

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

NOVEMBER 12, 2020

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, November 12, 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: Scott Carl, Sr.
Employees: Lisa Shaw and Jodie Eberly
Visitors: Memorial Park Association of Reamstown – James Tressler, Treasurer; Kelly Tressler, President and Carol Smith, Secretary

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

MINUTES: Minutes of the monthly meeting held on October 8, 2020, were approved as presented on motion by Samuel Weaver, second by Gerald DeBalko, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: On October 7, 2020, the Memorial Park Association of Reamstown (Association) submitted a Request for Relief of Sanitary Sewer Charges form. Based on the information the Association provided and in accordance with ECTA's Rates, Rules and Regulations, Authority staff denied their request for sewer relief on October 8, 2020. The Association attended tonight's meeting to appeal that decision. James Tressler, Treasurer of the Association, said it would be a major financial burden for their non-profit organization to have to pay such a high water and sewer bill, especially because of their extenuating circumstances caused by the COVID pandemic. After some discussion, Chairman Becker deferred this request to the Rates, Rules and Regulations Committee to thoroughly review the information and determine if a sewer credit can be issued without setting a precedent for future sewer relief requests from any other Authority customers.

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

MONTHLY CAPACITY REPORTS (see attached): The October 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:

REFINANCING WATER REVENUE NOTE, SERIES OF 2017: On October 15, 2020, the new TD bank refinancing process was completed (10-year amortization with a 1.50% fixed rate, pre-payable option without penalty) and the S&T Bank 2017 Note was officially retired. As a result of this re-financing, the estimated Net PV Savings is calculated at \$992,191.47.

SOURCE WATER PROTECTION PROGRAM (SWP): As a result of the TCE contamination at Well 10, Administrator Carl has looked into establishing a Source Water Protection Program (SWP) to help

identify and prevent possible causes of contamination of ECTA's ground water sources. ECTA does not currently have a SWP, but does have a copy of a Source Water Assessment Report prepared by DEP in June 2006. Administrator Carl has all of the necessary documents to be completed and submitted to see if ECTA would be eligible for DEP's Source Water Protection Technical Assistance Program (SWPTAP) funding. If ECTA is selected for the program, ECTA would need to form an official steering committee, identify a committee chair, invest time (mainly Administrator Carl and Superintendent Spitler) into compiling and submitting the necessary information to DEP's SWPTAP professional consultant, and assist in preparation of the plan and implementation. Administrator Carl asked the Board if they would like to pursue participation in DEP's SWPTAP.

- Gerald DeBalko made a motion to move forward with applying to DEP's Source Water Protection Technical Assistance Program for assistance with and funding of ECTA's Source Water Protection Program, second by Richard Shober, and carried unanimously.

WELL 10 – TCE REMOVAL: On October 28, 2020, ARRO submitted their preliminary design and construction cost estimate in the amount of \$340,575.90. Administrator Carl has put this project on hold until the Authority receives further conclusive information on the TCE Source Investigation study being done by GeoServices.

WELL 10 – TCE SOURCE INVESTIGATION: TCE sampling events were conducted on October 22 and October 29, 2020. On October 28, 2020, Administrator Carl received and reviewed GeoServices "preliminary" draft report and sample data from the October 22 sampling event. The report will be finalized upon GeoServices analysis of the October 29 TCE sample results.

SCADA & CONTROLS SYSTEM: Administrator Carl has met and/or communicated with Keystone Engineering, WATEK and Custom Computers so all parties are in coordination and working together. Site tours of ECTA facilities with Keystone Engineering were completed on October 29, 2020. Keystone is working on the feasibility study and anticipates a "draft" report and cost estimate to be submitted by November 30, 2020.

TWIN PINE FORD (620 NORTH READING ROAD & 11 LONG AVENUE): The 18-month warranty period for the Twin Pine Ford project at 620 North Reading Road and 11 Long Avenue was set to expire on September 15, 2020. However, multiple outstanding punch list items were not addressed by Twin Pine Ford until the week of October 26, 2020. All inspections have passed ECTA inspection and there are no outstanding invoices. Administrator Carl requested the Board's approval to release their Letter of Credit in the amount of \$14,534.30 (auto-increased from \$13,213.00 in May 2109) and \$12,500.00 in Administrative Sewer Escrow.

- J. Bradford Fichthorn made a motion to end the 18-month warranty period for the Twin Pine Ford project at 620 North Reading Road and 11 Long Avenue as of November 12, 2020 and to return the \$12,500.00 in Administrative Sewer Escrow and release the balance of the Letter of Credit with Fulton Bank in the amount of \$14,534.30, second by Samuel Weaver, and carried unanimously.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Administrator Carl prepared a scope of work, and on October 13, 2020 requested a formal, written proposal from CDM Smith for the design and bidding of a "combined" water and sanitary sewer project focused in the Meadowbrook area. He will continue to coordinate with Township staff on the best approach to accomplish the paving component of the project to maximize cost savings for all involved. CDM Smith is finalizing the proposal and expects to have it submitted by November 20, 2020.

SECTION 125 PREMIUM ONLY PLAN: The Section 125 Premium Only Plan allows employees to have their health insurance payroll deductions paid with pre-tax dollars. To satisfy IRS requirements, this plan must be re-adopted by Resolution each year. The new plan year will run from January 1, 2021 to December 31, 2021. Administrator Carl presented the Adoption Agreement and Resolution No. 2020-11-12 to be approved by the Board.

- J. Bradford Fichthorn made a motion to approve and execute Resolution No. 2020-11-12 adopting the East Cocalico Township Authority's Section 125 Premium Only Plan for the time period of January 1, 2021 to December 31, 2021, second by David Lutz, and carried unanimously.

HEALTH INSURANCE: The Authority is a member of the Intergovernmental Insurance Cooperative (IIC) administered by Benecon. The Authority's group health insurance plan purchased through the IIC is with Highmark Blue Shield. As a result of minimal medical claims during 2019 and the first seven months of this year, the Authority's overall premium for 2021 will decrease from \$157,345.00 in 2020 to \$142,441.00 in 2021, a reduction of 1.4%. The overall 2021 renewal increase for the IIC is 3.5%. In addition, the Authority received a total reimbursement for the 2019 plan year in the amount of \$51,400.00. Since joining the IIC in July 2014, the Authority has received \$229,452.00 in reimbursements.

WATER TREATMENT PLANT ROOF LEAK: Since start-up of the Water Treatment Plant five years ago, it has been reported by Authority staff that water has been leaking in through the bathroom light fixture onto the floor and onto ceiling tiles above the operator's workstation. Over the past several weeks, Administrator Carl has been investigating this ongoing situation. The roofing sub-contractor, Gangloff Roofing of York, agreed to visit the site on October 22, 2020, even though the workmanship warranty expired four years ago. They inspected the roof system along with Administrator Carl and Assistant Superintendent Pannebecker. Based upon site findings, it appears the roof installation and materials are not the issue. Focus has now shifted to the split face block weep holes/grouting areas, so CDM Smith's architect is planning a site visit the week of November 16, 2020.

ECTA INVESTMENTS: Due to the continued drop in interest rates with PLGIT, on October 23, 2020, Administrator Carl and the Authority's Accountant Lisa Shaw met with Robert Krimmel of Univest Bank & Trust Co to discuss their services offered, their rates and surrounding client references. At this moment, Univest's rates are higher than what PLGIT is offering. The Authority's Auditor reviewed Univest's submitted documentation and determined they would be safe to invest with as all deposits would be covered by collateralized securities in accordance with Act 72. Administrator Carl asked the Board if they would be interested in further pursuing the option to re-invest some of the Authority's money in Univest to take advantage of their better interest rates. After discussion, the Board directed Authority staff to contact PLGIT to see if they could provide a better rate and to investigate other possible reinvestment options at Ephrata National Bank. This decision will then be made at the December Board meeting.

2021 BUDGET MEETING: The 2021 budget review meeting has been scheduled for December 1, 2020, at 7:00 p.m. This meeting will be advertised.

RISK & RESILIENCE ASSESSMENT (RRA): On October 22, 2020, Administrator Carl spoke with John Hammell, the Authority's Client Services Rep at CDM Smith, to discuss the Authority's need for professional assistance in completing a RRA by the June 30, 2021 deadline as well as an Emergency Response Plan (ERP) by the December 31, 2021 deadline. CDM Smith is working on a formal proposal for services and anticipates its submittal by November 20, 2020.

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INSPECTION ASSISTANCE: To assist ECTA staff with the upcoming construction inspections of the Stevens Pumping Station and Well M projects, CDM Smith is preparing proposed scopes of work and estimated fees for each project for Administrator Carl's review before the December Board meeting.

RE-PERMITTING WELLS F, M, 11 & 12: Chairman Becker, Administrator Carl, officials at SRBC, and representatives from GeoServices are scheduled to have a virtual SRBC pre-application meeting on November 16, 2020 to discuss the re-permitting of Wells F, M, 11 and 12.

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

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: Following review of the bids by the ECTA Administrator, Solicitor, and CDM Smith, the Notices of Award were issued on October 26 and 27, 2020. Each contractor returned their signed Agreement, Performance Bond, and Payment Bond, and Solicitor Dowd's review of the documents was completed. CDM Smith recommends that ECTA execute the Agreements and will send them via FedEx to the Authority office for execution.

GEHMAN BASIN I&I INVESTIGATION: Snyder Environmental provided the final pipe database and submitted their final payment application in the amount of \$26,027.79. CDM Smith recommends the Authority approve this payment but delay its mailing until all closeout paperwork is received. This payment request is included on the Invoices to be Paid listing.

STEVENS PUMPING STATION EXPANSION: The project went out to bid on PennBid on October 8, 2020. A mandatory pre-bid meeting was held at the site on October 26, 2020. An alternate bid item was added for additional flowable fill backfill, if required, during construction for the building and utility trenches. Bid opening was on November 11, 2020 via PennBid. Seven bids were received for the general construction part of the project with DESCCO Design & Construction, Inc. the apparent low bidder at \$667,912.05. Four bids were received for the electrical construction part of the project with Garden Spot Electric, Inc. the apparent low bidder at \$179,900.00. Six bids were received for the HVAC construction part of the project with CHM Contracting the apparent low bidder at \$59,474.00. 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.

- Raymond Wolf made a motion to authorize issuance of the Notice of Intent to Award to the three approved low bidders for each contract, pending review of the bonds and all other documents by ECTA's Solicitor, Administrator and Engineer, second by Richard Shober, and carried unanimously.

WABASH LANDING PHASE 2: CDM Smith provided a comment letter on October 19, 2020. Plans were resubmitted by the developer's engineer on November 12, 2020.

RED RUN EXHAUST OF REAMSTOWN: CDM Smith provided plan approval on October 15, 2020.

WEAVER (13 LAKESIDE DRIVE): CDM Smith reviewed and approved the Capacity Review and Request Application for this property.

MJM SALON (1 NORTH REAMSTOWN ROAD): CDM Smith reviewed and approved the Capacity Review and Request Application for this property.

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 Samuel Weaver, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:07 p.m., second by Raymond Wolf, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald A. DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko
Secretary

jae