

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

73 S. ZINNS MILL ROAD

LEBANON, PA 17042

AUTHORITY BOARD MEETING

April 2, 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) – February 6, 2024
6. Authority Manager report
 - a. Review and approve financial reports
 - b. COLA commencing water billing May 1, 2024
7. Engineer report
 - a. SRBC permitting – status report
 - b. Quentin Riding Club redevelopment – Conditional Use Hearing April 23, 2024
 - c. Apartments at 419 – construction commenced March 18, 2024
8. Operator report – MASS LLC for sewer, and David Bradley for water
 - a. Sewer system – status is normal, all systems operating well. Pump station check valves to be re-built with parts kits purchased last year.
 - b. Water system – report from operator David Bradley
9. Solicitor report
10. Old Business –
 - a. Potential joint Authority with Cornwall – on hold – no change
11. New Business
 - a. Chairman letter to Cornwall, affirming that Cornwall will serve 10 customers in Quentin Riding Club redevelopment using EDUs that had been in use 34 years
 - b. Chairman letter to Cornwall, accepting invitation to meet on April 22, 9:00 am at Borough office to discussion connection of two water systems for emergency purposes.
12. Public comment
13. Pay the bills
14. Adjourn

West Cornwall Twp. Municipal Authority

4/2/2024 11:52 AM

Register: PSBT Quentin Sewer

From 01/31/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,909.19	534,530.73
02/08/2024	3663	SESI, Inc.	Accounts Payable	Req 3799 - Engr Svcs	1,634.00	X		532,896.73
02/08/2024	3664	Envirep	Accounts Payable	Req 3800 - Check Va...	3,203.32	X		529,693.41
02/09/2024	Zip Pay	MET-ED	Accounts Payable	Req 3807 - PS Electric	460.20	X		529,233.21
02/09/2024	3665	HENRY & BEAVER LLP	Accounts Payable	Req 3801 - Legal Svcs.	122.50	X		529,110.71
02/09/2024	3668	Four Girls, LLC	Accounts Payable	Req 3805 - Mgmt & ...	2,400.00	X		526,710.71
02/09/2024	3669	MASS LLC	Accounts Payable	Req 3806 - System O...	650.00	X		526,060.71
02/13/2024	3666	OMNISITE	Accounts Payable	Req 3802 - PS Intern...	455.00	X		525,605.71
02/14/2024	3667	MEDIA ONE PA	Accounts Payable	Req 3803 - Advertise...	78.95	X		525,526.76
02/29/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	2,155.06	527,681.82
02/29/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,782.40	529,464.22

West Cornwall Twp. Municipal Authority

4/2/2024 11:54 AM

Register: PSBT Quentin Sewer

From 02/29/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/29/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	2,155.06	527,681.82
02/29/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,782.40	529,464.22
03/05/2024	3671	Four Girls, LLC	Accounts Payable	REq 3812 - Mgmt & ...	2,400.00	X		527,064.22
03/08/2024	3673	NORTH CORNWALL TOW...	Accounts Payable	Req 3814 - Chesterfi...	148.61	X		526,915.61
03/11/2024	Zip Pay	MET-ED	Accounts Payable	Req 3815 - PS Electric	404.48	X		526,511.13
03/11/2024	3670	HENRY & BEAVER LLP	Accounts Payable	Req 3811 - Legal Ret...	500.00	X		526,011.13
03/12/2024	3662	Cornwall Borough	Accounts Payable	Req 3798 - Quarterly...	751.00	X		525,260.13
03/15/2024	3672	MASS LLC	Accounts Payable	Req 3813 - System O...	991.10	X		524,269.03
03/21/2024	Zip Pay	VERIZON	Accounts Payable	Req 3817 - Phone Svc.	72.42	X		524,196.61
03/25/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	25,326.24	549,522.85
03/25/2024	3674	QUENTIN VOLUNTEER FL...	Accounts Payable	Req 3816 - Donation	250.00	X		549,272.85
03/31/2024			INCOME:01 Quentin:Interest ...	Interest		X	1,912.11	551,184.96

West Cornwall Twp. Municipal Authority STOBERDALE

4/2/2024 11:08 AM

Register: PSBT Stoberdale Sewer

From 01/31/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2024			INCOME:02 Stoberdal...	Interest		X	143.28	34,206.82
02/29/2024			INCOME:02 Stoberdal...	Interest		X	115.19	34,322.01
03/05/2024	1655	Four Girls, LLC	Accounts Payable	Req 3809 - Mg...	542.50	X		33,779.51
03/11/2024			INCOME:02 Stoberdal...	Deposit		X	3,675.00	37,454.51
03/25/2024			INCOME:02 Stoberdal...	Deposit		X	2,558.50	40,013.01
03/31/2024			INCOME:02 Stoberdal...	Interest		X	132.89	40,145.90

Water

WCTMA Water System

4/2/2024 3:41 PM

Register: Cash PSBT

From 01/31/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/01/2024			-split-	Deposit		9,528.91	34,421.18
			Cost of Goods Sold			141.33	
			Cost of Goods Sold			230.33	
			Cost of Goods Sold			78.78	
			Cost of Goods Sold			3,027.48	
			Cost of Goods Sold			6,050.99	
02/02/2024			-split-	Deposit		3,019.58	37,440.76
			Cost of Goods Sold			378.26	
			Cost of Goods Sold			682.45	
			Cost of Goods Sold			1,958.87	
02/02/2024	Zip Pay	Lebanon Payroll Plus	Accounts Payable	Payroll Processing	361.40		37,079.36
02/05/2024			Cost of Goods Sold	Deposit		133.18	37,212.54
02/06/2024			Cost of Goods Sold	Deposit		77.15	37,289.69
02/07/2024			Cost of Goods Sold	Deposit		84.22	37,373.91
02/08/2024			-split-	Deposit		947.57	38,321.48
			Cost of Goods Sold			122.56	
			Cost of Goods Sold			183.67	
			Cost of Goods Sold			641.34	

WCTMA Water System

4/2/2024 3:41 PM

Register: Cash PSBT

From 01/31/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/08/2024	1062	David Bradley	Accounts Payable	Req W49 - Supplies	194.99		38,126.49
02/08/2024	1064	Steckbeck Engineering & ...	Accounts Payable	Req W53 - Engr/T...	2,156.00		35,970.49
02/09/2024			Cost of Goods Sold	Deposit		202.78	36,173.27
02/09/2024	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	1,250.57		34,922.70
02/09/2024	1065	Henry & Beaver LLP	Accounts Payable	Req W54 - Legal S...	207.50		34,715.20
02/09/2024	1067	Four Girls LLC	Accounts Payable	Req W56 - Mgmt ...	400.00		34,315.20
02/14/2024			Cost of Goods Sold	Deposit		104.61	34,419.81
02/15/2024			-split-	Deposit		2,173.65	36,593.46
			Cost of Goods Sold			134.53	
			Cost of Goods Sold			2,039.12	
02/16/2024			Cost of Goods Sold	Deposit		162.05	36,755.51
02/20/2024			-split-	Deposit		1,041.10	37,796.61
			Cost of Goods Sold			223.89	
			Cost of Goods Sold			817.21	
02/20/2024	1063	Pure Test Laboratory	Accounts Payable	Req W52 - lab test...	76.00		37,720.61

WCTMA Water System

4/2/2024 3:41 PM

Register: Cash PSBT

From 01/31/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/21/2024	1066	Kohl Bros., Inc.	Accounts Payable	Req Q55 - Chemic...	2,390.00		35,330.61
02/28/2024	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	246.48		35,084.13
02/29/2024			INCOME:02 Interest Income	Deposit		120.51	35,204.64

WCTMA Water System

4/2/2024 3:42 PM

Register: Cash PSBT

From 02/29/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/29/2024			INCOME:02 Interest Income	Deposit		120.51	35,204.64
03/01/2024			-split-	Deposit		604.92	35,809.56
			Cost of Goods Sold			128.51	
			Cost of Goods Sold			476.41	
03/05/2024	1071	Four Girls LLC	Accounts Payable	Req W63 - Mgmt ...	400.00		35,409.56
03/06/2024			Cost of Goods Sold	Deposit		164.45	35,574.01
03/07/2024	1070	David Bradley	Accounts Payable	Req W62 - Reimb...	750.00		34,824.01
03/11/2024	1068	PA Rural Water Associati...	Accounts Payable	Req W60 - Annual...	485.00		34,339.01
03/12/2024			Cost of Goods Sold	Deposit		512.39	34,851.40
03/15/2024			Cost of Goods Sold	Deposit		123.39	34,974.79
03/18/2024			Cost of Goods Sold	Deposit		382.52	35,357.31
03/19/2024			Cost of Goods Sold	Deposit		125.00	35,482.31
03/20/2024			Cost of Goods Sold	Deposit		213.50	35,695.81
03/21/2024			Cost of Goods Sold	Deposit		373.52	36,069.33

WCTMA Water System

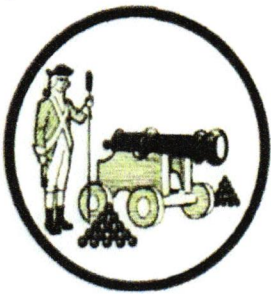
4/2/2024 3:42 PM

Register: Cash PSBT

From 02/29/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/22/2024			Cost of Goods Sold	Deposit			107.60	36,176.93
03/25/2024			Cost of Goods Sold	Deposit			178.88	36,355.81
03/25/2024	1069	Quentin Volunteer Fire C...	Accounts Payable	Req W61 - Donation	250.00			36,105.81
03/28/2024	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	1,108.40			34,997.41
03/28/2024	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	213.45			34,783.96
03/29/2024			Cost of Goods Sold	Deposit			1,914.23	36,698.19
03/29/2024			INCOME:02 Interest Income	Deposit			125.68	36,823.87



BOROUGH OF CORNWALL

44 Rexmont Road

Lebanon, Pennsylvania 17042

Phone (717) 274-3436 Fax (717) 450-5150

Website: www.cornwall-pa.com

March 6, 2024

West Cornwall Township Municipal Authority
Attn: Board Members
P. O. Box 1262
Quentin, PA 17083

Board Members:

In November 2023, we informed West Cornwall Township Authority that Cornwall would like to revise and update the intermunicipal agreement regarding the sewer system. This letter is to inform you that the Borough Solicitor, Josele Cleary is being authorized to begin a review process of the 1990 agreement with amendments. Ms. Cleary will be in contact with your solicitor regarding the new agreement.

Members of the Committee would like to meet with you to discuss the establishment of an **emergency** water connection to tie the two systems together. As I am sure you are aware DEP strongly encourages water systems to have a backup plan.

We will be contacting you in the next few weeks to schedule a day/time to meet.

Respectfully,

Mr. Bruce Conrad
Chairperson Cornwall Borough Water/Sewer Committee

Cc: Files
Water Committee

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

PO BOX 1262
73 S ZINNS MILL ROAD
QUENTIN, PENNA. 17083

Phone - 717-279-6240
E-mail - westcornwallauthority@gmail.com

April 2, 2024

Cornwall Borough
44 Rexmont Road
Lebanon, PA 17042

Attn: Mrs. Barb Henry

Subject: Water & Sewer Service for the Redevelopment of Quentin Riding Club Property

Dear Mrs. Henry,

This letter is provided at your request to confirm West Cornwall Township Municipal Authority's (WCTMA) agreement that Cornwall Borough will continue to provide public water and public sewer service to a portion of the Quentin Riding Club redevelopment being undertaken by Quentin Associates. Ten (10) EDUs of water and sewer capacity in the Cornwall systems had been supplied to the Riding Club by Cornwall Borough for more than 50 years. This capacity transferred to the current owner, Quentin Associates, at the time of purchase of the property in 2019.

Quentin Associates redevelopment plan, a copy of which is attached, establishes ten (10) new lots that abut Maple Lane. Maple Lane is the dividing line between West Cornwall Township and Cornwall Borough. The 10 lots are comprised of nine (9) single family dwellings, six of which are situated in West Cornwall Township and three of which are situated in Cornwall Borough; and one (1) non-residential, equestrian therapy facility, which is situated in West Cornwall Township.

WCTMA agrees that Cornwall Borough will serve the ten (10) lots described herein, and as depicted on the attached plan. The balance of the Quentin Associates site will be served by the WCTMA water and sewer systems.

Sincerely,

James Shoemaker, Chairman
West Cornwall Township Municipal Authority

Attachment

PARCEL INFORMATION

LOT AREA - 46.21 AC.
WEST CORNWALL TWP.
- 44.72 AC.
- LOW DENSITY RESIDENTIAL ZONE (R-1)
- MIXED USE OVERLAY (MUO)

CORNWALL BOROUGH
- 1.49 AC.
- RESIDENTIAL LOW DENSITY (RLD)

ROADWAY FRONTAGE (PADOT)
- SR0072 - QUENTIN ROAD
- SR0419 - E. MAIN STREET

ROADWAY FRONTAGE (MUNICIPAL)
- MAPLE LANE (TWP. AND BORO.)

UTILITIES
- PUBLIC SEWER AND PUBLIC WATER



Copyright MyPlan, Terracon Software
LOCATION MAP
SCALE: 1" = 200'

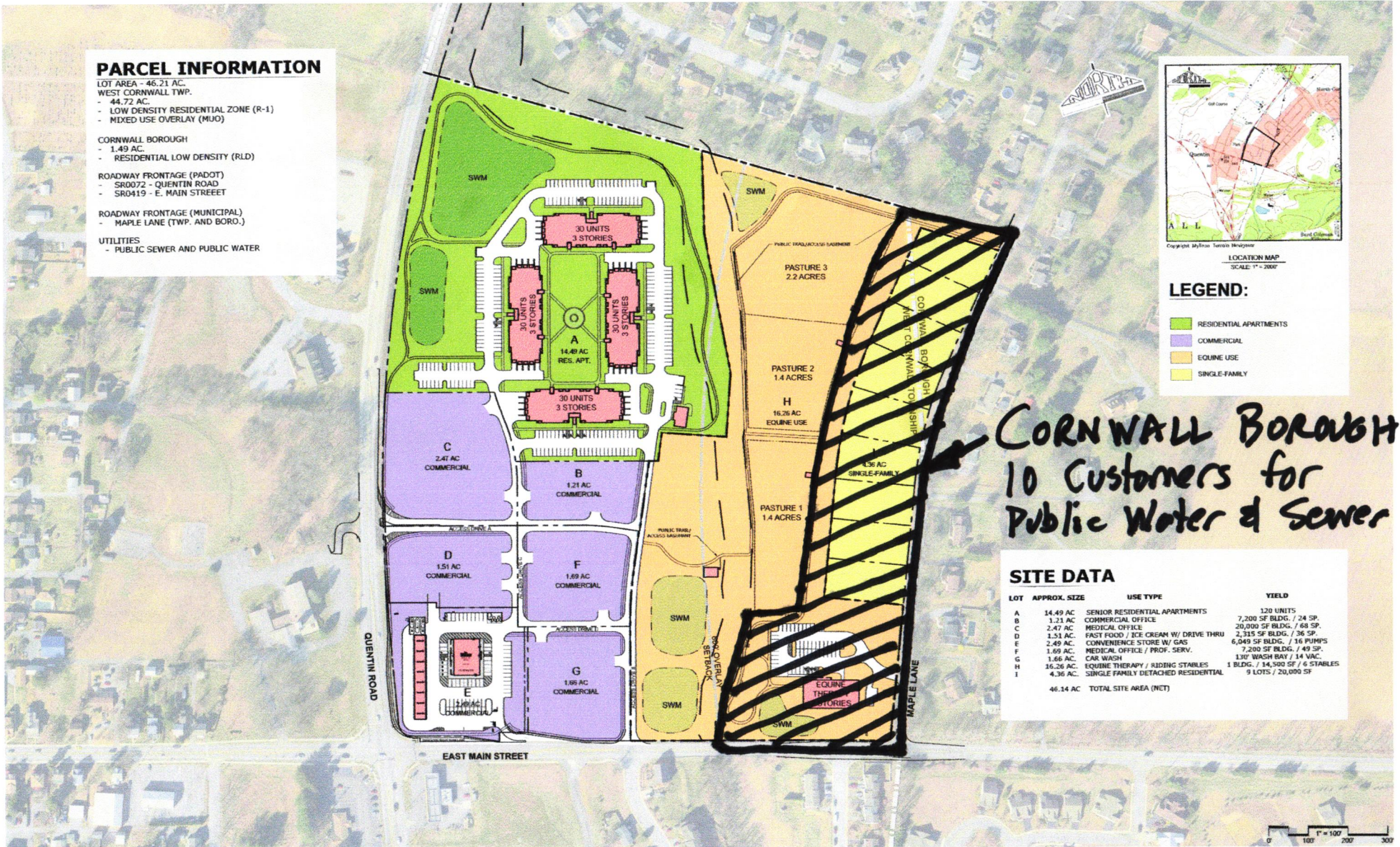
LEGEND:

