

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

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, December 10, 2020, at the Stevens Fire Hall, 91 Stevens Road, Stevens, PA 17578.

Those in attendance were as follows:

Members: Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz, J. Bradford Fichthorn, Raymond Wolf, Richard Shober and June Kinback (Absent: Daniel Becker)
Solicitor: Lucy Dowd, Lucy Dowd Law (arriving at 7:10 p.m.)
Engineer: Rachel Kirkham, CDM Smith
Administrator: Scott Carl, Sr.
Employees: Kenneth Spittler, 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 November 12, 2020, were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

Minutes of the advertised budget meeting held on December 1, 2020, were approved as presented on motion by Richard Shober, second by J. Bradford Fichthorn, and carried unanimously.

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

OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2020: The Advertised Meeting Attendance Sheet for 2020 was distributed and each Board member approved their attendance.

- Gerald DeBalko made a motion to accept the Officers' and Project Managers' compensation for the 2020 calendar year as proposed and budgeted, to be paid in December 2020, second by David Lutz, and carried unanimously.

2021 WAGE RATE STRUCTURE:

- J. Bradford Fichthorn made a motion to approve the 2021 Wage Rate Structure effective with the first pay period which includes January 1, 2021, second by June Kinback, and carried unanimously.

2021 WATER AND SEWER BUDGETS: The final Water and Sewer budgets for the calendar year 2021 were presented to the Board.

- Edward Nevling made a motion to adopt Resolution No. 2020-12-10-W accepting the Water Operating Budget for the calendar year ending December 31, 2021, with no increase in the water rate keeping it at \$6.85 per 1,000 gallons, second by Richard Shober, and carried unanimously.
- Edward Nevling made a motion to adopt Resolution No. 2020-12-10-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2021, with no increase in the sewer rate keeping it at \$12.10 per 1,000 gallons and the flat rate sewer at \$157.30 per quarter, second by J. Bradford Fichthorn, and carried unanimously.

MONTHLY CAPACITY REPORTS (see attached): The November 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:

WELL 10 – TCE SOURCE INVESTIGATION: GeoServices “preliminary” draft report will be finalized upon GeoServices inclusion of the Authority’s second round of DEP required quarterly TCE sample results received last week and after exhausting final remaining options of testing nearby wells.

SCADA & CONTROLS SYSTEM: Keystone Engineering Group finished the cost estimates for the SCADA and Controls study (pricing used in 2021 budget) and provided an update on the initial study findings. Keystone has also been working with Custom Computers and Authority staff to resolve continuing reporting issues with the XL Reporter program (which is now up and running again) and is working on completion of the feasibility study report within the next two weeks.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: On December 9, 2020, the Authority received a formal, written proposal from CDM Smith for this project. Administrator Carl completed his initial review and forwarded his comments to CDM Smith.

CARRIAGE HILL PHASES 3 & 4 INSPECTION ASSISTANCE: As a result of current workloads, full-time inspection requirements for developer projects and being short-staffed as a result of COVID-19 related issues, Administrator Carl reached out to CDM Smith and ARRO for construction observation support (RPR) assistance for the Carriage Hill project. Due to the availability of each firms’ staffing and proximity to the construction site, Administrator Carl moved forward with ARRO who submitted a formal proposal and résumé of their proposed RPR for review. Administrator Carl reviewed the proposal and after his review comments were incorporated, he now recommends the proposal for Board approval and signature.

- J. Bradford Fichthorn made a motion to approve the December 7, 2020 proposal from ARRO Consulting, Inc to provide full-time construction observation services for the Carriage Hill Phases 3 & 4 project for a period of approximately one month at an hourly rate of \$85.00/hour, second by Raymond Wolf, and carried unanimously.

WATER TREATMENT PLANT ROOF LEAK: CDM Smith’s architect completed a site visit with Administrator Carl on December 7, 2020. Several possible areas where the block wall flashing and sealant are compromised were located. CDM Smith will be preparing a site report, photo documentation and a sketch plan identifying the required repairs so ECTA can get pricing from local contractors.

RISK & RESILIENCE ASSESSMENT (RRA): CDM Smith submitted a formal proposal for RRA services on November 20, 2020. Administrator Carl has reviewed the proposal and recommends it for Board approval and signature. A separate proposal will be provided at a later date for the Emergency Response Plan (ERP) which is required by the December 31, 2021 deadline.

