



BOARD MEETING MINUTES NOVEMBER 29, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, November 29, 2022, 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 June Kinback (one vacancy)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, Lisa Shaw and Jodie Eberly
Visitors: Eric Rosenbaum, Rosetree Consulting
Noah Zimmerman, East Cocalico Township Resident

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

MINUTES: Minutes of the monthly meeting held on October 25, 2022, were approved as presented on motion by Samuel Weaver, second by David Lutz, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: As part of the National Fish & Wildlife Foundation (NFWF) grant, ECTA issued a Request for Proposal (RFP) for consulting services for grant implementation assistance. Eric Rosenbaum with Rosetree Consulting, one of the firms who submitted a RFP, came to the meeting to hear the discussion on the RFP results. They will be discussed during the Administrator's Update.

Noah Zimmerman is an East Cocalico Township resident and ECTA customer who has expressed an interest in filling the vacancy of the Board and came to observe a meeting.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the October 2022 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The October 2022 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Gerald DeBalko, 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) INVESTIGATION: ECTA continues to work with DEP on their TCE investigation process.

WELLS 4 & 12 ABANDONMENT: Administrator Carl and Superintendent Spitler will schedule a follow up meeting with the property owner (Lester Zimmerman) sometime in January 2023 to further discuss the current ECTA property, well building and 1972 Agreement that is in place.

SCADA & CONTROLS SYSTEM: A punchlist review meeting was held November 3, 2022 with Keystone Engineering. ECTA has continued monitoring and testing the system this past month and provided Keystone with additional punchlist items. Keystone continues to address those punchlist items.

The next step is the startup of the Well M RTU with the General Contractor's schedule on the WTP Upgrade Project (approximately mid-December 2022).

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: ECTA's PENNVEST application for water and application for sewer were submitted on time on November 2, 2022. ECTA has worked with Engineer Kirkham to respond to PENNVEST review comments regarding those applications. The Notice to Proceed was issued, with a start date of November 26, 2022 and end date of November 26, 2023. Shop drawing submittals are being reviewed by CDM Smith, and Engineer Kirkham will coordinate a pre-construction meeting sometime by the end of December 2022. Weather permitting, the contractor expects to start construction in January 2023. All piping materials for the project have been received; however, ECTA still awaits delivery of the 11 new Mueller Super-Centurian 250 hydrants.

TANK #4 WATER SYSTEM MODELING: ECTA is still awaiting the Tank #4 hydraulic model report from Engineer Kirkham that ECTA authorized on September 25, 2020.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: ECTA will be attending a Utility Coordination Meeting with PennDOT's contractor (JVI Group) and Engineer on December 5, 2022. The project's start date is still set for March 1, 2023.

EMERGENCY ECTA OFFICE GENERATOR: The Township still anticipates the generator to be delivered within six to nine months from the June 2, 2022 order date (December 2022 to March 2023).

STEVENS PUMPING STATION EXPANSION: The final punchlists were issued by CDM Smith, and the contractors are working on the punchlists. Final reconciliation change orders must be issued by CDM Smith.

WELL M CONSTRUCTION: The final punchlists were issued by CDM Smith, and the contractors are working on the punchlists. Final reconciliation change orders must be issued by CDM Smith.

WATER TREATMENT PLANT (WTP) UPGRADE: Garden Spot Electric and PSI have continued with electrical work and excavation associated with the duct bank for the new generator, generator pad and valve/actuator controls. Equipment and all materials for construction is expected by December 2, 2022, and the valve and piping modifications work is now expected to start the week of December 5, 2022. Garden Spot Electric submitted Payment Application No. 1 in the amount of \$116,658.00, and PSI submitted Payment Application No. 1 in the amount of \$67,192.65. Both Payment Applications were approved and are recommended for payment by WATEK Engineering and Administrator Carl and are included on ECTA's November 29, 2022 invoice listing. Current contract completion date is April 8, 2023; however, generator delivery has been delayed from October 2023 to April 2023, and the dehumidification system delivery has been delayed from November 23, 2022 to February 7, 2023, both due to supply chain issues.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: The project re-bid scheduled for the first week of November 2022 was put on hold until November 2023 due to the delayed delivery of the dehumidification system. Board member Edward Nevling asked if ECTA ever inquired as to whether or not insurance would cover this project. Administrator Carl did not think it would be since the situation was caused by improper paint specifications, poor workmanship, lack of inspection and all warranties for the water treatment plant construction have long since expired. Regardless, Administrator Carl said he would contact ECTA's insurance provider to confirm.

ECTA MEETING MINUTES

November 29, 2022

Page 3 of 6

RE-PERMITTING WELLS 2A & 14: GeoServices has continued with the SRBC Docket Renewal Application work for Wells 2A and 14.

