



## BOARD MEETING MINUTES AUGUST 30, 2022

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, August 30, 2022, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz, Raymond Wolf and Richard Shober (Absent: Daniel Becker, J. Bradford Fichthorn and June Kinback)  
Solicitor: Absent  
Engineer: Rachel Kirkham, CDM Smith  
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly  
Visitors: None

Vice Chairman Samuel Weaver called the meeting to order at 7:00 p.m.

**MINUTES:** Minutes of the monthly meeting held on July 26, 2022, were approved as presented on motion by David Lutz, second by Richard Shober, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The July 2022 Monthly Capacity Reports were approved as presented on motion by Richard Shober, second by Raymond Wolf, 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 is still scheduled to conduct well sampling on the abandoned private well at 22 Denver Road (Monyer Electric) the first week of September 2022.

**WELLS 4 & 12 ABANDONMENT:** The abandonment activities were completed on August 17 and 18, 2022. Eichelbergers will be submitting the well abandonment paperwork to DCNR this week. ECTA will follow up with notification to SRBC and will submit a Certificate of Construction Completion to DEP. ECTA will have a follow up meeting with the property owner where Wells 4 & 12 were located.

**SCADA & CONTROLS SYSTEM:** All tanks and wells are now switched over from the old radio system to the new cellular modems for communication. Switch over from the old SCADA to the new SCADA is scheduled for September 12 to 24, 2022. Keystone installed the Well M RTU panel on August 11, 2022 and will field install the long-awaited PLC module that is due in early September. Keystone will then coordinate the startup of the Well M RTU with the contractor's schedule for the WTP Upgrade Project.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** To help fund this project, Administrator Carl scheduled and held a planning consultation meeting with PENNVEST and PADEP on August 16, 2022, and will be submitting a PENNVEST application by the November 2, 2022 PENNVEST submission deadline. As a result, the Meadowbrook bid documents had to be revised to include state and federal special bidding requirements should ECTA be successful with the PENNVEST

application and ultimately receive PENNVEST funding. The inclusion of the additional bidding requirements has resulted in having to hold a second pre-bid meeting, which is scheduled for September 6, 2022, and to push the bid due date out to September 15, 2022 to allow for specific notifications and reporting requirements. ECTA will be submitting two separate applications to PENNVEST, one for water and one for sewer. Current rates for a 20-year funding arrangement are 1.743% for the first five years and 2.179% for years six through 20. Regarding the pre-purchase of piping materials for the Meadowbrook and Stevens Road Bridge Crossing projects, Administrator Carl noted that 69% 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 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:** PennDOT received bids July 28, 2022 and awarded a contract to JVI Group. A pre-construction meeting is scheduled for September 8, 2022. With bridge beam delays now looking to be four to five months, March 1, 2023 is the new start date for the detour and bridge closure. The existing bridge will be demolished by end of April 2023 with new beams and decking done by end of May and water line replacement done by end of June 2023. September 6, 2023 is the scheduled bridge re-opening date.

**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.

**STEVENS PUMPING STATION EXPANSION:** The final Construction Progress Meeting No. 18 was held on August 10, 2022. The new generator start-up was completed on August 15, 2022 and on-site construction activities have finally been completed. Formal punch lists must now be prepared/issued by CDM Smith in order to proceed with closing out the project.

**WELL M CONSTRUCTION:** Final on-site work activities, mainly VFD issues, were addressed on August 24, 2022. Formal punch lists must now be prepared/issued by CDM Smith in order to proceed with closing out the project.

**WATER TREATMENT PLANT (WTP) UPGRADE:** Garden Spot Electric, Inc. started conduit work on site August 8, 2022. Shop drawing review and pre-construction coordination is still ongoing. A construction progress meeting No. 1 is scheduled for September 7, 2022. Administrator Carl is now the project coordinator for this project along with the WTP filter and pipe repainting project.

**WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING:** Design plans and specifications were completed and issued by Entech Engineering on August 1, 2022. The plans and specs were revised/finalized, and the project was posted on PennBid August 12, 2022. A mandatory pre-bid meeting was held on August 25, 2022, and bids are due September 22, 2022.

**RE-PERMITTING WELLS 2A & 14:** GeoServices submitted the Alternative Hydraulic Evaluation (AHE) for Well 14 on August 25, 2022, well ahead of the September 30, 2022 target submission date. Well 2A's AHE target submission date is May 1, 2023.

