

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
APRIL 27, 2021

The regular, monthly meeting of the East Cocalico Township Authority was held on Tuesday, April 27, 2021, in the East Cocalico 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 Shoer (Absent: June Kinback)
Solicitor:	Lucy Dowd, Lucy Dowd Law, LLC
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	Kenneth Spitler, Tyler Pannebecker, 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 March 30, 2021, were approved as presented on motion by Gerald DeBalko, second by Edward Nevling, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the March 2021 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The March 2021 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, and carried unanimously.

ADMINISTRATOR'S UPDATE: A complete copy of the update is on file in the Authority Office. Administrator Scott Carl, Sr. discussed the following from his update:

WELL 10 – TCE SOURCE INVESTIGATION: On April 22, 2021, GeoServices submitted their final report, which was reviewed by Administrator Carl. DEP's Environmental Cleanup Program (ECP) manager and DEP's Waste Management Group have been informed of this situation, and they would like to further investigate the potential source of the TCE for the Authority as time allows.

SCADA & CONTROLS SYSTEM: Keystone Engineering is expected to issue the final Feasibility Report within the next two weeks. In conjunction with this, and as a result of a lack of support/interest from the Authority's previous SCADA & Controls support company, Administrator Carl asked Keystone to provide a Time & Materials (T&M) proposal for as needed/emergency SCADA support services. Administrator Carl received their T&M proposal and issued comments on April 20, 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Base plan preparation was completed and preliminary design and drafting in is progress. The project appears to be on schedule. Administrator Carl will continue updating the Township on the status of the project.

CARRIAGE HILL PHASES 3 & 4: ARRO Consulting will be providing construction observation services for the Carriage Hill Phases 3 and 4 manhole vacuum testing which is scheduled for April 29, 2021.

AIWA RISK & RESILIENCE ASSESSMENT (RRA): The Phase 2 Stakeholder Workshop/Team Meeting was held on April 6, 2021. The Authority is awaiting draft Assessment forms from CDM Smith to review as part of the Phase 3 Documentation of the Risk Assessment that will last approximately five weeks.

STEVENS PUMPING STATION INSPECTION ASSISTANCE: CDM Smith was asked to prepare an observation assistance proposal to be presented at the December 2020 Board meeting, and the Authority received the proposal on April 27, 2021. Administrator Carl will review the proposal.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 2 was held on April 13, 2021, CDM Smith continues to review shop drawings, and the Temporary Construction Easement has been fenced off. Contractors are expected to be on site around May/June 2021 in lieu of April/May 2021; however, the contract completion date is still January 15, 2022.

WELL M CONSTRUCTION: The ductile iron pipe is going to take about seven to eight weeks to arrive, so construction now appears to be a month or so behind schedule. Water line installation is now expected to begin mid-May 2021. Chairman Becker requested that CDM Smith provide dates when the ductile iron pipe submittals were received and when they were returned to the contractor. Letters were sent to the property owner and his tenant farmer re-enforcing the restrictions within the wellhead protection zone.

RE-PERMITTING WELLS F, M, 11, 12, 2A & 14: The Authority continues to work with GeoServices on the Aquifer Test Waiver Requests (to be submitted by April 30, 2021) and the Ground Water Withdrawal Renewal Applications (to be submitted by December 30, 2021). Based on treatment system construction costs and engineering cost estimates, it has been decided that Well 12 will be put into reserve status.

SOURCE WATER PROTECTION PROGRAM (SWP): The "Preparation for Delineation Document" along with requested well and system information was submitted on April 22, 2021. The Wellhead Protection Area Delineations are still scheduled to begin June 1, 2021. Administrator Carl again reminded the Board that a steering committee will need to be formed and maintained as the project moves forward.

METER REGISTER REPLACEMENT PROJECT: The second shipment of 100 meter registers was received on April 14, 2021. Replacements are being installed by ECTA operators as time allows.

IMG: The Authority recently received the final sewer budget for 2020 with reconciling numbers from Ephrata Borough. The Authority will be receiving a refund of \$216,433.00 resulting in a 19.0% decrease compared to Ephrata's original 2020 budget.

2020 AUDIT: The Authority's auditors, Brown Schultz Sheridan & Fritz, returned on April 19 and 20, 2021 to continue and complete their audit work. The final audit report will be submitted for Board review before the June 30, 2021 deadline.

ECTA MANHOLES: Based on the March 25, 2021 internal inspections of the below grade portions of the eight manhole inspections, CDM Smith issued a report on April 23, 2021 confirming that just the upper cone sections need replacement. In review of construction cost estimates provided in the CDM Smith report (\$20,000.00 to \$24,000.00), it appears a formal bid package will be required to obtain pricing for the upper cone section replacement work at each manhole location.

GRANT & FUNDING OPPORTUNITIES: Administrator Carl has continued researching potential grant and funding opportunities for ECTA.

PRIVATE WELLS: At the Authority's request, Solicitor Dowd sent letters to two residential customers to address private well usage and potential cross contamination issues and one to a large, non-residential customer. The two residential property owners have contacted the Authority, met with Authority staff on-site, and have removed the physical cross connections. The non-residential customer has not responded.

2020 CAPACITY REASSESSMENTS: Accountant Lisa Shaw completed the annual capacity reassessments for the year 2020. Of the 192 non-residential accounts, there was one that exceeded their base water capacity by more than 366 gallons per day and base sanitary sewer capacity by more than 506 gallons per day. Wabash Plaza's use increased by 671 gallons per day, so they were sent an invoice for \$35,354.99 to purchase the additional water and sanitary sewer capacity.

COMPREHENSIVE INSURANCE PACKAGE: The Authority's business, auto, and workman's compensation insurance package is due for renewal on July 1, 2021. Administrator Carl and Mrs. Shaw have been evaluating the current insurance policy, types of coverages and limits. They anticipate obtaining quotes from two insurance carriers, one of which is the current provider. They plan to have a recommendation at the May 25, 2021 Board meeting.

GIS (GEOGRAPHIC INFORMATION SYSTEM): On April 23, 2021, the Authority received an initial draft proposal from CDM Smith with estimated manhours and costs for multiple options to incorporate water main break information into the Authority's GIS system. This draft proposal will be reviewed as time allows.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Superintendent Kenneth Spittler discussed the following from his update:

PENNDOT OVERLAY PROJECT PREPARATION: Sanitary sewer manholes and water valve boxes were inspected by Authority Operators on part of South Muddy Creek Road and Muddy Creek Church Road in preparation for a PennDOT overlay project scheduled for May 24 to 27, 2021. The Authority ordered manhole frame risers and will be purchasing valve box risers to be provided to PennDOT for installation.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on March 30, 2021. Another Personnel Committee meeting is scheduled for April 27, 2021 immediately following the ECTA Board meeting.

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

AIWA RISK & RESILIENCE ASSESSMENT (RRA): CDM Smith is finalizing the draft RRA spreadsheet of threat-asset pairs and their related consequences for ECTA review.

WELL M CONSTRUCTION: CDM Smith and Keystone continue to review submittals from the contractors. The General Contractor began site work, including E&S controls, in mid-April 2021. As Administrator Carl already reported, the pipe delivery date has been pushed out to at least mid-May 2021 due to supply issues. Shannon A. Smith (Electrical Contract) has submitted Payment Application No. 2 in the amount of \$7,991.10 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on the Invoices to be Paid listing.

TANK #4 WATER SYSTEM MODELING: CDM Smith did not finalize the draft modeling memo by tonight's meeting as promised. Engineer Kirkham said she should have a draft memo to Administrator Carl within two weeks.

STEVENS PUMPING STATION EXPANSION: PennDOT issued the Highway Occupancy Permit for the driveway on April 23, 2021. The E&S Plan is currently under review by the Lancaster County Conservation District. Once approval is received, CDM Smith will provide the confirmation on each of the Township's waiver conditions, including the site grading/stormwater statement. CDM Smith is continuing to review submittals from the contractors. The next progress meeting is scheduled for May 11, 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The surveying contractor submitted the field survey to CDM Smith. The 23 plan-view sheets have been created, and CDM Smith is working on the initial alignments for the water main, and in some cases, sanitary sewer replacement.

WABASH LANDING PHASE 2: Revised plans and two easement agreements were submitted for review on March 12, 2021, which CDM Smith is continuing to review in conjunction with the Authority's Solicitor and Administrator.

UGI HEADQUARTERS: CDM Smith approved the final construction costs and provided comments on the as-built plans on April 5, 2021.

HEATHERWOODS: CDM Smith inquired with the developer on April 16, 2021 regarding the status of the as-built plans. CDM Smith has not yet received a response.

FOUR SEASONS WAREHOUSE & PARKING EXPANSION: CDM Smith issued a plan approval letter on April 8, 2021.

WEAVER (13 LAKESIDE DRIVE): CDM Smith provided comments on the revised pump selection with hydraulic calculations submittal on April 21, 2021.

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 Samuel Weaver, second by Edward Nevling, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:38 p.m. to discuss potential litigation matters. At 8:14 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:15 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary