

**EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
SEPTEMBER 10, 2020**

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, September 10, 2020, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz, J. Bradford Fichthorn, Raymond Wolf, and Richard Shober (Absent: June Kinback)
Solicitor:	Absent
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	Kenneth Spitler, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors:	Stephen Flaherty, RBC Capital Markets, LLC Benjamin Ried, Eckert Seamens

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

MINUTES: Minutes of the monthly meeting held on August 13, 2020, were approved as presented on motion by Gerald DeBalko, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT:

REFINANCING WATER REVENUE NOTE, SERIES OF 2017: A new refinancing option was presented to the Board. TD Bank has proposed a 10-year amortization with a 1.55% fixed rate, pre-payable option without penalty. This option will assume the \$2,000,000 upfront prepayment from the sewer fund that was approved at the March 12, 2020 ECTA Board meeting. Steve Flaherty with RBC Capital Markets, LLC, reviewed the current proposed terms of lending with the Board. ECTA's Bond Counsel, Benjamin Ried with Eckert Seamans, also reviewed this newest refinancing option with the Board and the Net Present Value Savings that was calculated at \$992,191. Mr. Ried presented the Board with a Resolution to authorize the refinancing to proceed.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2020-09-10 refunding and retiring Water Revenue Note, Series of 2017 with Water Revenue Note, Series of 2020 with a maximum principal amount of \$2,800,000 after applying an amount not to exceed \$2,000,000 from the sewer fund, accepting the TD Bank 1.55% fixed rate, pre-payable without penalty option. If a higher rate is formally proposed, Mr. DeBalko further moves that determination of acceptability be made by the Authority Administrator in consultation with the Authority Chairman and Authority Bond Counsel. and authorizing Administrator Scott Carl, Sr. to sign any required documents regarding the refinancing rate lock and final terms sheet on behalf of the Board, second by Richard Shober, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The August 2020 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, 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:

CYBERSECURITY: Administrator Carl and Accountant Lisa Shaw attended PMAA's Cybersecurity and Disaster Recovery Solutions webinar. Administrator Carl and Mrs. Shaw then met with Jeremy Brewer from Custom Computer on August 18, 2020 to review the Authority's protection from a cyberattack and the Authority's ability and timeliness to recover from an attack should one occur. Custom Computer has the Authority well protected through multiple levels of virus and security protection and extensive backup capabilities. The Authority could completely recover from a cyberattack within 24 hours or less.

SOFTWARE UPGRADE: On August 20, 2020, the Authority upgraded from Microsoft Office 2010 to Microsoft Office 2020. An additional upgrade to replace the network server hardware, which is becoming antiquated and reaching its capacity limit, will be planned and budgeted for in 2021.

WELL 10: On August 19, 2020, ARRO Consulting submitted their Well 10 TCE Removal Alternatives Analysis. This analysis evaluated multiple alternatives as was requested by the Board at the July 9, 2020 Board meeting. After review by Administrator Carl, he is in agreement with ARRO's recommendation to proceed with the design, permitting, bidding and construction of an air stripper system as identified in the analysis. Administrator Carl then reviewed the previously submitted ARRO proposal from June 30, 2020 for an air stripper system. All of his comments and suggested scope changes/inclusions were incorporated by ARRO, and a revised "final" proposal was submitted and reviewed. Administrator Carl presented the Professional Services Agreement from ARRO Consulting, Inc. to the Board and recommends the Board approve the Agreement.

- Gerald DeBalko made a motion to approve and execute the Professional Services Agreement from ARRO Consulting, Inc. for design, permitting, bidding and construction phase engineering services for an air stripper system at Well 10 for a not-to-exceed amount of \$68,907.00, second by J. Bradford Fichthorn, and carried unanimously.

RISK & RESILIENCY ASSESSMENT (RRA): As part of the PMAA virtual Annual Conference, Administrator Carl and Superintendent Spitler attended the Risk & Resiliency Assessment webinar. The Authority is required to certify completion of its RRA by June 30, 2021 and complete a follow up Emergency Response Plan by December 30, 2021. There will be no relaxation on the due dates and daily penalties for non-compliance (per PMAA webinar) could be \$25,000 per day. Administrator Carl has contacted CDM Smith to assist the Authority with the completion of the RRA. CDM Smith will be submitting a proposal over the next couple of months for review.

OCTOBER 2020 QUARTERLY WATER AND SEWER BILLING: Acknowledging the financial hardship caused by the Coronavirus, at the April 9, 2020 and June 11, 2020 Board meetings, the Board approved to waive the 10% late penalty, daily interest and turnoff of water service for the April 2020 and July 2020 quarterly water and sewer billings. Administrator Carl asked the Board if they wanted to continue this with the October 2020 quarterly water and sewer billing which will be mailed October 15, 2020. After discussion, the following motion was made:

- Gerald DeBalko made a motion to waive the 10% late penalty along with daily interest charges for the October 2020 quarterly water and sewer billing and any previous past due amounts and to continue suspension of water turnoff procedures for nonpayment, second by Samuel Weaver, and carried unanimously.

WATER TANK #4 (313 PFAUTZ HILL ROAD): On September 9, 2020, CDM Smith provided a draft proposal for a hydraulic model analysis of the water system (to ensure water tank #4 could be removed without jeopardizing fire flows, pressures and water supply in the system and to conduct the analysis in conjunction with a re-evaluation of the long-term plan from 2005) with a not-to-exceed amount of \$5,450.00. After review and acceptance of the proposal by Administrator Carl, Water Committee Chairman Gerald DeBalko and the Water Committee, Administrator Carl requested the Board allow him to execute the final proposal so CDM Smith can proceed as soon as possible.

- J. Bradford Fichthorn made a motion to authorize Administrator Scott Carl, Sr. to execute the final CDM Smith proposal for a hydraulic model analysis of the Authority's water system upon receipt, contingent upon all review comments from Authority Administrator, Water Chairman Gerald DeBalko, and Water Committee being incorporated, second by David Lutz, and carried unanimously.

SUPERINTENDENT'S UPDATE: A copy of the update is on file in the Authority Office. Superintendent Spitler had nothing to add to his report.

COMBINED WATER & SEWER COMMITTEE MEETING: A combined water and sewer committee meeting will be held on Tuesday, September 29, 2020 at 7:00 p.m. to discuss the final scope of work for the combined Meadowbrook area water and sewer project as a result of the Gehman Basin I&I investigation. This meeting will be advertised.

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: CDM Smith is working on the final drafting revisions, finalizing the project schedule and planning to bid as soon as next week.

MEADOWBROOK AREA WATER MAIN REPLACEMENT: CDM Smith prepared a budgetary project cost estimate in the amount of \$2,729,300 for water main replacement in conjunction with the sewer improvements identified in the Gehman Basin I&I investigation in Scenic Drive, James Drive, James Circle, and Lynda Drive along with Connie Drive, Frederick Street, and Kurtis Street. For 2020-2022, ECTA previously budgeted \$1,782,000 for the water main replacement work in Scenic Drive, James Drive, James Circle, and Lynda Drive.

MEADOWBROOK AREA SEWER REHABILITATION & REPLACEMENT: CDM Smith prepared a budgetary project cost estimate in the amount of \$2,099,500 for the sewer improvements identified in the Gehman Basin I&I investigation in Scenic Drive, James Drive, James Circle, and Lynda Drive along with Connie Drive, Frederick Street, and Kurtis Street. For 2020-2021, ECTA had previously budgeted \$1,550,000 for assumed high priority sewer improvements in area. The cost estimate includes all recommendations in the project areas (high, medium, and low priorities).

GEHMAN BASIN I&I INVESTIGATION: CDM Smith received the final comprehensive set of data from Snyder Environmental today. CDM Smith will review the information and provide a final change order at the September Board meeting.

STEVENS PUMPING STATION EXPANSION: CDM Smith is working on final plan and spec revisions for internal review in mid-September with a proposed bid date in late September 2020.

WABASH LANDING PHASE 2: Plans were resubmitted by the developer's engineer on August 25, 2020.

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HEATHERWOODS PHASE 3: A resubmittal was provided by Abel Construction proposing Spraywall as the interior lining in place of the cast-in-place PVC/HDPE liner that is required for the two manholes in Heatherwoods Phase 3, which CDM Smith again rejected. CDM Smith coordinated with ECTA staff, the ALT-liner contractor, and another engineer regarding the ALT-liner application. ECTA's requirements for the lining were reinforced by Administrator Carl in email correspondence with Abel Construction.

MEMBER'S FIRST FEDERAL CREDIT UNION: CDM Smith reviewed the record plans and provided comments on September 2, 2020.

RED RUN EXHAUST: Plans were resubmitted on August 18, 2020. The Capacity Review and Request Application was approved and additional plan review comments were provided by CDM Smith on September 2, 2020.

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

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

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:02 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae