



BOARD MEETING MINUTES JULY 26, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, July 26, 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, Raymond Wolf, Richard Shober, and June Kinback
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., Michael Galley, Kenneth Spitler, 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 June 28, 2022, 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 June 2022 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The June 2022 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, 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): As part of the TCE investigation, DEP will conduct well sampling the first week of September 2022 on the abandoned private well at 22 Denver Road (Monyer Electric). Clay Trucking went ahead and independently conducted their own well sampling at their property at 34 Denver Road (Stony Run Warehouse). Test results were non-detect for TCE. Clay Trucking sent the results to DEP, and DEP accepted the results.

WELLS 4 & 12 ABANDONMENT: Multiple options regarding how to proceed with the obstruction encountered at 210 feet were reviewed, and the selected option of drilling through the obstruction to enable full passage to the bottom of the bore hole for appropriate abandonment has been selected at a cost of \$2,889. Eichelbergers has been confirmed for drilling out the Well 12 obstructions and completion of both well abandonments on August 2 and 3, 2022.

SCADA & CONTROLS SYSTEM: There have been some issues with ECTA's current radio system the past couple of weeks. As a result, ECTA began switching over, one site at a time, to the new cellular modems for communication. The estimated complete switch-over date for the wells and tanks is now August 8, 2022 while the Well M RTU startup and testing is now on hold while Keystone awaits delivery of electronic components.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The mandatory pre-bid meeting was held on June 29, 2022. Bids were originally to be received by July 21, 2022, but the bid due date was pushed to August 9, 2022. Based upon final design changes and quantity revisions, a final construction cost estimate in the amount of \$5,422,584 was received from CDM Smith on July 26, 2022. Chairman Becker expressed his concern for how the Authority will be able to pay for this project. Mrs. Shaw said that based on the budget, it was known that the Authority was going to have to seek outside funding to finance some upcoming Authority projects. Administrator Carl noted that the cost estimate does not include the pre-purchase of piping and hydrants through COSTARS at an additional cost of approximately \$675,000. Administrator Carl also noted that 48% of the 8-inch waterline ductile iron pipe (DIP), 100% of the 6-inch waterline DIP, 100% of the 8-inch sewer line P401 epoxy coated DIP and 100% of the 6-inch sewer line P401 epoxy coated DIP have been delivered thus far and ECTA 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: Bids are due by July 28, 2022. An additional 375 feet of 8-inch DIP was added to the COSTARS pre-purchase package for Meadowbrook to cover the pipe needs for this project.

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

STEVENS PUMPING STATION EXPANSION: The final Construction Progress Meeting No. 17 was held on July 12, 2022. The new generator finally arrived on site July 25, 2022. Start up using the permanent generator is scheduled for August 15, 2022.

WELL M CONSTRUCTION: Final punch list items, mainly VFD issues, still need to be addressed.

WATER TREATMENT PLANT (WTP) UPGRADE: The Notices to Proceed were issued on July 11, 2022, with contract completion dates of April 8, 2023. A pre-construction meeting was held at the WTP on July 11, 2022. Shop drawing review and pre-construction coordination is ongoing.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: Entech Engineering has conducted site evaluations and are just about complete with design and specifications which are to be submitted for ECTA review by July 29, 2022.

RE-PERMITTING WELLS 2A & 14: GeoServices continues to work on the SRBC Docket Renewal Applications for Wells 2A and 14.

PRIVATE WELLS: This topic will move up the priority list in the coming months once a new Township Manager is in place and an introductory meeting is held with ECTA and Technicon, the Township's new Zoning and Code Enforcement engineering firm.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues with initiatives and activities under ECTA's SWP.

METER REGISTER REPLACEMENT PROJECT: ECTA staff have replaced 728 of the 861 meter registers. On July 25, 2022, letters were sent to the remaining 133 customers to schedule the replacements, which will continue to be installed by ECTA staff as time allows.

ECTA MANHOLES: ECTA is still awaiting Leon Ray Martin Excavating's schedule for installation of the four (4) remaining manhole cone sections.

GRANT & FUNDING OPPORTUNITIES: ECTA's two ARPA Funding Request Packages will now be re-presented to the Lancaster County Commissioners sometime in early September 2022 along with all other water/wastewater projects submitted by the August 31, 2022 deadline. Mike Galley and Administrator Carl continue to search for other grant/funding opportunities. Administrator Carl will revisit funding opportunities available through PENNVEST.

WABASH LANDING PHASE 2: Entech continues to cover the construction inspection and GPS data capture of all water and sewer facilities.

GPS DATA CAPTURE: Administrator Carl received proposals from GIS consultants for the GPS data capture of ECTA's entire system with prices ranging from \$22,000 to \$92,000, with completion in a two week to two-month time period. However, as a result of ECTA staff's observation of Entech's GPS data capture, it is believed that ECTA staff could perform the GPS data capture at a much lower cost should ECTA purchase their own equipment. Because of this, Administrator Carl will proceed with purchasing GPS data capturing equipment at an estimated cost of \$9,200 (most likely less through COSTARS) as budgeted under the GIS upgrades budget line item. The GPS data capture will be completed by ECTA staff as time allows.

FUEL SHARING CONTRACT: ECTA received the Cocalico School District's fully-executed Contract on July 6, 2022.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: A kick-off conference call was held with the Architect on July 6, 2022. Per a project progress discussion with the Architect on July 25, 2022, they look to complete design and engineering by October 2022, bidding in November 2022 and have bids in hand for discussion at the December 2022 ECTA Board meeting.

ECTA SAFETY COMMITTEE: Members of the newly-established Safety Committee are Administrator Carl, Superintendent Spitler, Mike Galley, Tyler Pannebecker, and Jeremy Weinhold. On July 13, 2022, the Committee went through a formal safety committee training program conducted by ECTA's insurance carrier, The Glatfelter Agency. ECTA awaits receipt of their official certification.

WELL 11 (DRY TAVERN ROAD): Entech Engineering began their site survey and wetlands delineation work, which is estimated to be completed the week of August 8, 2022, with design and engineering starting immediately thereafter.

LOWELL MARTIN (135 EAST CHURCH STREET): The 18-month warranty period for the water and sanitary sewer laterals constructed for the Lowell Martin single-family home project at 135 East Church Street was set to expire on May 8, 2020; however, there were punch list items still outstanding. Those punch list items were resolved on July 7, 2022. All ECTA inspections were satisfactorily completed on July 11, 2022, and there are no outstanding invoices. Administrator Carl requested the Board's approval to release the project's \$1,155.00 cash in lieu of a Letter of Credit and \$1,000.00 in Administrative Water and Sewer Escrow.

- Gerald DeBalko made a motion to end the 18-month warranty period as of July 26, 2022 for the Lowell Martin single-family home project at 135 East Church Street and to return the \$1,000.00 in Administrative Water and Sewer Escrow and release the balance of the cash in lieu of a Letter of Credit in the amount of \$1,155.00, second by Samuel Weaver, and carried unanimously.

2021 CAPACITY REASSESSMENT – RENNINGERS ANTIQUE MARKET: Pen-Ren, Inc. d/b/a Renningers Antique Market has requested that ECTA put on hold or cancel their 2021 Capacity Reassessment charge in the amount of \$32,912.88. Pen-Ren submitted documentation validating that the higher usage in 2021 was the result of toilet leaks and other leaks that have been repaired. After some discussion, the Board made the following motion:

- Edward Nevling made a motion to postpone any action on the Renningers Antique Market 2021 Capacity Reassessment invoice in the amount of \$32,912.88 until the end of the year, then calculate their 2022 Capacity Reassessment in January 2023 instead of April 2023 when they would normally be calculated to determine if additional capacity must be purchased based on the water/sewer usage after the leaks were repaired, and to send Pen-Ren, Inc. a letter informing them of the Board's decision, second by Gerald DeBalko, and carried unanimously.

PLGIT INVESTMENTS: On July 26, 2022, ECTA conducted their second quarterly review meeting with PLGIT representative Matt Conlin. ECTA's current investments, investment rates and terms, as well as market trends and projections were discussed, and ECTA continues to be positioned well.

ECTA CREDIT CARDS: ECTA currently has four Ephrata National Bank (ENB) Visa credit cards. The Office Manager, Superintendent, Assistant Superintendent and Administrator each have a credit card for making purchases. PLGIT has a new Procurement Card (P-Card) program which offers easier access to track usage/purchases and the ability to see actual receipts for services. There are no fees, and cash rebates are offered. It also offers online access and payment options for the administrator of the plan instead of being dependent on the USPS to deliver statements and payments in a timely manner. For these reasons, ECTA plans to start using the new P-Card program in place of the current ENB credit cards. ECTA will also be adding the Accountant as an additional cardholder so bills and purchases can be processed more efficiently. The Administrator will monitor the Accountant's credit card usage. The Board agreed with switching to the P-Card program and allowing the Accountant to become a cardholder.

ECTA WORK ANNIVERSARIES: The following employees recently celebrated work anniversaries: Marc Wright (27 years), Tyler Pannebecker (8 years), and Scott Carl (2 years).

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

WATER SYSTEM MONITORING: Recent water system monitoring sampling at Wells 4 & 12 resulted in a high nitrite level. Even though these wells are turned off and are in the process of being abandoned, the water system monitoring must still be performed. Since the sample was taken from an abandoned line, Superintendent Spitler said that was most likely the reason for the high nitrite level. Subsequent sampling was accomplished with no presence of nitrites.

2022 LEAD AND COPPER SAMPLING: The Lead and Copper sampling was performed. This requirement is on a three-year cycle and includes a minimum of twenty Tier 1 samples. One lead sample came back above the action level. As required, ECTA will notify the property owner and perform follow-up sampling. It was noted that the 90th percentile value of all the water samples taken did not exceed the action level.

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: Keystone is developing an approach to address an issue with the low level and high-pressure local shutoffs.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she made progress on the Tank #4 water system modeling analysis and would like to review it at an upcoming ECTA Water Committee meeting in conjunction with the Crossings at Cocalico development project's low-pressure issue. Engineer Kirkham said she will have the modeling analysis completed by August 5, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Engineer Kirkham explained that the reason the bid due date was extended is because of the time it was taking her to get the project specifications and addenda information completed and posted on PennBid.

CARRIAGE HILL PHASES 3 & 4: CDM Smith issued as-built review comments on July 21, 2022.

TWO COUSINS PIZZA: A Capacity Review & Request Application and plans were reviewed for the Two Cousins Pizza restaurant to connect to the sanitary sewer with a response letter on June 2, 2022.

SOLICITOR'S UPDATE: With the absence of Solicitor Lucy Dowd, there was no update.

INVOICES (see attached): Bills included on the July 26, 2022 ECTA invoice listing were approved for payment on motion by June Kinback, second by David Lutz, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:04 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald DeBalko", written in a cursive style.

Gerald DeBalko
Secretary

jae