

**MINUTES OF THE FEBRUARY 3, 2026 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 3, 2026, 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, Marty Daigle, Joseph Foltz, Robert Kolb, and Dennis Tulli, Authority Board members; David Lloyd and Russ Gibble, Township Supervisors; David Bradley, water system operator; members of the public George Dundore, Miles Bojanic, Joe Lamont, and Margaret Hopkins; Jeffrey Steckbeck, P.E., Manager/Engineer; and Amy B. Leonard, Esq., Solicitor. Authority Board members Glenn Yanos and William Matthews were absent.

The meeting was called to order at 6:00 p.m. Mr. Tulli made a motion, seconded by Mr. Foltz, to approve the December 2025 meeting minutes. All voted in favor. Mr. Daigle made a motion, seconded by Mr. Tulli, to approve the January 2026 meeting minutes. All voted in favor. Mr. Steckbeck reviewed the financial reports for January 2026. Mr. Kolb made a motion, seconded by Mr. Daigle, to approve the financial reports. All voted in favor.

Mr. Steckbeck provided status updates on SRBC permitting, Cavalry at Quentin, Alden Place West, and Iron Mill Townes. The Cavalry at Quentin Developer's Agreement has been fully executed. The new well site is in progress for testing, and Mr. Steckbeck anticipated having information by the end of the month. Mr. Steckbeck reported that the operation of the sewer system is going smoothly, with no issues to report. Mr. Bradley provided a written report regarding the water system and reviewed it with the Authority board. The board was reminded that Mr. Steckbeck submitted a request to the County for Marcellus Shale Grant funds for a generator.

Mr. Steckbeck discussed the possible diversion from Mt. Gretna Authority, which could potentially re-route flows from Stoberdale, Mt. Gretna Campmeeting, and Mt. Gretna Heights to the Mine Road pump station. He indicated that CoLA would be willing to take on the customers from these areas. Mr. Steckbeck discussed this matter with DEP and was advised that DEP approval would be required for a "significant quantity" of watershed transfer, as Mt. Gretna Authority's system is part of the Conewago watershed, while CoLA's is part of the Quittapahilla watershed. He believes just transferring Stoberdale's 30 customers would pass muster with no need for a DEP permit, but a larger transfer that includes the Heights and Campmeeting would generate the need for an Act 537 Plan update. DEP also raised a concern about the financial impact to Mt. Gretna Authority if a significant quantity of its customers were transferred to CoLA. Mr. Steckbeck advised that he and Supervisors Lloyed and Tulli met with Mt. Gretna Authority to propose that the Mt. Gretna Authority eliminate its treatment system and agree to send all its flows to CoLA. DEP will not approve the transfer without Mt. Gretna Authority's agreement. Mr. Steckbeck also noted that Mt. Gretna Authority will soon be renewing its NPDES discharge permit and will have to do an Act 537 Plan considering all alternatives, and it is likely the CoLA option will be less expensive than the cost of capital improvements to the Mt. Gretna Authority system.

Mr. Bojanic and Mr. Lloyd provided public comment on the possible transfer of Mt. Gretna area customers to the CoLA system.

Mr. Kolb made a motion, seconded by Mr. Daigle, to pay the bills. All voted in favor. Upon motion from Mr. Kolb, seconded by Mr. Daigle, the meeting was adjourned at 6:35 p.m.

The next meeting of the West Cornwall Township Municipal Authority will be April 7, 2026 at 6:00 p.m.

Respectfully submitted,  
Amy B. Leonard, Solicitor

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

73 S. ZINNS MILL ROAD

LEBANON, PA 17042

AUTHORITY BOARD MEETING

February 3, 2026 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) – January 6, 2026
- 5) Authority Manager report
  - a. Review and approve financial reports
- 6) Engineer report
  - a. SRBC permitting – no activity until new well site identified
  - b. Cavalry at Quentin – site work underway. Water & sewer utilities to begin in April.
  - c. Alden Place West – plan still under review by county engineer
  - d. Iron Mill Townes – 8 units constructed with anticipated occupancy by end of this month.
- 7) Operator report – MASS LLC for sewer, and David Bradley for water
- 8) Solicitor report
- 9) Old Business –
  - a. Cornwall Borough – Update to 1991 and 1999 partnership agreement *No Change*
  - b. Cornwall emergency connection of water systems – Cornwall Associates approved location for the connection vault – Cornwall’s water engineer Entech has agreed to location - see sketch plan *No Change*
  - c. New well site – status report
- 10) New Business
  - a. Stoberdale sewer treatment options – status report
- 11) Public comment
- 12) Pay the bills
- 13) Adjourn

Register: PSBT Quentin Sewer

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/06/2026		VERIZON	Accounts Payable	Req 4001 - Phone Svc	78.91	X		1,125,237.04
01/07/2026	3802	ROBERT KOLB	Accounts Payable	REq 4008c - board ...	400.00	X		1,124,837.04
01/07/2026	3805	MARTIN DAIGLE	Accounts Payable	Req 4008f - board pay	300.00	X		1,124,537.04
01/08/2026	3796	STANILA, SIEGEL AND ...	Accounts Payable	Req 4004 - Audit	4,050.00	X		1,120,487.04
01/08/2026	3804	DENNIS TULLI	Accounts Payable	REq 4008e - board ...	450.00	X		1,120,037.04
01/09/2026	Zip Pay	MET-ED	Accounts Payable	Req 4011 - PS Elect...	331.79	X		1,119,705.25
01/09/2026	3795	JOSEPH FOLTZ	Accounts Payable	Req 4003 - Meter R...	421.00	X		1,119,284.25
01/09/2026	3798	Four Girls, LLC	Accounts Payable	Req 4006 - Mgmt &...	2,400.00	X		1,116,884.25
01/09/2026	3799	JEFFREY STECKBECK	Accounts Payable	Req 4007 - 6 month...	715.00	X		1,116,169.25
01/10/2026	3806	JOSEPH FOLTZ	Accounts Payable	Req 4008g - board p...	350.00	X		1,115,819.25
01/12/2026	3801	WILLIAM MATTHEWS	Accounts Payable	REq 4008b - board ...	700.00	X		1,115,119.25
01/14/2026	3797	MASS LLC	Accounts Payable	REq 4005 - Operati...	700.00	X		1,114,419.25
01/14/2026	3807	OMNISITE	Accounts Payable	REq 4010 - PS com...	455.00	X		1,113,964.25
01/21/2026	Zip Pay	VERIZON	Accounts Payable	Req 4012 - Phone Svc	78.89	X		1,113,885.36

Register: PSBT Quentin Sewer

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/23/2026			INCOME:01 Quentin:COLA ...	Deposit	X	9,532.99	1,123,418.35
01/31/2026			INCOME:01 Quentin:Interest ...	Interest	X	2,699.77	1,126,118.12

Register: PSBT Stoberdale Sewer

Stob.

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/20/2026	1678	MT. GREтна AUTHORI...	Accounts Payable	Req 4009 - WWTP ...	7,942.52	X		31,436.32
01/23/2026			INCOME:02 Stoberdale:Billi...	Deposit		X	1,242.50	32,678.82
01/27/2026	Zip Pay	MET ED	Accounts Payable	Req 4013 - Grinder ...	25.69	X		32,653.13
01/31/2026			INCOME:02 Stoberdale:Bank...	Interest		X	88.09	32,741.22

Register: PSBT WATER ACCT.



From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/08/2026	1217	PA DOL Unemployment C...	Accounts Payable	Req W253 - PA UC...	64.57	X		433,204.88
01/08/2026	1223	Henry & Beaver LLP	Accounts Payable	Req W262 - Legal S...	192.50	X		433,012.38
01/08/2026	1225	Stanilla, Siegel & Maser	Accounts Payable	REq W264- Audit	5,050.00	X		427,962.38
01/09/2026	1227	Four Girls LLC	Accounts Payable	REq W266 - Mgmt, ...	800.00	X		427,162.38
01/12/2026			EXPENSES:01 Bank Fees	Service Charge	15.00	X		427,147.38
01/12/2026	Zip Pay	Keystone Collections	Accounts Payable	County Local taxes ...	80.02	X		427,067.36
01/14/2026	1224	Pure Test Laboratory	Accounts Payable	Req W263 - Lab Te...	76.00	X		426,991.36
01/23/2026			-split-	Deposit		X	16,333.22	443,324.58
			Cost of Goods Sold				14,933.22	
			Glenn Krall land rent				1,400.00	
01/28/2026	Zip Pay	PA DOL Unemployment C...	Accounts Payable	PA UC taxes digital ...	5.60	X		443,318.98
01/29/2026	Zip Pay	Met-Ed	Accounts Payable	100 014 421 471	919.30	X		442,399.68
01/29/2026	Zip Pay	PA Employment Taxes	Accounts Payable	PA Income Tax wir...	250.52	X		442,149.16
01/29/2026	Zip Pay	Payroll - Direct Deposit Bul...	Accounts Payable	Payroll direct deposit	6,641.55	X		435,507.61
01/29/2026	Zip Pay	USA Employment Taxes	Accounts Payable	IRS withholding dig...	1,816.02	X		433,691.59

Register: PSBT WATER ACCT.

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/29/2026	Zip Pay	Verizon	Accounts Payable	450-293-544-001-81	225.08	X		433,466.51
01/29/2026	Zip1094	Lebanon Payroll Plus	Accounts Payable	Payroll processing a...	521.39	X		432,945.12
01/29/2026	1226	Kohl Bros., Inc.	Accounts Payable	REq W265 - Chemi...	570.00	X		432,375.12
01/31/2026			INCOME:02 Interest Income	Interest		X	1,028.51	433,403.63

# WCTMA Water Company Operator's Report

February 3, 2026

- I. Meter Replacement

The operators have been in the process of replacing the meters in the system with Radio Read Meters. (Neptune Meters). The following information is the status of the Meter Replacements.

  1. Number of Meters Installed YTD. (5)
  2. Number of Meters replaced. (189)
  3. Number of Meters to be replaced. (161)
  4. Number of New Meters for development. (4)
- II. Service Line Inventory Project
  1. Number of responses and entered service Line information. (118)
  2. The total entry of the Initial inventory of 341 entries has been submitted to DEP through the DWELR system. Two Years to complete the final verifications and requirements for the service Lines.
  3. Notice to Customers with Unknown and Galvanized connections sent out November 15th,2025.
  4. Mapping has been entered through Diamond Maps application for the Valves, Curb Stops, and Fire Hydrants. We have attached the pictures with the data in Diamond Maps.
  5. Four Years to complete the Service Line Inventory.
  6. Updated file has been received from DEP. We will be adding to the data and updating data to Diamond Maps.
  7. A schedule will be setup for next year to check the Curb stops with the drilling company.
- III. The 30 day Overdue Notices for 4<sup>th</sup> Quarter Billing went out January 14<sup>th</sup>.
- IV. Well Depth device for water company

Issue with 123SCADA system was not transferred to WCTMA for billing. Waiting until the issue is resolved before getting estimates for in well depth analyzers.
- V. Emergency Generator for Water Company
  1. Lost Power on November 5<sup>th</sup>.
  2. Lost Power on November 6 Temporarily. Back on around noon.
  3. Lost Power on November 15<sup>th</sup> due to a squirrel shorting out a transformer.
  4. Lost Power on December 2<sup>nd</sup> Temporarily for about 40 minutes.
  5. Reviewing power generators and options for the Water Company.
- VI. Software for the water company and tracking for Service Locations and Work Orders.
  1. Current Software from gWorks was more than what we need for the indicated tasks. Signed up for another year to continue to use UBmax Software.
  2. We can use UBMAX until we find another Software Package.
- VII. SCADA System software to be transferred to the WCTMA for Billing.
  1. SCADA System Invoices Received and Submitted for year 2025 payment

2. Checking on Clearing past due amount for restoring SCADA System operations.
  3. Checking on new company for maintenance and training.
- VIII. Reports CH110 Report Completed.
1. Two Violations were reported because Report was not submitted for 2024 and 2025.
  2. Operator is now responsible for Report.
- IX. Service Line Inventory Service Verification.
1. Number of service lines to check.
    - South Side = 66
    - North Side = 68
    - Main Street = 37
    - Route 72 = 4
    - Total = 175
    - 20 % = 35 - If DEP Approved
  2. Quote from Ditch Creek Utility Services, Inc. (See Attached Quote)
    - Daily Rate if at the 20% or 35 = Approx \$2,500
    - If above the 35 count Approximately \$300.00 per Grass Dig, \$475.00 with Pavement or Sidewalk. Around 15-20 Per Day
- X. Conference at Penn State March 23 – 26, 2026.
- XI. DialMyCalls new Public Alert Software.
1. Replaces Public Alert Software previously used by QWCX and WCTMA
  2. Additional Features and Capabilities.



February 3, 2025

Quentin Water

ATTN: David Bradley

Dear Mr. Bradley,

We are pleased to provide you with the following budget proposal to soft excavate an undetermined number of water line services at the curb stop. Soft excavating at the curb stop will allow us to determine the pipe material used for the water line service on both sides of the curb stop.

**Scope of Work:**

1. Use vac truck to soft excavate down to the water line at each curb stop, and determine the pipe material used on each side of the curb stop.
2. For excavation locations that are under concrete or pavement, a core drill or chop saw will be used to remove a section of the concrete/pavement. This will provide an area that can be soft excavated.

**Soft excavation located in grass - \$300/water service**  
**Soft excavation located in concrete/asphalt - \$475/water service**  
**OR**  
**Day Rate for Vac Truck, Operator & Laborer - \$2,500**

**Pricing Notes:**

1. All work performed during normal business hours (6:30 to 3:30).
2. The above pricing excludes traffic control, backfill material, curb box repair or replacement and restoration work.
3. Above pricing is budgetary, no specific locations or quantities provided. Price subject to change based on volume or extraordinary circumstances.
4. Ditchcreek Utility Services Inc. is a PA COSTARS approved supplier, vendor number 534212. Work will be performed under our current COSTARS contract.

Thank you for the opportunity and we look forward to working with you!

Best Regards,

A handwritten signature in black ink, appearing to read 'Elizabeth Ditchcreek', written over a white background.

Elizabeth Ditchcreek  
President

