

**EAST COCALICO TOWNSHIP AUTHORITY**  
**MEETING MINUTES**  
**JULY 27, 2021**

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, July 27, 2021, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Edward Nevling, J. Bradford Fichthorn, Raymond Wolf, and Richard Shober (Absent: Gerald DeBalko, David Lutz 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:	None

Chairman Daniel Becker called the meeting to order at 7:02 p.m.

**MINUTES:** Minutes of the monthly meeting held on June 29, 2021, were approved as presented on motion by Samuel Weaver, second by Richard Shober, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The June 2021 Monthly Capacity Reports were approved as presented on motion by Richard Shober, 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 – TRICHLOROETHYLENE (TCE) SOURCE INVESTIGATION:** The Authority is still determining rehab, reserve status or abandonment of Well 10 while taking into account the potential cost of \$400,000 for engineering and construction of a TCE treatment system and nearly \$100,000 for a new pump, motor and VFD to control pump flows for compliance with SRBC withdrawal limits. DEP has obtained approval to test the Kalas private wells (awaiting TCE test results). The Authority is currently on hold with a proposal from GeoServices (approximately \$10,000) to conduct well sampling of an abandoned well at 34 Denver Road and another at 22 Denver Road.

**SCADA & CONTROLS SYSTEM:** Keystone Engineering Group was issued their executed proposal and Notice-to-Proceed to provide Phase 1 Water System SCADA & Controls related design, engineering, programming, integration and key hardware components. Phase 1 will also include an ECTA pre-purchase of all software licensing and upgrades. Preliminary coordination discussions have occurred on the software and licensing purchases, Keystone has established their project team, and a kickoff meeting is scheduled for July 30, 2021 with ECTA staff, Custom Computers and Keystone.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** A 30% design drawing package was received from CDM Smith on July 21, 2021 and is under review by ECTA staff. A design review meeting will be scheduled within the next two weeks to review ECTA staff's initial comments. The project appears to remain on schedule.

**STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT:** All of the required project paperwork has now been approved by PennDot, and ECTA received a notice to proceed from PennDot's engineer on July 22, 2021. ARRO has started on the design of the waterline relocation.

**AWIA EMERGENCY RESPONSE PLAN (ERP):** Proposals were requested for the preparation of the America's Water Infrastructure Act of 2018 (AWIA) Emergency Response Plan (ERP) which is required by the December 31, 2021 deadline. Proposals were received from CDM Smith and ARRO, were reviewed and comments were provided. Based upon Administrator Carl's review of the final proposals, he is recommending Board execution of the CDM Smith proposal for the estimated fee of \$13,360.00. Due to the team effort among ECTA and CDM Smith staff in completing the AWIA Risk & Resilience Assessment (RRA), CDM Smith was able to complete the RRA for approximately \$12,800.00 under budget.

- Richard Shober made a motion to approve and execute the CDM Smith proposal dated July 27, 2021 for the preparation of the AWIA Emergency Response Plan which is required by the December 31, 2021 deadline for the estimated fee of \$13,360.00, second by J. Bradford Fichthorn, and carried unanimously.

**EMERGENCY ECTA OFFICE GENERATOR:** On July 16, 2021, ARRO issued their evaluation of the current emergency generator and its available capacity to sustain the Authority's office operations during a prolonged power outage. Administrator Carl is currently finalizing his review of the evaluation.

**STEVENS PUMPING STATION EXPANSION:** Construction Progress Meeting No. 5 was held on July 13, 2021 and CDM Smith continues to review shop drawings. Contractors are now expected to be on site around mid-August 2021 in lieu of April 2021. Contractor's will not put this project on their schedule or give the Authority a hard start date until they have all permits in hand. Contract completion date is still January 15, 2022, but it is already known that the generator will not be arriving until at least February 2022. The project continues to experience delays on equipment and material deliveries as well as shop drawings. The next Construction Progress Meeting is scheduled for August 17, 2021.

**WELL M CONSTRUCTION:** Construction completion is still projected to be at least three months beyond the original June 2, 2021 contract expiration date. Shop drawing review and electrical on-site work continued this past month. The well pump is now scheduled to be delivered and installed on July 30, 2021 in lieu of the previous schedule of June 28, 2021. The Authority is still awaiting a "hard" schedule for completion and startup. Since the contract completion date has passed, liquidated damages will be a continued topic of discussion. CDM Smith prepared and Administrator Carl executed interim time extension change orders so work would no longer be continuing under expired contracts. The next Construction Progress Meeting is scheduled for August 16, 2021. A large sinkhole was identified on July 23, 2021 within close proximity of the wellhead location. As a result, Administrator Carl coordinated a site meeting with GeoServices, and they have prepared an excavation plan and specifications for rectifying the situation. Administrator Carl has also contacted A.H. Moyer of Myerstown to evaluate the site and potentially provide the excavation and remediation services to be directed by GeoServices.

**RE-PERMITTING WELLS F, M, 11, 12, 2A & 14:** GeoServices was issued their executed proposal and a Notice-to-Proceed for preparing the SRBC Docket Renewal Applications for Wells F and M by December 13, 2021 and Well 11 by January 9, 2022. ECTA has been coordinating with GeoServices and providing information as needed to keep the process moving.

**SOURCE WATER PROTECTION PROGRAM (SWP):** The Wellhead Protection Area Delineations were completed July 22, 2021 which included mapping and figures. The Potential Sources of Contamination Inventory Search is underway and should be completed by the end of August 2021 to be

followed by a review meeting with the to be determined Steering Committee. At present, the Steering Committee consists of Administrator Carl, Superintendent Spitler, Engineer Kirkham, ECT's Stormwater Enforcement Officer Ken McCrea and Jennifer Reese from GeoServices. Members of ECTA's Water Committee were invited to join the Steering Committee. It is anticipated that the remaining process will take approximately three to four more months until the SWP is completed.

**METER REGISTER REPLACEMENT PROJECT:** ECTA's third order of 100 meter registers was placed on July 16, 2021. Replacement registers continue to be installed as ECTA staff's time allows.

**ECTA MANHOLES:** ARRO completed the bid specifications package on June 30, 2021 and put the project out for bid. A mandatory pre-bid meeting was held on July 7, 2021 and bids for the work were received and reviewed by ARRO and Administrator Carl on July 26, 2021. Based upon review of the bids, ARRO issued a letter of recommendation for the low bidder Leon Ray Martin Excavating, Inc. to be awarded the project. Based upon Administrator Carl's review and agreement with ARRO's recommendation letter, he is recommending Board execution of the Leon Ray Martin Excavating, Inc. proposal in the amount of \$17,475.00.

- J. Bradford Fichthorn made a motion to approve and execute the Leon Ray Martin Excavating, Inc. proposal dated July 26, 2021 for the replacement of eight (8) manhole cone sections located along right-of way areas for the estimated fee of \$17,475.00, second by Samuel Weaver, and carried unanimously.

**GRANT & FUNDING OPPORTUNITIES:** Administrator Carl continues to research potential grant and funding opportunities for ECTA. The Township has received their first disbursement from the American Rescue Plan Act (ARPA), so Administrator Carl said he will follow up with ECT Manager Mike Hession regarding ECTA's list of projects for their consideration.

**PRIVATE WELLS:** Discussions have continued with the ECT Zoning Officer and Solicitor Dowd regarding the next steps of a program aimed at physically abandoning private wells within ECTA's water system. Solicitor Dowd has been attempting to coordinate with the Township Solicitor regarding this issue. On July 23, 2021, Solicitor Dowd sent a letter to a residential property to address private well usage/potential cross contamination issues.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** ARRO was issued their executed contracts for On-Call GIS support services and for the development of a Field Repair Form and Management Dashboard within the GIS. The initial work was completed, and a review meeting was held on July 26, 2021 with ECTA staff. ARRO will be incorporating ECTA final review comments and revisions over the next couple of days.

