #1	4,877.96
Total 04 Engineer	4,877.96
07 Telephone	692.49
08 Insurances	
Insurance #1	3,054.00
Total 08 Insurances	3,054.00
09 Maint/Meters/Rdgs	
Joe Foltz reading efforts	317.00
09 Maint/Meters/Rdgs - Other	3,183.54
Total 09 Maint/Meters/Rdgs	3,500.54
12 Donations	250.00
13 N. Corn (Ch Est Assess)	148.61
15 CBMA (Effluent Transport)	2,747.00
16 N. Corn (Pump Sta. Costs)	1,571.96
18 Admin Costs	
Administration and Bookkeeping	9,750.00
Total 18 Admin Costs	9,750.00

West Cornwall Twp. Municipal Authority
Profit & Loss
January through May 2019

	<u>Jan - May 19</u>
19 Auth Meeting Comp	1,175.00
20 Pump Station Supplies	179.01
21 Pump Station O&M	4,344.51
23 Pump Station Electric	1,067.24
31 Stoberdale Expenses	
Treatment	11,316.00
Admin Costs	990.00
Total 31 Stoberdale Expenses	<u>12,306.00</u>
Total EXPENSES	<u>48,786.95</u>
Total Expense	<u>48,786.95</u>
Net Ordinary Income	<u>34,925.69</u>
Net Income	<u><u>34,925.69</u></u>