

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

JANUARY 25, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, January 25, 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, Edward Nevling, David Lutz, J. Bradford Fichthorn, Richard Shober and June Kinback (Absent: Gerald DeBalko and Raymond Wolf)
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.

REORGANIZATION: Chairman Becker reported that at the East Cocalico Township Board of Supervisors' Organization Meeting held on January 3, 2022, Raymond Wolf and David Lutz were reappointed to five-year terms on the Authority Board ending December 31, 2026.

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 2022:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel E. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant TreasurerDavid A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerJune C. Kinback

- J. Bradford Fichthorn made a motion to nominate the above slate of Officers and Project Managers for the year 2022, second by David Lutz, and carried unanimously.
- Samuel Weaver made a motion to close nominations, second by Edward Nevling, and carried unanimously.

Chairman Becker asked Richard Shober to cast the unanimous ballot for Reorganization for 2022 which is as follows:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel W. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant TreasurerDavid A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerJune C. Kinback

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A 2022 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 2022.

SOLICITOR: J. Bradford Fichthorn 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 2022, second by Richard Shober, and carried unanimously.

ENGINEER: Richard Shober made a motion to appoint the firm of CDM Smith, Inc., at 280 Granite Run Drive, Suite 160, Lancaster, PA 17601, as Engineer for the Authority for the year 2022, second by June Kinback, and carried unanimously.

AUDITOR: Chairman Becker reminded the Board that they already appointed Brown Schultz Sheridan & Fritz as the Auditor for the Authority for the year 2022 at the August 13, 2020 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 Scott Carl was reappointed as First Alternate for the year 2022. Chairman Becker presented the Committee appointments for 2022. A list of the 2022 Committees is attached hereto.

RECOGNITION OF SERVICE: On behalf of the entire Board, Chairman Becker recognized and thanked Raymond Wolf for his 15 years of service and Samuel Weaver for his 10 years of service on the ECTA Board.

MINUTES: Minutes of the monthly meeting held on December 22, 2021, were approved as presented on motion by J. Bradford Fichthorn, second by Samuel Weaver, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The December 2021 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Richard Shober, 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. Eichelbergers started their on-site work and have removed the well motor, well pump and column piping from Well 4 and relocated all components to Well 10. ECTA is awaiting a construction schedule from Eichelbergers for the Well 10 rehab. DEP is completing the Response Justification Document process which will allow them to move forward with conducting well sampling of the abandoned private wells at 34 Denver Road and 22 Denver Road as part of the TCE investigation. CDM Smith continues to work with GeoServices on the required PADEP permitting paperwork for the Well 4 and 12 abandonment.

SCADA & CONTROLS SYSTEM: Administrator Carl finalized his review of Keystone's reconciliation change order and confirmed that all the adders, deducts and changes have been included. Administrator

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Carl will confirm the final change order amount to the Board at the next Board meeting. Keystone was on site on January 25, 2022 to upload the new Wonderware licenses and applications on the SCADA computers and begin testing and validation of the new application. The cell modems have been caught up in supply chain issues affecting product delivery dates and are now scheduled to ship on February 10, 2022. Once Keystone receives the modems, they will coordinate with ECTA and Custom Computer on the activations and installations in the field.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith issued the 90% Design Drawings to ECTA for review on January 7, 2022. A Design Drawing review meeting was held with CDM Smith and ECTA Staff on January 20, 2022. CDM Smith is preparing meeting minutes and remaining action items for the 90% Design & Permitting Phase. CDM Smith believes the project will still be ready for bid by mid-February, with bids potentially being presented at the March Board meeting.

TANK #4 WATER SYSTEM MODELING: ECTA is still awaiting the hydraulic model report from CDM Smith which was to be submitted for ECTA review by January 14, 2022.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: ECTA received and reviewed PennDot's January 10, 2022 pre-bid construction cost estimate in the amount of \$85,000. With 75% of the construction cost being covered by PennDot, ECTA's portion is estimated at \$21,250. \$30,000 was budgeted for this project. PennDot's bidding of the project is scheduled for Spring 2022.

AWIA EMERGENCY RESPONSE PLAN (ERP): Certification of the Plan to EPA was completed by ECTA on December 23, 2021 ahead of the December 31, 2021 due date. The certified draft plan was reviewed and final comments provided to CDM Smith on January 10, 2022. ECTA awaits the final plan from CDM Smith.

EMERGENCY ECTA OFFICE GENERATOR: This project continues to be looked at as a joint venture with the Township and shall be funded with the Township's ARPA funding. The Township Manager has so far received three quotes from contractors which Administrator Carl reviewed and provided comments. Administrator Carl suggested to the Township Manager that an electrical engineer also review the quotes. It is anticipated that all quotes will be received by the end of the month for review.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 11 was held on January 8, 2022. The generator's arrival is still scheduled for June 2022. ECTA still awaits a revised construction completion schedule from the general contractor. Once that is received, CDM Smith can issue the time extension change orders. The next Construction Progress Meeting is scheduled for February 9, 2022.

WELL M CONSTRUCTION: A punch list and reconciliation change order are being finalized. ECTA is still waiting for final time extension change orders to be prepared by CDM Smith. ECTA is also awaiting official response from DEP on the MPA water quality sampling accomplished December 21, 2021.

RE-PERMITTING WELLS 2A & 14: ECTA continues to work with GeoServices in preparing the next SRBC Docket Renewal Applications for Well 2A by March 9, 2024 and Well 14 by June 3, 2023.

PRIVATE WELLS: The listing of all private wells throughout the system has been updated, and ARRO has incorporated all this data into ECTA's GIS system. Administrator Carl recently met with the Township Zoning Officer to discuss ECTA's Rates, Rules and Regulations pertaining to private wells. As requested by Chairman Becker, Administrator Carl presented to the Board a draft letter to ECTA's Board of Supervisors stating ECTA's concern and position regarding the continued use of private wells

within ECTA's water system. Chairman Becker asked Board members to provide Administrator Carl with any comments so the letter can be finalized and issued to the Township.

SOURCE WATER PROTECTION PROGRAM (SWP): ECTA continues to work with DEP and PA Rural Water's SWP grant program reps and the Conservation District. ECTA hosted a SWP Public Communications Outreach meeting on January 7, 2022. ECTA is still reviewing the draft SWP plan and is coordinating a meeting date for the Municipal & Agricultural Stormwater and Land Use Planning meeting. ECTA also needs to complete the review of the Potential Sources of Contamination list.

METER REGISTER REPLACEMENT PROJECT: ECTA received the final shipment of meter registers on January 3, 2022 (71 registers) which fulfills the total of 861 meter registers ECTA was to receive from the manufacturer because of the faulty register lot. Approximately 130 more letters were recently sent to customers to schedule the replacements, which continue to be installed by ECTA staff as time allows.

ECTA MANHOLES: As of January 14, 2022, four of the eight cone sections have been installed. The other four cone sections were returned to the manufacturer (Monarch) due to unforeseen constructability/connection issues with the lower manhole sections. Four new special-order cones were ordered, which are within approximately \$300 of the cost for the four returned cones.

GRANT & FUNDING OPPORTUNITIES: The Lancaster Watershed Academy grant is still a viable opportunity. Administrator Carl has a site meeting scheduled with Lancaster Watershed Academy representatives on February 2, 2022. Administrator Carl is awaiting a response to his request for a meeting with the ECT Manager to again discuss the Township providing ARPA funding for ECTA projects.

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. Additional resumes are under review and one initial interview is scheduled for next week. A Personnel Committee meeting was held before tonight's meeting to discuss the succession planning.

WATER TREATMENT PLANT ROOF LEAK: Administrator Carl has reviewed construction drawings, specs and construction details and provided pertinent copies to the Architectural Engineer (AE). It was discovered that the vertical flashing and other items were not installed as shown on the drawings and detail. The AE has proposed the installation of a backer rod and sealant system that will be applied to try and fix the issue.

