BOARD MEETING MINUTES
JANUARY 28, 2025

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, January 28, 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, Gerald DeBalko, J. Bradford Fichthorn, Edward Nevling, David Lutz, and Richard Shober (Absent: June Kinback and Noah Zimmerman)
Solicitor:	Absent
Engineer:	Absent
ECTA Staff:	Scott Carl, Sr., Michael Galley, Tyler Pannebecker, Lisa Shaw, and Jodie Eberly
Visitors:	None

Chairman Daniel Becker called the meeting to order at 7:00 p.m.

REORGANIZATION: Chairman Becker reported that at the East Cocalico Township Board of Supervisors' Reorganization Meeting held on January 6, 2025, Gerald DeBalko and J. Bradford Fichthorn were reappointed to five-year terms on the ECTA Board ending December 31, 2029.

Chairman Becker then turned the meeting over to the Chairperson of the Nominating Committee, Richard Shober, who presented the following recommendations for Officers and Project Managers for 2025:

Chairman.....Daniel J. Becker
Vice Chairman.....Samuel E. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant Secretary.....J. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project Manager.....Richard A. Shober
Project Manager.....June C. Kinback
Project Manager.....Noah S. Zimmerman

- J. Bradford Fichthorn made a motion to nominate the above slate of Officers and Project Managers for the year 2025, seconded by David Lutz, and carried unanimously.
- Samuel Weaver made a motion to close the nominations, seconded by J. Bradford Fichthorn, and carried unanimously.

Chairman Becker asked Richard Shober to cast the unanimous ballot for Reorganization for 2025 which is as follows:

Chairman.....Daniel J. Becker
Vice Chairman.....Samuel W. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant Secretary.....J. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project Manager.....Richard A. Shober
Project Manager.....June C. Kinback
Project Manager.....Noah S. Zimmerman

A 2025 Directory is attached hereto listing Officers and Project Managers including the expiration of their terms on the Authority Board.

The meeting was turned back over to Chairman Becker to discuss the appointments of the Solicitor, Engineer and Auditor for 2025.

SOLICITOR: Gerald DeBalko made a motion to appoint Lucy Dowd Law, LLC at 342 North Queen Street, Rear, Lancaster, PA 17603, as Solicitor for the Authority for the year 2025, seconded by Samuel Weaver, and carried unanimously.

ENGINEER: No action was taken to appoint the Authority Engineer at this time.

AUDITOR: Chairman Becker reminded the Board that Brown Plus was already appointed as the Auditor for the Authority's 2024 audit at the November 26, 2024 ECTA Board meeting.

COMMITTEES: Chairman Becker announced that he was reappointed by the East Cocalico Township Board of Supervisors to the IMG as the ECTA Representative and Executive Director Scott Carl, Sr. was reappointed as First Alternate for the year 2025. Chairman Becker presented the Committee appointments for 2025. A list of the 2025 Committees is attached hereto.

RECOGNITION OF SERVICE: On behalf of the entire Board, Chairman Becker recognized and thanked June Kinback for her five years of service on the ECTA Board, as well as David Lutz for his 10 years of service on the ECTA Board.

MINUTES: Minutes of the monthly meeting held on December 16, 2024 were approved as presented on motion by Richard Shober, seconded by Samuel Weaver, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the December 2024/year-end financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The December 2024 Monthly Capacity Reports were approved as presented on motion by David Lutz, seconded by Samuel Weaver, 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 (DENVER RD) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: During routine monitoring, ECTA received notification of a MCL exceedance for TCE, and Well 10 was immediately shut down on January 16, 2025. This most recent exceedance has pushed ECTA's running annual average (RAA) out of compliance, and a Tier II public notification must now be issued within 30 days of January 16, 2025. Well 10 will remain offline until ECTA decides to either add TCE treatment facilities to the Well or just abandon the Well, considering the TCE challenges and its very limited production of 3% of the total water supplied to the system each day.

WELLS 4 & 12 ABANDONMENT (2070 KRAMER MILL RD): All deed and water line easement Agreements have been signed by the property owners Lester & Etta Zimmerman. Mr. Carl presented the Agreements to the Board for their signature. Since Wells 4 & 12 have been abandoned and ECTA is deeding back the Well 12 property to the Zimmermans, the October 9, 1972 Agreement regarding ECTA furnishing water to the property owner at no charge has been extinguished per Mr. Carl's notification letter dated September 5, 2024. The question of whether the Zimmermans have acknowledged this extinguishment was asked and discussed. After discussion, the following motions were made:

