

# **EAST COCALICO TOWNSHIP AUTHORITY**

## **MEETING MINUTES**

### **OCTOBER 26, 2021**

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, October 26, 2021, 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, David Lutz, J. Bradford Fichthorn, Raymond Wolf and Richard Shober (Absent: June Kinback)
Solicitor:	Lucy Dowd, Lucy Dowd Law, LLC
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	Lisa Shaw and Jodie Eberly
Visitors:	James Landis, ECTA Customer

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

**MINUTES:** Minutes of the monthly meeting held on September 28, 2021, were approved as presented on motion by J. Bradford Fichthorn, second by Samuel Weaver, and carried unanimously.

**RECOGNITION OF VISITORS/PUBLIC COMMENT:** James Landis came to the meeting to discuss his October 2021 quarterly water and sewer bill for his tenant-occupied property at 1037 North Reading Road. The water usage was much higher than the normal average usage for this property. Mr. Landis explained that the higher usage was from a broken toilet handle which caused the toilet to run continuously. Mr. Landis said he understood he has to pay for the water charges but asked if ECTA could give him a break on the sewer charges. Discussion ensued between Mr. Landis and Chairman Becker on how sewer rates and charges are determined. Ultimately, Chairman Becker said that while ECTA understands Mr. Landis's situation, ECTA must abide by the Rates, Rules and Regulations and cannot grant him any sewer relief since the water was discharged into the sanitary sewer system which ECTA then has to pay the treatment costs for. Chairman Becker went on to say that Mr. Landis could make payment arrangements with ECTA office staff and that as long as he stays current with the payment plan, penalty and interest charges would not be applied.

**TREASURER'S REPORT (see attached):** Accountant Lisa Shaw reviewed the September 2021 financial reports. The reports were approved as presented subject to audit.

**MONTHLY CAPACITY REPORTS (see attached):** The September 2021 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by Edward Nevling, 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) AND WELLS 4 & 12 (KRAMER MILL ROAD):** Well 10 still remains out of service. ECTA has finalized with GeoServices the Well 4 & 12 abandonment bid specifications package and incorporated re-installation of the Well 4 pump, motor and column piping at Well 10. The project went out to bid, and bids are due by November 5, 2021. ECTA has continued coordinating with GeoServices on the required PADEP permitting paperwork for the abandonment of Wells 4 & 12.

**SCADA & CONTROLS SYSTEM:** A second radio survey was conducted by Keystone on October 8, 2021 to determine if AT&T would be a better communications option than Verizon. The results of both radio surveys show Verizon as the best option. A project status meeting was held with Keystone Engineering Group, ECTA staff and Custom Computer on October 13, 2021. Keystone has continued their work on the project. Administrator Carl has scheduled a Project Scope Review & Coordination meeting at the Water Treatment Plant with Keystone, Custom Computer and WATEK Engineering for November 2, 2021.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith has been progressing towards the 90% Design and Permitting Phase completion. The project appears to be on schedule with an estimated completion of the 90% phase coming in early November.

**STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT:** ARRO submitted the final plans and specs to PennDot for review on September 30, 2021. A slightly revised hanger system location and mounting detail was ironed out, submitted by ARRO, and PennDot is now incorporating ARRO's design into their overall design and bidding package. PennDot is planning to bid the project in Spring 2022 with construction to start in Summer 2022 and completion by Summer 2023. A 75% reimbursement of ECTA's engineering and construction costs is applicable since ECTA was in compliance with PennDot's design schedule.

**AWIA EMERGENCY RESPONSE PLAN (ERP):** CDM Smith is planning to submit the draft of ECTA's new ERP by the end of the week.

**EMERGENCY ECTA OFFICE GENERATOR:** ARRO is currently working with the Township to evaluate their generator needs. Per discussions with ECT's Manager, this project will be looked at as a joint venture to be potentially funded with the Township's ARPA funding.

**STEVENS PUMPING STATION EXPANSION:** Construction Progress Meeting No. 8 was held on October 13, 2021. The building construction has continued. The next Construction Progress Meeting is scheduled for November 10, 2021.

**WELL M CONSTRUCTION:** A third Contract Time Extension Change Order will be put in place extending the completion date from October 31, 2021 to November 30, 2021 as a result of PPL's delays in energizing power at the site. PPL was onsite October 25 and 26, 2021. Pump startup is scheduled for next week.

**RE-PERMITTING WELLS F, M, 11, 14 & 2A:** ECTA continues to work with GeoServices in preparing the SRBC Docket Renewal Applications for Wells F and M by December 13, 2021 and Well 11 by January 9, 2022.

**SOURCE WATER PROTECTION PROGRAM (SWP):** While this project has become a low priority because of all the other ECTA projects that are in progress, ECTA has continued working with DEP and PA Rural Water's SWP grant program reps and the Conservation District. A follow up site meeting was held on October 7, 2021 with the PA Rural Water SWP specialist.

**METER REGISTER REPLACEMENT PROJECT:** ECTA received a shipment of 490 meter registers on October 21, 2021. ECTA is awaiting one final shipment of 71 meter registers. Replacement registers continue to be installed as ECTA staff's time allows.

**ECTA MANHOLES:** Monarch has completed the eight manhole cones and delivered them to Leon Ray Martin on October 18, 2021. ECTA is awaiting a final schedule for construction/installation from Leon Ray Martin.

**GRANT & FUNDING OPPORTUNITIES:** ECTA is still potentially in line for the Lancaster Watershed Academy funding which would be used for the protection of Well 10.

**ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH:** Administrator Carl has continued his search for viable candidates for ECTA employment in conjunction with ECTA's succession planning process. Multiple resumes have been received and a Personnel Committee meeting was held before tonight's Board meeting to review them.

**METER PITS NOT LOCATED ON OWNER'S PROPERTY:** Letters were mailed to the 16 customers with meter pits located on someone else's private property making them aware of their meter pit location and their responsibility as the property owner. Because of their unique meter pit situation, ECTA will begin reading those accounts monthly starting on October 29, 2021 in an attempt to protect ECTA from needless water loss and those customers from unforeseen high water bills.

**ECTA WATER TREATMENT PLANT TOUR:** On October 18, 2021, ECTA hosted a two-hour tour of ECTA's water treatment plant for 16 Thaddeus Stevens College first-year students and two professors in the Water and Environmental Technology program. Administrator Carl said it went very well and thanked the Board for allowing him to do that. Barring any future restrictions related to COVID-19, a second tour will be scheduled in the Spring for second-year graduating students.

**UPCOMING ECTA BOARD MEETING DATE:** The December 28, 2021 Board meeting falls near the Christmas holiday, so ECTA staff have some concerns with preparing for that meeting because of days off for the holiday and scheduled vacations. Administrator Carl again asked the Board if there was any interest in moving the December meeting date.

- Gerald DeBalko made a motion to move the Tuesday, December 28, 2021 Board meeting to Wednesday, December 22, 2021, second by Samuel Weaver, and carried unanimously.

**2022 TOWNSHIP RENTAL AGREEMENT:** The 2022 Township Rental Agreement for office space and use of the Township building has been received. The rent remains the same as 2021 at \$975.00 per month or \$11,700.00 per year. The rent includes use of all common areas and all utilities except telephone, internet, and cleaning services.

- Richard Shober made a motion to accept the East Cocalico Township's Rental Agreement for calendar year 2022 for office space and building use at 102 Hill Road, Denver, PA at \$975.00 per month, second by Edward Nevling, and carried unanimously.

**SECTION 125 PREMIUM ONLY PLAN:** The Section 125 Premium Only Plan allows employees to have their health insurance payroll deductions paid with pre-tax dollars. To satisfy IRS requirements, this plan must be re-adopted by Resolution each year. The new plan year will run from January 1, 2022 to December 31, 2022. Administrator Carl presented the Adoption Agreement and Resolution No. 2021-10-26 to be approved by the Board.

- J. Bradford Fichthorn made a motion to approve and execute Resolution No. 2021-10-26 adopting the East Cocalico Township Authority's Section 125 Premium Only Plan for the time period of January 1, 2022 to December 31, 2022, second by Edward Nevling, and carried unanimously.

**HEALTH INSURANCE:** ECTA is a member of the Intergovernmental Insurance Cooperative (IIC) administered by Benecon. ECTA's group health insurance plan purchased through the IIC is with Highmark Blue Shield. Recently, the Authority received the 2022 premium adjustment for the insurance plan. As a result of minimal medical claims during 2020 and the first six months of this year, ECTA's overall premium for 2022 will decrease from \$140,448.00 in 2021 to \$138,465.00 in 2022, a reduction of 1.4%. The overall renewal increase for all IIC members for next year is 4.4%. In addition, ECTA received a total reimbursement for the 2020 plan year in the amount of \$71,089.00. Since joining the IIC in July 2014, ECTA has received \$300,541.00 in reimbursements.

**WABASH LANDING PHASE 2:** As a result of many months of communications between the Wabash Landing development consultants and Solicitor Dowd, Engineer Kirkham and Administrator Carl, the Wabash Landing developer submitted four partially-executed Agreements for Board review and final execution: Declaration of Access Easement, Phase 2 Temporary Access Easement, Grant of Temporary Construction Easement and Easement Agreement-Waterline Phase 2. Solicitor Dowd and Engineer Kirkham fielded questions from the Board.

- Gerald DeBalko made a motion to approve and execute the Wabash Landing Phase 2 Declaration of Access Easement, Phase 2 Temporary Access Easement, Grant of Temporary Construction Easement and Easement Agreement-Waterline Phase 2, second by J. Bradford Fichthorn, and carried. Daniel Becker opposed.

**2022 BUDGET MEETING:** A special meeting would normally be scheduled the first week of December for the 2022 draft budget review prior to the regularly-scheduled December Board Meeting. After conferring with Solicitor Dowd to be sure it was permissible, Administrator Carl asked if the Board would object to combining the special budget meeting with the regularly-scheduled Board meeting on November 30, 2021. The Board agreed to combine the meetings.

**ADAMSTOWN BOROUGH:** Administrator Carl received an email from Adamstown Borough asking ECTA to attend a meeting with Adamstown Borough regarding several costly projects they have coming up in 2022. Administrator Carl suggested that a member or two of the Sewer Committee could attend the meeting with him. Chairman Becker said he would like to attend. Once a meeting date is set, Administrator Carl will inform the Board members of the date.

**SUPERINTENDENT'S UPDATE:** A complete copy of the update is on file in the Authority Office. Since Superintendent Kenneth Spitler and Assistant Superintendent Tyler Pannebecker were both absent, Administrator Carl stated that there was a general focus on valve exercising and hydrant flushing.

**PERSONNEL COMMITTEE:** A Personnel Committee meeting was held on October 26, 2021 at 6:15 p.m. The Board will meet in Executive Session at the end of tonight's meeting to discuss personnel matters.

**ENGINEER'S UPDATE:** A complete copy of the update is on file in the Authority Office. Engineer Rachel Kirkham discussed the following from her update:

**AWIA EMERGENCY RESPONSE PLAN (ERP):** CDM Smith will submit the draft ERP later this week and schedule a workshop with ECTA staff to review it.

**WELL M CONSTRUCTION:** PPL finally installed service to the site. The contractor is looking to do some initial startup testing early next week, follow up with training and then move on to the initial source water sampling.

**TANK #4 WATER SYSTEM MODELING:** Engineer Kirkham said she is wrapping up the Tank #4 memo but results are indicating that it is beneficial to keep Tank #4 for the water system and to support fire flows in that area versus eliminating it.

**STEVENS PUMPING STATION EXPANSION:** Construction is continuing. Electrical equipment and conduit installation is underway, including coordination with PPL for the new service. Once the temporary power is installed, the wet well construction can begin. The generator delivery date is still February 2022. Payment Application No. 3 has been submitted by DESCCO (General Contract) in the amount of \$16,702.72. Payment Application No. 2 has been submitted by GSE (Electrical Contract) in the amount of \$27,000.00. Both Payment Applications have been approved and recommended for payment by CDM Smith and are included on ECTA's October 26, 2021 invoice listing.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith will submit the 90% design documents to ECTA for review in early November.

**SLATEWOOD/ZIMMERMAN (LINE ROAD):** CDM Smith approved the Capacity Review & Request Application on October 8, 2021. A follow-up meeting was held on October 26, 2021 with Engineer Kirkham, Administrator Carl, the property owners, their engineers, and the ECT Manager to discuss some of the design concept issues. The initial sketch plan showed about half of the development connecting to ECTA and the other half to the Denver Borough utilities in Weaver Road. That is no longer the developer's intent, so all units will be connected to ECTA's water and sanitary sewer systems.

**SOLICITOR'S UPDATE:** Solicitor Lucy Dowd had nothing additional to report on this month. Her update included the Wabash Landing Phase 2 proposed agreements which were presented by Administrator Carl during his update.

**INVOICES (see attached):** Bills included on the October 26, 2021 ECTA invoice listing were approved for payment on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

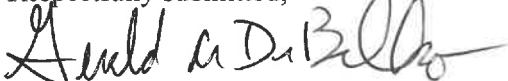
**OLD BUSINESS:**

**DENVER BOROUGH EMERGENCY WATER INTERCONNECTION:** Chairman Becker asked if there has been any recent discussion on the Denver Borough emergency water interconnection now that the Slatewood project is moving forward. Administrator Carl said it was discussed at the October 29, 2021 Slatewood project meeting, but a formal request from Denver Borough has not yet been submitted.

**EXECUTIVE SESSION:** Chairman Becker called an Executive Session at 7:56 p.m. to discuss personnel matters. At 8:15 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 8:16 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

  
Gerald A. DeBalko  
Secretary

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