**EARTH, TURF & WOOD (188 NORTH REAMSTOWN ROAD):** On July 20, 2021, the Authority received a Short Form Developer's Agreement and required \$2,500.00 administrative escrow from BST Reamstown Properties, LLC for the construction of a commercial water lateral for the Earth, Turf & Wood project at 188 North Reamstown Road. The existing sewer lateral will be utilized. Acceptance of the Short Form Developer's Agreement will allow CDM Smith to begin technical review of the project's water lateral connection plans and will allow this project to move forward with the Authority.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreement with BST Reamstown Properties, LLC for construction of their commercial water lateral project for Earth, Turf & Wood located at 188 North Reamstown Road, second by Richard Shober, and carried unanimously.

DEFERRED COMPENSATION AGREEMENT – SCOTT M. CARL, SR.: As stated in the ECTA Employee Manual, after one year of employment, an employee is eligible to join the Authority's Deferred Compensation Plan. Employee Scott M. Carl, Sr. has been employed by the Authority for one year as of July 13, 2021, and would like to join the plan.

- Samuel Weaver made a motion to approve and execute Resolution No. 2021-07-27 accepting the Deferred Compensation Agreement for employee Scott M. Carl, Sr., second by Edward Nevling, and carried unanimously.

ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH: As a result of prior candidates taking positions elsewhere, Administrator Carl is continuing to pursue viable candidates for employment. The next interview is scheduled for July 28, 2021.

**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:

PRIVATE WELL/CROSS CONNECTION: ECTA Operators discovered a cross connection on a residential water service. As was previously discussed during the Administrator's Update, a letter from Solicitor Dowd was sent to the property owner with notification to disconnect and abandon the private source.

CURB STOP INSTALLATIONS: It was recently discovered by ECTA that some of the original meter pits along North Reamstown Road that are installed for properties along North Reading Road were installed without an individual curb stop for each property. ECTA is going to install individual curb stops for those meter pits on an as-needed basis and as scheduling permits.

**PERSONNEL COMMITTEE:** A Personnel Committee meeting was held on June 29, 2021 to further discuss succession planning.

**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: PSI Pumping Solutions (General Contract) has submitted Payment Application No. 1 in the amount of \$94,014.24 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on ECTA's July 27, 2021 invoice listing. Shannon A. Smith (Electrical Contract) has submitted Payment Application No. 4 and No. 5 in the amount of \$33,783.30 which have been approved and recommended for payment by CDM Smith. These Payment Applications are included on ECTA's July 27, 2021 invoice listing.

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

STEVENS PUMPING STATION EXPANSION: CDM Smith addressed the comments from the Lancaster County Conservation District and provided confirmation on each of ECT's waiver conditions, including the site grading/stormwater statement. ECT has issued the building permit. Payment of that permit is included on ECTA's July 27, 2021 invoice listing. Once paid, the Authority will receive the permit. Per CDM Smith's request, the contractor is reviewing long lead items to determine if there are ways to improve the overall schedule. One proposed change is to construct the concrete meter/valve vault on site rather than wait for the non-standard precast vault, which has a long lead time. The pump controls and generator will have the longest lead times. The generator is scheduled to ship in February 2022.

## ECTA MEETING MINUTES

July 27, 2021

Page 5 of 5

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith submitted the 30% plans for ECTA review last week, and the revised cost estimate is being finalized.

WABASH LANDING PHASE 2: A resubmission was provided on June 28, 2021. Administrator Carl, Solicitor Dowd, and Engineer Kirkham met on July 21, 2021 to review the four revised agreements in detail. CDM Smith is finalizing the response.

UGI HEADQUARTERS: Revised as-built plans were submitted for review on July 19, 2021.

VILLAGE AT EAST COCALICO: CDM Smith issued a Capacity Review & Request Application response letter on July 23, 2021. The response indicated that one 240 LF section of 8-in sanitary sewer will need to be upgraded, and the water main will need to be looped from Kestrel Drive to South Muddy Creek Road to provide the recommended fire flow for high density residential units.

**SOLICITOR'S UPDATE:** Solicitor Lucy Dowd had nothing to report on this month.

**INVOICES (see attached):** Bills included on the July 27, 2021 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by Edward Nevling, and carried unanimously.

Since there was no further business to come before the Board, J. Bradford Fichthorn made a motion to adjourn the meeting at 7:42 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,



J. Bradford Fichthorn  
Assistant Secretary

jae