BOARD & BUDGET REVIEW MEETING MINUTES NOVEMBER 26, 2024

The regular, monthly and budget review meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, November 26, 2024 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, Edward Nevling, J. Bradford Fichthorn, David Lutz, Richard Shober and Noah Zimmerman (Absent: June Kinback)
Solicitor:	Absent
Engineer:	Absent
ECTA Staff:	Scott Carl, Sr., Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors:	None

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

MINUTES: Minutes of the monthly meeting held on October 29, 2024 were approved as presented on motion by Samuel Weaver, seconded by David Lutz, and carried unanimously.

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

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:08 p.m. to discuss legal and personnel matters. At 7:54 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

2025 WATER AND SEWER BUDGET REVIEW: The Board was presented with copies of the draft 2025 Water and Sewer Budgets. Board members reviewed the budgets and asked Accountant Lisa Shaw and Executive Director Scott Carl questions. Refinancing the water treatment plant construction loan (funded debt series 2020) was discussed. The Rate Analysis for both 2025 budgets show the need for an increase in the water and sewer rates. The final 2025 Water and Sewer Budgets will be voted on at the December 16, 2024 Board meeting.

MONTHLY CAPACITY REPORTS (see attached): The October 2024 Monthly Capacity Reports were approved as presented on motion by Edward Nevling, seconded by David Lutz, 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 ROAD) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: The next quarterly sampling will occur in January 2025.

WELLS 4 & 12 ABANDONMENT: Mr. Carl will schedule a meeting with Mr. Zimmerman to go over the Agreements that now need to be executed.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The final Construction Progress Meeting (No. 16) was held on November 12, 2024. The final round of sewer main and lateral

CIPP lining and manhole lining is expected to be completed by December 6, 2024 (manhole lining may slide to the end of December 2024). Substantial Completion Certification for the sewer project is expected by mid-December 2024 with Final Completion Certification of the entire project expected by mid-January 2025.

STEVENS PUMPING STATION EXPANSION: CDM Smith's As-Built drawings remain outstanding.

RE-PERMITTING WELL 2A: ECTA received final Alternative Hydraulic Evaluation (AHE) approval. Final application approval is scheduled for action at the SRBC's December 12, 2024 business meeting.

LEAD SERVICE LINE INVENTORY (LSLI): The PADEP-required notifications were mailed to all properties with unknown lateral and service line materials (approximately 2,200 letters) on November 13, 2024.

WICU SETTLEMENT AGREEMENT: The Agreement was finalized and issued to the Court of Common Pleas and was officially approved on November 7, 2024.

SOURCE WATER PROTECTION PROGRAM (SWP): On November 1, 2024, DEP issued an official Drought Watch Notice for Lancaster County, which was posted on ECTA's website and Facebook page.

PENNVEST FUNDING (MEADOWBROOK): ECTA submitted Request for Reimbursement No. 10 for Sewer in the amount of $378,050.35 to PENNVEST on November 14, 2024 and await approval.

ECTA EMPLOYEE ANNIVERSARY: David Beckman – 6 years on November 26, 2024.

PENNVEST PROGRAMMATIC FUNDING (KURTZ ROAD): ECTA will be submitting the final Request for Reimbursement (No. 5) to PENNVEST in the coming weeks.

WELL F/WABASH RETENTION BASIN SINKHOLE: Mr. Carl has conducted site tours with 14 representatives from two of the five entities who received legal notices issued by Salzmann Hughes on April 17, 2024. It is expected that at least three more tours will be forthcoming in the next month(s).

WELL F GROUNDWATER UNDER DIRECT INFLUENCE OF SURFACE WATER (GUDI) PROJECT: The Trojan UV System submittal package and MEMCOR's membrane submittal package were approved and both treatment systems are now in production. Mr. Carl processed the initial invoice for the Trojan UV System equipment in the amount of $20,227.60, which is part of ECTA's November 26, 2024 invoices to be approved for payment at tonight's meeting. WATEK and Mr. Carl have been responding to DEP's technical review comments on the permit application. ECTA awaits at least "conditional approval" of the DEP permit so the PENNVEST application can be brought before the PENNVEST Board at their January 2025 Board meeting. ECTA is expecting to issue the project for bid in mid-December 2024 and complete the bidding process by the January 2025 Board meeting.

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

COMMUNITY DEVELOPMENT UPDATE: 55 development/residential/non-residential projects are in the queue, with 23 being actively worked on in some phase of the project, four projects in the pre-warranty phase and eight projects in the warranty phase.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on November 13, 2024 to discuss the 2025 proposed wage structure and benefits as well as a second succession planning process and related personnel items.

2025 EPHRATA & ADAMSTOWN BUDGETS: Ephrata Borough's total projected ECTA cost for 2025 is $1,323,755 (up $155,222 from 2024) and Adamstown's projected ECTA cost is $127,929.

COCALICO SCHOOL DISTRICT FUEL SHARING CONTRACT: Mr. Carl completed and returned the new fuel agreement for 2025/2026. The current agreement will end June 30, 2025 with the new agreement starting July 1, 2025 and ending June 30, 2026. ECTA awaits the School District's fully-executed Contract.

2024 AUDIT: ECTA received an engagement letter from Brown Plus (formerly known as Brown Schultz Sheridan & Fritz) for the 2024 audit at a fee of $26,400.00. Mr. Carl and Mrs. Shaw have reviewed the terms and recommend continuing with Brown Plus as the auditor for the 2024 audit.

- J. Bradford Fichthorn made a motion to approve Brown Plus as ECTA's auditor to conduct the annual audit for the year ending December 31, 2024 at a fee of $26,400.00 and allowing the Executive Director to sign and return the engagement letter, seconded by Edward Nevling, and carried unanimously.

425 SOUTH MUDDY CREEK ROAD WAREHOUSE: Since all technical and administrative requirements have been satisfactorily completed, Mr. Carl requested Board approval to start the project's 18-month warranty period.

- Richard Shober made a motion to begin on November 26, 2024, the 18-month warranty period for the constructed water and sanitary sewer facilities associated with the 425 South Muddy Creek Road Warehouse project located in Denver, PA and to reduce the amount of the currently held cash in lieu of letter of credit in the amount of $39,050.00 to $7,726.01 which represents 15% of the actual cost of construction; seconded by Samuel Weaver; and carried unanimously.

THE CROSSINGS AT COCALICO: A Developer's Agreement for a residential project with Crossings at Cocalico LLC for their proposed 183-unit development project located on West Swartzville Road, Reinholds, PA was presented to the Board for their approval.

- David Lutz made a motion to accept and execute the Developer's Agreement with Crossings at Cocalico LLC for their proposed 183-unit residential water and sanitary sewer project known as The Crossings at Cocalico, seconded by Noah Zimmerman, 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 discussed the following from his update:

WATER MAIN BREAK: On November 18, 2024, ECTA staff repaired a water main break near 64 Muddy Creek Church Road.

WELL LEVELS: ECTA well levels continue to decrease but all levels are above drought concerns.

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.

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

INVOICES (see attached): Bills included on the November 26, 2024 ECTA invoice listing were approved for payment on motion by Noah Zimmerman, seconded by Edward Nevling, and carried unanimously.

NEW BUSINESS:

2025 FLOATING HOLIDAY: After a vote of the employees, Friday, December 26, 2025 was chosen as the floating holiday for 2025. ECTA will be closed for business that day.

OTHER MATTERS TO COME BEFORE THE BOARD:

BOARD MEMBER RE-APPOINTMENTS: Chairman Becker reported that J. Bradford Fichthorn and Gerald DeBalko have agreed to continue to serve on the ECTA Board for another 5-year term. Mr. Carl will notify the Township's Board of Supervisors of their re-appointment requests.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 9:10 p.m., seconded by David Lutz, and carried unanimously.

Respectfully submitted,

Gerald A. DeBalko
Secretary

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