

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
MAY 14, 2020

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, May 14, 2020, via Zoom video conferencing.

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: Lucy Dowd, Lucy Dowd Law
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Kenneth Spitler, Tyler Pannebecker, Jeremy Weinhold, Lisa Shaw, and Jodie Eberly
Visitors: Ben Movahed, WATEK Engineering

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

MINUTES: Minutes of the monthly meeting held on April 9, 2020, were approved as presented on motion by David Lutz, second by Edward Nevling, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT:

WATER TREATMENT PLANT & CONTROL MODIFICATIONS: Ben Movahed from WATEK Engineering gave a PowerPoint presentation explaining the proposed water treatment plant and control modifications. Authority staff will meet with Mr. Movahed and Engineer Kirkham to determine a combined schedule for bidding this project as well as the Well M development project.

- J. Bradford Fichthorn made a motion to authorize bidding of the water treatment plant and control modifications project pending Administrator Terry Reber's approval, second by Gerald DeBalko, and carried unanimously.

TREASURER'S REPORT (see attached): Administrator Terry Reber reviewed the April 2020 financial reports. The reports were approved as presented subject to audit.

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

ADMINISTRATOR'S UPDATE: A copy of the update is on file in the Authority Office. Administrator Terry Reber reported on the following:

WATER USAGE OF MONTHLY CUSTOMERS DURING COVID-19 PANDEMIC: Administrator Reber presented the Board with a spreadsheet showing monthly water usage over the last year for the Authority's monthly commercial, industrial, and residential customers. The overall decrease in water usage for the Authority's monthly customers during April 2020 was 626,000 gallons or 8.6% which equals \$4,288.10 in lost water revenue.

VEHICLE & EQUIPMENT STORAGE GARAGE: Amric Construction, Inc. has completed the project. The Authority has received the Certificate of Occupancy from Commonwealth Code Inspection Service (the Township's building inspector). Garden Spot Electric has also finished their punchlist work

including the motorized gate. Amric has submitted their final payment application, Payment Application No. 4, in the amount of \$7,930.23 which has been approved by ARRO Consulting and recommended for payment. This Payment Application is included on the Invoices to be Paid listing. A Certificate of Substantial Completion dated May 1, 2020 and approved by ARRO Consulting for Amric Construction, Inc. is available for signature.

- Samuel Weaver made a motion to approve the Certificate of Substantial Completion dated May 1, 2020 for Amric Construction, Inc. for the Authority's equipment storage garage at 77 Stevens Road, Stevens, PA and to allow Administrator Terry Reber to execute the certificate on behalf of the Board, second by David Lutz, and carried unanimously.

REFINANCING WATER REVENUE NOTE OF 2017: At the March 12, 2020 Board meeting, the Board approved the refinancing of the Authority's water revenue note currently with S&T Bank. Since that time, the Coronavirus pandemic hit and the financial markets are reacting to that stress. Scott Kramer, at RBC Capital Markets, has not been able to find a bank that is willing right now to refinance at an interest rate and term length that would be beneficial to the Authority. He will continue to work with the banks in an attempt to secure a better rate for the Authority for an extended length of time.

FACE MASKS: On April 30, 2020, the Authority applied through the PA Water/Wastewater Agency Response Network (PaWARN) for washable, reusable face masks. The masks were provided by the Federal Emergency Management Agency (FEMA) at no charge. On May 8, 2020, the Authority obtained 30 masks, five for each operator.

WATER TANK #4 (313 PFAUTZ HILL ROAD): The Board was presented with the final report from Mike Schober at ARRO Consulting regarding the long-term options for Tank #4. The report includes hydrant flow test results and recommendations along with alternative options and costs related to the tank. The Water Committee will schedule a time to meet with Mr. Schober to review and discuss the report.

ADMINISTRATOR JOB SEARCH: The help wanted ad for the Authority Administrator's position will be running in the Lancaster Sunday News, Reading Eagle, Ephrata Review and Lititz Record. The ad will also run on various job search websites. It has also been published in the PMAA Authority magazine and listed on the PMAA website.

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

WATER SYSTEM SCADA REPORTING: The Authority's water system SCADA reporting no longer gives accurate reports, is outdated, and has become a hindrance to and frustration for Authority staff. As recommended by Wonderware North, an upgrade to the Ocean Data Dream Reports application was recently installed but it did not correct the problem. TriJay will no longer work on the SCADA reporting. Superintendent Spitler requested the Authority look into hiring a company to update the SCADA system so it operates and continues to operate as designed. The Board agreed.

ROUTINE VOC SAMPLE EXCEEDENCE AT WELL 10: The trichloroethane (TCE) exceeded the maximum contaminant level in the routine VOC sample taken on May 1, 2020 at Well 10. This is not characteristic of this well. A check sample was taken on May 8, 2020, but the Authority has not yet received the results.

STONE GATE: Authority staff have been doing inspections for water and sanitary sewer installations at the Stone Gate project.

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 and Keystone (the electrical subconsultant) are finalizing the documents for bidding. Engineer Kirkham will coordinate with Ben Movahed and Administrator Reber on bid scheduling. A cost estimate will be generated.

GEHMAN BASIN I&I INVESTIGATION: Now that construction work can resume in Pennsylvania, Snyder Environmental will return to the site next week to address final punchlist items. CDM Smith is finalizing the tech memo for ECTA review by the end of the month.

STEVENS PUMPING STATION EXPANSION: A draft land development planning waiver request was prepared and submitted on May 14, 2020 for ECTA and subsequent Township review.

WABASH LANDING PHASE 1: CDM Smith has been working with the developer's engineer on final revisions to the record drawings that were resubmitted on April 30, 2020, as well as draft easement legal descriptions and exhibits.

WABASH LANDING PHASE 2: CDM Smith will be coordinating with ECTA on a response to the Township regarding the developer's request to begin portions of Phase 2 construction prior to final plan approval.

BEILER PROPERTY: CDM Smith is reviewing additional submittals for the project.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd reported on the following:

WELLHEAD PROTECTION ZONE AT WELL M: As instructed by the Board, Solicitor Dowd sent a letter to Elmer Kauffman who is the owner of the property where the Authority's Well M Wellhead Protection Zone is located (222.4' radius around the wellhead). It appears the farming practices that are being used within that wellhead protection zone are not permitted. Solicitor Dowd's letter re-iterated previous letters sent to Mr. Kauffman from the Authority office explaining what is not permitted within the wellhead protection zone. The letter also stated that if a tenant is farming the land that Mr. Kauffman is to inform the tenant of the easement requirements. Mr. Kauffman is to acknowledge receipt of the letter by signing it and returning a copy to Solicitor Dowd. To date, Mr. Kauffman has not responded. The Board asked Solicitor Dowd to research what the Authority's options are should Mr. Kauffman not respond.

INVOICES (see attached): Bills listed on ECTA Invoices to be Paid were approved for payment on motion by Edward Nevling, second by Samuel Weaver, and carried unanimously.

NEW BUSINESS: Administrator Reber informed the Board that it has been almost two months that the Authority office staff have been working remotely from home because of the COVID-19 pandemic and it is going very well. The Authority Operator teams have been working their split schedule for almost two months, and while there are times having more staff on site would be helpful, it too is going well.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:18 p.m., second by Richard Shober, and carried unanimously.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Gerald A. DeBalko". The signature is fluid and cursive, with the first name "Gerald" being more legible than the last name "DeBalko".

Gerald A. DeBalko
Secretary

jae