BOARD & BUDGET REVIEW MEETING MINUTES NOVEMBER 25, 2025

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, November 25, 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, Edward Nevling, J. Bradford Fichthorn, David Lutz, Richard Shober and June Kinback (Absent: 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. and opened with the Pledge of Allegiance.

MINUTES: Minutes of the monthly meeting held on October 28, 2025 were approved as presented on motion by Bradford Fichthorn, seconded by Edward Nevling, and carried unanimously.

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

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:05 p.m. to discuss personnel and legal matters. At 7:59 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

2026 WATER AND SEWER BUDGET REVIEW: The Board was presented with copies of the draft 2026 Water and Sewer Budgets. Board members reviewed the budgets and asked Accountant Lisa Shaw and Executive Director Scott Carl questions. Discussion was held regarding potential increases to the water and sewer rates. The final 2026 Water and Sewer Budgets will be voted on at the December 15, 2025 Board meeting.

MONTHLY CAPACITY REPORTS (see attached): The October 2025 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:

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: All punch list items for the sewer project have been completed. ECTA staff will conduct a final general inspection of the project site prior to the sewer project's warranty end date of January 28, 2026.

PRIVATE WELLS: ECTA is currently addressing three private well situations.

SOURCE WATER PROTECTION PROGRAM (SWP): On November 5, 2025, Mr. Galley mailed approximately 170 informational SWP letters and Land Use Surveys to all ECTA commercial and industrial customers aimed at educating those customers while requesting a variety of operational, site

usage, chemical usage/storage and fire protection facilities information. Based upon information received from the surveys, SWP outreach site visits will be scheduled with selected commercial and industrial customers to physically review their site processes, chemical storage and water usage.

ECTA EMPLOYEE ANNIVERSARIES: David Beckman (7 years)

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: Extensive start up, testing, programming and SCADA & Controls efforts have been ongoing. The DEP Operational Permit Inspection was held on October 30, 2025, and the Operations Permit was later received on November 5, 2025. The first day of running the plant (raw water from Well M) through the new UF system to the distribution system was November 7, 2025. Construction Progress Meeting No. 9 was held on November 12, 2025. MEMCOR's UF system start-up and testing was completed on November 14, 2025. ECTA filed Request for Reimbursement No. 4 to PENNVEST in the amount of $220,002.71 on November 14, 2025, it was approved, and funds were received November 20, 2025. WATEK and Mr. Carl recommended payment of Garden Spot Electric's Application for Payment No. 6 in the amount of $30,275.89 and LB Industries' Application for Payment No. 6 in the amount of $54,971.75. They are part of ECTA's November 25, 2025 invoices to be approved for payment.

MASTER METER 3G REGISTERS/NEPTUNE METERS: As of November 24, 2025, 491 new Neptune meters have been installed.

GRANT APPLICATION: ECTA completed and submitted the Commonwealth Financing Authority's grant application on November 25, 2025 for a $1,000,000.00 grant to be used for a Systemwide Water Meter Replacement Project including the remaining Neptune water meter costs, professional installation for the entire system as well as the 'Advanced Metering Infrastructure' required for the remote cellular reading capability.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on November 12, 2025, to discuss the 2026 proposed wage structure and benefits as well as succession planning process and related personnel items.

2026 EPHRATA & ADAMSTOWN SEWER BUDGETS: Ephrata Borough's total projected ECTA cost for 2026 is $1,203,365 (down $120,390 from 2025 budget of $1,323,755) while Adamstown's projected ECTA cost is $123,165 (down $ 4,764 from 2025 budget of $127,929).

LABS (38 E CHURCH ST): ECTA's administrative requirements for Jeremy Labs' residential water and sanitary sewer project located at 38 East Church Street have been satisfactorily completed. The new privately-owned water and sanitary sewer service line extensions passed ECTA's final inspections, and all invoices have been paid. Mr. Carl requested the Board's approval to close this project and return the remaining $557.50 Administrative Escrow.

- Richard Shober made a motion to close as of November 25, 2025, Jeremy Labs' residential water and sanitary sewer project located at 38 East Church Street, Stevens, PA and to return the remaining $557.50 Administrative Escrow; seconded by Edward Nevling; and carried unanimously.

PARAGON PROPERTY HOLDINGS (449 STEVENS RD): ECTA's administrative requirements have been satisfactorily completed for Paragon Property Holdings' non-residential water project located at 449 Stevens Road, Stevens, PA. The privately-owned water service line passed ECTA's final inspection, and all invoices have been paid. Mr. Carl requested the Board's approval to close this project and return their remaining $1,400.00 Administrative Escrow.

- Samuel Weaver made a motion to close as of November 25, 2025, Paragon Property Holdings' non-residential water project located at 449 Stevens Road, Stevens, PA and to return their remaining $1,400.00 Administrative Escrow; seconded by Bradford Fichthorn; and carried unanimously.

EAST RIDGE DEVELOPMENT (PREVIOUSLY VILLAGE AT EAST COCALICO): A Developer's Agreement and $10,000.00 Administrative Escrow was submitted by East Ridge Cocalico LLC (Landmark Homes) for their East Ridge residential water and sanitary sewer development project located at South Muddy Creek Road, Denver (formerly known as Village at East Cocalico). These items were submitted by the new owners of the property and project. The project already has approved capacity and Final Land Development and Subdivision plans. Mr. Carl requested the Board's approval of the Agreement.

- Bradford Fichthorn made a motion to accept and execute the Developer's Agreement from East Ridge Cocalico LLC for their East Ridge residential water and sanitary sewer development project located at South Muddy Creek Road, Denver; seconded by David Lutz; and carried unanimously.

EAST COCALICO ASSOCIATES/VILLAGE AT EAST COCALICO: With the execution of the new Developer's Agreement with East Ridge Cocalico LLC and establishment of their $10,000.00 Administrative Escrow for the East Ridge project, Mr. Carl requested the Board's approval to extinguish the Developer's Agreement with East Cocalico Associates (the previous owner) and return their $10,000.00 Administrative Escrow.

- Samuel Weaver made a motion to extinguish the Developer's Agreement with East Cocalico Associates for the former Village at East Cocalico Project and return their $10,000.00 Administrative Escrow; seconded by June Kinback; and carried unanimously.

LIFE REMEMBERED (395 WABASH RD): An Administrative Escrow Agreement for Miscellaneous Projects and $2,500.00 Administrative Escrow was submitted by Life Remembered for their property known as Memory Gardens located at 395 Wabash Road, Ephrata, PA. These items are for a commercial project for the construction of privately-owned water and sanitary sewer service lines to connect to the existing laterals. Mr. Carl requested the Board's approval of the Agreement.

- Bradford Fichthorn made a motion to accept and execute the Administrative Escrow Agreement for Miscellaneous Projects from Life Remembered for their property known as Memory Gardens located at 395 Wabash Road, Ephrata, PA for a commercial water and sanitary sewer project involving the construction of privately-owned water and sanitary sewer service lines to connect to the existing laterals; seconded by Samuel Weaver; 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: Mr. Carl stated he has been working with Solicitor Dowd on matters which were discussed during Executive Session.

INVOICES (see attached): Bills included on the November 25, 2025 ECTA invoice listing were approved for payment on motion by June Kinback, seconded by David Lutz, and carried unanimously.

NEW BUSINESS:

2026 FLOATING HOLIDAY: After a vote of the employees, Monday, October 12, 2026 (Columbus Day) was chosen as the floating holiday for 2026. ECTA will be closed for business that day.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 9:00 p.m., seconded by June Kinback, and carried unanimously.

Respectfully submitted,

Gerald A. DeBalko
Secretary

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