

**MINUTES OF DECEMBER 3, 2019 MEETING OF THE
WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY**

The following are the minutes of the meeting of 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, December 3, 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 Shoemaker, Chairman; Robert Kolb, Joseph Foltz, Glenn Yanos, Keith Richmond, William Matthews, and Marty Daigle, Authority Board members; David Lloyd, Township Supervisor; Jeffrey Steckbeck, P.E., 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.

Mr. Steckbeck proposed the preliminary budget for 2020, and reported that he is still working on any changes to rates. It is anticipated that Quentin will have the same rates, while the Mine Road rates are anticipated to decrease by 5%-10%. The CoLA treatment and billing costs were zeroed out to more accurately reflect the manner in which CoLA is compensated. Mr. Steckbeck noted all areas in which the 2019 budget was exceeded, and he reviewed the reasons for the excess expenses. A Motion was made and seconded to approve the financial reports and preliminary budget for 2020, and all voted in favor.

Mr. Steckbeck reviewed the Quentin Water Company's Statement of Assets, Liabilities, and Equity as of December 31, 2018, as prepared by accountant E.L. Hostetter. It was noted that this Statement shows accumulated depreciation of assets. Mr. Steckbeck advised that accountant Mr. Siegal and Jon Beers from CoLA were working on a proposal regarding the estimated value of the Quentin Water Company.

Mr. Steckbeck presented Resolution 2019-12-03, authorizing the submission of a PA Small Water and Sewer Program Grant in the amount of \$500,000, to be used to convert the Quentin Water Company from a private utility to a public utility owned and operated by the West Cornwall Township Municipal Authority. A motion was made and seconded authorizing the submission of the grant application, and the motion was passed with all in favor.

Solicitor's Report – Attorney Leonard reported that Mr. Kolb's term on the Authority Board ends at the end of 2019. Mr. Kolb indicated an interest in continuing to serve on the Board, and Attorney Leonard noted that she would send a letter to the Township Supervisors requesting Mr. Kolb's reappointment.

Attorney Leonard noted that the attorney for Pleasant View retirement home had been in touch with her regarding a conduit lending project in 2020. Attorney Leonard provided dates of the Authority's upcoming meetings to the attorney for Pleasant View,

in anticipation that Pleasant View representatives will want to attend a meeting to discuss their upcoming project.

Attorney Leonard reported that she responded to correspondence from John Storey, owner of 456 Old Mine Road, regarding clarification of the Authority Board's decision at the October meeting related to Mr. Storey's payment plan. Attorney Leonard also reviewed the status of several other delinquent accounts.

The Authority Board reviewed and approved the 2020 meeting dates for the Authority, and authorized advertisement of said dates.

Respectfully submitted,
Amy B. Leonard, Assistant Solicitor

West Cornwall Twp. Municipal Authority

12/1/2019 10:03 PM

Register: **QUENTIN - ACCOUNT #XXXXX097**

From 10/01/2019 through 11/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2019	3229	VAG USA LLC	Accounts Payable	Req 3266 - PS Parts to R...	928.12	X		106,689.19
10/03/2019	3230	SESI, Inc.	Accounts Payable	Req 3268 - Engr Retain...	705.00	X		105,984.19
10/03/2019	3231	SESI, Inc.	Accounts Payable	Req 3269 - Inspect sewe...	2,750.20	X		103,233.99
10/03/2019	3232	Flow Data Industries	Accounts Payable	Req 3270 - Muffin Mon...	2,234.90	X		100,999.09
10/03/2019	3233	MASS LLC	Accounts Payable	Req 3271 - Add'l Svc A...	105.00	X		100,894.09
10/03/2019	3234	HENRY & BEAVER LLP	Accounts Payable	Req 3272 - Legal Svc - ...	2,661.50	X		98,232.59
10/03/2019	3235	SESI, Inc.	Accounts Payable	Req 3273 - Engr Retain...	996.00	X		97,236.59
10/03/2019	3236	NORTH CORNWALL TOWNS...	Accounts Payable	Req 3275 Dairy Rd PS ...	1,571.96	X		95,664.63
10/03/2019	3237	LB WATER SERVICE, INC.	Accounts Payable	Req 3276 - 3 Water Met...	502.80	X		95,161.83
10/03/2019	3238	Four Girls, LLC	Accounts Payable	Req 3278 - Bookkeepin...	1,950.00	X		93,211.83
10/03/2019	3239	JOSEPH FOLTZ	Accounts Payable	Req 3279 - Meter Readi...	317.00	X		92,894.83
10/03/2019	3240	MASS LLC	Accounts Payable	Req 3280 - PS Operatio...	450.00	X		92,444.83
10/09/2019	Zip Pay	MET-ED	Accounts Payable	Req 3277 - PS Electric	151.71	X		92,293.12
10/19/2019	Zip Pay	VERIZON	Accounts Payable	Req 3281 - Phone Svc.	84.19	X		92,208.93
10/23/2019		COLA Billing Receipts and Mus...	-split- COLA Billing Receipts Tapping Fee Income	Deposit Musser 4 new permits		X	19,464.64 6,064.64 13,400.00	111,673.57

West Cornwall Twp. Municipal Authority

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Register: QUENTIN - ACCOUNT #XXXXXXXX0907

From 10/01/2019 through 11/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/31/2019			INCOME:01 Quentin:Interest Credit	Interest		X	143.93	111,817.50
11/05/2019	3241	William J. Yeagley	Accounts Payable	Req 3284 USDA Code L...	200.00	X		111,617.50
11/05/2019	3242	MASS LLC	Accounts Payable	Req 3285 PS Ops Oct	503.00	X		111,114.50
11/05/2019	3243	HENRY & BEAVER LLP	Accounts Payable	Req 3286 Legal Svc.	511.50	X		110,603.00
11/05/2019	3244	SESL, Inc.	Accounts Payable	Req 3287 - Engr Svc.	1,077.75	X		109,525.25
11/05/2019	3245	Four Girls, LLC	Accounts Payable	Req 3288 - Mgmt & Bo...	1,950.00	X		107,575.25
11/05/2019	3246	U. S. Postal Service	Accounts Payable	Req 3289 P.O.Box Fee	56.00	X		107,519.25
11/05/2019	3247	QUENTIN WATER COMPANY	Accounts Payable	Req 3290 - Meter Reads	123.20	X		107,396.05
11/05/2019	3248	NORTH CORNWALL TOWNS...	Accounts Payable	Req 3291 Chesterfield ...	148.61	X		107,247.44
11/05/2019	3249	Cornwall Borough	Accounts Payable	Req 3292 - Qrly Sewer ...	866.00	X		106,381.44
11/08/2019	Zip Pay	MET-EID	Accounts Payable	Req 3293 PS Electric	170.36	X		106,211.08
11/15/2019		COLA Billing Receipts and Mus...	-split- COLA Billing Receipts Conn Permits/Mtrs/Pumps Tapping Fee Income	Deposit		X	8,486.35 1,636.35 150.00 6,700.00	114,697.43
11/19/2019	Zip Pay	VERIZON	Accounts Payable	Req 3294 - Phone Svc.	84.19	X		114,613.24
11/29/2019			INCOME:01 Quentin:Interest Credit	Interest		X	96.93	114,710.17

West Cornwall Twp. Municipal Authority

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Register: **STOBERDALE - ACCOUNT # 42750**

From 10/01/2019 through 11/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/23/2019			INCOME:02 Stoberdale:Billing Inc...	Deposit	X		539.84	32,585.19
10/31/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest	X		46.49	32,631.68
11/05/2019	1615	MT. GRETNA AUTHORITY	Accounts Payable	Req 3282 - 3rd Qtr Trea...	X		5,740.00	26,891.68
11/05/2019	1616	Four Girls, LLC	Accounts Payable	Req 3283 - 3rd Qtr Mgmt	X		495.00	26,396.68
11/30/2019			INCOME:02 Stoberdale:Fulton Ban...	Interest	X		25.00	26,421.68

West Cornwall Twp. Municipal Authority

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Register: **MONEY MARKET ACCOUNT # 12163**

From 10/01/2019 through 11/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/31/2019			INCOME:03 - Money Market Acco...	Interest	X	499.32	331,566.31
11/29/2019			INCOME:03 - Money Market Acco...	Interest	X	313.85	331,880.16