**PRIVATE WELLS:** This topic will move up the priority list in the coming months once a new ECT Manager is in place and ECTA can hold an introductory meeting with 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 829 of the 861 meter registers.

**ECTA MANHOLES:** Leon Ray Martin Excavating's schedule for installation of the four (4) remaining manhole cone sections is tentatively scheduled for early November 2022.

**GRANT & FUNDING OPPORTUNITIES:** ECTA was notified by SRBC on August 12, 2022 that ECTA received a \$7,500 grant to offset the costs of the new cell modems installed as part of the SCADA upgrade. Grant acceptance paperwork was executed and returned to SRBC, and supporting cost documentation is being coordinated with Keystone Engineering for reimbursement filing.

In addition to the PENNVEST applications being submitted for the Meadowbrook project, Administrator Carl is planning to submit an additional PENNVEST application for a "phased water project" by the November 2, 2022 PENNVEST submission deadline. This application would cover Kurtz Road, Wabash Road, Reamstown Road and Stevens Road waterline replacements (which have been continuously pushed for years) and the Tank #4 rehab which has been pushed off for over seven years. Rates for a 20-year funding arrangement for this project would be the same as Meadowbrook at 1.743% for the first five years and 2.179% for years six through 20. To submit this "phased water project" for PENNVEST programmatic financing, only one of the six projects needs to be designed and ready for bid. Therefore, Administrator Carl requested a proposal from Entech Engineering, Inc. to do the design of Kurtz Road as it is number one on ECTA's priority list and was already in the budget for engineering and construction for next year. Administrator Carl received and reviewed a proposal from Entech on August 24, 2022. Since all review comments have been addressed, Administrator Carl finds the "final revised" Entech proposal dated August 26, 2022 to be acceptable and is recommending it for Board approval. Gerald DeBalko asked why the Meadowbrook project was not used as Phase 1 of this "phased water project," since it is already designed and out for bid. Engineer Kirkham explained that with the PENNVEST programmatic financing program, ECTA would have to wait to start construction until loan settlement, which would most likely not be until late February or early March 2023, and ECTA is expecting to start construction on the Meadowbrook project well before then. Engineer Kirkham also noted that one of the PENNVEST requirements is that only American-made piping and materials may be purchased for the projects, so with the long lead times on materials since COVID, that too may cause a delay in construction.

- Gerald DeBalko made a motion to approve and execute the "final revised" Kurtz Road Water Main Replacement proposal from Entech Engineering, Inc. dated August 26, 2022 for the estimated time and materials target fee amount of \$44,900.00; second by David Lutz; and carried unanimously.

**GPS DATA CAPTURE:** Assistant Superintendent Tyler Pannebecker is proceeding with the GPS data capture equipment purchase process (Entech's estimated cost is \$9,200) by first looking for potential, cheaper options through COSTARS or other direct sources.

**ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION:** Administrator Carl has had multiple phone calls with the Architect as well as discussions with Township staff on project status, scope and direction. On August 11, 2022, he received a formal contract from the Architect as a follow up to the Architect's initial proposal letter and concept drawings submitted and approved at ECTA's June 28, 2022 board meeting. The previously approved scope and fee for services of \$66,000 has not changed. Administrator Carl explained that this is a formal contract with the Architect outlining in detail the scope items that the Architect will provide for the project from start to finish. The tentative schedule remains

the same. Since all review comments have been addressed, Administrator Carl finds the “final revised” contract dated August 30, 2022 to be acceptable and is recommending it for Board approval. Some members of the Board again expressed their concerns about spending money on an expansion of a building that ECTA does not even own and re-visited the option of building a new building at the WTP. Administrator Carl explained that there is a large price increase between expanding the Township building vs. at the WTP. Some Board members also again questioned how the total cost of the expansion would be split between the Township, Police and ECTA. Some Board members also questioned if ECTA can even afford to pay for a building expansion considering all other ECTA projects scheduled for the upcoming year and years ahead. Administrator Carl explained that is why he is looking into the PENNVEST funding option and that until actual costs for the building expansion are determined, a lot of these questions cannot be answered. Because of this, Administrator Carl is recommending ECTA keep moving forward with the current design and bidding process which includes the formal contract with the Architect.

- Raymond Wolf made a motion to approve and execute the “final revised” Standard Form of Agreement Between Owner & Architect from David M. Settle, AIA Aurora Architecture dated August 30, 2022 for the stipulated sum amount of \$66,000.00; second by Edward Nevling; and carried unanimously.

**WELL 11 (DRY TAVERN ROAD):** Entech completed the site survey and wetlands delineation work August 12, 2022. The design and permitting phase is now in progress for a streambank stabilization project to protect Well 11 and is anticipated to be complete by September 15, 2022 for ECTA review.

**MORGANSHIRE PHASES 2 & 3 (17 ARABIAN COURT):** The Authority’s administrative requirements for the sanitary sewer lateral relocation project located at 17 Arabian Court, Denver, PA have been satisfactorily completed. The lateral passed ECTA inspection and all invoices have been paid. ECTA is holding cash in lieu of a Letter of Credit in the amount of \$5,981.80 to guarantee construction, as well as \$500.00 in Administrative Sewer Escrow. Administrator Carl requested the Board’s approval to begin this project’s 18-month warranty period and to reduce the cash deposit from \$5,981.80 to \$897.27 (15% of the approved actual cost of construction) to be held, along with the administrative escrow, until the end of the 18-month warranty period.

- Gerald DeBalko made a motion to begin on August 30, 2022 the 18-month warranty period for construction of a relocated sanitary sewer lateral located at 17 Arabian Court, Denver, PA and to reduce the amount of cash held by ECTA to guarantee construction from \$5,981.80 to \$897.27 representing 15% of the approved actual cost of construction; second by David Lutz; and carried unanimously.

**INVOICECLOUD:** ECTA’s new customer and payment processing portal via InvoiceCloud went “live” on August 24, 2022. In addition to cash, check, money order, Visa, MasterCard, Discover, American Express and electronic check, ECTA now also accepts Apple Pay, Google Pay, PayPal and Venmo payments (service fee will continue to apply). Autopay, scheduled payments and pay-by-text are also now available.

**IMG TECHNICAL COMMITTEE MEETING:** Administrator Carl reported that he and Chairman Becker attended the IMG Technical Committee meeting on August 23, 2022. Discussion items included an update on the WWTP #1 solids handling project, 1981/1995 IMA update status, availability of I&I funds per municipality and Ephrata WWTP operations updates.

**ECTA WORK ANNIVERSARIES:** Lisa Shaw recently celebrated her 7-year work anniversary.

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

**WATER TREATMENT PLANT CLEAN-IN-PLACE (CIP) PROCESS:** On August 30 and 31, 2022, ECTA Operators will be performing the annual CIP of the water treatment plant nano filters.

**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 finished their on-site activities on August 24, 2022. Engineer Kirkham reminded the Board that this additional work was at no cost to the Authority.

**TANK #4 WATER SYSTEM MODELING:** Engineer Kirkham said they have been busy with the Meadowbrook project changes and development projects, so she has not completed the Tank #4 water system modeling analysis. She said she will be sure to have it submitted in September 2022.

**STEVENS PUMPING STATION EXPANSION:** The new generator was installed. Garden Spot Electric, Inc. submitted Change Order No. 2 in the amount of \$8,105.07 for the four-month temporary generator rental, which CDM Smith recommends for approval.

- Richard Shober made a motion to approve Garden Spot Electric, Inc. Change Order No. 2 for the Stevens Pumping Station Expansion project in the amount of \$8,105.07; second by Raymond Wolf; and carried unanimously.

**WABASH LANDING PHASE 3:** CDM Smith has been coordinating with ECTA and the design engineer on the review comments.

**COCALICO COFFEE CRAFTERS (11 LONG AVENUE):** A commercial grease interceptor was installed and service line modifications were made without ECTA's knowledge or approval. On August 30, 2022, Engineer Kirkham, Administrator Carl and Superintendent Spitler made a site visit to Cocalico Coffee Crafters to inspect the construction and make sure they are complying with the ECTA and Ephrata Borough Authority commercial restaurant requirements related to the grease trap.

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

**INVOICES (see attached):** Bills included on the August 30, 2022 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by Edward Nevling, and carried unanimously.

**NEW BUSINESS:** An official letter of resignation was received from Raymond Wolf, to be effective October 31, 2022. Being retired, Mr. Wolf is planning to spend time away from the area.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:52 p.m., second by Raymond Wolf, and carried unanimously.

Respectfully submitted,



Gerald DeBalko  
Secretary