2022 CONSULTANTS' RATES: The 2022 billing rates/schedules for ARRO Consulting, Inc.; Keystone Engineering Group, Inc.; WATEK Engineering Corporation; and GeoServices, Ltd. were presented to the Board at the December 22, 2021 meeting. Administrator Carl requested the Board's approval to continue to utilize these consultants' services on an as-needed basis.

- Samuel Weaver made a motion to accept the 2022 billing rates/schedules as submitted by ARRO Consulting, Inc.; Keystone Engineering Group, Inc.; WATEK Engineering Corporation; and GeoServices, Ltd. and to continue to utilize these professional consultants on an as-needed basis, second by June Kinback, and carried unanimously.

ECTA BY-LAWS: Recently, ECTA's chlorine provider informed ECTA that they will no longer accept check payments and will only accept ACH (automated clearing house/direct deposit), wire or credit card payments. To allow for ACH transactions, the following proposed revision must be made to the ECTA By-Laws: Section 9.C. to be revised to allow for ACH as a payment option. To allow for credit card transactions, the following proposed addition must be made to the ECTA By-Laws: Section 9.D. to be

added to allow for credit card payments. These proposed revisions were given to the Board members at least five days before the meeting as required by the ECTA By-Laws. Administrator Carl presented Resolution No. 2022-01-25 to the Board to approve the Amendments to the By-Laws.

- Richard Shober made a motion to accept and execute Resolution No. 2022-01-25 Approving Amendment of By-Laws allowing electronic transmittal of funds (ACH) and credit cards for payment of paying vendor, manufacturer and supplier invoicing, second by Samuel Weaver, and carried unanimously.

WATER TREATMENT PLANT TOUR: On February 2, 2022, ECTA will be hosting a second plant tour at the water treatment plant for approximately 20 Thaddeus Stevens College second-year students and professors in the Water and Environmental Technology program.

EXTINGUISHMENT OF WATER EASEMENTS: On January 13, 2022, and on behalf of the property owner at 155 North Line Road, ECTA received a formal request from Veronica Dube at Fuehrer Associates requesting the extinguishment of ECTA water line easements that run through the property owner's property and adjacent 135 North Line Road property as part of a Lot Annexation process with the Township. Administrator Carl asked the Board how they would like to proceed. After discussion, the Board requested that Administrator Carl attempt to obtain more specific information and rationale as to why the property owner wants the easements extinguished so the Board can make a more informed decision regarding their extinguishment.

- Samuel Weaver made a motion to table the decision on extinguishment of the water line easements at 155 and 135 North Line Road until ECTA receives more information on the proposed project, second by Edward Nevling, and carried unanimously.

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: Since the beginning of December 2021, there have been five water main breaks repaired by ECTA. Four of the breaks were in areas which are slated for water main replacement in upcoming years.

WATER ACCOUNTING AND LOSS CONTROL: The Water Accounting and Loss Control Report for October 1 to December 31, 2021 shows unaccounted-for water at 8% and the January 1 to December 31, 2021 report shows unaccounted-for water at 6.7% for the year.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on January 25, 2022 at 6:00 p.m. to further discuss succession planning.

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: The electrician is waiting on one final part, so once that is received, the electrical work will be completed. One of the parameters for the sampling that was conducted in December 2021 was overlooked by the lab, so they collected that sample on January 10, 2022.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham did not submit the Tank #4 memo for ECTA review as promised by January 14, 2022. She said she has been making progress towards its completion and will have it submitted for review by the end of next week.

STEVENS PUMPING STATION EXPANSION: Wet well excavation, installation, and backfill is complete. The meter/vault base slab and walls have been poured. CDM Smith has determined that the most cost-effective option to deal with the new generator delay and startup is to have the electrical contractor convert the existing generator for use with the new station until the new generator is delivered in June 2022. The control panel is scheduled to ship in mid-February based on VFD availability.

