

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY  
73 S. ZINNS MILL ROAD  
LEBANON, PA 17042  
AUTHORITY BOARD MEETING  
February 6, 2024 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)
6. Authority Manager report
  - a. Review and approve financials
  - b. Stoberdale Sewer – notice from Mt. Gretna Authority of 5.4% rate increase
  - c. COLA billing services – water billing system update
  - d. Water system billing – report on delinquencies from David Bradley
7. Engineer report
  - a. SRBC permitting – status report
  - b. Quentin Riding Club redevelopment – Equestrian Therapy hearing 03/05/24
  - c. Apartments at 419 – status report
8. Operator report – MASS LLC for sewer, and David Bradley for water
  - a. Sewer system – status is normal, all systems operating well
  - b. Water system - EPA lead and copper rule status report
9. Solicitor report
  - a. Execute COLA water billing agreement
  - b. Resolution 2024-02-06 – Water Tapping Fee
10. Old Business –
  - a. Potential joint Authority with Cornwall – status update – 12/21/23 meeting with Pennvest and Governor’s Action Team
11. New Business
  - a. Potential real estate investment – old gas station NE corner Main and Zinns Mill
12. Public comment
13. Pay the bills
14. Adjourn

**STOB-DEL.**

West Cornwall Twp. Municipal Authority STOBBERDALE

2/6/2024 3:58 PM

Register: PSBT Stoberdale Sewer



From 11/30/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2023			INCOME:02 Stoberdale:Billing...	Deposit	X		3,297.00	35,451.69
11/30/2023			INCOME:02 Stoberdale:Bank I...	Interest	X		113.21	35,564.90
12/08/2023			INCOME:02 Stoberdale:Billing...	Deposit	X		2,219.81	37,784.71
12/13/2023			INCOME:02 Stoberdale:Billing...	Deposit	X		567.00	38,351.71
12/29/2023			INCOME:02 Stoberdale:Billing...	Deposit	X		1,683.50	40,035.21
12/31/2023			INCOME:02 Stoberdale:Bank I...	Interest	X		136.42	40,171.63

STOB - JAN  
←

West Cornwall Twp. Municipal Authority STOBERDALE

2/6/2024 3:58 PM

Register: PSBT Stoberdale Sewer

From 12/31/2023 through 01/31/2024

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>
12/31/2023			INCOME:02 Stoberdale:Bank I...	Interest		X	136.42	40,171.63
01/29/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	738.50	40,910.13
01/30/2024	1654	MT. GRETNA AUTHORITY	Accounts Payable	Req 3797 - WWTP S...	6,846.59	X		34,063.54
01/31/2024			INCOME:02 Stoberdale:Bank I...	Interest		X	143.28	34,206.82

# QUEN SEWER JAN

West Cornwall Twp. Municipal Authority

2/6/2024 3:56 PM

Register: PSBT Quentin Sewer  
 From 12/31/2023 through 02/01/2024



Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2023			INCOME:01 Quentin:I...	Interest		X	2,004.45	569,129.13
01/02/2024	Zip Pay	Peoples Security Bank	Accounts Payable	Req 3808 - Loa...	30,499.99	X		538,629.14
01/03/2024	3648	NORTH CORNWAL...	Accounts Payable	REq 3788 - Da...	1,344.85	X		537,284.29
01/03/2024	3660	MARTIN DAIGLE	Accounts Payable	Req 3796 - An...	350.00	X		536,934.29
01/04/2024	3650	Four Girls, LLC	Accounts Payable	Req 3790 - Mg...	2,400.00	X		534,534.29
01/04/2024	3651	JEFFREY STECKB...	Accounts Payable	REq 3791 - Se...	200.00	X		534,334.29
01/04/2024	3652	HENRY & BEAVE...	Accounts Payable	Req 3792 - Leg...	542.50	X		533,791.79
01/04/2024	3655	JAMES SHOEMAK...	Accounts Payable	Req 3796 - An...	400.00	X		533,391.79
01/04/2024	3657	ROBERT KOLB	Accounts Payable	Req 3796 - An...	350.00	X		533,041.79
01/05/2024	3649	JOSEPH FOLTZ	Accounts Payable	Req 3789 - Me...	391.00	X		532,650.79
01/05/2024	3661	JOSEPH FOLTZ	Accounts Payable	Req 3796 - An...	350.00	X		532,300.79
01/08/2024	Zip Pay	MET-ED	Accounts Payable	Req 3795 - PS ...	366.89	X		531,933.90
01/08/2024	3659	DENNIS TULLI	Accounts Payable	Req 3796 - An...	350.00	X		531,583.90
01/09/2024	3656	WILLIAM MATTH...	Accounts Payable	Req 3796 - An...	550.00	X		531,033.90
01/10/2024	3654	MASS LLC	Accounts Payable	Req 3794 - O&...	867.74	X		530,166.16
01/11/2024	3653	Selective	Accounts Payable	REq 3793 - Ins...	3,587.00	X		526,579.16
01/17/2024	3658	GLENN YANOS	Accounts Payable	Req 3796 - An...	150.00	X		526,429.16
01/23/2024	Zip Pay	VERIZON	Accounts Payable	REq 3804 - Ph...	72.12	X		526,357.04
01/29/2024			INCOME:01 Quentin:...	Deposit		X	6,264.50	532,621.54
01/31/2024			INCOME:01 Quentin:I...	Interest		X	1,909.19	534,530.73

WCTMA Water System

2/6/2024 5:00 PM

Register: Cash PSBT

From 12/31/2023 through 01/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2023			INCOME:02 Interest Income	Deposit			184.83	50,285.00
01/02/2024	Zip Pay	Peoples Security Bank & Trust	Accounts Payable	14000025317	31,234.12			19,050.88
01/03/2024			Cost of Goods Sold	Deposit			715.12	19,766.00
01/04/2024	1057	Four Girls LLC	Accounts Payable	Req W43 - Mgmt	300.00			19,466.00
01/05/2024	1060	David Bradley	Accounts Payable	REq W46 - Supplies	517.47			18,948.53
01/08/2024	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	998.49			17,950.04
01/10/2024	1061	Postmaster	Accounts Payable	Req W48 - Stamps fo...	264.00			17,686.04
01/11/2024	1059	Selective	Accounts Payable	Req W45 - Insurance	3,587.00			14,099.04
01/12/2024			Cost of Goods Sold	Deposit			2,842.09	16,941.13
01/12/2024	1058	Pennsylvania One Call Syste...	Accounts Payable	Req W44 - Excavatio...	13.73			16,927.40
01/16/2024			-split-	Deposit			135.25	17,062.65
			Cost of Goods Sold				66.81	
			Cost of Goods Sold				68.44	
01/16/2024		William White	Accounts Payable	Payroll	1,553.98			15,508.67
01/16/2024	1007	David Bradley	Accounts Payable	Payroll	1,688.77			13,819.90

WCTMA Water System

2/6/2024 5:00 PM

Register: Cash PSBT

From 12/31/2023 through 01/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/25/2024			Cost of Goods Sold	Deposit			80.65	16,846.62
01/26/2024			-split-	Deposit			7,828.77	24,675.39
			Cost of Goods Sold				1,287.22	
			Cost of Goods Sold				2,826.00	
			Cost of Goods Sold				3,715.55	
01/29/2024			Cost of Goods Sold	Deposit			631.34	25,306.73
01/29/2024			Cost of Goods Sold	Deposit			144.31	25,451.04
01/29/2024			INCOME:02 Interest Income	Deposit			66.76	25,517.80
01/29/2024	Zip Pay	PA DOL Unemployment Co...	Accounts Payable	Payroll Taxes	301.56			25,216.24
01/30/2024	Zip Pay	Keystone Collections	Accounts Payable	Payroll Taxes	77.49			25,138.75
01/30/2024	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	246.48			24,892.27



**NORTH CORNWALL  
TOWNSHIP**

Michael Wahmann, Chairman

William Yeagley, Vice-Chairman

Ronald Sell, Treasurer

January 17, 2024

West Cornwall Township Municipal Authority  
P. O. Box 1262  
Quentin, PA 17083  
C/O: Jeffrey Steckbeck

RE: Reconciled 2023 O & M Shared Facilities Costs.

Dear Mr. Steckbeck,

For budgeting purposes, back on July 26, 2023, the estimated 2023 O & M Shared Facilities Costs were calculated for Cornwall Borough Municipal Authority and West Cornwall Township Municipal Authority. The projected combined estimated number was \$17,841.69.

After entering the third and fourth quarter 2023 expenditures, the final reconciled amount is \$14,253.88. Based on the 75% / 25% split between CBMA and WCTMA, the following CBMA amount will be billed quarterly in 2024.

Based on the calculations, Cornwall Borough Municipal Authority's 2024 O&M quarterly payments will be \$2,672.60, equaling \$10,690.41 for the 2024 year. 2024 invoicing will be in March, June, September, and December.

Based on the calculations, West Cornwall Township Municipal Authority's 2024 O&M quarterly payments will be \$890.87, equaling \$3,563.47 for the 2024 year. 2024 invoicing will be in March, June, September, and December.

If you need more information, please let me know. If you have questions, please call me at (717) 273-9200. Thank you.

Very truly yours,

*Thomas J. Long Sr.*

Township Manager  
Thomas J. Long Sr.  
330 South 18<sup>th</sup> Street  
Lebanon, Pa. 17042  
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Fax: 717-274-0466  
tjlongsr@nctown.org  
www.nctown.org.

TJL/cm

Cc: Barb Henry, CBMA  
Tina Shaffer, Act One & Associates  
Rob Shaffer, Act One & Associates

Encl.: 2023 reconciled expense spreadsheets, quarterly vendor expense spreadsheets, sewer fund check details, flow sheets logs.