- Gerald DeBalko made a motion to approve and execute Resolution No. 2025-01-28-01 approving Agreement Extinguishing Easement described as Conveyance #3 and authorizing execution of the Agreement, conditional upon the Zimmermans' acknowledgement and acceptance of the extinguishment of the October 9, 1972 Agreement; seconded by J. Bradford Fichthorn; and carried unanimously.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2025-01-28-02 approving Agreement Extinguishing Easement described in Record Book B, Volume 63, Page 876 and authorizing execution of the Agreement, conditional upon the Zimmermans' acknowledgement and acceptance of the extinguishment of the October 9, 1972 Agreement; seconded by J. Bradford Fichthorn; and carried unanimously.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2025-01-28-03 approving conveyance of 1.6781 acres to Lester & Etta Zimmerman and authorizing execution of the Deed, conditional upon the Zimmermans' acknowledgement and acceptance of the extinguishment of the October 9, 1972 Agreement; seconded by J. Bradford Fichthorn; and carried unanimously.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2025-01-28-04 approving Water Easement Agreement with Lester & Etta Zimmerman and authorizing execution of the Agreement, conditional upon the Zimmermans' acknowledgement and acceptance of the extinguishment of the October 9, 1972 Agreement; seconded by J. Bradford Fichthorn; and carried unanimously.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction was completed on December 20, 2025. The punch list work has been completed and any additional items discovered will be documented and covered during the one-year warranty period. All required closeout documents have been executed and reviewed by CDM Smith. CDM Smith and Mr. Carl recommend payment of AH Moyer's Final Application for Payment No. 18 (Sewer Project) in the amount of $332,945.76. It is part of ECTA's January 28, 2025 invoices to be approved for payment at tonight's meeting.

STEVENS PUMPING STATION EXPANSION: CDM Smith issued the As-Built drawings.

PRIVATE WELLS: ECTA issued a letter to Earth, Turf, & Wood on January 7, 2025, regarding the property's private well. A site meeting is scheduled for January 29, 2025. Mr. Carl and the Township Manager have had discussions regarding ECTA's RRRs, ECTA's concerns, and possible options for language enhancements of the Township code to better support ECTA's RRRs regarding private wells.

SOURCEWATER PROTECTION PROGRAM: ECTA attended the ELANCO Collaborative Annual SWP meeting on January 22, 2025, satisfying the annual meeting requirement for the PADEP SWP certification. SWP presentations at Reamstown and Denver Elementary Schools are scheduled for February 2025.

PENNVEST FUNDING (MEADOWBROOK): ECTA awaits approval/reimbursement of the FINAL Request for Reimbursement for the Water project that was submitted on December 11, 2024.

ECTA EMPLOYEE ANNIVERSARY: Kyle Hess – Two years on January 9, 2025

PENNVEST PROGRAMMATIC FUNDING (KURTZ ROAD): ECTA received its final reimbursement from PENNVEST in the amount $7,912.25 for Reimbursement No. 5.

WELL F GROUNDWATER UNDER DIRECT INFLUENCE OF SURFACE WATER (GUDI) PROJECT: ECTA received the Construction Permit on January 13, 2025, and the MEP Permit was

submitted to the Township on January 23, 2025. On January 24, 2025, ECTA received six General Contractor (GC) bids and three Electrical Contractor (EC) bids. Based upon his review and in agreement with WATEK's Letter of Recommendation, Mr. Carl recommended Board acceptance of the low bid from LB Industries, Inc. for Contract 1 (GC) at $636,604 and from Garden Spot Electric, Inc. for Contract 2 (EC) at $248,500 and requested the ability to authorize WATEK Engineering to prepare and issue Notices of Intent to Award and contract document packages to each low bidder.

- Gerald DeBalko made a motion to accept the low bids for the Water Treatment Facility (GUDI) Upgrade Project for Contract 1 (GC) LB Industries, Inc at $636,604 and for Contract 2 (EC) Garden Spot Electric, Inc. $248,500, and allow WATEK Engineering to prepare and issue Notices of Intent to Award and contract document packages to each low bidder; seconded by J. Bradford Fichthorn; and carried unanimously.

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

MASTER METER 3G REGISTERS/NEPTUNE METERS: ECTA Staff and the Water Committee made the decision to move forward with transitioning to new Neptune meters. Any property where Master Meter 3G registers have failed will be replaced with new Neptune meters. An agreement with Neptune for up to 500 meters was executed on January 6, 2025. New Neptune meters were ordered on January 8, 2025, and 90 5/8" x 3/4" meters and ten 1" meters were delivered on January 14, 2025. Notices will be sent to customers with failed registers to schedule an appointment for the new meter installation.

SRBC CONSUMPTIVE USE MITIGATION GRANT: A draft grant application for a system-wide water meter replacement project with full AMI capability was completed by Michael Galley on January 23, 2025, and is under final review by ECTA staff. The Grant application submission deadline is January 31, 2025.

2024 AUDIT: Brown Plus began their preliminary audit work remotely on January 6, 2025, and will be on-site April 14 and April 15, 2025 to continue their work.

2025 CONSULTANTS' RATES: Hourly rate schedules for 2025 from CDM Smith; Keystone Engineering Group, Inc.; WATEK Engineering Corporation; Entech Engineering, Inc.; Aurora Architecture; GeoServices, Inc.; Keystone Alliance Consulting and Salzmann Hughes, P.C. were again presented to the Board. Mr. Carl requested the Board's approval to continue to utilize these consultants on an as-needed basis.

- J. Bradford Fichthorn made a motion to accept the 2025 billing rates/schedules as submitted by CDM Smith; Keystone Engineering Group, Inc.; WATEK Engineering Corporation; Entech Engineering, Inc.; Aurora Architecture; GeoServices, Inc.; Keystone Alliance Consulting and Salzmann Hughes, P.C. and to continue to utilize these professional consultants on an as-needed basis; seconded by David Lutz; and carried unanimously.

PLGIT INVESTMENTS: On January 21, 2025, ECTA conducted their quarterly review meeting with PLGIT representative Matt Conlin. ECTA's investments continue to perform well.

FOXES SIDING PROJECTS (92 & 94 N REAMSTOWN RD): Mr. Carl requested the Board's approval to end the 18-month warranty period for the Foxes Siding water and sanitary sewer lateral projects located at 92 & 94 North Reamstown Road and to release their Letter of Credit in the amount of $3,764.40 and return the Administrative Escrow in the amount of $2,000.00.

- Samuel Weaver made a motion to end as of January 28, 2025, the 18-month warranty period for the Foxes Siding water and sanitary sewer lateral projects located at 92 & 94 North Reamstown Road and to release their Letter of Credit in the amount of $3,764.40 and return the Administrative Escrow in the amount of $2,000.00; seconded by Richard Shober; and carried unanimously.

WE CARE COMMUNITIES (FORMERLY FOUR WAY MANOR): An Administrative Escrow Agreement for Miscellaneous Projects and $10,000.00 Administrative Escrow was submitted by We Care Communities for its mobile home community located at Denise Lane, Ephrata, PA. This is for the extension of the property's privately-owned water and sanitary sewer service lines to serve a proposed additional 17 residential units. Acceptance of this Agreement will allow this Residential project to move forward with ECTA.

- Gerald DeBalko made a motion to accept and execute the Administrative Escrow Agreement for Miscellaneous Projects for a Residential water and sanitary sewer project with We Care Communities for the extension of their privately-owned water and sanitary sewer service lines located at Denise Lane, Ephrata, PA; seconded by J. Bradford Fichthorn; and carried unanimously.

UGI HEADQUARTERS: The 18-month warranty period for the UGI Headquarters water and sanitary sewer lateral project located at 1 UGI Drive, Denver, was set to expire on November 30, 2023; however, administrative requirements remained outstanding. Now that all items have been addressed, Mr. Carl recommended ending this project's 18-month warranty period. Per the 2017 Maintenance Agreement between UGI Utilities, Inc. and ECTA, a $10,000.00 maintenance deposit has been made to ECTA for maintenance of the water lateral associated with the project. ECTA is holding Maintenance Bond No. 019058847 in the amount of $34,549.95 to guarantee construction, and $10,000.00 in Administrative Sewer Escrow.

- David Lutz made a motion to end as of January 28, 2025, the 18-month warranty period for the UGI Headquarters water and sanitary sewer lateral project located at 1 UGI Drive, Denver and to release Maintenance Bond No. 019058847 in the amount of $34,549.95 and return the Administrative Sewer Escrow in the amount of $10,000.00; seconded by Samuel Weaver; and carried unanimously.

CHAPTER 94 REPORT: Chairman Becker suggested that ECTA staff should start completing the Chapter 94 Report in-house instead of utilizing the Engineering consultant.

OPERATIONS & MAINTENANCE MANAGER'S UPDATE: A complete copy of the update is on file in the ECTA Office. O&M Manager Tyler Pannebecker discussed the following from his update:

WATER ACCOUNTING AND LOSS CONTROL REPORTS: Mr. Pannebecker presented the Water Accounting and Loss Control Reports for October 1, 2024 to December 31, 2024 as well as January 1, 2024 to December 31, 2024. Unaccounted for water was 7.47% in 2024.

WATER MAIN BREAKS: ECTA staff and AH Moyer repaired a water main break on January 23, 2025 at 2 Denver Road behind Turkey Hill. Acme Distribution Center reported having a water service line break on their private 10" fire line on January 19, 2025 with a loss of 111,000 gallons.

ENGINEER'S UPDATE: A complete copy of CDM Smith's update is on file in the ECTA Office. Engineer Adam Smith did not attend the meeting, but Mr. Carl presented the following:

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith recommended that AH Moyer's Change Order No. 4 for Sewer be approved, and the Substantial Completion Certificates be executed to closeout this project.

- Gerald DeBalko made a motion to allow Executive Director Carl to move forward with closing out the Meadowbrook project and the execution of Meadowbrook Sewer Contract Change Order No. 4 from AH Moyer dated January 28, 2025, in the amount of $114,119.12 and adjusting the sewer work dates to reflect January 28, 2025 and the sewer work substantial completion and ready for final payment date as January 28, 2025; the Meadowbrook Water Substantial Completion Certificate setting substantial completion date of October 29, 2024; and the Meadowbrook Sewer Substantial Completion Certificate setting substantial completion date of January 28, 2025; seconded by J. Bradford Fichthorn; and carried unanimously.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd did not attend the meeting, and no update was provided.

INVOICES (see attached): Bills included on the January 28, 2025 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, seconded by David Lutz, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:50 p.m. to discuss potential legal issues and personnel matters. At 9:00 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 9:01 p.m., seconded by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

Gerald A. DeBalko
Secretary

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