

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY  
73 S. ZINNS MILL ROAD  
LEBANON, PA 17042  
AUTHORITY BOARD MEETING  
October 3, 2023 6:00 PM

**AGENDA**

1. Convene meeting and Pledge of Allegiance
2. Attendance
3. Public comment on Agenda only
4. Changes/additions to Agenda
5. Approve meeting minutes of previous meeting(s) – August 1, 2023
6. Authority Manager report
  - a. Lou Hurst (dba Quentin Associates) letter RE: 68 free tapping fees from 2010
  - b. Review and approve financials
  - c. 2022 Audit from Maxine Maser CPA
  - d. Status of implementing the management of the Water Account
  - e. David & Cindy Bradley – introduction and discussion
7. Engineer report
  - a. DEP permit for Public Water Supply System
  - b. What is the maximum daily flow capacity of the water system? SRBC mail
8. Operator report – MASS LLC
  - a. Rt. 117 pump station check valve rebuild
9. Solicitor report
  - a. Developer agreement for 419 Point Partners
  - b. Reimbursement agreement 419 Point Partners
  - c. R.O.W. agreements with Pestilli, W. Cornwall Township, Heisey
10. Old Business –
  - a. Potential joint Authority with Cornwall – status update – ON HOLD – NO CHANGE
11. New Business
  - a. Establish a Personnel Committee and authorize meeting with manager and former QWC employees to discuss employment status, compensation, benefits.
12. Public comment
13. Pay the bills
14. Adjourn

Q Sewer Aug '23

West Cornwall Twp. Municipal Authority

10/3/2023 4:22 PM

Register: PSBT Quentin Sewer

From 07/31/2023 through 09/01/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2023			INCOME:01 Quentin:I...	Interest		X	1,609.46	546,280.25
08/02/2023	3617	MASS LLC	Accounts Payable	Req 3736 - Mo...	600.00	X		545,680.25
08/03/2023	3620	Four Girls, LLC	Accounts Payable	Req 3741 - Mg...	2,400.00	X		543,280.25
08/04/2023	3623	Cornwall Borough	Accounts Payable	REq 3745 - Qtr...	733.00	X		542,547.25
08/04/2023	3624	NORTH CORNWAL...	Accounts Payable	Req 3746 - Ch...	148.61	X		542,398.64
08/09/2023	3566	JAMES SHOEMAK...	Accounts Payable	Req 3667A - 2...	200.00	X		542,198.64
08/10/2023	Zip Pay	MET-ED	Accounts Payable	Req 3744 - PS ...	318.79	X		541,879.85
08/11/2023	3619	HENRY & BEAVE...	Accounts Payable	Req 3740 - Leg...	122.50	X		541,757.35
08/18/2023	3621	COMMONWEALT...	Accounts Payable	Req 3742 - Lic...	65.00	X		541,692.35
08/22/2023		VERIZON	Accounts Payable	Req 3752 - Pho...	71.93	X		541,620.42
08/30/2023			-split-	Deposit		X	1,757.78	543,378.20
			COLA Billing Receipts				1,607.78	
			Conn Permits/Mtrs/Pu...				150.00	
08/31/2023			INCOME:01 Quentin:I...	Interest		X	1,934.94	545,313.14

Q Sewer Sept 23

West Cornwall Twp. Municipal Authority

10/3/2023 4:24 PM

Register: PSBT Quentin Sewer  
From 08/01/2023 through 10/02/2023  
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/02/2023	3617	MASS LLC	Accounts Payable	Req 3736 - Mo...	600.00	X		545,680.25
08/03/2023	3620	Four Girls, LLC	Accounts Payable	Req 3741 - Mg...	2,400.00	X		543,280.25
08/04/2023	3623	Cornwall Borough	Accounts Payable	REq 3745 - Qtr...	733.00	X		542,547.25
08/04/2023	3624	NORTH CORNWAL...	Accounts Payable	Req 3746 - Ch...	148.61	X		542,398.64
08/09/2023	3566	JAMES SHOEMAK...	Accounts Payable	Req 3667A - 2...	200.00	X		542,198.64
08/10/2023	Zip Pay	MET-ED	Accounts Payable	Req 3744 - PS ...	318.79	X		541,879.85
08/11/2023	3619	HENRY & BEAVE...	Accounts Payable	Req 3740 - Leg...	122.50	X		541,757.35
08/18/2023	3621	COMMONWEALT...	Accounts Payable	Req 3742 - Lic...	65.00	X		541,692.35
08/22/2023		VERIZON	Accounts Payable	Req 3752 - Pho...	71.93	X		541,620.42
08/30/2023			-split- COLA Billing Receipts Conn Permits/Mtrs/Pu...	Deposit		X	1,757.78 1,607.78 150.00	543,378.20
08/31/2023			INCOME:01 Quentin:I...	Interest		X	1,934.94	545,313.14
09/05/2023	3622	MASS LLC	Accounts Payable	Req 3743 - O&...	655.20	X		544,657.94
09/07/2023	3625	MASS LLC	Accounts Payable	REq 3753 - O...	1,142.50	X		543,515.44
09/07/2023	3626	HENRY & BEAVE...	Accounts Payable	Req 3754 - Leg...	780.00	X		542,735.44
09/08/2023	Zip Pay	MET-ED	Accounts Payable	REq 3758 - PS ...	324.43	X		542,411.01
09/08/2023	3628	Four Girls, LLC	Accounts Payable	REq 3757 - Mg...	2,400.00	X		540,011.01
09/12/2023	3627	SESI, Inc.	Accounts Payable	Req 3756 - En...	770.00	X		539,241.01
09/21/2023	Zip Pay	VERIZON	Accounts Payable	REq 3760 - Ph...	72.01	X		539,169.00
09/30/2023			INCOME:01 Quentin:I...	Interest		X	1,951.14	541,120.14
10/02/2023			INCOME:01 Quentin:...	Deposit			27,979.83	569,099.97

Stob Sewer Aug'23

Register: PSBT Stoberdale Sewer

From 07/31/2023 through 09/01/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2023			INCOME:02 Stoberdal...	Interest		X	110.58	32,536.16
08/03/2023	1651	Four Girls, LLC	Accounts Payable	Req 3751 - Qtr ...	542.50	X		31,993.66
08/30/2023			INCOME:02 Stoberdal...	Deposit		X	567.00	32,560.66
08/31/2023			INCOME:02 Stoberdal...	Interest		X	114.41	32,675.07

Stob Sewer Sept 23

West Cornwall Twp. Municipal Authority STOBERDALE

10/3/2023 4:26 PM

Register: PSBT Stoberdale Sewer

From 08/31/2023 through 10/02/2023

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
08/31/2023			INCOME:02 Stoberdal...	Interest	X		114.41	32,675.07
09/30/2023			INCOME:02 Stoberdal...	Interest	X		117.95	32,793.02
10/02/2023			INCOME:02 Stoberdal...	Deposit			6,629.00	39,422.02

Water Aug '23



**Peoples Security**  
Bank & Trust | Est. 1905

82 Franklin Ave  
Hallstead, PA 18822

Date 8/31/23  
Check Images

Page 1  
4

12980145

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORI  
QUENTIN WATER ACCOUNT  
PO BOX 1262  
QUENTIN PA 17083

MAKE A STATEMENT. GO PAPERLESS.  
Sign up for eStatements TODAY!  
visit [psbt.com/Online-Banking.aspx](http://psbt.com/Online-Banking.aspx)

### PSBT Checking Account

Municipal NOW		Number of Images	4
Account Number	Acct Ending 8965	Statement Dates	8/01/23 thru 8/31/23
Previous Balance	24,715.97	Days in the statement period	31
3 Deposits/Credits	15,418.67	Average Ledger	32,508.45
4 Checks/Debits	1,129.72	Average Collected	32,011.07
Service Charge	.00	Interest Earned	112.30
Interest Paid	112.30	Annual Percentage Yield Earned	4.14%
Current Balance	39,117.22	2023 Interest Paid	9,551.79

### Deposits and Additions

Date	Deposits and Additions	Amount
8/03	Deposit	7,590.87
8/23	Deposit	4,230.05
8/30	Deposit	3,597.75
8/31	Interest Deposit	112.30

### Checks in Number Order

Date	Ck #	Amount	Date	Ck #	Amount
8/10	1017	249.38	8/09	1019	720.34
8/25	1018	100.00	8/14	1020	60.00

\* Previous check number(s) missing

### INTEREST RATE SUMMARY

Date	Rate
7/31	2.000000%
8/04	4.250000%

West Cornwall Township Municipal Authority  
 Quentin Water  
 73 S. Zimms Mill Road  
 Lebanon, Pa 17042

DATE Aug 1 2023

PAY TO THE ORDER OF Verizon \$ 249.88  
Two hundred forty nine & 88/100 DOLLARS

MEMO Reg 3717 Acct # 450 293 544 001

Check 1017 Amount \$249.38 Date 8/10/2023

CONSOLIDATED RTN BONY >021902446<  
 BANK OF NEW YORK 08/09/23 VERIZON CF  
 450293440001 249.38 792851 001  
 CONSOLIDATED RTN BONY >021902446<

Check 1017 Back

West Cornwall Township Municipal Authority  
 Quentin Water  
 73 S. Zimms Mill Road  
 Lebanon, Pa 17042

DATE Aug 1 2023

PAY TO THE ORDER OF Department of Environmental Protection \$ 60.00  
Sixty & 00/100 DOLLARS

MEMO Reg 3730 / FIVE 1715864/00# W18617

Check 1020 Amount \$60.00 Date 8/14/2023

0857

FOR DEPOSIT ONLY TO FEDERAL RESERVE BOARD OF GOVERNORS REG. ID

085830073

Check 1020 Back

West Cornwall Township Municipal Authority  
 Quentin Water  
 73 S. Zimms Mill Road  
 Lebanon, Pa 17042

DATE Aug 1 2023

PAY TO THE ORDER OF Commonwealth of Penna \$ 100.00  
One hundred & 00/100 DOLLARS

MEMO Reg 3748 738 0031 13 06 2023

Check 1018 Amount \$100.00 Date 8/25/2023

0811

FOR DEPOSIT ONLY TO FEDERAL RESERVE BOARD OF GOVERNORS REG. ID

085830073

Check 1018 Back

West Cornwall Township Municipal Authority  
 Quentin Water  
 73 S. Zimms Mill Road  
 Lebanon, Pa 17042

DATE Aug 1 2023

PAY TO THE ORDER OF Met Ed \$ 720.34  
Seven hundred twenty & 34/100 DOLLARS

MEMO Reg 3744 / Acct # 100 014 421 471

Check 1019 Amount \$720.34 Date 8/9/2023

FOR DEPOSIT ONLY - FUNDAMENTAL CHECKS  
 32388384 - First Payment from Son  
 Authorized Agent of Payee

0811

FOR DEPOSIT ONLY TO FEDERAL RESERVE BOARD OF GOVERNORS REG. ID

Check 1019 Back

Q Water Sept 23



**Peoples Security**  
Bank & Trust | Est. 1905

82 Franklin Ave  
Hallstead, PA 18822

Date 9/29/23  
Check Images

Page 1  
8

13056840

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORI  
QUENTIN WATER ACCOUNT  
PO BOX 1262  
QUENTIN PA 17083

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### PSBT Checking Account

Municipal NOW		Number of Images	8
Account Number	Acct Ending 8965	Statement Dates	9/01/23 thru 10/01/23
Previous Balance	39,117.22	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	36,988.94
8 Checks/Debits	2,848.86	Average Collected	36,988.94
Service Charge	.00	Interest Earned	133.52
Interest Paid	133.52	Annual Percentage Yield Earned	4.33%
Current Balance	36,401.88	2023 Interest Paid	9,685.31

### Deposits and Additions

Date	Deposits and Additions	Amount
10/01	Interest Deposit	133.52

### Checks in Number Order

Date	Ck #	Amount	Date	Ck #	Amount	Date	Ck #	Amount
9/29	1016	100.00	9/05	1023	127.19	9/08	1026	749.39
9/05	1021*	300.00	9/12	1024	745.50	9/07	1027	249.38
9/06	1022	570.00	9/06	1025	7.40			