- Richard Shober made a motion to approve the November 20, 2020 proposal from CDM Smith to provide professional services for the preparation of ECTA’s Risk and Resilience Assessment before June 30, 2020 as required by the American Water Infrastructure Act of 2018 for the estimated fee of \$28,700.00, second by June Kinback, and carried unanimously.

STEVENS PUMPING STATION & WELL M INSPECTION ASSISTANCE: As a result of current workloads, full-time inspection requirements for developer projects and being short-staffed as a result of

COVID-19 related issues, ECTA is in need of some construction observation assistance from CDM Smith (or others) to compliment the observation work to be done by ECTA staff for the Stevens Pumping Station Expansion/Upgrade and Well M construction projects. CDM Smith was asked to prepare proposed scopes of work and estimated fees for each project for Administrator Carl's review. Those proposals were expected prior to the December Board meeting and are now expected to be received before the January ECTA Board meeting.

RE-PERMITTING WELLS F, M, 11 & 12: A SRBC pre-application meeting was held via Zoom on November 16, 2020 to discuss the re-permitting of Wells F, M, 11 and 12 with Administrator Carl, Chairman Becker, officials at SRBC, and representatives from GeoServices. At the request of SRBC, GeoServices has also begun the process of data analysis and graphing for Wells 14 and 2A as those dockets are due to expire December 2023 and September 2024, shortly after F, M, 11 and 12. The data, graphs, and water availability calculations will be summarized in a report for submittal to ECTA for review by January 12, 2021.

STEVENS PUMPING STATION TEMPORARY CONSTRUCTION EASEMENT: Administrator Carl met with the property owner adjacent to the Stevens Pumping Station to inquire about a Temporary Construction Easement to aid the Authority in the construction of the Stevens Pumping Station Upgrade. As a result of positive initial discussions, Administrator Carl worked with ECTA's Solicitor and Engineer to prepare a Temporary Construction Easement which was presented to the property owners and signed on December 7, 2020. Solicitor Lucy Dowd presented a Resolution authorizing the execution of this Temporary Construction Easement.

- June Kinback made a motion to Adopt Resolution 2020-12-10 authorizing the execution of a Temporary Construction Easement to accomplish the public purpose of installing the Stevens Pumping Station Upgrade, second by Raymond Wolf, and carried unanimously.

ECTA INVESTMENTS: At the Board's request, staff accountant Lisa Shaw contacted PLGIT to discuss the possibility of a securing a better rate of return on the Authority's current investments and it was confirmed that there are no better rates offered than what the Authority currently has.

MEMORIAL PARK ASSOCIATION OF REAMSTOWN: The Rates, Rules and Regulations Committee met on December 1, 2020 to discuss the Memorial Park Association of Reamstown's (Association) appeal of the denial of a sanitary sewer credit. After much discussion, it was the recommendation of the Committee that the Board provide no relief with respect to the water charges but grant partial credit of the sewer portion only on the Association's October 2020 water and sewer bill for the Reamstown Community Center, charging only the normal average sewer bill as calculated/averaged over the past six (6) years. This recommendation is based upon information provided that the unusually high sewer charges were due to a leaking toilet that was not discovered due to the required COVID-19 pandemic shut down of the Community Center. The Committee further recommends that the Owner be advised to make periodic checks on their facilities to ensure this situation does not happen again and that all plumbing and piping is functioning properly and/or the water supply to any closed facilities is shut off.

- Gerald DeBalko made a motion to approve partial credit of the sewer portion only on the Memorial Park Association of Reamstown's October 2020 water and sewer bill for the Reamstown Community Center, charging only the normal average sewer bill as calculated/averaged over the past six (6) years, second by Edward Nevling, and carried unanimously.

2021 CONSULTANTS' RATES: The Engineer's, Solicitor's and ARRO's rates for 2021 were received and reviewed by Administrator Carl and were presented to the Board. The Auditor for 2021 was already appointed at the August 13, 2020 ECTA Board meeting.

SOURCE WATER PROTECTION PROGRAM (SWP): Administrator Carl completed the application package for the SWP Technical Assistance Program (TAP) and submitted it on December 9, 2020. The status of the application is expected before the end of the month.

WATER METERS: During the October 2020 quarterly meter reading, the Authority was not able to obtain some of those readings via radio read. Because of this, the Authority submitted the serial numbers of those meters to Master Meter who determined that those serial numbers matched a production lot that had a battery malfunction. Approximately 900 of ECTA's water meters came from that production lot. Master Meter is offering to replace those meter heads at no cost and will maintain the balance of the warranty which is approximately three years on most of those meters.

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

WATER MAIN BREAKS: Two water main breaks were repaired – one at 25 Kurtz Road on November 18, 2020 and one at 9 James Circle on November 24, 2020.

PERSONNEL COMMITTEE: The Personnel Committee met on November 12, 2020 to discuss employee wage and benefit items for 2021.

RATES, RULES & REGULATIONS COMMITTEE: The Rates, Rules and Regulations Committee met on December 1, 2020 to discuss the Memorial Park Association of Reamstown's sewer credit appeal.

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

CAPITAL CONTRIBUTION RATE: The Engineering News Record (ENR) Construction Cost Index increased by 2.1% over the last year. ECTA Resolution No. 2014-06-12-2 permits an increase in the capital contribution rate of 3% per year. A 2.1% increase would raise the fee to \$3,480.00 while a 3% increase would raise the fee to \$3,511.00. After discussion, the following motion was made:

- Raymond Wolf made a motion to not increase the Capital Contribution Rate, keeping it at \$3,409.00 per Water EDU for the year 2021, second by J. Bradford Fichthorn, and carried unanimously.

WELL M DEVELOPMENT: The following Agreements were executed on November 19, 2020: Contract No. 1 - General Construction was awarded to PSI Pumping Solutions Inc. in the amount of \$244,750 and Contract No. 2 - Electrical Construction was awarded to Shannon A. Smith Inc. in the amount of \$102,000. The Notices to Proceed were issued on November 24, 2020. The contract start date was established at December 4, 2020, and the contract completion date is June 2, 2021. The Well M pre-construction meeting was held on December 3, 2020.

TANK #4 WATER SYSTEM MODELING: CDM Smith is finalizing the draft memo for ECTA review.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The total WATER project cost estimate for Scenic Drive, James Drive, James Circle, Lynda Drive, Connie Drive, Frederick Street, and Kurtis Street. is \$2,976,400. The total SANITARY SEWER project cost estimate for Scenic Drive, James Drive, James Circle, Lynda Drive, Connie Drive, Frederick Street, Kurtis Street, and Edie Drive is \$2,532,800. On December 9, 2020, CDM Smith provided an initial draft proposal for design, permitting, and bidding, services for this project.

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STEVENS PUMPING STATION EXPANSION: Following receipt of original bid documents and review by the Solicitor, Administrator, and Engineer, CDM Smith issued the Notices of Award to the approved low bidder for each contract on December 3, 2020. Each contractor is working on returning their signed Agreement, Performance Bond, and Payment Bond. Following Solicitor, Administrator, and Engineer review of those documents, if everything is acceptable, CDM Smith recommends that ECTA execute the Agreements.

- David Lutz made a motion to allow the Authority Administrator to execute the Agreements for the Stevens Pumping Station expansion and upgrade once approved by ECTA's Administrator, Solicitor and Engineer, second by Raymond Wolf, and carried unanimously.

EARTH, TURF & WOOD: A Capacity Review and Request Application and plans were submitted on November 23, 2020 for the Earth Turf & Wood project located at 188 North Reamstown Road.

JASON AVENUE OFFICE BUILDING: A Capacity Review and Request Application and site plan were submitted on December 1, 2020 for a new office building at 6 Jason Avenue.

WEAVER (13 LAKESIDE DRIVE): A plan and grinder pump submittal was provided on December 2, 2020 for 13 Lakeside Drive.

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 Edward Nevling, second by J. Bradford Fichthorn, and carried unanimously.

NEW BUSINESS:

IRS MILEAGE RATE FOR 2021: The current rate for 2020 is 57.5 cents per mile. The 2021 mileage rate has not been published.

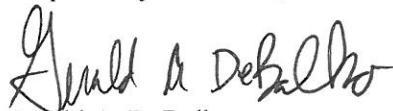
- David Lutz made a motion to continue to pay the 2020 IRS maximum permissible mileage rate until the 2021 rate is published, at which time the 2021 maximum permissible mileage rate will become effective, second by J. Bradford Fichthorn, and carried unanimously.

NOMINATING COMMITTEE: Vice Chairman Weaver appointed Richard Shober, Gerald DeBalko, and J. Bradford Fichthorn as the Nominating Committee for Officers for 2021.

2021 FLOATING HOLIDAY: After a vote of the employees, Monday, October 11, 2021 was chosen as the Floating Holiday for 2021. The Authority will be closed that day.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:08 p.m., second by Raymond Wolf, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary