

**MINUTES OF FEBRUARY 4, 2020 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, February 4, 2020 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; Jeffrey Steckbeck, P.E., Manager/Engineer; Amy B. Leonard, Esq., Solicitor.

Jonathan Hollinger from Pleasant View Retirement Communities was present, along with Sean Frederick, Esq., from Barley Snyder, to discuss the proposed conduit financing project between the Authority and Pleasant View. Pleasant View is looking to finance up to \$67 million to refinance an existing project and construct additional improvements. They discussed that, while the Authority acts as a conduit to allow Pleasant View to take advantage of tax-exempt financing, there is no recourse to or responsibility of the Authority to repay Pleasant View's loans, which will come from Fulton Bank and Truist Bank. Thereafter, a TEFRA hearing was convened in accordance with the duly-advertised public notice. There being no public comment, the Authority Board adopted a Resolution granting approval for the issuance of up to \$67,000,000 of tax-exempt revenue notes and the lending of the proceeds thereof to Pleasant View Retirement Community.

The Authority Board then reorganized, approving the continuation of the existing officers of the Board and reappointing and reaffirming various professionals and other appointments, along with the 2020 meeting schedule, as indicated on the attached documents.

**Manager's / Engineer's Report** – Jeffrey Steckbeck reviewed the budget for 2020, and reported that Quentin will have the same rates, while the Mine Road rates will be reduced by \$9.10 per quarter for O&M expenses. An increase in payments to the Authority Board was included, with the new rate being \$50.00 per meeting. Mr. Steckbeck noted that 2020 is the final year that increased tapping fee income is anticipated. There was no change in the Stoberdale budget from 2019. A Motion was made and seconded to approve the budget for 2020, including the Mine Road rate change, and all voted in favor.

Mr. Steckbeck reviewed the Quentin and Stoberdale checking accounts and money market accounts for December 2019 and January 2020, and directed that those statements be attached to the minutes. A Motion was made and seconded to approve the financial reports, and all voted in favor.

Mr. Steckbeck reviewed the quarterly flow, average daily flow, and infiltration data for 2019. He discussed that large swings in infiltration numbers are generally

based upon rainfall amounts. It was noted that the Authority will need to work with Cornwall Borough to reduce infiltration, and some potential locations were discussed in that regard.

Mr. Steckbeck followed up on 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. The grant application was approved by the Authority Board at the December meeting, and Mr. Steckbeck noted that if the grant is approved, the Authority would need to borrow \$250,000, for total project cost of \$750,000. He stated that the appraisal for Quentin Water Company is in progress.

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

Respectfully submitted,  
Amy B. Leonard, Solicitor

## WCTMA 2020 ORGANIZATIONAL MEETING

1. Nomination /election of officers      Nominations from the floor or motion to re-elect same
2. Appointment of Solicitor              Amy Leonard, Henry & Beaver, LLP
3. Appointment of Engineer              Jeff Steckbeck, Steckbeck Engineering & Surveying
4. Appointment of Auditor              Maxine Maser, Stanilla, Siegel & Maser
5. Appointment of depositories        Fulton Bank
6. Affirmation of Meeting Schedule for 2020      As published in the Lebanon Daily News  
on December 10, 2019 (and attached hereto)
7. Affirmation of Sewer Billing Agent        City of Lebanon Authority
8. Affirmation of Sewer System and Pump Station Licensed Operator      MASS LLC
9. Affirmation of Sewer Emergency Response Agent      City of Lebanon Authority
10. Affirmation of Joe Foltz as meter reader for well customers, Quentin Water Company for  
Quentin sewer customers, and Cornwall Borough for Cornwall water customers
11. Authorization of proper officers to pay invoices and requisitions (subject to audit)  
between meetings if doing so would result in a discount or avoid accrual of a penalty



**NOTICE**

Notice is hereby given that the West Cornwall Township Municipal Authority shall meet at 6:00 p.m. at the West Cornwall Township Building, 73 South Zinns Mill Road, Lebanon Pennsylvania, on the following dates:

January 7, 2020

February 4, 2020

March 3, 2020

April 7, 2020

May 5, 2020

June 2, 2020

July 7, 2020

August 4, 2020

September 1, 2020

October 6, 2020

November 3, 2020

December 1, 2020

Dec 2019

West Cornwall Twp. Municipal Authority

2/2/2020 8:20 AM

Register: QUENTIN - ACCOUNT #XXXX0907  
From 12/01/2019 through 12/31/2019  
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/04/2019	Zip Pay	MET-ED	Accounts Payable	Req 3299 - PS Electric	171.76 X		114,538.41
12/04/2019	3250	HENRY & BEAVER LLP	Accounts Payable	Req 3295 - Legal Svcs.	775.50 X		113,762.91
12/04/2019	3251	SESI, Inc.	Accounts Payable	Req 3296 - Engr Svcs.	2,124.25 X		111,638.66
12/04/2019	3252	MASS LLC	Accounts Payable	Req 3297 - PS Ops	503.00 X		111,135.66
12/04/2019	3253	Four Girls, LLC	Accounts Payable	Req 3298 - Dec Mgmt	1,950.00 X		109,185.66
12/04/2019	3254	NORTH CORNWALL TOWNS...	Accounts Payable	Req 3300 - PS Expenses	1,571.96 X		107,613.70
12/10/2019	Zip Pay	USDA Rural Development	Accounts Payable	Auto-deduct semi-annu...	25,779.00 X		81,834.70
12/20/2019		DEPOSIT	-split-	Deposit	X	34,191.25	116,025.95
			Conn Permits/Mtrs/Pumps			150.00	
			Tapping Fee Income			13,400.00	
			Quentin & Mine Rd. Service			290.00	
			COLA Billing Receipts			20,351.25	
12/20/2019	Zip Pay	VERIZON	Accounts Payable	Req 3301 - Phone Svc.	84.19 X		115,941.76
12/31/2019		DEPOSIT	INCOME:01 Quentin:Interest Credit	Interest	X	66.17	116,007.93

West Cornwall Twp. Municipal Authority

2/2/2020 8:19 AM

Register: STOBBERDALE - ACCOUNT #342750  
 From 12/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/20/2019		DEPOSIT	INCOME:02 Stoberdale:Billing Inc...	Deposit		X	7,321.84	33,743.52
12/31/2019		DEPOSIT	INCOME:02 Stoberdale:Fulton Ban...	Interest		X	18.46	33,761.98

West Cornwall Twp. Municipal Authority

2/2/2020 8:21 AM

Register: MONEY MARKET ACCOUNT #412163  
From 12/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2019			INCOME:03 - Money Market Acco...	Interest		X	272.32	332,152.48

*January 2020*  
West Cornwall Twp. Municipal Authority

2/1/2020 3:55 PM

Register: QUENTIN - ACCOUNT #XXXXX0907

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2020	3255	JOSEPH FOLTZ	Accounts Payable	Req 3302 - Meter Reads...	317.00	X		115,690.93
01/02/2020	3256	JEFFREY STECKBECK	Accounts Payable	Req 3303 - 6 months m...	960.00	X		114,730.93
01/02/2020	3257	HENRY & BEAVER LLP	Accounts Payable	Req 3304 - Legal Svcs	586.95	X		114,143.98
01/02/2020	3258	SESI, Inc.	Accounts Payable	Req 3305 Engr Svcs - U...	1,591.50	X		112,552.48
01/02/2020	3259	Four Girls, LLC	Accounts Payable	Req 3306 Mgmt & Boo...	2,050.00	X		110,502.48
01/02/2020	3260	MASS LLC	Accounts Payable	REq 3307 PS Ops	500.00	X		110,002.48
01/02/2020	3261	JAMES SHOEMAKER	Accounts Payable	Req 3309	175.00			109,827.48
01/02/2020	3262	WILLIAM MATTHEWS	Accounts Payable	Req 3310	275.00	X		109,552.48
01/02/2020	3263	ROBERT KOLB	Accounts Payable	Req 3311	125.00	X		109,427.48
01/02/2020	3264	GLENN YANOS	Accounts Payable	Req 3312	150.00			109,277.48
01/02/2020	3265	KEITH RICHMOND	Accounts Payable	Req 3313	175.00	X		109,102.48
01/02/2020	3266	MARTIN DAIGLE	Accounts Payable	Req 3314	125.00	X		108,977.48
01/02/2020	3267	JOSEPH FOLTZ	Accounts Payable	Req 3315	175.00	X		108,802.48
01/09/2020	Zip Pay	MET-ED	Accounts Payable	Req 3308 PS Electric	200.49	X		108,601.99
01/23/2020		DEPOSIT	INCOME:01 Quentini:COLA Billin...	Deposit		X	9,218.02	117,820.01
01/23/2020	Zip Pay	VERIZON	Accounts Payable	Req 3316 - Telephone S...	77.05	X		117,742.96
01/24/2020		DEPOSIT	INCOME:01 Quentini:Tapping Fee I...	Deposit		X	10,050.00	127,792.96
01/31/2020		DEPOSIT	INCOME:01 Quentini:Interest Credit	Interest		X	73.24	127,866.20



West Cornwall Twp. Municipal Authority

2/1/2020 3:57 PM

Register: STOBBERDALE - ACCOUNT #342750  
From 01/01/2020 through 01/31/2020  
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2020		DEPOSIT	INCOME:02 Stoberdale:Fulton Ban...	Interest		X	21.45	33,783.43

West Cornwall Twp. Municipal Authority

2/1/2020 3:56 PM

Registered MONEY MARKET ACCOUNT #412163

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2020			INCOME:03 - Money Market Acco...	Interest		X	267.26	332,419.74