

**MINUTES OF MEETING**  
**WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY**

The following are the minutes of the meeting of West Cornwall Township Municipal Authority held in the West Cornwall Township building situate at 73 South Zinn's Mill Road, Quentin, Lebanon County, Pennsylvania, on Tuesday, August 6, 2019 at 6:00 p.m. The meeting was duly advertised as required by the applicable statutes of the Commonwealth of Pennsylvania.

Present at the meeting were James Shumaker, Chairman; Robert Kolb; Marty Daigle; Joseph Foltz; Glen Yanos; Keith Richmond; William Matthews; Jeffrey Steckbeck, Manager/Engineer; Marc A. Hess, Assistant Solicitor.

Minutes of the previous meeting were unanimously approved.

**Manager's / Engineer's Report** – Jeffrey Steckbeck presented the audit and directed that the statement be attached to the minutes of the meeting. He next reviewed the Quentin and Stoberdale checking accounts and money market accounts and directed that those statements be attached to the minutes.

**JUNE AND JULY 2019**

Quentin

DATE	REQ. #	PAYEE	AMOUNT
06/04/2019	3229	City of Lebanon Authority	\$56,430.00
06/04/2019	3230	Henry & Beaver LLC	\$2,623.50
06/04/2019	3231	Walters Environmental Services	\$324.00
06/04/2019	3233	MASS LLC	\$1,227.00
06/04/2019	3234	Envirep	\$1,060.00
06/04/2019	3235	SESI, Inc.	\$400.40
06/04/2019	3236	Four Girls LLC	\$1,950.00
06/10/2019	3239	Met ED	\$196.10
06/10/2019	3240	Verizon	\$83.30
07/01/2019	3237	Quentin Water Company	\$229.60
07/01/2019	3238	North Cornwall Township	\$297.22
07/01/2019	3241	North Cornwall Township	\$1,571.96
07/01/2019	3242	Four Girls LLC	\$1,950.00
07/01/2019	3243	Jeffrey Steckbeck	\$1,040.00
07/01/2019	3244	Joseph Foltz	\$317.00
07/10/2019	3245	Met ED	\$218.67
07/19/2019	3248	Verizon	83.52

Stoberdale

DATE	REQ. #	PAYEE	AMOUNT
07/01/2019	3246	Mt. Gretna Authority	\$5,740.00

Mr. Steckbeck next reviewed the Cassidy Court sinkhole and the discussions that have been ongoing with the Township over payment for the sinkhole repairs. Mr. Steckbeck presented a bill for repairs in the amount of \$508.00 to be reviewed by the Authority together with the Township's request that the Authority pay the same. Mr. Foltz made a Motion to approve payment of the bill, which Motion was seconded by Mr. Matthews. Upon vote, the Motion was defeated.

Mr. Steckbeck next reviewed the Public Works Department operation and management budget.

Mr. Steckbeck next reviewed the West Cornwall Township Municipal Authority evaluation of commercial customer sewer flows and historical EDU usage. The Manager pointed out the significant overage of usage based on allotted EDUs by a number of customers. Nevertheless, it was suggested that due diligence investigation be made to find out whether some customers' water usage translated to usage of sewer capacity. Mr. Foltz made a motion to hold off on issuing letters to customers that are significantly over in usage until more information can be secured by the Manager / Engineer. The motion was approved with all in favor.

Next the Engineer raised the issue of the purchase of the Quentin Water Company. After discussions, it was decided that no further action on the same would be taken until further due diligence investigation into the propriety of the same could be made by the Engineer and Solicitor.

**Solicitor's Report** – Marc Hess reported on five delinquent sewer accounts as follows:

- 50 North Zinn's Mill Road – A motion was made to proceed with a Writ of Scire Fascias as to this property and was approved with all in favor.
- 34 Alden Lane upon which the Authority has a judgment. A Motion was made to notify any mortgage holder of the Authority's intention to execute on its lien and list the property for sheriff's sale. The motion passed with all in favor.
- 42 South Zinn's Mill Road – Is currently delinquent in the amount of \$585.08 and has been delinquent for approximately one year. A motion was made for the Solicitor to send the property owner a 10-day notice of repayment or proposal for repayment. If payment or a proposal for repayment is not received within 10 days from the date of the letter, the Solicitor shall proceed with filing a lien.
- Quentin Riding Club – 29 East Main Street, Units A and B – The Authority determined that it would wait for distribution of sale proceeds to be paid for this lien.

- 456 Old Mine Road – Currently owes \$1,237.65. A motion was made to proceed with filing a lien against the property and passed with all in favor.

There being no further business to come before the meeting, the meeting as duly adjourned at 6:42 p.m.

Respectfully submitted,  
Marc A. Hess, Assistant Solicitor

West Cornwall Twp. Municipal Authority

8/6/2019 10:07 AM

Register: QUENTIN - ACCOUNT #XXXX0907  
 From 06/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2019	3201	City of Lebanon Authority	Accounts Payable	Req 3229 - Pass thru ta...	56,430.00	X		82,698.80
06/04/2019	3202	HENRY & BEAVER LLP	Accounts Payable	Req 3230 - Legal Svcs	2,623.50	X		80,075.30
06/04/2019	3203	Walters Environmental Services,...	Accounts Payable	Req 3231 - Clean PS we...	324.00	X		79,751.30
06/04/2019	3204	MASS LLC	Accounts Payable	Req 3233 - 2 months PS...	1,227.00	X		78,524.30
06/04/2019	3205	Envirep	Accounts Payable	Req 3234 - Rebuild PS ...	1,060.00	X		77,464.30
06/04/2019	3206	SESI, Inc.	Accounts Payable	Req 3235 - Engr svcs	400.40	X		77,063.90
06/04/2019	3207	Four Girls, LLC	Accounts Payable	Req 3236 - Bookkeepin...	1,950.00	X		75,113.90
06/10/2019			-split-	Deposit - Tap Fees - Mu...		X	13,400.00	88,513.90
06/10/2019	ZIP PAY	MET-ED	Accounts Payable	Req 3239 - PS Electric	196.10	X		88,317.80
06/10/2019	ZIP PAY	USDA Rural Development	Accounts Payable	Semi-Annual auto withd...	25,779.00	X		62,538.80
06/13/2019			INCOME:01 Quentin:COLA Billin...	Deposit - COLA Sewer ...		X	25,062.76	87,601.56
06/18/2019	ZIP PAY	VERIZON	Accounts Payable	Req 3240 - Phone zip pay	83.30	X		87,518.26
06/30/2019			INCOME:01 Quentin:Interest Credit	Interest		X	157.83	87,676.09
07/01/2019			INCOME:01 Quentin:Tapping Fee L...	Deposit - Dollar General...		X	150.00	87,826.09
07/01/2019	3208	QUENTIN WATER COMPANY	Accounts Payable	Req 3237 - meter readin...	229.60	X		87,596.49
07/01/2019	3209	NORTH CORNWALL TOWNS...	Accounts Payable	Req 3238 - Chesterfield...	297.22	X		87,299.27
07/01/2019	3210	NORTH CORNWALL TOWNS...	Accounts Payable	Req 3241 - PS Cost Sha...	1,571.96	X		85,727.31
07/01/2019	3211	Four Girls, LLC	Accounts Payable	Req 3242 - Bookkeepin...	1,950.00	X		83,777.31
07/01/2019	3212	JEFFREY STECKBECK	Accounts Payable	Req 3243 - 6 months m...	1,040.00	X		82,737.31
07/01/2019	3213	JOSEPH FOLTZ	Accounts Payable	Req 3244 - Meter Rdgs	317.00	X		82,420.31
07/10/2019	ZIP PAY	MET-ED	Accounts Payable	Req 3245 - PS Electric	218.67	X		82,201.64
07/19/2019	ZIP PAY	VERIZON	Accounts Payable	Req 3248 - Phone svc	83.52	X		82,118.12
07/23/2019			-split-	Deposit - COLA Sewer ...		X	13,541.96	95,660.08
07/31/2019			INCOME:01 Quentin:Interest Credit	Interest		X	136.18	95,796.26

West Cornwall Twp. Municipal Authority

8/6/2019 10:11 AM

Register: STOBBERDALE - ACCOUNT #342750  
 From 06/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/13/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit - Sewer Receipts		X	2,207.44	30,975.70
06/30/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	45.43	31,021.13
07/01/2019	1613	MT. GRETNA AUTHORITY	Accounts Payable	Req 3246 - 2nd Qtr Tre...	5,740.00	X		25,281.13
07/03/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit - Sewer Receipts		X	857.90	26,139.03
07/25/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit - Sewer Receipts		X	349.76	26,488.79
07/31/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	43.99	26,532.78

West Cornwall Twp. Municipal Authority

8/6/2019 10:12 AM

Register: MONEY MARKET ACCOUNT #412163  
 From 06/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/30/2019			INCOME:03 - Money Market Acco...	Interest		X	513.76	329,499.17
07/31/2019			INCOME:03 - Money Market Acco...	Interest		X	531.71	330,030.88