\* Previous check number(s) missing

### INTEREST RATE SUMMARY

Date	Rate
8/31	4.250000%

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION





West Cornwall Township Municipal Authority  
Quentin Water James Shoemaker  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

GL 4415099 1016  
66-1180913

DATE July 24 2023

PAY TO THE ORDER OF Commonwealth of Pennsylvania \$ 100.00  
One hundred & 00/100 DOLLARS

MEMO Transfer water permit 7800091 *James R. Matthews*

Check 1016 Amount \$100.00 Date 9/29/2023

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

1023  
66-1180913

DATE 8/11/23

PAY TO THE ORDER OF David Bradley \$ 127.19  
One hundred twenty seven & 19/100 DOLLARS

MEMO Reg W-013 - Remburse office *James R. Matthews*

Check 1023 Amount \$127.19 Date 9/5/2023

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA  
# 95836539

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

08062

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

Check 1016 Back

Check 1023 Back

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

1021  
66-1180913

DATE 8/31/23

PAY TO THE ORDER OF Dennis Bonalle \$ 300.00  
Three hundred & 00/100 DOLLARS

MEMO Reg W-001 - Grass Cutting *James R. Matthews*

Check 1021 Amount \$300.00 Date 9/5/2023

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

1024  
66-1180913

DATE 9/12/23

PAY TO THE ORDER OF Stacklock Engineering & Surveying Inc \$ 745.50  
Seven hundred forty five & 50/100 DOLLARS

MEMO Reg W-014 - DW 9-23-1314 *James R. Matthews*

Check 1024 Amount \$745.50 Date 9/12/2023

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

<Members 1st FCU>  
<231382241>  
864400000202521 9/1/2023  
3611 40 Quentin Road

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

Check 1021 Back

Check 1024 Back

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

1022  
66-1180913

DATE 8/31/23

PAY TO THE ORDER OF Kohl Brothers Inc \$ 570.00  
Five hundred seventy & 00/100 DOLLARS

MEMO Reg W-002 - INV 8/14/2023 D0191 *James R. Matthews*

Check 1022 Amount \$570.00 Date 9/6/2023

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

1025  
66-1180913

DATE 8/31/23

PAY TO THE ORDER OF PA ONE CALL SYSTEMS INC \$ 7.40  
Seven and 40/100 DOLLARS

MEMO W-005 - INV# 1017539 *James R. Matthews*

Check 1025 Amount \$7.40 Date 9/6/2023

FOR DEPOSIT ONLY:  
MEMORANDUM - MEMORANDUM OF PA

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MEMORANDUM - MEMORANDUM OF PA

Check 1022 Back

Check 1025 Back

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

DATE 8/31/23 1026  
66-1180315

PAY TO THE ORDER OF Met-Ed \$ 749.39  
Seven hundred forty nine & 39/100 DOLLARS

MEMO Reg W-026 - Rec'd 100 014421471 *[Signature]*

Check 1026 Amount \$749.39 Date 9/8/2023

FOR DEPOSIT ONLY - JPMorgan Chase  
323396364 FrontRange Services Co  
Authorized Agent of Payee

INTERNET DEPOSIT BOARD OF GOVERNORS REG. CT

Check 1026 Back

West Cornwall Township Municipal Authority  
Quentin Water  
73 S. Zinns Mill Road  
Lebanon, Pa 17042

DATE 8/31/23 1027  
66-1180315

PAY TO THE ORDER OF Verizon \$ 249.58  
Two hundred forty nine & 58/100 DOLLARS

MEMO Reg W-007 - Rec'd 450-293-544 *[Signature]*

Check 1027 Amount \$249.38 Date 9/7/2023

237 09/05/2023 769376 045 091

INTERNET DEPOSIT BOARD OF GOVERNORS REG. CT

CONSOLIDATED RTN BOWY >021902446<  
BANK OF NEW YORK 09/06/23 VERIZON CF  
4502935440001 249.38 769376 001  
CONSOLIDATED RTN BOWY >021902446<

Check 1027 Back