- RESIDENTIAL APARTMENTS
- COMMERCIAL
- EQUINE USE
- SINGLE-FAMILY

CORNWALL BOROUGH
10 Customers for
Public Water & Sewer

SITE DATA

LOT	APPROX. SIZE	USE TYPE	YIELD
A	14.49 AC	SENIOR RESIDENTIAL APARTMENTS	120 UNITS
B	2.47 AC	COMMERCIAL OFFICE	7,200 SF BLDG. / 24 SP.
C	2.47 AC	MEDICAL OFFICE	20,000 SF BLDG. / 60 SP.
D	1.51 AC	FAST FOOD / ICE CREAM W/ DRIVE THRU	2,315 SF BLDG. / 36 SP.
E	2.49 AC	CONVENIENCE STORE W/ GAS	6,049 SF BLDG. / 16 PUMPS
F	1.69 AC	MEDICAL OFFICE / PROF. SERV.	7,200 SF BLDG. / 49 SP.
G	1.66 AC	CAR WASH	120' WASH BAY / 14 VAC.
H	16.26 AC	EQUINE THERAPY / RIDING STABLES	1 BLDG. / 14,500 SF / 6 STABLES
I	4.36 AC	SINGLE FAMILY DETACHED RESIDENTIAL	9 LOTS / 20,000 SF
	46.14 AC	TOTAL SITE AREA (NET)	



QUENTIN RIDING CLUB SITE - Overall Project Site Plan

WEST CORNWALL TOWNSHIP & CORNWALL BOROUGH, LEBANON COUNTY, PA

02.28.2024

QUENTIN ASSOCIATES, LLC

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

PO BOX 1262
73 S ZINNS MILL ROAD
QUENTIN, PENNA. 17083

Phone - 717-279-6240
E-mail – westcornwallauthority@gmail.com

April 2, 2024

Cornwall Borough
44 Rexmont Road
Lebanon, PA 17042

Attn: Mrs. Barb Henry

Subject:

Dear Mrs. Henry,

Thank you for your letter dated March 6, 2024 by which you invited WCTMA to meet with the Borough to discuss a potential connection of our two water systems for emergency service provisions. The WCTMA is interested in pursuing this matter. Several of our board members and our engineer will meet you at the Borough office at 9:00 am on Monday, April 22, 2024.

Sincerely,

James Shoemaker, Chairman
West Cornwall Township Municipal Authority