425 SOUTH MUDDY CREEK ROAD/COLONEL HOWARD BOULEVARD GRINDER PUMP MANAGEMENT PLAN: The Colonel Howard Boulevard Grinder Pump Management Plan was developed in June 2005 to establish a low-pressure sanitary sewer system for 14 properties between Rt. 272 and South Muddy Creek Road. A cost allocation fee was determined for each property which would help pay for the construction of the low-pressure sanitary sewer system. The former Kasun/LCSWMA tract at 425 South Muddy Creek Road is part of this Plan. Engineer Kirkham asked the Board if the current owner should contribute towards the Management Plan in any capacity. After discussion, the Board agreed that the Plan is no longer viable, so there is no need for any other developer to contribute towards the Plan.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith is finalizing the Construction Cost Opinion and will present it at the next Board meeting. Bidding is currently scheduled for March 2022 with results being presented at the March 29, 2022 ECTA Board meeting.

WABASH LANDING PHASE 1: ECTA's Wabash Landing Phase 1 punch list has now been completed. Once the maintenance bond is submitted by the developer and approved, ECTA will be in a position to sign the easements and start the 18-month warranty period.

SLATEWOOD/ZIMMERMAN PROJECT: CDM Smith and ECTA reviewed and provided comments on an initial utility layout that included an alley cross-section and profile. During previous planning meetings, the developer was told that per ECTA's Construction Specifications, they would be required to extend the water main along Weaver Road to the property limits, unless the property is subdivided prior to plan submission. The developer has asked Engineer Kirkham if they could be granted relief from this requirement. The Board instructed Engineer Kirkham to inform the developer that they must submit a formal request directly to ECTA explaining why they are requesting relief from ECTA's requirement to extend the water main to the furthest property line or corner of the development.

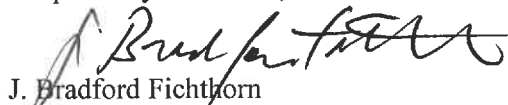
SOLICITOR'S UPDATE:

WAIVER, INDEMNIFICATION & HOLD HARMLESS AGREEMENTS FOR SPRINKLER SYSTEMS: As a reminder to the Board, Solicitor Lucy Dowd gave a brief explanation on the Waiver, Indemnification & Hold Harmless Agreements for Sprinkler Systems.

INVOICES (see attached): Bills included on the January 25, 2022 ECTA invoice listing were approved for payment on motion by David Lutz, second by June Kinback, and carried unanimously.

Since there was no further business to come before the Board, June Kinback made a motion to adjourn the meeting at 7:53 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,



J. Bradford Fichthorn
Assistant Secretary

jae

EAST COCALICO TOWNSHIP AUTHORITY DIRECTORY – 2022

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. (717) 336-1732
Denver, PA 17517 (717) 336-1735 Fax
water@ecocalicotwpauth.com (Answering service in effect from 4:30 p.m. to 8:00 a.m.)

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: 77 Stevens Road, Stevens, PA 17578 (717) 336-4871

AUTHORITY BOARD

	<u>Term Expires</u>
Daniel J. Becker, CHAIRMAN	12/31/25
Samuel E. Weaver, Jr., VICE CHAIRMAN	12/31/22
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
Raymond L. Wolf, PROJECT MANAGER	12/31/26
Richard A. Shober, PROJECT MANAGER	12/31/23
June C. Kinback, PROJECT MANAGER	12/31/23

ADMINISTRATOR:

Scott M. Carl, Sr. (717) 336-1731 Work
scarl@ecocalicotwpauth.com (717) 336-1735 Fax

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:

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280 Granite Run Drive, Suite 160 (717) 560-7525 Fax
Lancaster, PA 17601
Rachel A. Kirkham, P.E. – kirkhamra@cdmsmith.com

AUDITOR:

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

EAST COCALICO TOWNSHIP AUTHORITY
COMMITTEES – 2022

<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 Raymond Wolf</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 Raymond Wolf</p>
<p style="text-align: center;"><u>ADAMSTOWN/EAST COCALICO - SEWER COMMITTEE</u></p> <p>Daniel Becker, Representative Raymond Wolf, Alternate</p>	<p style="text-align: center;"><u>EPHRATA IMG COMMITTEE</u></p> <p>Daniel Becker, Representative Scott Carl, First Alternate</p>
<p style="text-align: center;"><u>DENVER BOROUGH LIAISON</u></p> <p>David Lutz</p>	