

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
AUGUST 13, 2020

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, August 13, 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, Raymond Wolf, Richard Shober and June Kinback (Absent: J. Bradford Fichthorn)
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 July 9, 2020, were approved as presented on motion by Richard Shober, second by David Lutz, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The July 2020 Monthly Capacity Reports were approved as presented on motion by David Lutz, 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:

2020, 2021 & 2022 AUDITS: The Authority received an engagement letter from Brown Schultz Sheridan & Fritz (BSSF) to conduct the annual audit for the years ending December 31, 2020, 2021, and 2022 at a not to exceed fee of \$17,500.00, \$17,850.00, and \$18,200.00 respectively. Administrator Carl recommended contracting with BSSF for the next three years.

- Samuel Weaver made a motion to approve Brown Schultz Sheridan & Fritz as the Authority's auditor for the years ending December 31, 2020, 2021, and 2022 at a not to exceed fee of \$17,500.00, \$17,850.00, and \$18,200.00 respectively, second by Edward Nevling, and carried unanimously.

CHECK SIGNERS: With the retirement of Terry Reber, his name will be removed from the list of authorized signers for the Authority's checking accounts at Ephrata National Bank and Fulton Bank. Administrator Carl should be added to the list of authorized signers at both banks. Other authorized check signers are: Daniel Becker, Edward Nevling, Samuel Weaver, and Jodie Eberly.

- Gerald DeBalko made a motion to remove Terry W. Reber from the authorized list of check signers at Ephrata National Bank and Fulton Bank, and add Scott M. Carl, Sr. to the authorized list, second by Richard Shober, and carried unanimously.

PLGIT: The Authority maintains four accounts with the Pennsylvania Local Government Investment Trust (PLGIT). With the retirement of Terry Reber, his name will be removed as one of the Authority's

contact persons and also as one of the Authority's representatives with permission to manage the accounts. Administrator Carl should be added to the list and given permission to manage the accounts. Other contact persons are: Edward Nevling, Daniel Becker, and Lisa Shaw.

- Gerald DeBalko made a motion to remove Terry W. Reber and to add Administrator Scott M. Carl, Sr. as a contact person with permission to manage the Authority's PLGIT accounts, second by Samuel Weaver, and carried unanimously.

HIPAA PRIVACY OFFICIAL & SECURITY OFFICER: The Administrator serves as the Privacy Official and Security Officer for all Health Insurance Portability and Accountability Act of 1996 (HIPAA) issues. Since the Authority's health insurance plan is considered to be a form of self-insurance, the Administrator is also the Authority's contact person for any privacy issues that may arise related to employee health issues. With the retirement of Terry Reber, his name will be removed and Administrator Carl should be appointed as the Privacy Official, Security Officer and contact person for privacy issues.

- Gerald DeBalko made a motion to remove Terry W. Reber and appoint Authority Administrator Scott M. Carl, Sr. as the Authority's Privacy Official, Security Officer and primary contact person for the purpose of implementing all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), second by Edward Nevling, and carried unanimously.

COMPLIANCE OFFICER: To ensure that interest on Authority-issued tax-exempt obligations remains tax-exempt and to ensure compliance with Continuing Disclosure Undertakings, the Authority adopted post-issuance compliance procedures under Authority Resolution No. 2016-09-08-1. The Administrator of the Authority is the Compliance Officer and is responsible for implementation of the post-issuance compliance procedures. With the retirement of Terry Reber, his name will be removed and Administrator Scott M. Carl, Sr. should be appointed as the Compliance Officer.

- Gerald DeBalko made a motion to remove Terry W. Reber and appoint Administrator Scott M. Carl, Sr. as the Authority's Compliance Officer to ensure compliance with continuing disclosure requirements related to Authority-issued tax-exempt obligations, second by June Kinback, and carried unanimously.

DEFERRED COMPENSATION PLAN CONTACT PERSON: With the retirement of Terry Reber, his name will be removed and Administrator Carl should be appointed as the contact person for the Authority's Deferred Compensation Plan administered through Voya Financial.

- Gerald DeBalko made a motion to remove Terry W. Reber and appoint Administrator Scott M. Carl, Sr. as the Authority's contact person with Voya Financial for administration of the Authority's Deferred Compensation Plan, second by Samuel Weaver, and carried unanimously.

MUNICIPALITY – AUTHORITY WORK TRUCK: The Municipality online auction for the Authority's 2005 GMC Sierra 1500 work truck began on July 20, 2020 and ended on August 5, 2020, with a winning bid of \$5,177.00. Title has been transferred, and the truck was removed from the Authority's insurance policy.

WELLHEAD PROTECTION ZONE AT WELL M: On August 4, 2020, a meeting was held on the property of Elmer Kauffman at 90 Short Road in Stevens. In attendance were Administrator Carl, Superintendent Spitler, Special Counsel Kurt Williams (Salzman/Hughes), property owner Elmer Kauffman and tenant farmer Steve Wenger (Wen-Crest Farms). The purpose of the meeting was to generally review the Well M project history/status, the Wellhead Protection Zone (WPZ) Easement and drawings, WPZ requirements/farming restrictions and the outstanding/unsigned Solicitor Lucy Dowd Letter of Understanding and Compliance dated April 29, 2020. Mr. Kauffman signed the Letter of Understanding and Compliance. The Authority will be closely coordinating the project and construction

schedule with Elmer Kauffman and the tenant farmer and they will in turn accommodate the Authority with removal of crops, site access and compliance with farming restrictions.

GENERAL UPDATE: Administrator Carl provided the Board with a brief update on the multitude of Authority in-house projects and developer projects that are in the works and stated that the Authority will have a busy schedule for the next couple of years.

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

WATER LATERAL BREAK: On August 3, 2020, a water lateral break was repaired at Kyma Seafood on Kurtz Road.

WATER COMMITTEE: The Water Committee met on July 22, 2020 to discuss the Tank #4 Feasibility Study and water lateral materials.

WATER TANK #4 (313 PFAUTZ HILL ROAD): Administrator Carl gave a brief synopsis of the tank alternatives followed by additional information from Water Committee Chairman Gerald DeBalko. Option 1 to remove the tank from the system is the favored option by the Committee. Administrator Carl recommended that he develop a scope of work with CDM Smith for a hydraulic model analysis of the water system to ensure the tank 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. Administrator Carl will meet with CDM Smith to develop a required scope of work, and CDM Smith will provide a proposal for presentation at the September Board meeting.

SEWER COMMITTEE: The Sewer Committee met on August 4, 2020 to discuss the Gehman Basin I&I investigation project, the Stevens Pumping Station expansion project, Lot 81 in the Morganshire Development and manhole repairs that still need to be addressed in Phase 3 of the Heatherwoods development. Administrator Carl gave a brief synopsis of the meeting followed by additional information from Engineer Kirkham. A more detailed discussion was presented during the Engineer's Update.

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 finalizing the project schedule with a proposed bid date in late August 2020. The bid will include CDM Smith's as well as Watek's portion of the project.

WELL 12 DEP PERMITTING: CDM Smith is assisting Geoservices with the permit application and design engineer's report for the minor amendment to the public water supply permit to change Well 12 to reserve status. After discussion at tonight's meeting, the Board decided to put this reserve status on hold until further pump testing of the Authority's other wells is completed.

GEHMAN BASIN I&I INVESTIGATION: Snyder Environmental has still not provided the final comprehensive set of data. The Meadowbrook development was selected as the area for the first sewer replacement/rehabilitation project. All low, medium and high priority recommendations will be addressed in a single project and combined with a water main replacement project in that same area since the Township has slated this area for repaving in the next couple of years. The Sewer Committee requested CDM Smith provide cost estimates for this combined project by the end of August 2020 for the Committee's review and presentation at the September Board meeting.

ECTA MEETING MINUTES

August 13, 2020

Page 4 of 4

STEVENS PUMPING STATION EXPANSION: PADEP issued the Water Quality Management Permit on July 21, 2020. The waiver request for land development planning was approved by the ECT Board of Supervisors with conditions. CDM Smith is finalizing the project schedule with a proposed bid date in late September 2020 or earlier if possible. The construction cost estimate will be updated with the most recent changes prior to bidding.

WABASH LANDING PHASE 2: CDM Smith has been coordinating with the developer's engineer on the Phase 2 plan review comments.

BEILER PROPERTIES: CDM Smith is reviewing submitted shop drawings.

DENTECH INDUSTRIAL: CDM Smith is reviewing submitted shop drawings.

CARRIAGE HILL: CDM Smith and Authority staff attended the preconstruction meeting on July 22, 2020. The construction cost estimate was approved on August 7, 2020. CDM Smith is reviewing construction submittals.

RED RUN EXHAUST: CDM Smith submitted plan review comments on August 13, 2020.

VILLAGE OF EAST COCALICO: A Capacity Review and Request Application was submitted on July 27, 2020 for the Village of East Cocalico development, which is located off of South Muddy Creek Road. There are 124 EDUs proposed for the development.

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 Richard Shober, second by Samuel Weaver, and carried unanimously.

OLD BUSINESS:

WELL 10: ARRO Consulting will be finalizing and issuing the Well 10 trichloroethane (TCE) study the week of August 17, 2020.

NEW BUSINESS:

RISK & RESILIENCY ASSESSEMENT (RRA): Administrator Carl advised the Board that an EPA-mandated RRA will need to be completed by December 31, 2021 for the Authority's water system and that he will begin looking into the requirements.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:55 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae