

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
JUNE 29, 2021

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, June 29, 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, Richard Shoer, and 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:	Michael Hession, ECT Manager

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

MINUTES: Minutes of the monthly meeting held on May 25, 2021, were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Michael Hession, the newly-appointed East Cocalico Township Manager, came to introduce himself to the Board and observe the meeting. On behalf of the Board, Chairman Becker welcomed him to the Township.

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

2020 AUDIT: The audit review meeting with representatives from Brown Schultz Sheridan & Fritz was held on June 22, 2021 at 7:00 a.m. in the Township building. Two Board members along with Authority staff attended the meeting. The audit was clean with no findings, and there are no recommendations from BSS&F for improvements going forward. As required, the audit report was submitted to the PA Department of Community & Economic Development (DCED) on June 24, 2021 and confirmation of receipt was received.

MONTHLY CAPACITY REPORTS (see attached): The May 2021 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Samuel Weaver, 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 – TRICHLOROETHYLENE (TCE) SOURCE INVESTIGATION: DEP and GeoServices continue to assist ECTA in investigating the potential source of the TCE. The Authority has received pricing from GeoServices (approximately \$10,000.00) to accomplish well sampling of an abandoned well at 22 Denver Road and another at 34 Denver Road. Along with the TCE situation, Well 10 had a pump and motor failure this month. A new pump and motor are required along with a potential variable-frequency drive (VFD) to control pump flows for compliance with SRBC withdrawal limits. A meeting was held with GeoServices, ARRO, Keystone Engineering and ECTA on June 24, 2021 to determine financially and operationally the best course of action for Well 10. DEP has been notified that Well 10 is

not in operation and that the Authority is awaiting engineering and construction cost information from the consultants which will be used to make the final determination on rehab, reserve status or abandonment.

SCADA & CONTROLS SYSTEM: Administrator Carl reviewed and issued comments on the May 25, 2021 Keystone Engineering Group's draft of their SCADA & Controls System Feasibility Report. All review comments were incorporated, and Administrator Carl finds the report to be acceptable. The report shows final projected costs for the SCADA & Controls upgrade project to be \$367,650.00. The budgeted amount is \$340,000.00. Since it is within 7.5% of the budgeted estimate, Administrator Carl recommends proceeding with the project as identified in the approved report. In addition, Administrator Carl has divided the project into two phases – Phase 1 Water System related scope(s) of work and Phase 2 Sewer System related scope(s) of work. Administrator Carl requested a proposal from Keystone for the Phase 1 Water System Upgrade which was received on June 17, 2021. After extensive review by Administrator Carl and all review comments being incorporated, Administrator Carl is recommending the final revised proposal for the lump sum fee of \$132,750.00 for Board approval.

- Richard Shober made a motion to approve and execute the June 24, 2021 final revised Proposal No. 2021-0305 from Keystone Engineering Group to provide Phase 1 Water System related design, engineering, programming, integration and key hardware components for the lump sum fee of \$132,750.00, second by June Kinback, and carried unanimously.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: A conceptual design review meeting was held with CDM Smith on June 4, 2021, and the project is nearing completion of the 30% design review phase milestone of July 14, 2021. The project appears to be on schedule.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: All the necessary documents were completed and submitted to start the reimbursement process for the relocation of the water main from the Cocalico Creek bed to an aerial crossing on the new bridge structure.

AIWA RISK & RESILIENCE ASSESSMENT (RRA): After review by Administrator Carl and Authority staff, CDM Smith incorporated all review comments and completed the RRA June 29, 2021 for Administrator Carl's submission to the EPA which was also accomplished on June 29, 2021, one day ahead of the deadline. Acknowledgement of the RRA certification has been received from the EPA. Proposals will be requested next month for the preparation of an Emergency Response Plan (ERP) which is required by the December 31, 2021 deadline.

EMERGENCY ECTA OFFICE GENERATOR: Administrator Carl has met with the Township, reviewed available as-built drawings and has been coordinating with ARRO's project manager and electrical engineer regarding the evaluation of the current emergency generator and its available capacity to sustain the Authority's office operations during a prolonged power outage. A project kick-off site meeting was held on June 3, 2021, initial research has been completed and a final report is underway.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 4 was held on June 8, 2021 and CDM Smith continues to review shop drawings. Contractors are now expected to be on site around mid-July 2021 in lieu of April 2021; however, the contract completion date is still January 15, 2022. The project continues to experience delays on equipment and material deliveries as well as shop drawings.

WELL M CONSTRUCTION: Construction completion is now projected to be at least three months beyond the June 2, 2021 contract expiration date. Shop drawing review, electrical and other on-site work has continued. The well pump is due for delivery and installation the week of June 28, 2021. Job Meeting No. 1 was held on June 3, 2021. ECTA is still waiting for a schedule for completion and startup

from the contractors. Administrator Carl informed the contractors of ECTA's dissatisfaction and frustration with the progress to date and reminded them that since the contract completion date has passed, the Authority may look into claiming liquated damages. Administrator Carl has also requested a time extension change order to the end of August be prepared by CDM Smith ASAP so work would not continue under expired contracts. Engineer Kirkham said the VFD has now been approved but the lead time is ten weeks, so it should be on site the last week of August. She went on to say that all site work should be completed within the next two to three weeks, so once the VFD is delivered, it can be installed.

RE-PERMITTING WELLS F, M, 11, 12, 2A & 14: GeoServices submitted a proposal as requested for preparing the SRBC Docket Renewal Applications for Wells F and M by December 13, 2021 and Well 11 by January 9, 2022. After extensive review by Administrator Carl and all review comments being incorporated, Administrator Carl is recommending the final revised proposal for the estimated fee of \$24,900.00 for Board approval.

- Samuel Weaver made a motion to approve and execute the GeoServices, Ltd. Proposal G1221 dated May 27, 2021 for the Wells F, M, and 11 SRBC Docket Renewals for the estimated fee of \$24,900.00, second by J. Bradford Fichthorn, and carried unanimously.

SOURCE WATER PROTECTION PROGRAM (SWP): The Wellhead Protection Area Delineations began June 1, 2021. It is anticipated that the remaining process will take approximately three to four more months until the SWP is completed.

METER REGISTER REPLACEMENT PROJECT: Register replacements are continuing to be installed by ECTA operators as time allows.

ECTA MANHOLES: A site kick-off meeting was held with ARRO on June 14, 2021, and a draft of the bid specification package was completed for ECTA review June 29, 2021. Review comments were provided and upon final approval by Administrator Carl, ARRO will solicit quotations for the work. It is anticipated that a low bidder recommendation will be presented at the July Board meeting.

GRANT & FUNDING OPPORTUNITIES: Since Administrator Carl continues to research potential grant and funding opportunities for ECTA, he has now applied for funding from the Lancaster Watershed Academy. On June 11, 2021, Administrator Carl provided ECT Manager Michael Hession with a list of ECTA projects for their consideration as part of the American Rescue Plan Act (ARPA) Funding.

PRIVATE WELLS: Administrator Carl has had discussions with the ECT Zoning Officer and Solicitor Dowd to discuss the next steps of a program aimed at physically abandoning private wells within ECTA's water system. Solicitor Dowd has also been coordinating with the Township Solicitor regarding this issue. ECTA staff has compiled a list of all known private wells throughout ECTA's system.

GEOGRAPHIC INFORMATION SYSTEM (GIS): ARRO has incorporated the water main break information into ECTA's GIS system. Administrator Carl is recommending Board execution of Task 3 of ARRO Consulting, Inc.'s Professional Services Agreement #0521-PU02 dated May 12, 2021 for development of a Field Repair Form and Management Dashboard within the GIS for the Not-to-Exceed amount of \$1,900.00.

- Gerald DeBalko made a motion to approve and execute ARRO Consulting, Inc.'s Professional Services Agreement #0521-PU02 dated May 12, 2021, Task 3 ONLY, to develop a Field Repair Form and Management Dashboard within the GIS for the Not-to-Exceed amount of \$1,900.00, second by David Lutz and carried unanimously.

Administrator Carl asked ARRO to provide a proposal for on-call GIS support services to handle as-needed GIS-related tasks requested by ECTA on a Time & Materials basis. After review by Administrator Carl and all review comments being incorporated, Administrator Carl is recommending the final revised proposal for Board approval.

- June Kinback made a motion to approve and execute ARRO Consulting, Inc.'s Professional Services Agreement #0621-PU01 Revision No. 1 dated June 17, 2021, to provide on-call GIS support services to handle as-needed GIS-related tasks requested by ECTA on a Time & Materials basis, second by Richard Shoher, and carried unanimously.

FOXES SIDING (92 & 94 NORTH REAMSTOWN ROAD): On June 1, 2021 the Authority received two Short Form Developer's Agreements from Dwight Fox of Foxes Siding, Inc. These agreements are for the construction of a residential water and sanitary sewer lateral at 92 North Reamstown Road and a residential water and sanitary sewer lateral at 94 North Reamstown Road. The required Administrative Escrow in the amount of \$2,000.00 (\$1,000.00 for two units water and \$1,000.00 for two units sewer) was also received. Acceptance of the Short Form Developer's Agreement will allow CDM Smith to begin technical review of the water and sanitary sewer lateral connection plans and will allow these single-family residential projects to move forward with the Authority.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreements with Dwight Fox of Foxes Siding, Inc. for their residential water and sanitary sewer lateral projects at 92 North Reamstown Road and 94 North Reamstown Road, second by Raymond Wolf, and carried unanimously.

DISPOSAL OF RECORDS: The Board was presented with a Resolution authorizing staff to destroy old general financial and billing records from 2013 in accordance with the Municipal Records Manual approved December 16, 2008, and amended March 28, 2019.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2021-06-29-01 authorizing disposal of Authority records as set forth in the Municipal Records Manual approved on December 16, 2008 and amended March 28, 2019, second by David Lutz, and carried unanimously.

VOTING DELEGATE AT PMAA ANNUAL CONFERENCE: Chairman Becker will be attending the 2021 PMAA 79th Annual Conference and Trade Show at the Penn Stater Hotel and Conference Center from August 29 to September 1, 2021. The PMAA requires those wishing to vote at the Conference be elected by the Authority's Board members.

- Gerald DeBalko made a motion to appoint Daniel Becker as ECTA's voting delegate at the PMAA 79th Annual Conference and Trade Show at the Penn Stater Hotel and Conference Center, second by Samuel Weaver, and carried. Daniel Becker abstained from any discussion and voting.

ECTA INTERNET CONTRACT: ECTA's three-year contract with PenTeleData for internet for the office, maintenance facility and water treatment plant is up for renewal next month. After a discussion with Jeremy Brewer from Custom Computers, his recommendation is to switch the office internet to Windstream's fiber optic network which will increase the speed from 100/15 Mbps to 200/200 Mbps. The current PenTeleData contract is \$89.95/month. The Windstream contract will be \$127.75/month for a 24-month period. Administrator Carl informed the Board that Mr. Brewer is also recommending that ECTA keep the current PenTeleData internet as a backup which would be used to back up the servers throughout the day. The backup would not be sharing the bandwidth with the office staff's internet usage which has caused loss of connection issues in the past.

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

EMERGENCY ROAD RESTORATION (NORTH REAMSTOWN ROAD): Permanent restoration of the road damage along North Reamstown Road from the water main break on May 24, 2021 was completed on June 29, 2021 by Ronnie C. Folk Paving, Inc.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on May 25, 2021 to further discuss succession planning. Another Personnel Committee meeting is scheduled for June 29, 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:

WELL M CONSTRUCTION: The majority of the site work and electrical equipment installation will be completed by mid-July, but the VFD is scheduled for delivery the last week of August. Progress meetings were held on June 3 and June 21, 2021. Change Order No. 1 includes a 90-day time extension with a revised contract end date of August 31, 2021.

TANK #4 WATER SYSTEM MODELING: CDM Smith did not finalize the draft modeling memo by mid-May as promised. Engineer Kirkham said she should have a draft memo to Administrator Carl by mid-July.

STEVENS PUMPING STATION EXPANSION: The next progress meeting is scheduled for July 13, 2021. CDM Smith is reviewing submittals from the contractors. Once submittals are approved and manufacturers provide equipment delivery dates, DESSCO will prepare the project schedule. DESSCO is reviewing long lead items to determine if there are ways to improve the overall schedule. Chairman Becker pointed out the Board's frustration with the contractor for not yet starting construction and reminded Engineer Kirkham that she must stress to the contractor the importance of adhering to the contract deadline.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith reviewed the proposed water main alignment with ECTA staff on June 3, 2021. CDM Smith is completing the 30% plans, list of specs, and updated cost estimate for ECTA review in mid-July.

WABASH LANDING PHASE 2: CDM Smith issued a comment letter on June 4, 2021. Plans and revised easement agreements were re-submitted for review on June 28, 2021.

CARRIAGE HILL PHASES 3 & 4: CDM Smith reviewed the grinder pump submittals for the low pressure sanitary sewer system.

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

ECTA BY-LAWS: Since ECTA Board meetings are now being held the last Tuesday of the month instead of the second Thursday of the month, the Board meeting date in the ECTA By-Laws needed to be revised. This proposed revision was given to the Board members at least five days before the meeting as required by the By-Laws. Solicitor Dowd presented Resolution No. 2021-06-29-02 Approving Amendment of By-Laws for the Board's consideration.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2021-06-29-02 amending the Board meeting date in the ECTA By-Laws, second by David Lutz, and carried unanimously.

ECTA WATER & SANITARY SEWER SERVICE CONTRACTS: Solicitor Dowd presented Resolution No. 2021-06-29-03 approving revised Contracts for Water and/or Sanitary Sewer Services for the Board's consideration.

- Samuel Weaver made a motion to approve and execute Resolution No. 2021-06-29-03 approving revised Contract for Water and Sanitary Sewer Service, revised Contract for Water Service and revised Contract for Sanitary Sewer Service, second by Richard Shober, and carried unanimously.

RIGHTS-OF-WAY/EASEMENT AGREEMENTS: Since the current Resolution No. 110801 allowing officers of the Authority to sign Rights-of-Way/Easement Agreements between ECTA Board meetings is 20 years old, Solicitor Dowd deemed it appropriate to have a new Resolution approved. Since ECTA Easement Agreements are standard agreements, signing these types of agreements in between Board meetings allows their timely processing and accelerates their recording. The Solicitor will continue to report at the regular Board meeting those Rights-of-Way/Easement Agreements which have been signed in between meetings so that evidence of the Agreement will appear in the minutes of the meeting. Solicitor Dowd presented Resolution No. 2021-06-29-04 Providing for Execution of Rights-of-Way for the Board's consideration.

- J. Bradford Fichthorn made a motion to approve and execute Resolution No. 2021-06-29-04 providing for execution of Rights-of-Way, second by Samuel Weaver, and carried unanimously.

WABASH LANDING PHASE 1: Solicitor Dowd presented an easement agreement executed by the owner for the dedication of water and sanitary sewer facilities installed by the owner in Phase 1 of the Wabash Landing development. Since the owner has not complied with all requirements for dedication per ECTA Administrative Procedures, the Board did not accept dedication.

INVOICES (see attached): Bills included on the ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by Edward Nevling, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:58 p.m. to discuss potential personnel matters. At 8:46 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 8:47 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,

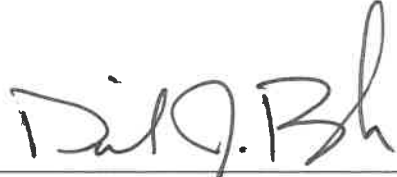


Gerald A. DeBalko
Secretary

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Pursuant to Section 1103(j) of the Public Official and Employee Ethics Act ("Ethics Act"), 65 Pa.C.S. § 1103(j), this written memorandum will serve to disclose that I, Daniel J. Becker, in my capacity as Chairman of the East Cocalico Township Authority Board, have abstained from any discussion or voting on a motion at the regular meeting of June 29, 2021, pertaining to electing a voting delegate for the 2021 PMAA Annual Conference and Trade Show, due to a conflict of interest under the Ethics Act. The nature of my interest is as follows: I was being elected as the voting delegate.

Date: June 29, 2021


(Signature)