

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

73 S. ZINNS MILL ROAD

LEBANON, PA 17042

AUTHORITY BOARD MEETING

November 4, 2025 6:00 PM

AGENDA

- 1) Convene meeting and Pledge of Allegiance
- 2) Attendance
- 3) Comment on Agenda only / changes or additions to Agenda
- 4) Approve meeting minutes of previous meeting(s) – August 5, 2025
- 5) Authority Manager report
 - a. Review and approve financial reports
 - b. Capacity request – two (2) EDUs for Randy Ebersole auto repair garage located at 2527 Quentin Road
 - c. Board approval of Resolution 11-04-2025 authorizing Jeffrey Steckbeck to apply for \$25,000 Marcellus Shale Grant to partially pay for a back up emergency generator for the water pumping systems.
- 6) Engineer report
 - a. SRBC permitting – no activity until new well site identified
 - b. Cavalry at Quentin – preconstruction conference held, site work started
 - c. Alden Place West – plan still under review by county engineer
 - d. Iron Mill Townes – 8 permits issued, tapping fees received, and individual service laterals for water and sewer being installed
- 7) Operator report – MASS LLC for sewer, and David Bradley for water
- 8) Solicitor report
 - a. Developer Agreement for Cavalry at Quentin – action item
 - b. Dedication of Rt 117 grinder pump by Eastern Enterprises – letter from Tanya Mann
- 9) Old Business –
 - a. Cornwall Borough – Update to 1991 and 1999 partnership agreement
 - b. Cornwall emergency connection of water systems – Cornwall Associates approved location for the connection vault – see sketch plan
 - c. New well site:
 - i. Ratify chairman's appointment of negotiating committee consisting of William Matthews and Dennis Tulli
 - ii. Ratify hiring of Frank Tomecek Real Estate Appraiser to prepare an appraisal for a 99 year lease of one acre site from Quentin Mennonite School for a fee in the range of \$500 to \$1,200. (actual fee = \$500)
 - iii. Review Tomecek's appraisal, approve value of \$81,000
 - iv. Authorize offer of free water tapping fee in return for permission to drill test well
 - v. Authorize test well to be drilled
 - vi. If test well is successful, authorize Solicitor to work with negotiating committee to present offer of \$81,000 for 99 year lease to the land owner.
- 10) New Business
- 11) Public comment
- 12) Pay the bills
- 13) Adjourn

Register: PSBT Quentin Sewer

From 08/01/2025 through 08/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2025			INCOME:01 Quentin:...	Deposit		X	1,600.00	1,080,368.62
08/07/2025	3773	MASS LLC	Accounts Payable	Req 3960 - Op...	700.00	X		1,079,668.62
08/07/2025	3774	Four Girls, LLC	Accounts Payable	REq 3961 - M...	2,400.00	X		1,077,268.62
08/08/2025	3770	Cornwall Borough	Accounts Payable	Req 3957 - Sh...	985.00	X		1,076,283.62
08/08/2025	3772	SESI, Inc.	Accounts Payable	REq 3959 - En...	10,871.25	X		1,065,412.37
08/11/2025	Zip Pay	MET-ED	Accounts Payable	Req 3962 - PS ...	278.08	X		1,065,134.29
08/18/2025			-split- COLA Billing Receipts Conn Permits/Mtrs/Pu...	Deposit		X	2,088.83 1,938.83 150.00	1,067,223.12
08/21/2025	Zip Pay	VERIZON	Accounts Payable	Req 3964 - Ph...	78.49	X		1,067,144.63
08/27/2025	3771	COMMONWEALT...	Accounts Payable	Req 3958 - Ch ...	65.00	X		1,067,079.63
08/31/2025			INCOME:01 Quentin:...	Interest		X	3,046.86	1,070,126.49

Register: PSBT Quentin Sewer

From 10/01/2025 through 10/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/07/2025	3781	JOSEPH FOLTZ	Accounts Payable	REq 3974 - M...	421.00	X		1,139,468.29
10/08/2025	3780	MASS LLC	Accounts Payable	REq 3973 - Op...	700.00	X		1,138,768.29
10/09/2025	3782	Lisa Boyer	Accounts Payable		1,600.00	X		1,137,168.29
10/10/2025	Zip Pay	MET-ED	Accounts Payable	REq 3977 - PS...	238.16	X		1,136,930.13
10/14/2025			INCOME:01 Quentin:...	Deposit		X	6,392.56	1,143,322.69
10/21/2025	Zip Pay	VERIZON	Accounts Payable	Req 3980 - Ph...	78.91	X		1,143,243.78
10/31/2025			INCOME:01 Quentin:...	Interest		X	3,128.80	1,146,372.58

Register: PSBT Stoberdale Sewer

From 08/01/2025 through 10/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/07/2025	1671	Four Girls, LLC	Accounts Payable	Req 3955 - Mg...	560.00	X		32,821.46
08/31/2025			INCOME:02 Stoberdal...	Interest		X	93.82	32,915.28
09/05/2025			INCOME:02 Stoberdal...	Deposit		X	3,482.50	36,397.78
09/08/2025			INCOME:02 Stoberdal...	Deposit		X	2,852.50	39,250.28
09/08/2025	1672	Four Girls, LLC	Accounts Payable	Req 3963 Mgm...	100.00	X		39,150.28
09/19/2025			INCOME:02 Stoberdal...	Deposit		X	1,470.00	40,620.28
09/19/2025	Zip Pay	MET ED	Accounts Payable		36.18	X		40,584.10
09/26/2025			INCOME:02 Stoberdal...	Deposit		X	210.00	40,794.10
09/29/2025			INCOME:02 Stoberdal...	Deposit		X	189.00	40,983.10
09/30/2025			INCOME:02 Stoberdal...	Interest		X	97.24	41,080.34
10/06/2025	1673	Henry & Beaver LLP	Accounts Payable	REq 3979 - Le...	259.00	X		40,821.34
10/14/2025			INCOME:02 Stoberdal...	Deposit		X	210.00	41,031.34
10/24/2025	Zip Pay	MET ED	Accounts Payable	Req 3981 - Gri...	26.11	X		41,005.23
10/31/2025			INCOME:02 Stoberdal...	Interest		X	112.33	41,117.56

Register: PSBT WATER ACCT.

From 08/01/2025 through 08/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/06/2...			Cost of Goods Sold	Deposit		X	197.97	366,481.94
08/07/2...	1184	Dennis Bonalle	Accounts Payable	REq W214 - ...	700.00	X		365,781.94
08/07/2...	1193	Four Girls LLC	Accounts Payable	REq W223 - ...	350.00	X		365,431.94
08/08/2...	1192	Steckbeck Enginee...	Accounts Payable	REq W222 - ...	2,119.00	X		363,312.94
08/10/2...			INCOME:02 Interest...	Interest		X	1,046.08	364,359.02
08/11/2...	Zip Pay	Met-Ed	Accounts Payable	100 014 421 ...	705.77	X		363,653.25
08/11/2...	1189	RIO Supply	Accounts Payable	REq W219 - ...	2,082.50	X		361,570.75
08/12/2...	1186	Pure Test Laboratory	Accounts Payable	Req W216 - ...	150.00	X		361,420.75
08/12/2...	1187	Kohl Bros., Inc.	Accounts Payable	Req W217 - ...	400.00	X		361,020.75
08/13/2...	1183	David Bradley	Accounts Payable	Req W213 - ...	723.24	X		360,297.51
08/13/2...	1188	Keystone Collectio...	Accounts Payable	Req W218 - ...	90.37	X		360,207.14
08/18/2...			-split-	Deposit		X	12,938.40	373,145.54
			Cost of Goods Sold				2,938.40	
			04 - Developer Escr...	Escrow to co...			10,000.00	
08/22/2...	1191	Fry Communications	Accounts Payable	Req W221 - ...	116.60	X		373,028.94
08/28/2...	Zip Pay	Verizon	Accounts Payable	450-293-544-...	223.67	X		372,805.27
08/31/2...			EXPENSES:01 Ban...	Service Charge	18.10	X		372,787.17

Register: PSBT WATER ACCT.

From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/03/2...	1190	Commonwealth of ...	Accounts Payable	739069	100.00	X		372,687.17
09/05/2...			-split-	Deposit		X	23,130.50	395,817.67
			03 - Fire Hydrant Re...				4,530.50	
			Tapping Fees and Pe...	18,000 tap fe...			18,600.00	
09/08/2...	Zip Pay	Met-Ed	Accounts Payable	100 014 421 ...	605.85	X		395,211.82
09/08/2...	1196	Four Girls LLC	Accounts Payable	Req W228 - ...	300.00	X		394,911.82
09/09/2...	1197	COLA - transfer pa...	Accounts Payable	Req W228A -...	197.97	X		394,713.85
09/10/2...			EXPENSES:01 Ban...	Service Charge	15.00	X		394,698.85
09/10/2...	1185	Henry & Beaver L...	Accounts Payable	Req W215 - ...	74.00	X		394,624.85
09/10/2...	1194	Henry & Beaver L...	Accounts Payable	Req W226 - ...	500.00	X		394,124.85
09/19/2...			-split-	Deposit		X	45,621.73	439,746.58
			Cost of Goods Sold				27,021.73	
			Tapping Fees and Pe...	18,000 tap fe...			18,600.00	
09/22/2...	1195	Diamond Maps	Accounts Payable	REq W227 - ...	360.00	X		439,386.58
09/24/2...	1198	Dennis Bonalle	Accounts Payable	Req W229 - 1...	500.00	X		438,886.58
09/26/2...			Tapping Fees and Pe...	Deposit		X	13,650.00	452,536.58
09/30/2...			INCOME:02 Interest...	Interest		X	1,033.16	453,569.74
09/30/2...	Zip Pay	Verizon	Accounts Payable	450-293-544-...	223.67	X		453,346.07
09/30/2...	1202	Four Girls LLC	Accounts Payable	Req W235 - ...	400.00	X		452,946.07

Register: PSBT WATER ACCT.

From 10/01/2025 through 10/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2...	Direct D...	Payroll - Direct De...	Accounts Payable	Direct Deposi...	6,506.26	X		446,439.81
10/03/2...	Zip Pay	Lebanon Payroll Pl...	Accounts Payable	Electronic - d...	199.38	X		446,240.43
10/03/2...	1200	Kohl Bros., Inc.	Accounts Payable	REq W233 - ...	520.00	X		445,720.43
10/06/2...	Zip Pay	USA Employment ...	Accounts Payable	IRS - Direct e...	1,791.74	X		443,928.69
10/06/2...	1199	Pure Test Laboratory	Accounts Payable	Req W232 - ...	76.00	X		443,852.69
10/06/2...	1201	RIO Supply	Accounts Payable	REq W234 - ...	8,316.00	X		435,536.69
10/06/2...	1203	David Bradley	Accounts Payable	REq W236 - ...	758.00	X		434,778.69
10/08/2...	Zip Pay	PA Employment T...	Accounts Payable	Direct deposit	245.66	X		434,533.03
10/10/2...			EXPENSES:01 Ban...	Service Charge	15.00	X		434,518.03
10/10/2...	Zip Pay	Met-Ed	Accounts Payable	100 014 421 ...	674.18	X		433,843.85
10/14/2...			Cost of Goods Sold	Deposit		X	10,581.92	444,425.77
10/27/2...	Zip Pay	PA DOL Unemplo...	Accounts Payable	PA unemploy...	5.99	X		444,419.78
10/28/2...	Zip Pay	Keystone Collectio...	Accounts Payable	Electronic dir...	85.52	X		444,334.26
10/28/2...	Zip Pay	Verizon	Accounts Payable	450-293-544-...	225.35	X		444,108.91
10/31/2...			INCOME:02 Interest...	Interest		X	1,213.31	445,322.22

WRITTEN CERTIFICATION

ATTACHMENT TO SEWAGE FACILITIES PLANNING
EXEMPTION MODULE APPLICATION MAILER

Ladies and Gentlemen:

Consider this as our written certification to West Cornwall Township that we as permittee
(City/Township/Borough)
of the Collection, Conveyance, and Treatment facilities proposed for use by the
cross out item/s not applicable
Auto Repair Garage (Ebersole) have certified that capacity is available
Name of Subdivision/Land Development Project
to receive / treat sewage flows from the proposed project; and that the additional
Cross out item not applicable
wasteload of 440 gpd will not create a hydraulic or an organic overload or a five
(proposed flow)
(5) year projected overload in the facilities.

Date

West Cornwall Township Mun. Auth.
Name of Permittee (Print)

Name and Title of Official Authorized to Sign (Print)

Signature of Authorized Official

RESOLUTION

11-04-2025

The applicant, West Cornwall Township Municipal Authority hereby certifies that:

1. Of the total project cost of \$ _____, \$ 25,000 is requested from the Lebanon County Commissioners Marcellus Shale Grant Fund for _____
(project title/description)
Emergency back up generator for the Quentin Water Treatment pumping and supply system for the Quentin Water Treatment Pumping Station
2. Jeffrey D. Steckbeck is the designated Project Manager for the above mentioned project.
3. All information contained in this document and the grant application attached hereto is true and correct to the best of our knowledge.
4. The proposed project is in compliance with the host municipality's local/regional comprehensive and land use plans, as well as all applicable zoning ordinances, building codes subdivision and land development regulations and/or organizational policies.
5. If awarded, matching funds for this project are immediately available, or available according to the schedule submitted with this application.
6. The applicant agrees that if funds are provided for acquisition and/or development projects, said properties acquired and any improvements made thereto will be maintained by the applicant after completion and closeout of the project.
7. To the applicant's knowledge, the site or sites to be acquired or developed have not been used for the storage or disposal of toxic chemicals or waste, nor are affected by the same.
8. The applicant agrees to all conditions of this grant application and related documents.
9. The applicant will comply with all applicable provisions of the Flood Plain Management Act (Act 166 of 1978) and local flood plain management regulations, and with all state and federal laws and requirements regarding the usage and management of wetlands.
10. The applicant will not discriminate on the basis of handicap as required under the Architectural Barriers Act of 1069, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended.
11. The applicant agrees to provide equal treatment to all involved in or affect by this project regardless of race, sex, color, religious creed, ancestry, age, national origin or income level.

Signature of Chief Elected Official/Chief Executive Officer

Date

Typed name and Title of Elected Official/Chief Executive Officer