



BOARD MEETING MINUTES JANUARY 30, 2024

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, January 30, 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, J. Bradford Fichthorn, Edward Nevling, David Lutz, Richard Shober, and Noah Zimmerman (Absent: June Kinback)
Solicitor: Absent
Engineer: Adam Smith, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, 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' Organization Meeting held on January 2, 2024, Richard Shober and June Kinback were reappointed to five-year terms on the Authority Board ending December 31, 2028.

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 2024:

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 2024, second by David Lutz, and carried unanimously.
- Gerald DeBalko made a motion to close the nominations, second by Samuel Weaver, and carried unanimously.

Chairman Becker asked Richard Shober to cast the unanimous ballot for Reorganization for 2024 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

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A 2024 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 2024.

SOLICITOR: Samuel Weaver 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 2024, second by Richard Shober, and carried unanimously.

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

AUDITOR: Chairman Becker reminded the Board that Brown Schultz Sheridan & Fritz was already appointed as the Auditor for the Authority's 2023 audit at the October 31, 2023 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 Administrator Carl was reappointed as First Alternate for the year 2024. Chairman Becker presented the Committee appointments for 2024. A list of the 2024 Committees is attached hereto.

RECOGNITION OF SERVICE: On behalf of the entire Board, Chairman Becker recognized and thanked Richard Shober for his 10 years of service on the ECTA Board.

MINUTES: Minutes of the monthly meeting held on December 20, 2023 were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The December 2023 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Noah Zimmerman, 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: TCE quarterly sampling test results indicated an exceedance, as did a second confirmational sample. DEP was notified immediately and ECTA made the proactive decision to take Well 10 off line. ECTA awaits formal direction/determination from DEP regarding a Tier 2 public notification.

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

SCADA & CONTROLS SYSTEM: Keystone will be on site in the coming weeks to complete on-site work activities, review completion of final punch list items and provide training/SOPs.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 6 was held on January 16, 2024. Sewer construction is estimated at 56% complete with water at 61% 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

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recommend payment of AH Moyer's Application for Payment No. 7 (Water Project) in the amount of \$199,276.22 and Application for Payment No. 7 (Sewer Project) in the amount of \$119,354.85. They are part of ECTA's January 30, 2024 invoices to be paid for approval at tonight's meeting.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: CDM Smith's As-Built drawings remain outstanding. Reconciliation discussions on the final project costs and the 75/25 split are expected to take place in the coming weeks.

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

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: Entech prepared and issued a Notice of Intent to Award and contract document package to the low bidder Thomas Industrial Coatings. The Contract documents were received, reviewed and found to be acceptable. Administrator Carl recommended Board execution of the Contract documents at tonight's meeting. A pre-construction meeting is tentatively scheduled for February 1, 2024 at 11:00 a.m.

- Richard Shober made a motion to execute the contract documents with Thomas Industrial Coatings in the amount of \$97,940 for the WTP Filter & Pipe Repainting project and allow Entech to prepare and issue the Notice to Proceed, second by Gerald DeBalko, and carried unanimously.

RE-PERMITTING WELL 2A: Well 2A's Withdrawal Application remains in the SRBC technical review phase and is undergoing close scrutiny by SRBC.

WICU'S INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: ECTA received WICU's variance request regarding ECTA's one lateral per property requirement. This topic will be discussed at a Water and/or Sewer Committee meeting.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program and ECTA's NFWF grant project. ECTA received the SRBC Watershed Enhancement Grant for the "watershed signage" project, and ECTA's Educational Outreach efforts have now been completed.

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

PENNVEST FUNDING (MEADOWBROOK): ECTA submitted Request for Reimbursement No. 2 for water and Request for Reimbursement No. 2 for sewer and both were approved. Both reimbursements totaling \$823,368.98 were received.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: ECTA has received written confirmation from DEP that the Disadvantaged Business Enterprise (DBE) compliance requirements have been met. Entech and Administrator Carl recommended Board acceptance of the low bid from RIII Construction, Inc. at \$1,427,611 (which includes a decrease of \$2,329.00 from their initial bid of \$1,429,940) and request the ability to authorize Entech to prepare and issue a Notice of Intent to Award and contract document package to the low bidder.

- David Lutz made a motion to accept the low bid for the Kurtz Road Water Main Replacement Project from RIII Construction, Inc. at \$1,427,611 and allow Entech Engineering, Inc. to prepare and issue a Notice of Intent to Award and contract document package to the low bidder, second by J. Bradford Fichthorn, and carried unanimously.

ECTA EMPLOYEE ANNIVERSARIES: Kyle Hess – 1 year on January 9, 2024 and Cody Schott – 90 days on January 30, 2024

DEFERRED COMPENSATION AGREEMENT – KYLE L. HESS: Employee Kyle L. Hess has been employed by the Authority for one year as of January 9, 2024, and would like to join the Authority's Deferred Compensation Plan.

- Noah Zimmerman made a motion to amend the January 30, 2024 Agenda to include the acceptance of the Deferred Compensation Agreement for employee Kyle L. Hess to ensure the Agreement is executed in a timely manner, second by Samuel Weaver, and carried unanimously.
- Samuel Weaver made a motion to approve and execute Resolution No. 2024-01-30 accepting the Deferred Compensation Agreement for employee Kyle L. Hess, second by Edward Nevling, and carried unanimously.

PENNVEST PROGRAMMATIC FUNDING:

- Noah Zimmerman made a motion to remove the replacement of Water Tank #4 from the PENNVEST Programmatic Funding at this time, second by J. Bradford Fichthorn, and carried unanimously.

SINKHOLE – WABASH RETENTION BASIN: The basin appears to continue to hold water. ECTA received an email notification from the developer and a report from his Geologist confirming that all repairs were made and exceeded the required specifications. ECTA also received an email from the Township's engineer generally confirming that the sinkhole situation appears to be adequately addressed. Administrator Carl re-initiated communications with DEP on the sinkhole status, and ECTA plans to begin purging Well F on February 5, 2024.

WATER & SEWER TAPPING FEE STUDIES: Keystone Alliance Consulting has continued to make significant progress in processing ECTA's data. Preliminary draft review is being scheduled for early February 2024, and completion is anticipated by the end of February 2024.

GRANT APPLICATIONS: Three grant applications were submitted to the Pennsylvania Department of Community and Economic Development (DCED)'s Statewide Local Share Account program – \$1M for the construction of a new elevated Water Storage Tank #2, \$732K for the construction of a water booster pumping station and \$1M for the construction of a new elevated Water Storage Tank #4. Determination of the grants is not expected until late Summer/early Fall 2024.

WATER TANK EVALUATIONS (TANK #1, TANK #2 & TANK #3): The tank inspections were conducted on January 17 and 18, 2024. Initial feedback is that the tanks are in good shape, and the recommendation will be to have them re-inspected every three to five years. ECTA awaits the final reports from MBA (the tank inspector) and Entech.

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

2024 CONSULTANTS' RATES: The 2024 billing rates/schedules for CDM Smith; Keystone Engineering Group, Inc.; WATEK Engineering Corporation; Entech Engineering, Inc.; Aurora Architecture and GeoServices, Ltd. were received and reviewed by Administrator Carl. He requested the Board's approval to continue to utilize these consultants on an as-needed basis.

- Noah Zimmerman made a motion to accept the 2024 billing rates/schedules as submitted by CDM Smith, Keystone Engineering Group Inc., WATEK Engineering Corporation, Entech Engineering Inc, Aurora Architecture and GeoServices, Ltd. and to continue to utilize these professional consultants on an as-needed basis, second by J. Bradford Fichthorn, and carried unanimously.

With CDM Smith phasing out, Administrator Carl requested a Basic Ordering Agreement from Entech Engineering to cover all general consulting/miscellaneous engineering tasks that were previously provided by CDM Smith until a new Authority Engineer is appointed. Administrator Carl recommended Board approval of the Agreement.

- Gerald DeBalko made a motion to allow the Administrator to execute the Entech Engineering, Inc. Basic Ordering Agreement and any subsequent Engineering Work Orders (EWO's) on an as-needed basis to keep ECTA's operations running efficiently, second by Samuel Weaver, and carried unanimously.

COCALICO SCHOOL DISTRICT FUEL SHARING CONTRACT: Administrator Carl completed and returned a new fuel agreement for 2024/2025. The current agreement will end June 30, 2024 with the new agreement starting July 1, 2024 and ending June 30, 2025. ECTA awaits the School District's fully-executed Contract.

2023 AUDIT: Brown Schultz Sheridan & Fritz (BSSF) began preliminary audit work on January 8, 2024. BSSF is scheduled to come back to the ECTA office on April 15 and 16, 2024 to continue their work. The final audit report will be submitted for Board review before the June 30, 2024 deadline.

RED RUN EXHAUST OF REAMSTOWN (1313 N READING RD): Administrator Carl requested the Board's approval to begin this project's 18-month warranty period and to reduce their cash in lieu of a Letter of Credit from \$9,763.00 to \$1,464.45 (15% of the approved cost of construction) to be held, along with the Administrative Escrow, until the end of the 18-month warranty period.

- Gerald DeBalko made a motion to begin on January 30, 2024, the 18-month warranty period for the Red Run Exhaust of Reamstown water and sanitary sewer lateral commercial project located at 1313 North Reading Road, Stevens, PA and to reduce their cash in lieu of Letter of Credit from \$9,763.00 to \$1,464.45 (15% of the approved cost of construction), to be held along with the Administrative Escrow, until the end of the 18-month warranty period, second by Edward Nevling, and carried unanimously.

PLGIT INVESTMENTS: On January 24, 2024, ECTA conducted their quarterly review meeting with PLGIT representative Matt Conlin. ECTA's investments continue to perform well.

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

WATER TREATMENT PLANT (WTP): ECTA WTP staff are performing the membrane filter clean-in-place (CIP) procedure.

OPERATOR CERTIFICATION TRAINING: Superintendent Spitler has begun Operator certification training with some of ECTA's Operator Trainees.

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:

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PENNVEST PROGRAMMITIC FUNDING: The second PENNVEST conference call was held on January 25, 2024. A pre-closing PENNVEST conference call (#3) is scheduled for March 13, 2024, and closing is scheduled for March 27, 2024.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: CDM Smith's as-built drawings remain outstanding.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith continues to work with the contractor AH Moyer and help them figure out any issues/challenges that arise with construction.

SWARTZVILLE ROAD/GRANDE DEVELOPMENT (PREV FOX BROOKE): CDM Smith continues to evaluate the receiving sewer interceptor to further define the scope of improvements that may be required to accommodate the flow. CDM Smith expects to complete this evaluation in February 2024 for ECTA review.

BLACK HORSE WAREHOUSE/PURECYCLE: A water lateral relocation request and revised plans were received January 22, 2024, and CDM Smith responded on January 23, 2024. Work will be adjusted by field order.

TWO COUSINS PIZZA: Additional submittals were received, reviewed, and returned to Two Cousins on January 23, 2024. The DEP stream crossing permit is still outstanding.

425 SOUTH MUDDY CREEK ROAD: Divert, Inc. has pulled out of this site. Acme is now leasing this space to be used as a warehouse facility.

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

INVOICES (see attached): Bills included on the January 30, 2024 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by Noah Zimmerman, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 8:12 p.m. to discuss potential legal issues and personnel matters. At 8:43 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 8:44 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae

EAST COCALICO TOWNSHIP AUTHORITY DIRECTORY – 2024

MONTHLY MEETING: Last Tuesday of each month at 7:00 p.m. prevailing time

AUTHORITY OFFICE: HOURS: Monday through Friday (717) 336-1731
102 Hill Road 8:00 a.m. – 4:30 p.m.
Denver, PA 17517 (Answering service in effect from 4:30 p.m. to 8:00 a.m.)
water@ecocalicotwpauth.com

AUTHORITY GARAGE: HOURS: Monday through Friday (717) 336-5205
1376 Ridge Avenue 7:00 a.m. – 3:30 p.m. (717) 336-5200 Fax
Ephrata, PA 17522

WATER TREATMENT PLANT: 5 Yacht Avenue, Ephrata, PA 17522 (717) 336-4871

AUTHORITY BOARD

	<u>Term Expires</u>
Daniel J. Becker, CHAIRMAN	12/31/25
Samuel E. Weaver, Jr., VICE CHAIRMAN	12/31/27
Gerald A. DeBalko, SECRETARY	12/31/24
J. Bradford Fichthorn, ASSISTANT SECRETARY	12/31/24
Edward R. Nevling, TREASURER	12/31/25
David A. Lutz, ASSISTANT TREASURER	12/31/26
Richard A. Shober, PROJECT MANAGER	12/31/28
June C. Kinback, PROJECT MANAGER	12/31/28
Noah S. Zimmerman, PROJECT MANAGER	12/31/26

ADMINISTRATOR:
Scott M. Carl, Sr. (717) 336-1731 Work
scarl@ecocalicotwpauth.com

SOLICITOR:
Lucy Dowd Law, LLC (717) 435-8271
342 North Queen Street, Rear (717) 435-8530 Fax
Lancaster, PA 17603
Lucy F. Dowd, Esq. – LDowd@lucydowdlaw.com

ENGINEER (Not Appointed):
CDM Smith, Inc. (717) 560-7500
280 Granite Run Drive, Suite 160 (717) 560-7525 Fax
Lancaster, PA 17601
Adam N. Smith, PE – smithan@cdmsmith.com

AUDITOR:
Brown Schultz Sheridan & Fritz (717) 761-7171
210 Grandview Avenue (717) 737-6655 Fax
Camp Hill, PA 17011
Brian R. Marchuck, CPA – BrianMarchuck@bssf.com

EAST COCALICO TOWNSHIP AUTHORITY
COMMITTEES – 2024

<p style="text-align: center;"><u>WATER COMMITTEE</u></p> <p>Gerald DeBalko, Chairperson J. Bradford Fichthorn Richard Shober Samuel Weaver</p>	<p style="text-align: center;"><u>SEWER COMMITTEE</u></p> <p>Richard Shober, Chairperson David Lutz Samuel Weaver Noah Zimmerman</p>
<p style="text-align: center;"><u>PERSONNEL COMMITTEE</u></p> <p>Edward Nevling, Chairperson J. Bradford Fichthorn David Lutz Richard Shober</p>	<p style="text-align: center;"><u>RATES, RULES AND REGS COMMITTEE</u></p> <p>Gerald DeBalko, Chairperson June Kinback Samuel Weaver Noah Zimmerman</p>
<p style="text-align: center;"><u>ADAMSTOWN/EAST COCALICO - SEWER COMMITTEE</u></p> <p>Daniel Becker, Representative Samuel Weaver, Alternate</p>	<p style="text-align: center;"><u>EPHRATA IMG COMMITTEE</u></p> <p>Daniel Becker, Representative Scott Carl, Sr., First Alternate</p>
<p style="text-align: center;"><u>DENVER BOROUGH LIAISON</u></p> <p>David Lutz</p>	