

# **EAST COCALICO TOWNSHIP AUTHORITY**

## **MEETING MINUTES**

### **NOVEMBER 30, 2021**

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, November 30, 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:	Kenneth Spitler, 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 26, 2021, were approved as presented on motion by Gerald DeBalko, second by Edward Nevling, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The October 2021 Monthly Capacity Reports were approved as presented on motion by Richard Shober, second by J. Bradford Fichthorn, 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 received two quotes from the total of five well drilling contractors solicited last month. The apparent low bidder is Eichelbergers, Inc. at \$16,160 for all three wells (\$5,648 for Well 4 abandonment; \$4,591 for Well 12 abandonment; and \$5,921 for the installation of the Well 4 pump, motor and column piping at Well 10). GeoServices has reviewed the quotes and issued a letter of recommendation. Based upon Administrator Carl's review and agreement with GeoService's recommendation letter, he is recommending Board execution of the Eichelbergers, Inc. Unit Price Proposal dated October 29, 2021 for the total estimated fee of \$16,160.00.

- Samuel Weaver made a motion to approve and execute the Eichelbergers Inc. Unit Price Proposal dated October 29, 2021 for the Well 10 rehab work and Wells 4 & 12 abandonment work for the total estimated fee of \$16,160.00, second by Raymond Wolf, and carried unanimously.

Administrator Carl was notified on November 4, 2021 by DEP's Hazardous Site Cleanup Program Manager that he is putting together a Response Justification Document (RJD) to get the Well 10 site registered for a formal investigation to identify the TCE cause. ECTA continues to work with GeoServices on the required PADEP permitting paperwork for the abandonment of Wells 4 & 12.

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**SCADA & CONTROLS SYSTEM:** A Project Scope Review & Coordination meeting was held with ECTA staff, Keystone, Custom Computer and WATEK Engineering on November 2, 2021. All scopes of work have been clarified and adjusted as needed. Keystone is working on a reconciliation change order; server upgrade work has been completed by Custom Computer; SCADA/OIT screens have been developed and Keystone is looking to install and test the software application they have been working on.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith has continued to progress towards the 90% Design and Permitting Phase completion which were due at the end of October/early November. Engineer Kirkham said the 90% design documents will now be submitted to ECTA by early December.

**STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT:** Coordination has continued with ARRO and PennDot's engineer on the final design and bidding package.

**AWIA EMERGENCY RESPONSE PLAN (ERP):** CDM Smith's original target submission date to ECTA was October 31, 2021; however, CDM Smith is now planning to submit the draft of ECTA's new ERP for ECTA review by the end of the week. The final ERP is due by December 31, 2021.

**EMERGENCY ECTA OFFICE GENERATOR:** A final revised report indicating a new generator and ATS requirement was received from ARRO and reviewed on November 22, 2021. This revised report is a result of ARRO finalizing its efforts under its contract with the Township to evaluate the Township's generator needs. Per continued 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. 9 was held on November 10, 2021. The generator's arrival has been moved from February 2022 to at least June 2022. The next Construction Progress Meeting is scheduled for December 8, 2021.

**WELL M CONSTRUCTION:** Startup and training were accomplished on November 22, 2021 and all parties are in coordination for the upcoming 18-hour pump testing and DEP required MPA water quality sampling program.

**RE-PERMITTING WELLS F, M, 11, 14 & 2A:** The SRBC Docket Renewal Applications for Wells F, M and 11 are just about complete and should be ready for upload and submittal by the end of the week ahead of the December 13, 2021 and January 9, 2022 deadlines.

**SOURCE WATER PROTECTION PROGRAM (SWP):** ECTA will be hosting the Lancaster County Source Water Protection meeting at the water treatment plant on December 7, 2021 which will count as an official meeting for ECTA's upcoming plan that is still in the preparation phase. The next key steps are to hold a Public Education & Planning meeting and complete the review of the Potential Sources of Contamination (PSOC's) list that was issued on August 31, 2021.

**METER REGISTER REPLACEMENT PROJECT:** ECTA is still awaiting one final shipment of 71 meter registers which is being expedited per Administrator Carl's phone conversation with Exeter Supply on November 30, 2021. Another round of letters went out to customers to schedule the replacements which continue to be installed as ECTA staff's time allows.

**ECTA MANHOLES:** Leon Ray Martin has now delivered the manhole cone sections to each specific site and construction/installation is to begin the week of December 6, 2021.

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**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. Administrator Carl was advised by the ECT Manager Mike Hession that the list of eight to ten ECTA projects and cost estimates that ECTA provided to the Township for their consideration for the American Rescue Plan Act (ARPA) Funding were removed from the agenda and not discussed at the ECT Board of Supervisor's meeting on November 4, 2021. Administrator Carl was told to focus on just one or two projects and to submit them for next year's consideration. Mr. Hession explained that the Township did not want to expend any ARPA monies on ECTA projects in order to avoid going through a federal audit since recent ECT stormwater grant monies, coupled with ECT ARPA money, would trigger a dollar amount threshold for a required federal audit.

**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. Several interviews were held, and the next steps in the hiring process are moving forward at this time.

**ADAMSTOWN BOROUGH SEWER BUDGET MEETING:** On November 17, 2021 Administrator Carl and Chairman Becker attended a meeting at Adamstown Borough with the Adamstown Borough Council Sewer Committee to discuss Adamstown's draft 2022 sewer plant budget, their 2022 sewer plant Capital Improvement projects and future sewer plant Capital Improvement projects. The 2022 sewer plant Capital Improvement projects will impact ECTA an estimated \$75,000 in 2022 while future projects will impact ECTA an estimated \$87,000.

**WABASH LANDING PHASE 2:** Administrator Carl, Superintendent Spitler and Engineer Kirkham attended a pre-construction meeting on November 9, 2021. Meeting minutes were received and reviewed with review comments being provided on November 29, 2021. Initial earth work may start in early December 2021.

**ECTA EMPLOYEE RECOGNITION:** As of November 10, 2021, Superintendent Ken Spitler has been employed by the ECTA for 35 years. Administrator Carl acknowledged Superintendent Spitler's service milestone and thanked him for all he has done and continues to do for ECTA.

**SUPERINTENDENT'S UPDATE:** A complete copy of the update is on file in the Authority Office. Superintendent Kenneth Spitler had nothing to add to his report.

**PERSONNEL COMMITTEE:** A Personnel Committee meeting was held on November 16, 2021 at 6:00 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:

**WELL M CONSTRUCTION:** PPL service installation was completed on November 8, 2021. Initial pump start-up and source water sampling was conducted on November 22, 2021. After a half inch rain event, the MPA sampling will be conducted as scheduled by PADEP.

**TANK #4 WATER SYSTEM MODELING:** Engineer Kirkham said she will have the Tank #4 memo submitted for ECTA review by the next Board meeting on December 22, 2021.

**STEVENS PUMPING STATION EXPANSION:** CDM Smith is analyzing some options to deal with the generator delay. Most of the building work is complete. PPL service installation was delayed but is now

scheduled for next week, after which the existing utility pole can be removed to facilitate excavation for the new wet well.

Payment Application No. 4 has been submitted by DESCCO (General Contract) in the amount of \$26,023.30. Payment Application No. 3 has been submitted by GSE (Electrical Contract) in the amount of \$13,977.00. Payment Application No. 5 has been submitted by CHM (HVAC Contract) in the amount of \$14,322.00. All three Payment Applications have been approved and recommended for payment by CDM Smith and are included on ECTA's November 30, 2021 invoice listing.

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

VILLAGE AT EAST COCALICO: Revised plans were submitted for CDM Smith review on November 19, 2021.

425 SOUTH MUDDY CREEK ROAD WAREHOUSE (PREVIOUSLY KASUN/LCSWMA): A Capacity Review and Request Application for a 4 EDU warehouse facility, including sketch plan, was submitted for CDM Smith review on November 4, 2021. In March 2003, it was determined that this property would be permitted to connect to the existing gravity sewer in South Muddy Creek Road, which is tributary to the Pumping Station #4 at the ACME site, instead of constructing a new low pressure sewer towards Rt. 222/Colonel Howard Boulevard. CDM Smith is planning to also allow this project to connect to the existing gravity sewer in South Muddy Creek Road.

36 MUDDY CREEK CHURCH ROAD APARTMENTS: A Capacity Review and Request Application for a 4 EDU apartment building was submitted for CDM Smith review on November 2, 2021.

EARTH, TURF & WOOD: The Board asked about the status of the private well that is being restored at the Earth, Turf & Wood project. Administrator Carl said he has spoken with the ECT Zoning Officer and will follow up with him and the ECT Manager regarding this issue.

**SOLICITOR'S UPDATE:** Solicitor Lucy Dowd had nothing to report on this month.

**INVOICES (see attached):** Bills included on the November 30, 2021 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

**NEW BUSINESS:**

SANITARY SEWER RELIEF REQUEST: The Reamstown Fire Company had higher than normal usage on their October 2021 quarterly water and sewer bill. Harvey Achey said they found and repaired a leaking toilet and asked if consideration could be given on their bill since the Fire Company services and refills ECTA's air tanks for free. After discussion, the Board said there was no basis for sanitary sewer relief and upheld the Rates, Rules & Regulations of the ECTA Sanitary Sewer System. However, the Board suggested that ECTA compensate the Reamstown Fire Company for servicing and refilling ECTA's air tanks.

SANITARY SEWER RELIEF REQUEST: On October 28, 2021, Carl Leid called the ECTA office and requested sanitary sewer relief on his water and sewer account for a leak that occurred at his property in December 2019 and January 2020. Based upon Section VIII.E.3. of the Rates, Rules & Regulations of the ECTA Sanitary Sewer System, which states refunds are limited to a one-year period preceding the

date proper notice is received by the ECTA, ECTA staff denied his request. Mr. Leid then mailed a letter to the Board, dated November 1, 2021, to appeal that decision. After discussing Mr. Leid's extenuating circumstances, the many times ECTA staff attempted to contact Mr. Leid regarding the high use when it originally occurred, and the Rates, Rules & Regulations, the Board could find no basis for sanitary sewer relief and upheld the Rates, Rules & Regulations of the ECTA Sanitary Sewer System.

- Richard Shober made a motion to uphold the Rates, Rules and Regulations of the ECTA Sanitary Sewer System and deny Carl Leid's sanitary sewer relief request on his water and sewer account for a leak that occurred in December 2019 and January 2020, second by David Lutz, and carried. Gerald DeBalko, Edward Nevling and Raymond Wolf opposed.

**EXECUTIVE SESSION:** Chairman Becker called an Executive Session at 7:40 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.

**2022 WATER AND SEWER BUDGET REVIEW:** The Board was presented with a copy of the 2022 Water and Sewer Budgets. Board members reviewed the budgets and asked Administrator Carl and Accountant Shaw questions. The Rate Analysis for the 2022 budget does show a 7.6% increase in the water rate and a 6% increase in the sewer rate. The Board asked Accountant Shaw to also run water and sewer rate tables showing a 2%, 3% and 4% increase, which will be discussed at the next Board meeting. The final 2022 water and sewer budgets will be voted on at the December 22, 2021 Board meeting.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:47 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

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