

# EAST COCALICO TOWNSHIP AUTHORITY

## MEETING MINUTES

### OCTOBER 8, 2020

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, October 8, 2020, in the 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, Raymond Wolf, Richard Shober and June Kinback (Absent: Gerald DeBalko)
Solicitor:	Lucy Dowd, Lucy Dowd Law
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	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 September 10, 2020, were approved as presented on motion by Richard Shober, second by J. Bradford Fichthorn, and carried unanimously.

Minutes of the advertised, combined Water and Sewer Committee meeting held on September 29, 2020, were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

**TREASURER'S REPORT (see attached):** Accountant Lisa Shaw reviewed the September 2020 financial reports. The reports were approved as presented subject to audit.

**MONTHLY CAPACITY REPORTS (see attached):** The September 2020 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by June Kinback, and carried unanimously.

**ADMINISTRATOR'S UPDATE:** A copy of the update is on file in the Authority Office. Administrator Scott Carl, Sr. reported on the following:

**REFINANCING WATER REVENUE NOTE, SERIES OF 2017:** At the September 10, 2020 ECTA Board meeting, Resolution No. 2020-09-10 refunding and retiring Water Revenue Note, Series of 2017 with Water Revenue Note, Series of 2020 was approved. On September 16, 2020, a final Terms Sheet and Rate Lock Agreement was received and reviewed by ECTA's Bond Counsel Benjamin Ried and Administrator Carl. Per direction of Bond Counsel, both documents were executed and returned to TD Bank the same day as required. A draft Loan Agreement, Note and Closing Papers package was received and reviewed on September 24, 2020, and Administrator Carl provided comments back to Mr. Ried on September 25, 2020. Date for loan closing is confirmed for October 15, 2020.

**WATER TANK #4 (313 PFAUTZ HILL ROAD):** On September 9, 2020, CDM Smith submitted a draft proposal for a hydraulic model analysis to ensure that Tank #4 could be removed without jeopardizing fire flows and pressures in the system (and to conduct the analysis in conjunction with a re-evaluation of the long-term plan from 2005). Administrator Carl and Water Committee Chairman Gerald DeBalko conducted a thorough review of the draft proposal with a not-to-exceed amount of \$5,450.00. Upon receipt and acceptance of the final proposal from CDM Smith on September 23, 2020, Administrator Carl

executed the proposal as authorized per motion made at the September 10, 2020 ECTA Board meeting and instructed CDM Smith to proceed as soon as possible.

**WELL 10 – TCE REMOVAL:** The executed Professional Services Agreement with ARRO Consulting for the design, permitting, bidding and construction of an Air Stripper system at Well 10 was sent to ARRO on September 11, 2020 along with a Notice-To-Proceed. On September 29, 2020 a pre-design kickoff meeting and site evaluation was held with ARRO. The preliminary design and construction cost estimates are due by October 29, 2020.

**WELL 10 – TCE SOURCE INVESTIGATION:** To help determine the possible sources(s) and/or location(s) of the Well 10 TCE contamination, Administrator Carl contacted GeoServices to discuss the situation. GeoServices submitted a proposal dated September 14, 2020 to conduct a preliminary investigation for the TCE source polluting Well 10. Administrator Carl reviewed the proposal, and it was also discussed at the combined Water and Sewer Committee meeting on September 29, 2020. The proposal, which was presented to the full Board at tonight's meeting, is recommended for approval by Administrator Carl and the Water Committee.

- Richard Shober made a motion to approve the September 14, 2020 proposal from GeoServices to conduct a preliminary investigation for the TCE source polluting Well 10 for the estimated amount of \$1,850.00, second by Samuel Weaver, and carried unanimously.

**SCADA & CONTROLS SYSTEM:** As a follow up to multiple meetings with staff and Keystone Engineering Group in September and Administrator Carl's request for a proposal, on October 8, 2020, Keystone Engineering submitted a proposal to provide a "Preliminary Engineering Report" to upgrade the SCADA System and to integrate ECTA's sewage pump stations and flow meter vaults into the upgraded SCADA system at an estimated cost of \$7,500.00. Administrator Carl thoroughly reviewed the proposal and recommends approval.

- Samuel Weaver made a motion to approve Keystone Engineering Group's proposal for a "Preliminary Engineering Report" for an upgraded SCADA system and to integrate ECTA's sewage pump stations and flow meter vaults into the upgraded SCADA system at an estimated cost of \$7,500.00, second by David Lutz, and carried unanimously.

**TRU BY HILTON-DENVER (400 NORTH REAMSTOWN ROAD):** The 18-month warranty period for the Tru By Hilton-Denver project at 400 North Reamstown Road was set to expire on May 8, 2020; however, there were multiple punch list items still outstanding. All ECTA inspections were satisfactorily completed on September 28, 2020, and all invoices have been paid. Administrator Carl requested the Board's approval to release the \$1,514.00 cash in lieu of a Letter of Credit and \$5,000.00 in Administrative Water and Sewer Escrow.

- June Kinback made a motion to end the 18-month warranty period for the Tru By Hilton-Denver project at 400 North Reamstown Road, Denver as of September 28, 2020 and to return the \$5,000.00 in Administrative Escrow and release the balance of the cash in the amount of \$1,514.00, second by J. Bradford Fichthorn, and carried unanimously.

**MEADOWBROOK WATER & SEWER PROJECT:** At the combined Water and Sewer Committee meeting on September 29, 2020, it was the recommendation of the Committee members to move forward with the design and bidding of a "combined" water and sanitary sewer project focused in the Meadowbrook development. This recommendation is with the specific understanding that the project be designed and bid in a format that breaks down the project into major elements allowing ECTA to receive, review and award "all" or only selected portions of the bid at ECTA's discretion based upon actual bid

costs and available finances at the time bids are received. It is also recommended the project be bid as two separate contracts, one for "General" water and sewer line replacement and one for "CIPP" lining work, and that the bid documents be written in a manner that will require the "General" contractor to be the overall Project Manager responsible for the successful completion and coordination of the overall project and subsequent paving activities. Administrator Carl has reviewed this potential future Meadowbrook project with the Township's Roadmaster to coordinate with any future paving projects ECT may have in that area. Administrator Carl recommends that the Authority move forward with this "combined" project by obtaining a formal, written proposal from CDM Smith to be presented at the November ECTA Board meeting. The Board agreed with the recommendation.

**2021 TOWNSHIP RENTAL AGREEMENT:** The 2021 Township Rental Agreement for office space and use of the Township building has been received. The rent remains the same as 2020 at \$975.00 per month or \$11,700.00 per year. The rent includes use of all common areas and all utilities except telephone, internet, and cleaning services.

- J. Bradford Fichthorn made a motion to accept the East Cocalico Township's Rental Agreement for calendar year 2021 for office space and building use at 102 Hill Road, Denver, PA at \$975.00 per month, second by David Lutz, and carried unanimously.

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

**WELL 11 & WELL F:** As part of the Well 11 re-permitting process, ECTA has increased water withdrawal from Wells 11 and F throughout September. As a result, water levels of the other ECTA wells have generally increased or have remained unchanged. Well F levels have decreased slightly, approximately three feet.

**WATER VALVE REPAIRS:** As a result of ECTA water valve exercising, deteriorated bolts and nuts were discovered and replaced on three water system 6" gate valves located in the Bunker Hill Road and Meadowlark Drive intersection.

**ENGINEER'S UPDATE:** A copy of the update is on file in the Authority Office. Engineer Rachel Kirkham reported on the following:

**WELL M DEVELOPMENT:** The project went out to bid on PennBid on September 21, 2020. Bid opening was held on October 7, 2020 at 2:00 p.m. via PennBid. Two bids were received for the general construction part of the project with PSI Pumping Solutions, Inc. the apparent low bidder at \$223,750.00. Seven additional bids were received for the electrical construction part of the project with Shannon A. Smith, Inc. the apparent low bidder at \$102,000.00. Both low bids were close to CDM Smith's opinion of probable cost for each contract. CDM Smith submitted a bid tabulation sheet for the Board's review. Pending review by ECTA's Solicitor, Administrator, and Engineer, CDM Smith requests authorization to issue the Notice of Intent to Award to the approved low bidder for each contract.

- J. Bradford Fichthorn made a motion to authorize issuance of the Notice of Intent to Award to the two approved low bidders for each contract, pending review of the bonds and all other documents by ECTA's Solicitor, Administrator and Engineer, second by Samuel Weaver, and carried unanimously.

**GEHMAN BASIN I&I INVESTIGATION:** Snyder Environmental provided the final manhole database but is still compiling the final pipe database. Change Order No. 1 has been prepared, which includes a

credit for portions of the scope that were eliminated. Change Order No. 1 is in the amount of -\$4,130.33, which reduces the final contract amount to \$310,609.67.

- Samuel Weaver made a motion to approve Change Order No. 1 for the Gehman Basin I&I Investigation project in the amount of -\$4,130.33, reducing the final contract amount to \$310,609.67, second by Raymond Wolf, and carried unanimously.

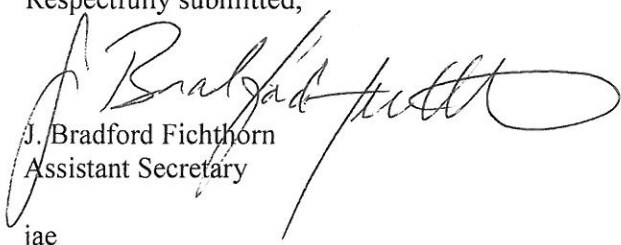
STEVENS PUMPING STATION EXPANSION: This project went out to bid via PennBid on October 8, 2020 with a bid opening date of November 6, 2020. The pre-bid meeting is scheduled for October 26, 2020.

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

**INVOICES (see attached):** Bills listed on ECTA Invoices to be Paid were approved for payment on motion by David Lutz, second by J. Bradford Fichthorn, and carried unanimously.

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

Respectfully submitted,

  
J. Bradford Fichthorn  
Assistant Secretary

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