

**MINUTES OF OCTOBER 1, 2019 MEETING OF THE  
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, October 1, 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; Joseph Foltz; Glenn Yanos; Keith Richmond; William Matthews; Dave Lloyd; Russell Gible; Dennis Tulli; Jeffrey Steckbeck, Manager/Engineer; Amy B. Leonard Esq., Assistant Solicitor.

**Manager's / Engineer's Report** – Jeffrey Steckbeck reviewed the Quentin and Stoberdale checking accounts and money market accounts and directed that those statements be attached to the minutes. A motion was made and seconded to move \$25,000 to the money market account. The motion passed with all in favor.

Mr. Steckbeck next reviewed the Preliminary Report for the evaluation of the Dairy Road Pump Station prepared by North Cornwall Township's Sewer Engineer, Act One and Associates. The report was provided to all Authority members and Township Supervisors. The pump station has been determined to have reached the end of its useful life. The proposal is for a new submersible pump station, with a total estimated project cost of \$4.3 million. The estimated completion date is 2022. The estimated share for West Cornwall is about 13.75%, which would result in an impact to customers of approximately \$20.00 per quarter. It may also result in a need for a special purpose tapping fee of about \$450.00. Mr. Steckbeck advised that this project would enable West Cornwall to negotiate a new contract with North Cornwall which could eliminate certain language from the 1999 Intermunicipal Agreement that could result in a costly potential liability of \$2 million to \$4 million.

Mr. Steckbeck next reviewed the Public Works Department operation. The Route 117 pump station had a muffin monster (grinder) failure. Cost for a new muffin monster was approximately \$12,000, but savings were realized by removing, rebuilding, and reinstalling the grinder for \$8,800.

Mr. Steckbeck reported that Winter Engine performed semi-annual generator service and all was working well.

Mr. Steckbeck reported that USDA had been in contact to schedule an inspection on October 23, 2019. USDA also requested a 3-year update to the Security Vulnerability & Emergency Action Plan. SESI completed the work. The Emergency Plan was presented and a motion was made and seconded to have signs made and installed. The motion passed with all in favor.

Mr. Steckbeck provided an update on sewer permits and connections. 3 additional sewer permits were issued for Scenic Ridge (total = 53); 1 addition sewer

permit was issued to Alden Place (total = 19); and Dollar General and Scholl connected to the sewer system.

Mr. Steckbeck gave an update on PA ONE CALL. 520 tickets were received year to date, with approximately 20 tickets requiring field locates. An unsolicited proposal was received from USIC, which was \$1500 annual fee plus \$13,000 for tickets (\$25 each), for a total of \$14,500. Mr. Steckbeck has been doing field markings for \$40 each and \$0 for the response to "clear" tickets, as this is considered part of the bookkeeping/manager duties.

Mr. Steckbeck worked with the Solicitor for delinquent account collection.

Mr. Steckbeck sent letters to 5 commercial property owners advising them of higher water use than their permits allow; requesting more information about their plumbing; and asking for meetings. The plan is to complete the investigation by the end of the year so the Authority can make a decision as to whether these users will be required to purchase additional EDUs at the beginning of 2020.

John Storey, Jr., who owns the property at 456 Old Mine Road, appeared at the meeting for the purpose of addressing the Authority Board. The sewer account for the property has been in arrears since at least June 6, 2017, based upon the CoLA records. No regular payments have been made. Mr. Storey reviewed the historical and familial significance of the property and reported that, as he and his wife live in New York, no one resides at the property and the sewer system is unused. The records show that Mr. Storey is not being charged for any consumption/use, but is being charged the base debt service and "ready to serve" charges. Mr. Storey asked for relief from the delinquency and from the municipal lien that was placed as part of the collection process. After discussion by the Authority Board, a motion was made to remove Mr. Storey's account from CoLA billing and to place it for billing with Mr. Steckbeck and to approve a payment plan of \$290.00 per quarter for payment of current quarterly bills plus payment toward the delinquent balance. This would enable Mr. Storey to pay the delinquent sewer balance of \$1,377.78 within a two (2) year period, while paying quarterly bills as they are invoiced. It was noted that these numbers did not include the legal fees already incurred, and therefore the full amount of the lien would not be paid within the 2-year period. Attorney Leonard stated that the municipal lien would remain in place until all attorney's fees and costs were paid in full. The motion passed with all in favor.

Authority members inquired about the status of the potential purchase of the public water system owned by the Quentin Water Company. Mr. Steckbeck stated that Solicitor Wolf has been corresponding and has established a list of tasks to be completed and the criteria to evaluate the potential purchase. At this time, however, the issue has been tabled while the Quentin Water Company is constructing improvements to the water system that is funded by a \$250,000 DEP grant. That project will affect the value of the system. That project needs to be completed, followed by a professional appraisal of the water system, so the Authority has up to date and accurate information necessary to complete its evaluation.

**Solicitor's Report** – Attorney Leonard had no additional items to review.

There being no further business to come before the meeting, the meeting as duly adjourned at 6:45 p.m.

Respectfully submitted,  
Amy B. Leonard, Assistant Solicitor



West Cornwall Twp. Municipal Authority

10/1/2019 11:44 AM

Register: QUENTIN - ACCOUNT #XXXX0907

From 08/01/2019 through 09/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/06/2019	3214	COMMONWEALTH OF PA	Accounts Payable	Req 3247 - Annual CH ...	65.00	X		95,731.26
08/06/2019	3215	STANHA, SIEGEL AND MAS...	Accounts Payable	Req 3249 - Audit report...	5,400.00	X		90,331.26
08/06/2019	3216	MASS LLC	Accounts Payable	Req 3250 - PS Ops & E...	978.00	X		89,353.26
08/06/2019	3217	HENRY & BEAVER LLP	Accounts Payable	Req 3251 - Legal Svcs f...	907.50	X		88,445.76
08/06/2019	3218	HENRY & BEAVER LLP	Accounts Payable	Req 3252 - Legal Svcs	747.50	X		87,698.26
08/06/2019	3219	SISI, Inc.	Accounts Payable	REq 3253 - Ingr Svcs	996.77	X		86,701.49
08/06/2019	3220	SISI, Inc.	Accounts Payable	Req 3254 - Scenic Ridg...	1,701.04	X		85,000.45
08/06/2019	3221	MEDIA ONE PA	Accounts Payable	Req 3255 - Publish 201...	324.20	X		84,676.25
08/06/2019	3222	Four Girls, LLC	Accounts Payable	Req 3256 - Bookkeepin...	1,950.00	X		82,726.25
08/06/2019	3223	MASS LLC	Accounts Payable	Req 3259 - PS Ops July	705.00	X		82,021.25
08/09/2019	Zip Pay	MET-ED	Accounts Payable	Req 3257 - PS Electric	144.20	X		81,877.05
08/20/2019	Zip Pay	VERIZON	Accounts Payable	Req 3265 - Phone Svc	83.52	X		81,793.53
08/30/2019	3224	Cornwall Borough	Accounts Payable	Req 3260 - Transportatio...	1,275.00	X		80,518.53
08/30/2019	3225	OMNISTITE	Accounts Payable	Req 3261 - Annual Serv...	165.00	X		80,353.53
08/30/2019	3226	MASS LLC	Accounts Payable	Req 3262 - PS Ops Aug...	600.00	X		79,753.53
08/30/2019	3227	Municipal Parts & Supply LLC	Accounts Payable	Req 3263 - Repair Muff...	6,734.66	X		73,018.87
08/31/2019			INCOME:01 Quentin:Interest Credit	Interest		X	132.32	73,151.19
09/01/2019	3228	Four Girls, LLC	Accounts Payable	REq 3264 - Bookkeepin...	1,950.00	X		71,201.19
09/09/2019	Zip Pay	MET-ED	Accounts Payable	Req 3267 - PS Electric	138.86	X		71,062.33
09/13/2019		CoLA Check	-split-	Deposit		X	26,304.79	97,367.12
09/20/2019	Zip Pay	VERIZON	Accounts Payable	Req 3274 - Phone Svc	84.18	X		97,282.94
09/28/2019		Musser Tapping Fees	-split-	Deposit		X	10,200.00	107,482.94
09/30/2019			INCOME:01 Quentin:Interest Credit	Interest		X	134.37	107,617.31

*Stoberdale*

West Cornwall Twp. Municipal Authority

10/1/2019 11:46 AM

Register: STOBERDALE - ACCOUNT #342750

From 08/01/2019 through 09/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/06/2019	1614	Four Girls, LLC	Accounts Payable	Req 3258 - Bookkeepin...	495.00	X		26,037.78
08/31/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	40.94	26,078.72
09/13/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	5,747.92	31,826.64
09/28/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	174.88	32,001.52
09/30/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	43.83	32,045.35

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West Cornwall Twp. Municipal Authority

10/1/2019 11:48 AM

Register: MONEY MARKET ACCOUNT #412163

From 01/01/2018 through 10/01/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	293.32	246,982.69
02/28/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	265.25	247,247.94
03/31/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	310.92	247,558.86
04/30/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	335.73	247,894.59
05/31/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	347.39	248,241.98
06/30/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	365.56	248,607.54
07/31/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	401.18	249,008.72
08/28/2018	46	On-Line Transfer from Stoberdal...	EXPENSES:31 Stoberdale Expense...	To record transfer from ...		X	25,000.00	274,008.72
08/31/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	407.03	274,415.75
09/07/2018	47	On-Line Transfer from Quentin ...	EXPENSES:10 Bud Xfer to Mon M...	To record transfer from ...		X	25,000.00	299,415.75
09/30/2018		Interest Income	INCOME:03 - Money Market Acco...	Interest		X	459.77	299,875.52
10/18/2018			QUENTIN - ACCOUNT #XXXXX0...	Deposit		X	25,000.00	324,875.52
10/31/2018			INCOME:03 - Money Market Acco...	Interest		X	502.13	325,377.65
11/30/2018			INCOME:03 - Money Market Acco...	Interest		X	508.12	325,885.77
12/31/2018			INCOME:03 - Money Market Acco...	Interest		X	525.88	326,411.65
01/31/2019			INCOME:03 - Money Market Acco...	Deposit		X	526.73	326,938.38
02/28/2019			INCOME:03 - Money Market Acco...	Interest		X	476.52	327,414.90
03/31/2019			INCOME:03 - Money Market Acco...	Interest		X	528.35	327,943.25
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
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
08/31/2019			INCOME:03 - Money Market Acco...	Interest		X	532.57	330,563.45
09/30/2019			INCOME:03 - Money Market Acco...	Interest		X	503.54	331,066.99