EAST COCALICO WATER & SEWER TOWNSHIP AUTHORITY

BOARD MEETING MINUTES
SEPTEMBER 30, 2025

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, September 30, 2025 at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Jr., Gerald DeBalko, J. Bradford Fichthorn, Edward Nevling, David Lutz, Richard Shober, June Kinback and Noah Zimmerman
Solicitor:	Absent
Engineer:	Absent
ECTA Staff:	Scott Carl, Sr., Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors:	Lindsey Sauder, ECTA Customer

Chairman Daniel Becker called the meeting to order at 7:00 p.m. and opened with the Pledge of Allegiance.

RECOGNITION OF VISITORS/PUBLIC COMMENT: ECTA customer Lindsey Sauder was present and had no comments or questions.

MINUTES: Minutes of the monthly meeting held on August 26, 2025 were approved as presented on motion by David Lutz, seconded by Samuel Weaver, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the August 2025 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The August 2025 Monthly Capacity Reports were approved as presented on motion by Bradford Fichthorn, seconded by Gerald DeBalko, and carried unanimously.

EXECUTIVE DIRECTOR'S UPDATE: A complete copy of the update is on file in the ECTA Office. Executive Director Scott Carl, Sr. discussed the following from his update:

WELL 10 ABANDONMENT: Eichelbergers completed the abandonment work on September 18, 2025. Eichelbergers and HRG are in the process of completing all the required abandonment documentation for submission to PADEP to officially close out the project.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: ECTA issued a Final "Revised" punch list on September 5, 2025, because of two more customer complaints, which AH Moyer expects to complete the week of October 6, 2025. The Water project's one year warranty period ends on October 29, 2025. ECTA continues coordinating with the Township on its Meadowbrook area paving project which is expected to be completed by October 3, 2025.

PRIVATE WELLS: ECTA is currently addressing three private well situations. Eleven have been resolved/eliminated since Fall 2024.

WICU: WICU has completed all internal water system plumbing and piping and sewer service line and lateral related deficiencies and requirements identified in Mr. Carl's April 29, 2025 letter. With that done,

ECTA has moved forward with the final plan approval process for WICU's pending warehouse/expansion project.

SOURCE WATER PROTECTION PROGRAM (SWP): The three-year NFWF Grant Project expired September 30, 2025. A final project closeout meeting and site walkthrough with representatives from Rosetree Consulting (ECTA's consultant) and the grant program is scheduled for October 7, 2025. ECTA continues to schedule SWP outreach site visits with commercial and industrial customers to review site processes, chemical storage and water usage.

ECTA EMPLOYEE ANNIVERSARIES: Chris Bell (90 days)

WELL F/WABASH RETENTION BASIN SINKHOLE: Mr. Carl continues communications, file searches and legal document reviews with ECTA's special counsel Salzmann Hughes regarding this ongoing legal issue.

WATER TREATMENT FACILITY GROUNDWATER UNDER DIRECT INFLUENCE OF SURFACE WATER (GUDI) UPGRADE PROJECT: On September 5, 2025, ECTA received the funds from Request for Reimbursement No. 2 in the amount of $898,192.90. On September 23, 2025, ECTA filed Request for Reimbursement No. 3 in the amount of $111,563.93. It has been approved, and ECTA awaits the reimbursement funds. Construction Progress Meeting No. 7 was held on September 10, 2025. WATEK and Mr. Carl recommended payment of Garden Spot Electric's Application for Payment No. 4 in the amount of $27,109.58 and LB Industries Application for Payment No. 4 in the amount of $70,992.39. They are part of ECTA's September 30, 2025 invoices to be approved for payment.

MASTER METER 3G REGISTERS/NEPTUNE METERS: As of September 24, 2025, 401 new Neptune meters have been installed.

ECTA JOB DESCRIPTIONS: After review and recommendation by the Personnel Committee, the full Board was presented with ECTA's new and/or revised job descriptions for approval.

- Richard Shober made a motion to adopt the new and/or revised job descriptions for the following positions: Executive Director, Accountant & Human Resources, WTP Superintendent, Distribution & Collection System Superintendent, Operations & Maintenance Manager, Community Development & Environmental Compliance Manager, WTP Assistant/Operator (Trainee), Office & Billing Manager, Certified Operator (Trainee), and Part-Time Office Assistant; seconded by Bradford Fichthorn; and carried unanimously.

2025 AUDIT: ECTA received an engagement letter from Brown Plus for the 2025 audit at a fee of $29,500 which is in line with the costs of previous audits and within 10% of the 2024 audit costs. Mr. Carl and Mrs. Shaw have reviewed the scope of services and terms and recommended continuing with Brown Plus as the auditor for the 2025 audit.

- Bradford Fichthorn made a motion to approve Brown Plus as ECTA's auditor to conduct the annual audit for the year ending December 31, 2025 at a fee of $29,500.00 and allowing the Executive Director to sign and return the engagement letter; seconded by David Lutz; and carried unanimously.

SUNRISE LOGISTICS (830 N READING RD): A Short Form Developer's Agreement and $7,500.00 Administrative Escrow was submitted by Cherry Place Properties, LP for its property located at 830 North Reading Road, Ephrata, PA, known as Sunrise Logistics. These items are for a non-residential water project involving the construction of a new, upsized water lateral and meter pit to accommodate new operational equipment.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreement for a non-residential water project with Cherry Place Properties, LP for the construction of a new, upsized water lateral and meter pit to accommodate new operational equipment at its property located at 830 North Reading Road, Ephrata, PA, known as Sunrise Logistics; seconded by Noah Zimmerman; and carried unanimously.

EARTH, TURF, & WOOD (188 N REAMSTOWN RD): The 18-month warranty period for the BST Reamstown Properties (Earth, Turf, & Wood) water lateral project located at 188 North Reamstown Road, Denver, PA was set to expire on September 26, 2025. The water lateral passed ECTA's final inspection, and all invoices have been paid. Mr. Carl requested the Board's approval to end this project's 18-month warranty and to release their Cash in lieu of a Letter of Credit in the amount of $629.70 and the remaining $482.20 in Administrative Escrow.

- Gerald DeBalko made a motion to end on September 30, 2025, the 18-month warranty for the BST Reamstown Properties water lateral project located at 188 North Reamstown Road, Denver known as Earth, Turf, & Wood, and to release their Cash in lieu of a Letter of Credit in the amount of $629.70 and return the remaining Administrative Escrow in the amount of $482.20; seconded by June Kinback; and carried unanimously.

RED RUN EXHAUST OF REAMSTOWN (1313 N READING RD): The 18-month warranty period for the Red Run Exhaust of Reamstown water and sanitary sewer project located at 1313 North Reading Road, Stevens, PA was set to expire on July 30, 2025. The water and sanitary sewer laterals have passed ECTA's final inspections, and all invoices have been paid. Mr. Carl requested the Board's approval to end this project's 18-month warranty and to release their Cash in lieu of a Letter of Credit in the amount of $1,464.45 and the remaining $6,933.20 in Administrative Escrow.

- Samuel Weaver made a motion to end on September 30, 2025, the 18-month warranty for the Red Run Exhaust of Reamstown water and sanitary sewer lateral project located at 1313 North Reading Road, Stevens and to release their Cash in lieu of a Letter of Credit in the amount of $1,464.45 and return the remaining Administrative Escrow in the amount of $6,933.20; seconded by Bradford Fichthorn; and carried unanimously.

PARAGON PROPERTY HOLDINGS LLC (449 STEVENS RD): An Administrative Escrow Agreement for Miscellaneous Projects and $1,500.00 Administrative Escrow was submitted by Paragon Property Holdings, LLC for its property at 449 Stevens Road, Stevens, PA (previously Cocalico Biologicals). These items are for a non-residential water project involving the proposed installation of a meter pit and relocation of the privately-owned water service line to the existing building.

- Noah Zimmerman made a motion to accept and execute the Administrative Escrow Agreement for Miscellaneous Projects for a non-residential water project with Paragon Property Holdings, LLC for the installation of a meter pit and relocation of the privately-owned water service line at 449 Stevens Road, Stevens; seconded by Richard Shober; and carried unanimously.

OPERATIONS & MAINTENANCE MANAGER'S UPDATE: A complete copy of the update is on file in the ECTA Office. O&M Manager Tyler Pannebecker had nothing to add to his update.

ENGINEER'S UPDATE: Entech provided an Engineer's Report giving a general update on the projects they are currently working on.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd did not attend the meeting. Mr. Carl stated he has been working with Solicitor Dowd on matters which will be discussed during Executive Session.

INVOICES (see attached): Bills included on the September 30, 2025 ECTA invoice listing were approved for payment on motion by June Kinback, seconded by David Lutz, and carried unanimously.

NEW BUSINESS:

DECEMBER 2025 MEETING DATE: The December 2025 ECTA Board meeting date has been changed from December 30, 2025 at 7:00 p.m. to December 15, 2025 at 7:00 p.m

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:25 p.m., seconded by June Kinback, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:26 p.m. to discuss current legal matters. At 7:44 p.m., Chairman Becker adjourned the Executive Session. No action was taken during the Executive Session.

Respectfully submitted,

Gerald A DeBalko

Gerald A. DeBalko
Secretary

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