

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

73 S. ZINNS MILL ROAD

LEBANON, PA 17042

AUTHORITY BOARD MEETING

August 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) – June 4, 2024
6. Authority Manager report
 - a. Review and approve financial reports
 - b. COLA update – monthly reports received
7. Engineer report
 - a. SRBC permitting – no change of status
 - b. Apartments at 419 – construction status – Release of water line bond
 - c. Quentin Riding Club redevelopment – RGS design status update
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 – report from operator David Bradley
 - July 19th service disruption
 - Pending repair of S. Zinns Mill Road valve
 - Lead and Copper Rule update
 - Delinquent customers – water shut off notices
9. Solicitor report
10. Old Business –
 - a. Potential joint Authority with Cornwall – on hold – no change
 - b. Cornwall Borough emergency connection of water systems – *no new document yet*
 - c. Test well on QRC property – well drilling quotes: Myers Brothers \$10,560, Eichelbergers \$15,130.
11. New Business
12. Public comment
13. Pay the bills
14. Adjourn

CoLA and that procedures were being finalized to handle delinquent accounts and shutoffs. Mr. Bradley also discussed DEP reports.

Ms. Leonard presented an Amendment to an existing Agreement between the Authority and Cornwall Associates, allowing them to use previously-allocated but unused EDUs through October 31, 2028. Mr. Kolb made a motion, seconded by Mr. Matthews, to approve the Amendment. All voted in favor.

Ms. Leonard presented Resolution 2024-06-04, which establishes a schedule of fees related to water termination and delinquent account collection procedures. Mr. Kolb made a motion, seconded by Mr. Daigle, to adopt the Resolution. All voted in favor.

Mr. Steckbeck discussed with the Authority board whether there was interest in investigating the need for a new well. Mr. Steckbeck reviewed the DEP report related to a site survey and pre-drilling plan requirements. The proposed site would be on the former Quentin Riding Club property. Mr. Steckbeck advised that before doing anything further, the Authority would need a hydrogeologist to provide a proposal for a drilling plan. Mr. Matthews made a motion, seconded by Mr. Kolb, to approve up to a maximum of \$5,000 for the hydrogeologist's proposal. All voted in favor. Mr. Steckbeck noted that anticipated water tapping fees will increase the balance of the water fund, thus providing ample funds to pay for the cost of a new well, if the well is needed. There was discussion about the potential locations for a new well.

Mr. Kolb made a motion to pay the bills, which was seconded by Mr. Daigle. All voted in favor. Mr. Kolb made a motion, seconded by Mr. Daigle, to adjourn the meeting at 6:34 p.m.

The next meeting of the West Cornwall Township Municipal Authority will be August 6, 2024 at 6:00 p.m.

Respectfully submitted,
Amy B. Leonard, Solicitor

West Cornwall Twp. Municipal Authority

8/6/2024 1:44 PM

Register: PSBT Quentin Sewer

From 05/31/2024 through 06/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2024			INCOME:01 Quentin:Interest ...	Interest		X	2,108.79	554,450.21
06/06/2024	3688	Four Girls, LLC	Accounts Payable	Req 3837 - Mgmt & ...	2,400.00	X		552,050.21
06/07/2024	3686	HENRY & BEAVER LLP	Accounts Payable	Req 3835 - Legal Svc	831.50	X		551,218.71
06/10/2024	Zip Pay	MET-ED	Accounts Payable	Req 3838 - PS Electric	399.19	X		550,819.52
06/10/2024	3685	Envirep	Accounts Payable	Req 3824 - Pump ser...	59.04	X		550,760.48
06/13/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	27,726.03	578,486.51
06/21/2024	Zip Pay	VERIZON	Accounts Payable	Req 3840 - Phone Svc	72.39	X		578,414.12
06/27/2024	3687	MASS LLC	Accounts Payable	Req 3836 - System O...	774.25	X		577,639.87
06/30/2024			INCOME:01 Quentin:Interest ...	Interest			1,849.83	579,489.70
06/30/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,849.83	581,339.53

West Cornwall Twp. Municipal Authority

8/6/2024 1:46 PM

Register: PSBT Quentin Sewer

From 06/30/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/30/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,849.83	579,489.70
07/01/2024	Zip Pay	Peoples Security Bank	Accounts Payable	Req 3846 - Semi An...	30,502.49	X		548,987.21
07/03/2024	3692	Four Girls, LLC	Accounts Payable	Req 3844 - Mgmt & ...	2,400.00	X		546,587.21
07/03/2024	3695	JEFFREY STECKBECK	Accounts Payable	REq 3849 - 6 months...	450.00	X		546,137.21
07/08/2024	3689	Envirep	Accounts Payable	Req 3841 - Rebuild 4...	7,699.42	X		538,437.79
07/08/2024	3691	JOSEPH FOLTZ	Accounts Payable	Req 3843 - Meter Re...	421.00	X		538,016.79
07/10/2024	Zip Pay	MET-ED	Accounts Payable	Req 3847 - PS Electric	314.54	X		537,702.25
07/11/2024	3693	SESI, Inc.	Accounts Payable	Req 3845 - Engr Svc	640.00	X		537,062.25
07/18/2024	3690	MASS LLC	Accounts Payable	Req 3842 - System O...	762.50	X		536,299.75
07/18/2024	3694	MASS LLC	Accounts Payable	Req 3848 - PS Parts	2,093.52	X		534,206.23
07/23/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	4,743.64	538,949.87
07/23/2024	Zip Pay	VERIZON	Accounts Payable	Req 3850 - Phone Svc.	72.43	X		538,877.44
07/29/2024	3696	WCTMA Water Fund	Accounts Payable	Req 3851 - Escrow f...	5,000.00	X		533,877.44
07/31/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,940.11	535,817.55

West Cornwall Twp. Municipal Authority STOBERDALE

8/6/2024 2:19 PM

Register: PSBT Stoberdale Sewer

From 05/31/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2024			INCOME:02 Stoberdale:Bank L...	Interest		X	145.34	38,046.49
06/13/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	2,061.50	40,107.99
06/30/2024			INCOME:02 Stoberdale:Bank L...	Interest		X	128.01	40,236.00
07/02/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	207.90	40,443.90
07/08/2024	1658	MT. GRETNA AUTHORITY	Accounts Payable	Req 3839 - WWTP S...	7,220.51	X		33,223.39
07/23/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	1,064.00	34,287.39
07/29/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	567.00	34,854.39
07/31/2024			INCOME:02 Stoberdale:Bank L...	Interest		X	126.75	34,981.14

Register: Cash PSBT

From 06/01/2024 through 06/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/06/2024	1090	Four Girls LLC	Accounts Payable	Req W89 - Mgmt ...	400.00			20,452.40
06/07/2024	1085	Dennis Bonalle	Accounts Payable	Req W84 - Grass ...	600.00			19,852.40
06/07/2024	1086	Henry & Beaver LLP	Accounts Payable	Req W85 - Legal S...	692.50			19,159.90
06/10/2024	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	1,216.48			17,943.42
06/10/2024	1089	Hackman Fire Equipment	Accounts Payable	Req W88 - Exting...	89.50			17,853.92
06/10/2024	1091	Kohl Bros., Inc.	Accounts Payable	REq W90 - Chemi...	711.00			17,142.92
06/10/2024	1093	Kohl Bros., Inc.	Accounts Payable	Req W92 - Chemic...	1,100.00			16,042.92
06/11/2024			Cost of Goods Sold	Deposit			21.67	16,064.59
06/11/2024	1092	G Works	Accounts Payable	REq W91 - Annual...	275.00			15,789.59
06/13/2024			Cost of Goods Sold	Deposit			27,647.26	43,436.85
06/17/2024	1087	Pure Test Laboratory	Accounts Payable	REq W86 - Lab Te...	104.00			43,332.85
06/26/2024	1088	Commonwealth of Pennsy...	Accounts Payable	739069	1,000.00			42,332.85
06/28/2024	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	212.53			42,120.32
06/30/2024			INCOME:02 Interest Income	Deposit			111.78	42,232.10

Register: Cash PSBT

From 07/01/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/01/2024	Zip Pay	Peoples Security Bank & ...	Accounts Payable	14000025317	31,251.67		10,980.43
07/02/2024			03 - Fire Hydrant Rental Inc...	Deposit		3,597.75	14,578.18
07/03/2024	1097	Four Girls LLC	Accounts Payable	Req W98 - Mgmt ...	400.00		14,178.18
07/03/2024	1100	David Bradley	Accounts Payable	Req W102 - Reim...	448.35		13,729.83
07/08/2024	Zip Pay	Payroll - Direct Deposit B...	Accounts Payable	Direct Deposit to E...	6,327.93		7,401.90
07/08/2024	1098	Jean Petery	Accounts Payable	Req W99 - Refund...	200.00		7,201.90
07/08/2024	1099	Dennis Bonalle	Accounts Payable	Req W101 - Grass ...	300.00		6,901.90
07/09/2024			Cost of Goods Sold	Deposit		19.20	6,921.10
07/09/2024	1095	Henry & Beaver LLP	Accounts Payable	Req W96 - Legal S...	472.50		6,448.60
07/11/2024			Cost of Goods Sold	Deposit		135.77	6,584.37
07/11/2024	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	1,121.44		5,462.93
07/11/2024	1096	Steckbeck Engineering & ...	Accounts Payable	Req W97 - Inspect...	3,233.02		2,229.91
07/12/2024	Zip Pay	PA Employment Taxes	Accounts Payable	Payroll Taxes sent ...	238.63		1,991.28
07/12/2024	Zip Pay	USA Employment Taxes	Accounts Payable	IRS Payroll Taxes	1,756.84		234.44

Register: Cash PSBT

From 07/01/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/16/2024	1094	Lebanon County Treasurer	Accounts Payable	Req W95 - Real Es...	29.79		204.65
07/23/2024			Cost of Goods Sold	Deposit		5,060.32	5,264.97
07/24/2024	Zip Pay	PA Employment Taxes	Accounts Payable	Payroll taxes sent t...	36.07		5,228.90
07/24/2024	Zip Pay	USA Employment Taxes	Accounts Payable	IRS Payroll Taxes	222.28		5,006.62
07/25/2024			Cost of Goods Sold	Deposit		44.22	5,050.84
07/29/2024			04 - Developer Escrow Fund	Deposit		5,000.00	10,050.84
07/29/2024	Zip Pay	PA DOL Unemployment ...	Accounts Payable	Unemployment Ta...	358.14		9,692.70
07/30/2024	Zip Pay	Keystone Collections	Accounts Payable	County/Local Payr...	92.02		9,600.68
07/30/2024	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	213.08		9,387.60
07/31/2024			INCOME:02 Interest Income	Deposit		20.10	9,407.70