PRIVATE WELLS: The private well topic will move up the priority list once a new ECT Manager is in place, and ECTA can hold an introductory meeting with the new manager and Technicon. Administrator Carl said he has not heard anything on the WICU new office/warehouse/manufacturing building project which would require the completion of the long-outstanding Kurtz Road/Industrial Way waterline loop. He will continue to monitor the status of the WICU project.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley coordinated and held an Emergency Management & Transportation Coordination meeting on November 7, 2022. ECTA is the 2022 recipient of the Pennsylvania Rural Water Association (PRWA) Source Water Protection System of the Year Award. Administrator Carl said this is quite an accomplishment considering ECTA started this process in August 2020 and achieved approval of the SWP plan in March 2022. Since approval, plan implementation mode has been led by Michael Galley. Administrator Carl commended everyone involved in achieving this milestone. A representative from PRWA will present an award to ECTA on December 8, 2022 at 1:00 p.m.

ECTA MANHOLES: Leon Ray Martin Excavating finished the installation of the four (4) remaining manhole cone sections on November 3, 2022. Leon Ray Martin Excavating submitted final invoices in the amounts of \$8,737.50 and \$547.96. The invoices were reviewed and approved for payment and are included on the November 29, 2022 Invoices to be Paid listing.

GRANT & FUNDING OPPORTUNITIES: Regarding ECTA's two ARPA Funding Request Packages, responses to the Lancaster County Planning Department's list of review comments and requests for additional information were submitted by the November 4, 2022 deadline. Administrator Carl understands that the additional information submitted was well received and the applications are now considered to be in a very strong and favorable position. Regarding the Lancaster Watershed Academy grant, students and professors from Thaddeus Stevens will be out to Well 10 to gather survey data so they can complete their "design" for the BMP. Regarding the National Fish & Wildlife Foundation (NFWF) grant, Administrator Carl, Michael Galley and Solicitor Dowd reviewed a 23-page grant agreement from NFWF. ECTA issued a Request for Proposal (RFP) for consulting services for grant implementation assistance associated with agricultural outreach, partnering with local farmers, education and developing nitrate reduction strategies. Two proposals were received by the due date and are under review. Administrator Carl said he will have a formal recommendation on the consulting services award as well as a recommendation to execute the NFWF grant agreement at the December 21, 2022 Board meeting.

PHASED WATER SYSTEM IMPROVEMENTS: ECTA's PENNVEST application for a phased water system improvements project, that would include Kurtz Road, Reamstown Road, Stevens Road and Wabash Road water mains as well as Tank #4 rehab, was submitted on time on November 2, 2022. All review comments were addressed and submitted to PENNVEST by November 18, 2022.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: The design/specifications were finalized October 28, 2022 and delivered to CDM Smith for the November 2, 2022 PENNVEST submission. E&S and Road Opening permit applications and drawings were submitted for agency review and approval. Administrator Carl and Solicitor Dowd continue to work on acquiring easements for this project.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: As the project's coordinator, Administrator Carl has continued working with the Architect, his subconsultants and Township staff. Project status meetings were held with the Architect on November 3, 2022; November 14, 2022; and

ECTA MEETING MINUTES

November 29, 2022

Page 4 of 6

November 21, 2022. Architectural design and all engineering efforts were completed on November 29, 2022, and the project went out to bid. A mandatory pre-bid meeting is scheduled for December 8, 2022. Bids are due by December 19, 2022, to be discussed at the December 21, 2022 Board meeting and during follow up discussions with the Township. Chairman Becker asked if a final cost opinion was submitted, and Administrator Carl said it has not but the Architect continues to work on its completion.

WELL 11 (DRY TAVERN ROAD): Entech is working towards completion of the “final” design and specifications for this streambank stabilization project to be released for bidding the week of December 5, 2022. A mandatory pre-bid meeting will be scheduled in mid- to late-December 2022 with bids anticipated in advance of the January 2023 Board meeting.

ECTA WORK TRUCK: ECTA expects delivery of the new 2022 Ford Super Duty F-350 service truck in early January 2023.

ECTA WORK ANNIVERSARIES: Superintendent Spitler celebrated his 36-year work anniversary on November 10, 2022; Tyler Heck celebrated his 5-year work anniversary on November 13, 2022; and David Beckman celebrated his 4-year work anniversary on November 26, 2022.

2023 ADAMSTOWN BOROUGH BUDGET: Since ECTA still has not received an actual draft budget from Adamstown Borough, ECTA requested preliminary budget numbers and Adamstown provided them via email. The email indicated a “draft” 2023 treatment plant budget of \$877,317 and discussed Adamstown’s 2023 treatment plant capital improvement projects that will impact ECTA. These include a new roof for the treatment plant, raw sewage pump replacements (partially started in 2022) and a new treatment plant SCADA system which total approximately \$516,000. These projects, along with other assumed operational cost increases, appear to be impacting ECTA approximately \$43,000 more than the 2022 budget.

TOWNSHIP BUILDING MOLD ISSUE: The Township received a proposal from Service Master Restore and is moving forward with removal/cleaning/sanitizing of all 10 ceiling mounted HVAC units and HEPA vac cleaning of all ceilings, walls and carpets. The anticipated start date for the HVAC unit work is December 8, 2022.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on November 15, 2022 at 6:00 p.m. to update the Committee on personnel topics. These matters will be discussed during an Executive Session at tonight’s meeting.

BOARD MEMBER RE-APPOINTMENT: Administrator Carl reported that Samuel Weaver has agreed to continue to serve on the ECTA Board for another 5-year term. Chairman Becker will notify the Township’s Board of Supervisors of Mr. Weaver’s re-appointment.

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

WATER MAIN BREAKS: On November 22, 2022, a water main break was repaired in the morning on Stevens Road, and another water main break was repaired in the afternoon on Wabash Road.

WATER ACCOUNTING AND LOSS CONTROL: The Water Accounting and Loss Control Report for July 1 to September 30, 2022 shows unaccounted-for water at 0.39%, and the October 1, 2021 to September 30, 2022 report shows unaccounted-for water at 5.72% for the year.

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: Pumping Solutions, Inc. (general contractor/Contract No. 1) submitted Change Order No. 4 in the credit amount of \$1,110.00, due to removal of pump and motor factory testing requirements, which CDM Smith recommends ECTA approve for payment.

- Richard Shober made a motion to approve Pumping Solutions, Inc. Contract No. 1 Change Order No. 4 for the Well M Construction project in the amount of \$1,110.00, second by Samuel Weaver, and carried unanimously.

Pumping Solutions, Inc. (general contractor) completed their punchlist items and submitted their final Payment Application No. 3 in the amount of \$11,887.19. CDM Smith recommends ECTA approve this payment, which is included on the November 29, 2022 Invoices to be Paid listing.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she made progress on the Tank #4 water system modeling and intended on having it completed by November 29, 2022 but it did not go as planned. She said she will have it completed by December 2, 2022.

PHASED WATER SYSTEM IMPROVEMENTS: Engineer Kirkham said the programmatic financing PENNVEST application was submitted on November 2, and all subsequent comments from PENNVEST were addressed.

STEVENS ROAD BRIDGE WATER MAIN REPLACEMENT: CDM Smith is reviewing submittals and RFIs for the project which was originally designed by ARRO Engineering for ECTA.

STEVENS PUMPING STATION EXPANSION: Engineer Kirkham said CDM Smith issued final punchlists to all three contractors.

STONE GATE: Revised record plans were submitted for review on November 4, 2022, and easement agreements with exhibits were submitted for review on November 10, 2022.

SLATEWOOD/ZIMMERMAN: Engineer Kirkham reported that CDM Smith issued the preliminary plan review letter on November 29, 2022.

PURECYCLE/BLACK HORSE WAREHOUSE: A Capacity Review and Request Application was submitted on September 23, 2022 for a plastics sorting facility at 2180 North Reading Road. The property, which combines multiple parcels, has 7,176 gpd of sanitary sewer capacity and 8,000 gpd of water capacity. The applicant did not request any additional capacity and confirmed that there are no plans to modify the process or increase water usage/wastewater generation in the future. The CRRA was approved on November 10, 2022.

ROECHLING MEDICAL LANCASTER: A Capacity Review and Request Application was submitted on November 18, 2022 for an expansion at the existing facility located at 44 Denver Road.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Engineer Kirkham reported that ECTA still has not received any response from Cocalico Coffee Crafters regarding the requirement to install a commercial grease interceptor and monitoring manhole which are to be installed by January 2, 2023.

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

ECTA MEETING MINUTES

November 29, 2022

Page 6 of 6

INVOICES (see attached): Bills included on the November 29, 2022 ECTA invoice listing were approved for payment on motion by David Lutz, second by Edward Nevling, and carried unanimously.

2023 FLOATING HOLIDAY: After a vote of the employees, Monday, July 3, 2023 was chosen as the Floating Holiday for 2023. The Authority will be closed for business that day.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:34 p.m. to discuss personnel matters. At 7:56 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

2023 WATER AND SEWER BUDGET REVIEW: The Board was presented with a copy of the draft 2023 Water and Sewer Budgets. Should ECTA be granted the PENNVEST funding, the Board was also presented with draft budgets that would include that funding. Board members reviewed the budgets and asked Administrator Carl and Accountant Shaw questions. The Rate Analysis for the 2023 budget does show a 7.7% increase in the water rate and a 6.4% increase in the sewer rate. The final 2023 water and sewer budgets will be voted on at the December 21, 2022 Board meeting.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 9:05 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae