



BOARD MEETING MINUTES DECEMBER 20, 2023

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Wednesday, December 20, 2023 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, Richard Shoher, and June Kinback (Absent: Noah Zimmerman)
Solicitor: Absent
Engineer: Adam Smith, CDM Smith
ECTA Staff: Scott Carl, Sr., Michael Galley, Tyler Pannebecker, Lisa Shaw, Jodie Eberly and Marc Wright
Visitors: None

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

MINUTES: Minutes of the monthly meeting held on November 28, 2023 were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: On behalf of the Board, Chairman Becker presented Marc Wright, ECTA Operator, with a retirement gift and thanked him for his over 28 years of dedicated service.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the November 2023 financial reports. The reports were approved as presented subject to audit.

OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2023:

- Edward Nevling made a motion to accept the Officers' and Project Managers' compensation for the 2023 calendar year as proposed and budgeted, to be paid in December 2023, second by Richard Shoher, and carried unanimously.

2024 WAGE RATE STRUCTURE:

- Edward Nevling made a motion to approve the 2024 Wage Rate Structure effective with the first pay period which includes January 1, 2024, second by Gerald DeBalko, and carried unanimously.

2024 WATER AND SEWER BUDGETS:

- Edward Nevling made a motion to adopt Resolution No. 2023-12-20-W accepting the Water Operating Budget for the calendar year ending December 31, 2024, with no increase in the water rate, keeping it at \$7.65 per 1,000 gallons, second by June Kinback, and carried unanimously.
- Edward Nevling made a motion to adopt Resolution No. 2023-12-20-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2024, with no increase in the sewer rate, keeping it at \$13.30 per 1,000 gallons and flat rate sewer at \$172.90 per quarter, second by Samuel Weaver, and carried unanimously.

MONTHLY CAPACITY REPORTS (see attached): The November 2023 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

ADMINISTRATOR'S UPDATE: A complete copy of the update is on file in the Authority Office. Administrator Scott Carl, Sr. discussed the following from his update:

WELL 10 (DENVER ROAD) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: Required quarterly sampling continues. A site meeting was held with DEP on December 13, 2023, and DEP will keep the TCE investigation process open until March 2024.

WELLS 4 & 12 ABANDONMENT: A meeting with the property owner will be scheduled in the coming year to discuss the possible options regarding the current ECTA property and easements.

SCADA & CONTROLS SYSTEM: Keystone was on site on November 29, 2023. ECTA continues to monitor the system, Keystone continues to address any issues, and Keystone will be on site again in the coming weeks to review completion of final punch list items and provide training/SOPs.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 5 was held on December 12, 2023. Sewer construction is estimated at 58% complete with water also at 58% complete. Water and sewer work on Scenic Drive is complete, and water line work on James Circle is complete. ECTA continues to update the status of the project on their website, and every customer complaint/comment continues to be addressed. CDM Smith and Administrator Carl recommend payment of AH Moyer's Application for Payment No. 6 (Water Project) in the amount of \$394,256.88 and Application for Payment No. 6 (Sewer Project) in the amount of \$65,535.39. They are part of ECTA's December 20, 2023 invoices to be paid for approval at tonight's meeting.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: The two remaining punch list items were resolved by the PennDOT contractor, so the reconciliation of the project's 75/25 cost sharing is expected to begin in the coming weeks.

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

WATER TREATMENT PLANT (WTP) UPGRADE: The new emergency generator training was held, all punch list items have been addressed, project closeout documents have been executed and one-year warranty bonds are in place. WATEK and Administrator Carl recommend payment of Garden Spot Electric Inc.'s Application for Payment No. 4 for the Electrical Contract No. 2 in the amount of \$24,011.45; Garden Spot Electric Inc.'s Application for Payment No. 5/Final for the Electrical Contract No. 2 in the amount of \$38,198.06; and PSI Pumping Solutions Inc.'s Final Application for Payment No. 5 in the amount of \$43,468.98. They are part of ECTA's December 20, 2023 invoices to be paid for approval at tonight's meeting.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: Administrator Carl recommended Board acceptance of the low bid from Thomas Industrial Coatings at \$97,940.00 and requested the ability to authorize Entech to prepare and issue a Notice of Intent to Award and contract document package to the low bidder. ECTA received \$330,000 in ARPA funds to cover this project.

- David Lutz made a motion to accept the low bid for the WTP Filter & Pipe Repainting Project from Thomas Industrial Coatings at \$97,940.00 (base bid of \$89,265.00 and \$8,675.00 for Alternative No. 1 for SP-10 Abrasive Blast cleaning) and allow Entech Engineering, Inc. to

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prepare and issue a Notice of Intent to Award and contract document package to the low bidder, second by Samuel Weaver, and carried unanimously.

RE-PERMITTING WELL 2A: Well 2A's Withdrawal Application remains in the SRBC technical review phase.

WICU'S INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: It is expected that WICU will be requesting a variance to ECTA's one lateral per property requirement. Both WICU and Ingham's Powder Coating have submitted Capacity Review & Request Applications and sketch plans which are under review by CDM Smith.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program and ECTA's NFWF grant project. There are now eight enrolled farmers in the crop consulting program. Mr. Galley and Kurt Wagner with the PA Rural Water Association made a Source Water Protection presentation to the fifth-grade students at Denver Elementary on December 19, 2023.

LANCASTER COUNTY WATERSHED ACADEMY GRANT: Thaddeus Stevens expects to issue their final design for the revised stormwater outfall at Well 10 by January 2024.

PENNVEST FUNDING (MEADOWBROOK): ECTA is preparing the next two requests for reimbursement totaling approximately \$500,000.00.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: The apparent low bidder is RIII Construction at \$1,429,940.00. Per PENNVEST requirements, ECTA awaits written confirmation from DEP that the Disadvantaged Business Enterprise (DBE) compliance requirements have been met. A recommendation for award will be made following DEP confirmation.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: All final punch list items were addressed. The Project Architect and Administrator Carl recommend payment of A.K. Petersheim's Final Application for Payment No. 3 for the General Contract No. 1 in the amount of \$112,135.40. It is part of ECTA's December 20, 2023 invoices to be paid for approval at tonight's meeting. Final project costs were reconciled, and ECTA received a \$78,495.54 reimbursement check from the Township for the ADA and building modification costs they were responsible for.

PENNVEST PROGRAMMATIC FUNDING: Administrator Carl is working with PENNVEST to reschedule the second conference call to early February 2024 and move closing to February 29, 2024 due to the delayed Kurtz Road project schedule. The Board must make a final decision on the replacement of Tank #4 in order to meet the PENNVEST deadlines for completion under the Programmatic Funding Arrangement.

SINKHOLE – WABASH RETENTION BASIN: The basin appears to continue to hold water. Well F remains offline. ECTA is awaiting the requested letter from the developer stating exactly how the sinkhole was repaired, testing that was accomplished and their position that the basin leak/sinkhole situation has been resolved. Administrator Carl will also be asking the Township engineer for a confirmation letter stating the basin has been repaired/completed to their satisfaction and specifications.

WATER & SEWER TAPPING FEE STUDIES: Keystone Alliance Consulting has made significant progress in processing ECTA's data. They have requested a progress review meeting in early January 2024, and completion is anticipated by the end of February 2024.

GRANT APPLICATIONS: Three grant applications were submitted on November 30, 2023 to the Pennsylvania Department of Community and Economic Development (DCED)'s Statewide Local Share

Account program – one for \$1,000,000.00 for the construction of a new elevated Water Storage Tank #2, one for \$732,000.00 for the construction of a water booster pumping station and one for \$1,000,000.00 for the construction of a new elevated Water Storage Tank #4.

WATER TANK EVALUATIONS (TANK #1, TANK #2 & TANK #3): The tank inspections are tentatively scheduled for January 17 and 18, 2024.

SCHILLACI (141 NORTH REAMSTOWN ROAD): A Short Form Developer's Agreement was presented to the Board for their approval.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreement from Jenna and Kyle Schillaci for their property located at 141 North Reamstown Road, Stevens, PA for a residential water and sewer project involving the subdivision of their existing property and connection of the subdivided property to the Authority's water and sanitary sewer systems in Park Street., second by J. Bradford Fichthorn, and carried unanimously.

ADAMSTOWN 2024 BUDGET: ECTA still awaits receipt of the 2024 Adamstown Wastewater Treatment Plant budget.

2024 CONSULTANTS' RATES: Rate schedules for 2024 were received from Lucy Dowd Law, CDM Smith, Keystone Engineering Group Inc, WATEK Engineering Corporation, Entech Engineering Inc, Aurora Architecture and GeoServices Inc and were reviewed by Administrator Carl. They were presented to the Board at tonight's meeting and will be voted on at the next meeting.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. The following was discussed:

STEVENS PUMPING STATION: A second variable frequency drive (VFD) has now failed and needs to be replaced.

ENGINEER'S UPDATE: A complete copy of the update is on file in the Authority Office. Engineer Adam Smith discussed the following from his update:

CAPITAL CONTRIBUTION RATE: ECTA Resolution No. 2014-06-12-2 permits an increase in the capital contribution rate of at least 3% per year. The current Capital Contribution Rate is \$3,745.00 per water EDU and has been in effect since January 1, 2023.

- Edward Nevling made a motion to approve and execute Resolution No. 2023-12-20-01 increasing the Capital Contribution Rate 2.7% from \$3,745.00 to \$3,845.00 per water EDU effective January 1, 2024, second by J. Bradford Fichthorn, and carried unanimously.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: The valve box installations were revised and completed per ECTA regulations.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Change Order No. 1 has been finalized with AH Moyer and PENNVEST/DEP.

VILLAGE AT EAST COCALICO: The developer has been in contact with Administrator Carl regarding next steps and possibly purchasing capacity. Revised drawings are outstanding from the developer's engineer.

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SWARTZVILLE ROAD/GRANDE DEVELOPMENT (PREV FOX BROOKE): CDM Smith issued review comments on the development drawings. CDM Smith continues to evaluate the receiving sewer interceptor to determine if improvements will be required to accommodate the flow.

TWO COUSINS PIZZA: Revised plans and a revised grease interceptor submittal were received. Both were reviewed by CDM Smith and approved on December 15, 2023. The DEP stream crossing permit is still outstanding.

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

INVOICES (see attached): Bills included on the December 20, 2023 ECTA invoice listing were approved for payment on motion by Samuel Weaver, second by Edward Nevling, and carried unanimously.

NEW BUSINESS:

IRS MILEAGE RATE FOR 2024: The 2024 mileage rate is 67 cents per mile.

- Gerald DeBalko made a motion to pay the 2024 maximum permissible mileage rate, second by Edward Nevling, and carried unanimously.

NOMINATING COMMITTEE: Chairman Becker appointed Richard Shober, Gerald DeBalko, and J. Bradford Fichthorn as the Nominating Committee for Officers for 2024.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 8:07 p.m. to discuss potential legal issues. At 8:50 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 8:51 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae