

MINUTES OF THE JANUARY 4, 2022 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, January 4, 2022 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, Joseph Foltz, Glenn Yanos, William Matthews, Robert Kolb, and Dennis Tulli, Authority Board members; David Lloyd and Russ Gible, West Cornwall Township Supervisors; Jeffrey Steckbeck, P.E., Manager/Engineer; Amy B. Leonard, Esq., Solicitor. Marty Daigle was absent.

A motion was made and seconded to approve the meeting minutes from the December 7, 2021 meeting of the West Cornwall Township Municipal Authority, with all voting in favor.

Reorganization – The Authority Board elected officers and made other appointments as set forth in the Organizations Meeting list attached hereto.

Manager's / Engineer's Report – Jeffrey Steckbeck noted that the sewer system is running well, with no issues. He noted that the Authority has a contract with Envirep for maintenance.

Mr. Steckbeck reviewed the Profit and Loss Statement for 2021. He also reviewed the Quentin, Stoberdale, and Money Market accounts for December 2021, and directed that those statements be attached to the minutes. The year-end balances were also reviewed. A Motion was made and seconded to approve the financial reports, and all voted in favor.

Mr. Steckbeck presented a proposed budget for the Authority's operation of a water system. The Authority discussed the proposed budget and its interest in pursuing the purchase of the Quentin Water Company. A Motion was made to tender an offer of \$1 million for the purchase of the Quentin Water Company. The Motion was seconded and all voted in favor, with Mr. Matthews abstaining from the vote. There was a discussion among the Authority, Mr. Steckbeck, and Attorney Leonard regarding the potential need to amend the Authority's Articles of Incorporation.

Solicitor's Report – Attorney Leonard reviewed the updated timeline and remaining steps needed to refinance the USDA loan with People's Security Bank & Trust. Attorney Leonard presented Resolution 01-04-2022 to authorize, formally, the refinancing of the USDA loan in accordance with the Commitment letter presented by People's Security Bank & Trust and the execution of related documents by the Authority's officers. A Motion was made and seconded to approve Resolution 01-04-2022, with all voting in favor.

Attorney Leonard communicated to the Authority members the correspondence received from North Cornwall Township regarding North Cornwall's appointment of special counsel to negotiate the agreements for the Dairy Road pump station project. Attorney Leonard reviewed her conflict of interest in the matter and advised the Authority of its right to seek alternate counsel.

A Motion was made and seconded to pay the bills of the Authority, with all voting in favor.

The next meeting of the West Cornwall Township Municipal Authority will be February 1, 2022.

Respectfully submitted,
Amy B. Leonard, Solicitor

WCTMA 2022 ORGANIZATIONAL MEETING

1. Nomination /election of officers Nominations from the floor or motion to re-elect same

Current slate of officers:

Chairman – James Shoemaker
Vice Chairman – William Matthews
Secretary – Robert Kolb
Asst. Secretary – Glenn Yanos
Treasurer – Dennis Tulli
Asst. Treasurer – Martin Daigle

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 and Peoples Security Bank & Trust
6. Affirmation of Meeting Schedule for 2022 As published in the Lebanon Daily News
on December 16, 2021 (and attached hereto)
7. Affirmation of Authority Manager/Bookkeeper Jeff Steckbeck, Four Girls, LLC
8. Affirmation of Sewer Billing Agent City of Lebanon Authority
9. Affirmation of Sewer System and Pump Station Licensed Operator MASS LLC
10. Affirmation of Sewer Emergency Response Agent City of Lebanon Authority
11. Affirmation of Joe Foltz as meter reader for well customers, Quentin Water Company for
Quentin sewer customers, and Cornwall Borough for Cornwall water customers
12. 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

West Cornwall Twp. Municipal Authority

01/04/22

Profit & Loss

Cash Basis

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
INCOME	
01 Quentin	
Bond Conduits	26,000.00
COLA Billing Receipts	139,392.72
Interest Credit	79.31
Conn Permits/Mtrs/Pumps	1,175.00
Tapping Fee Income	38,180.00
Other Billing Receipts	
Quentin & Mine Rd. Service	290.00
Other Billing Receipts - Other	1,232.15
Total Other Billing Receipts	1,522.15
Total 01 Quentin	206,349.18
02 Stoberdale	
Billing Income	28,964.08
Fulton Bank Interest	16.56
Total 02 Stoberdale	28,980.64
03 - Money Market Account	
Interest	99.10
Total 03 - Money Market Account	99.10
Total INCOME	235,428.92
Total Income	235,428.92
Gross Profit	235,428.92
Expense	
EXPENSES	
01 Bank Fees	33.36
02 Notices, PO Box Fees	471.44
03 Legal	
Henry and Beaver LLP	4,781.55
Total 03 Legal	4,781.55
04 Engineer	
Engineer #1	5,477.45
Total 04 Engineer	5,477.45
05 Cola (Treat Charge)	349.76
07 Telephone	917.28
08 Insurances	
Insurance #1	2,690.00
Total 08 Insurances	2,690.00
09 Maint/Meters/Rdgs	
New Water Meters	1,690.84
Miscellaneous Maintenance	1,080.00
Quentin Water Company	552.00
Joe Foltz reading efforts	1,379.00
Total 09 Maint/Meters/Rdgs	4,701.84
11 Audit	5,900.00
12 Donations	500.00
13 N. Corn (Ch Est Assess)	594.44
14 USDA Loan	51,558.00
15 CBMA (Effluent Transport)	3,759.00
16 N. Corn (Pump Sta. Costs)	7,752.36

11:20 AM

West Cornwall Twp. Municipal Authority

01/04/22

Profit & Loss

Cash Basis

January through December 2021

	Jan - Dec 21
18 Admin Costs	
PA Permits and Licenses	65.00
Administration and Bookkeeping	25,818.00
Office Supplies	66.00
Total 18 Admin Costs	25,949.00
19 Auth Meeting Comp	1,050.00
20 Pump Station Supplies	109.72
21 Pump Station O&M	9,885.92
22 Pump Station Comm.	441.00
23 Pump Station Electric	2,699.95
31 Stoberdale Expenses	
Treatment	24,108.00
Admin Costs	2,046.00
Total 31 Stoberdale Expenses	26,154.00
Total EXPENSES	155,776.07
Total Expense	155,776.07
Net Ordinary Income	79,652.85
Net Income	79,652.85

QUENTIN/M.R.

West Cornwall Twp. Municipal Authority

1/4/2022 10:31 AM

Register: QUENTIN - ACCOUNT #XXXX0907

From 11/30/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2021			INCOME:01 Quentin:Interest Credit	Interest		X	1.91	241,247.02
11/30/2021			EXPENSES:01 Bank Fees	Service Charge	0.42	X		241,246.60
12/08/2021	Zip Pay	MET-ED	Accounts Payable	Req 3528 - PS Electric	221.39	X		241,025.21
12/08/2021	3422	HENRY & BEAVER LLP	Accounts Payable	Req 3524 - Legal Retainer	500.00	X		240,525.21
12/08/2021	3424	Four Girls, LLC	Accounts Payable	Req 3526 - Mgmt and B...	2,168.00	X		238,357.21
12/08/2021	3425	MASS LLC	Accounts Payable	Req 3527 - System Ope...	977.50	X		237,379.71
12/10/2021	Zip Pay	USDA Rural Development	Accounts Payable		25,779.00	X		211,600.71
12/10/2021	3426	SESI, Inc.	Accounts Payable	Req 3529 - Engineering...	1,174.75	X		210,425.96
12/13/2021	3423	Cornwall Borough	Accounts Payable	Req 3525 - Water Meter...	800.00	X		209,625.96
12/16/2021			INCOME:01 Quentin:COLA Billin...	Deposit		X	25,378.55	235,004.51
12/16/2021			-split-	Deposit		X	5,640.00	240,644.51
			Tapping Fee Income	Eastern Enterprises Lot ...			5,440.00	
			Conn Permits/Mtrs/Pumps	Eastern Enterprises Lot ...			200.00	
12/17/2021	3427	QUENTIN VOLUNTEER FIRE ...	Accounts Payable	Req 3530 - Donation	500.00	X		240,144.51
12/22/2021	Zip Pay	VERIZON	Accounts Payable	Req 3531 - Phone Svc	76.32	X		240,068.19
12/24/2021	3421	Qwik Quality Press	Accounts Payable	Req 3523 Envelopes for...	66.00	X		240,002.19
12/31/2021			INCOME:01 Quentin:Interest Credit	Interest		X	1.99	240,004.18
12/31/2021			EXPENSES:01 Bank Fees	Service Charge	0.42	X		240,003.76

STOBERDALE

West Cornwall Twp. Municipal Authority

1/4/2022 10:41 AM

Register: STOBBERDALE - ACCOUNT #342750

From 11/30/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2021			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	0.26	35,447.81
12/08/2021			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	1,382.54	36,830.35
12/16/2021			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	524.64	37,354.99
12/31/2021			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	0.31	37,355.30

MONEY MARKET

West Cornwall Twp. Municipal Authority

1/4/2022 11:16 AM

Register: MONEY MARKET ACCOUNT #412163

From 11/30/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2021			INCOME:03 - Money Market Acco...	Interest		X	2.74	333,092.70
12/31/2021			INCOME:03 - Money Market Acco...	Interest		X	2.83	333,095.53