

**MINUTES OF THE FEBRUARY 1, 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, February 1, 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, Marty Daigle, and Dennis Tulli, Authority Board members; David Lloyd, West Cornwall Township Supervisor; Jeffrey Steckbeck, P.E., Manager/Engineer; Amy B. Leonard, Esq., Solicitor. Robert Kolb was absent.

A motion was made by Mr. Foltz and seconded by Mr. Daigle to approve the meeting minutes from the January 4, 2022 meeting of the West Cornwall Township Municipal Authority, with all voting in favor.

Manager's / Engineer's Report - Mr. Steckbeck reviewed the Quentin, Stoberdale, and Money Market accounts for January 2022, and directed that those statements be attached to the minutes. A Motion was made by Mr. Yanos and seconded by Mr. Foltz to approve the financial reports, and all voted in favor.

Mr. Steckbeck noted that quarterly reports were sent to Cornwall Borough, and that some leaks in the joint interceptor would need work to eliminate infiltration and inflow. He stated that the joint interceptor is 25% attributed to WCTMA.

Mr. Steckbeck stated that based upon current agreements, when flows reached 100,000 gallons per day, the Authority would start paying the \$2,090 tapping fee to the City of Lebanon Authority. He estimated there were approximately 100 more EDUs available before there would be a need to pay CoLA.

Mr. Steckbeck advised that the phase monitor had failed and was repaired by Envirep for a cost of approximately \$500.00.

Solicitor's Report – Attorney Leonard provided an update on the refinance of the USDA loan with People's Security Bank & Trust. The Authority is awaiting final loan documentation for execution, with the loan closing planned for February 25, 2022. Attorney Leonard reported that she had been in contact with Attorney Christianson regarding the agreement for the purchase of the Quentin Water Company, which is still in the process of being drafted.

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

Mr. Yanos made a Motion to adjourn at 6:21 p.m.

The next meeting of the West Cornwall Township Municipal Authority will be April 5, 2022.

Respectfully submitted,
Amy B. Leonard, Solicitor

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY
73 S. ZINNS MILL ROAD
LEBANON, PA 17042

AUTHORITY BOARD MEETING
FEBRUARY 1, 2022 6:00 PM

AGENDA

1. Convene meeting
2. Pledge of allegiance
3. Roll call – introduction of the Board
4. Public comment on Agenda only
5. Changes/additions to Agenda
6. Approve meeting minutes of previous meeting(s)
7. Authority Manager report.
 - a. Review and approve financials
8. Engineer report
9. Solicitor report
10. Old Business
 - a. North Cornwall Township – Dairy Road pump station agreement
 - b. USDA Loan refinancing – update from bond counsel and solicitor. Officers and professionals should expect final documents to execute, sign, seal in the very near future after DCED approves filings. Closing set for February 25th, with electronic fund transfers.
 - c. Quentin Water Company purchase – update on new information. Bank requested, and received, QWC financial information for 2019 and 2020. Awaiting QWC accountant to finish 2021 tax return which will be provided to bank. Verbal approval of loan from Peoples Security Bank & Trust. Formal terms of loan document anticipated within a few days of receiving the QWC 2021 financials.
11. New Business
12. Public comment
13. Pay the bills
14. Adjourn

West Cornwall Twp. Municipal Authority

2/1/2022 12:30 PM

Register: QUENTIN - ACCOUNT #XXXX0907

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/05/2022	3429	WILLIAM MATTHEWS	Accounts Payable	Req 3532B - Board Pay ...	300.00	X		239,703.76
01/05/2022	3436	HENRY & BEAVER LLP	Accounts Payable	Req 3534 - Legal Svcs.	125.00	X		239,578.76
01/05/2022	3440	Four Girls, LLC	Accounts Payable	REq 3538	2,300.00	X		237,278.76
01/06/2022	Zip Pay	MET-ED	Accounts Payable	Req 3539 - P.S. Electric	255.64	X		237,023.12
01/06/2022	3433	MARTIN DAIGLE	Accounts Payable	REq 3532F - Board Pay...	150.00	X		236,873.12
01/06/2022	3435	JEFFREY STECKBECK	Accounts Payable	REq 3533 - One Calls a...	960.00	X		235,913.12
01/06/2022	3443	Dennis Tulli	Accounts Payable	Req 3532E - Board Pay ...	300.00	X		235,613.12
01/07/2022	3434	JOSEPH FOLTZ	Accounts Payable	Req 3532G - Board Pay...	350.00	X		235,263.12
01/07/2022	3439	JOSEPH FOLTZ	Accounts Payable	Req 3537 - 4th Qtr mete...	391.00	X		234,872.12
01/11/2022	3430	ROBERT KOLB	Accounts Payable	REq 3532C - Board Pay...	300.00	X		234,572.12
01/14/2022			EXPENSES:01 Bank Fees	Service Charge	0.84	X		234,571.28
01/18/2022			INCOME:01 Quentin:COLA Billin...	Deposit		X	5,324.59	239,895.87
01/18/2022			INCOME:01 Quentin:Other Billing ...	Deposit		X	290.00	240,185.87
01/20/2022	Zip Pay	VERIZON	Accounts Payable	REq 3541 - Phone Svc.	76.24	X		240,109.63
01/25/2022	3441	OMNISITE	Accounts Payable	REq 3540 - P.S. Comm...	441.00	X		239,668.63
01/31/2022	3431	GLENN YANOS	Accounts Payable	REq 3532D - Board Pay...	175.00	X		239,493.63
01/31/2022	3437	Envirep	Accounts Payable	Req 3535 - Phase monit...	572.58	X		238,921.05

West Cornwall Twp. Municipal Authority

2/1/2022 12:30 PM

Register: STOVERDALE - ACCOUNT #342750

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/18/2022			INCOME:02 Stoberdale:Billing Inc...	Deposit		X	508.14	37,863.44
01/26/2022	1633	MT. GRETN A AUTHORITY	Accounts Payable	Req 3543 - WWTP Svc....	6,027.00	X		31,836.44
01/31/2022			INCOME:02 Stoberdale:Fulton Ban...	Interest		X	0.29	31,836.73

West Cornwall Twp. Municipal Authority

2/1/2022 12:31 PM

Register: MONEY MARKET ACCOUNT #412163

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

MMF

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2022			INCOME:03 - Money Market Acco...	Interest		X	8.12	333,103.65

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUARTERLY TRANS COST WORKSHEET FOR CORNWALL BORO AUTH

FOR QUARTER ENDING:

MARCH 31 2024 1ST QTR

TOTAL FLOW PER QUARTER

* CORNWALL BORO MMH READING	33,919,000	GAL'S
* CORNWALL WAT METER READINGS	15,438,000	GAL'S
WCTMA METER READINGS (MMH FD)	4,378,740	GAL'S
WCTMA METER READINGS (MMH NF)	652,600	GAL'S
> INFILTRATION TOT = 41.58%	14,102,260	GAL'S
> INFILTRATION (WCTMA SHARE - 25%)	3,525,565	GAL'S
> WCTMA TOT FOR QTR (LESS I & I)	5,031,340	GAL'S
> WCTMA TOT FOR QTR (INCL. I & I)	8,556,905	GAL'S

AVERAGE DAILY FLOW PER QUARTER

<u>TOT FLOW FOR QTR</u>	<u>/ NO.DAYS PER QTR</u>	<u>= AVG DAILY FLOW</u>
WCTMA 8,556,905	92	93,010 GPD

QUARTERLY EDU CALCULATION

<u>AVG DAILY FLOW</u>	<u>/ 262.5 GPD/EDU</u>	<u>x \$3.00 / EDU</u>	<u>=</u>
WCTMA 93,010	354.3 EDU's	\$3.00	

QUARTERLY TRANS. COST

WCTMA	\$1,063.00
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COST FOR CHES. EST. WATER METER READINGS:

\$25.00

PAY **\$1,088.00** TO CORN BORO MUNIC AUTH

NOTES

- * = AMOUNTS PROVIDED BY CORNWALL BORO MUNIC AUTHORITY
- > = AUTOMATIC CALCULATIONS
- (MMH FD) = TOTAL FLOW THRU N ZINNS METERING MANHOLE
- (MMH NF) = TOTAL FLOW ENTERING CORNWALL LINE AFTER ZINNS METERING MANHOLE

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUARTERLY TRANS COST WORKSHEET FOR CORNWALL BORO AUTH

FOR QUARTER ENDING:

JUNE 30 2021 2nd QTR

TOTAL FLOW PER QUARTER

* CORNWALL BORO MMH READING	26,234,000	GAL'S
* CORNWALL WAT METER READINGS	16,073,000	GAL'S
WCTMA METER READINGS (MMH FD)	4,709,000	GAL'S
WCTMA METER READINGS (MMH NF)	703,600	GAL'S
> INFILTRATION TOT = 20.78%	5,452,000	GAL'S
> INFILTRATION (WCTMA SHARE - 25%)	1,363,000	GAL'S
> WCTMA TOT FOR QTR (LESS I & I)	5,412,600	GAL'S
> WCTMA TOT FOR QTR (INCL. I & I)	6,775,600	GAL'S

AVERAGE DAILY FLOW PER QUARTER

<u>TOT FLOW FOR QTR</u>	<u>/ NO.DAYS PER QTR</u>	<u>= AVG DAILY FLOW</u>
WCTMA 6,775,600	92	73,648 GPD

QUARTERLY EDU CALCULATION

<u>AVG DAILY FLOW</u>	<u>/ 262.5 GPD/EDU</u>	<u>x \$3.00 / EDU</u>	<u>=</u>
WCTMA 73,648	280.6 EDU's	\$3.00	

QUARTERLY TRANS. COST

WCTMA \$842.00

COST FOR CHES. EST. WATER METER READINGS:

\$25.00

PAY \$867.00 TO CORN BORO MUNIC AUTH

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WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUARTERLY TRANS COST WORKSHEET FOR CORNWALL BORO AUTH

FOR QUARTER ENDING: SEP 30, 2021 - 3RD QTR

TOTAL FLOW PER QUARTER

* CORNWALL BORO MMH READING	28,434,000	GAL'S
* CORNWALL WAT METER READINGS	15,939,000	GAL'S
WCTMA METER READINGS (MMH FD)	5,351,677	GAL'S
WCTMA METER READINGS (MMH NF)	663,700	GAL'S
> INFILTRATION TOT = 25.12%	7,143,323	GAL'S
> INFILTRATION (WCTMA SHARE - 25%)	1,785,831	GAL'S
> WCTMA TOT FOR QTR (LESS I & I)	6,015,377	GAL'S
> WCTMA TOT FOR QTR (INCL. I & I)	7,801,208	GAL'S

AVERAGE DAILY FLOW PER QUARTER

<u>TOT FLOW FOR QTR</u>	<u>/ NO.DAYS PER QTR</u>	<u>= AVG DAILY FLOW</u>
WCTMA 7,801,208	92	84,796 GPD

QUARTERLY EDU CALCULATION

<u>AVG DAILY FLOW</u>	<u>/ 262.5 GPD/EDU</u>	<u>x \$3.00 / EDU =</u>
WCTMA 84,796	323.0 EDU's	\$3.00

QUARTERLY TRANS. COST

WCTMA \$969.00

COST FOR CHES. EST. WATER METER READINGS:

\$25.00

PAY

\$994.00

 TO CORN BORO MUNIC AUTH

NOTES

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- (MMH NF) = TOTAL FLOW ENTERING CORNWALL LINE AFTER ZINNS METERING MANHOLE

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUARTERLY TRANS COST WORKSHEET FOR CORNWALL BORO AUTH

FOR QUARTER ENDING: DEC 31, 2021 - 4TH QTR

TOTAL FLOW PER QUARTER

* CORNWALL BORO MMH READING	25,639,000	GAL'S
* CORNWALL WAT METER READINGS	14,701,000	GAL'S
WCTMA METER READINGS (MMH FD)	4,652,506	GAL'S
WCTMA METER READINGS (MMH NF)	599,300	GAL'S
> INFILTRATION TOT = 24.52%	6,285,494	GAL'S
> INFILTRATION (WCTMA SHARE - 25%)	1,571,374	GAL'S
> WCTMA TOT FOR QTR (LESS I & I)	5,251,806	GAL'S
> WCTMA TOT FOR QTR (INCL. I & I)	6,823,180	GAL'S

AVERAGE DAILY FLOW PER QUARTER

<u>TOT FLOW FOR QTR</u>	<u>/ NO.DAYS PER QTR</u>	<u>= AVG DAILY FLOW</u>
WCTMA 6,823,180	92	74,165 GPD

QUARTERLY EDU CALCULATION

<u>AVG DAILY FLOW</u>	<u>/ 262.5 GPD/EDU</u>	<u>x \$3.00 / EDU =</u>
WCTMA 74,165	282.5 EDU's	\$3.00

QUARTERLY TRANS. COST

WCTMA	\$848.00
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COST FOR CHES. EST. WATER METER READINGS:

\$25.00

PAY **\$873.00** TO CORN BORO MUNIC AUTH

NOTES

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(MMH FD) = TOTAL FLOW THRU N ZINNS METERING MANHOLE
(MMH NF) = TOTAL FLOW ENTERING CORNWALL LINE AFTER ZINNS METERING MANHOLE