

# **EAST COCALICO TOWNSHIP AUTHORITY**

## **MEETING MINUTES**

### **AUGUST 31, 2021**

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, August 31, 2021, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Samuel Weaver, Gerald DeBalko, David Lutz, Edward Nevling, J. Bradford Fichthorn, Raymond Wolf, Richard Shober and June Kinback (Absent: Daniel Becker)  
Solicitor: Lucy Dowd, Lucy Dowd Law, LLC (arriving at 7:08 p.m.)  
Engineer: Rachel Kirkham, CDM Smith  
Administrator: Scott Carl, Sr.  
Employees: Kenneth Spitler, 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 July 27, 2021, were approved as presented on motion by Richard Shober, second by Edward Nevling, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The July 2021 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, 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 (DENVER ROAD) – TRICHLOROETHYLENE (TCE) SOURCE INVESTIGATION:** The Authority has continued engineering discussions with GeoServices, ARRO, and Keystone; evaluated current operations and needs with Well 10 off-line; and reexamined the Well 10 rehab cost estimate received from ARRO. As a result of all parties being in agreement, Administrator Carl recommends the Authority move forward with a DEP permitting process to place Well 10 into a reserve status versus rehab or abandonment. This decision was made taking into account ARRO's \$100,000 rehab cost estimate for a new pump, motor and VFD to control pump flows for compliance with SRBC withdrawal limits; the potential cost of \$400,000 for engineering and construction of a TCE treatment system; and DEP's continued assistance in helping to identify the TCE source. DEP notified the Authority that no TCE was found in the Kalas wells. The Authority is awaiting the status of DEP's well sampling of the abandoned wells at 34 Denver Road and 22 Denver Road. Should the Authority need Well 10 in the future, it could be taken out of reserve status, the rehab work would need to be completed, and pumping rates would have to be maintained at 35,000 gpd or more to keep TCE levels in check, unless the TCE situation was previously resolved.

- Gerald DeBalko made a motion to place Well 10 into reserve status and complete the appropriate PADEP permitting paperwork with the assistance of GeoServices and CDM Smith as may be required, second by J. Bradford Fichthorn, and carried unanimously.

**WELLS 4 & 12 (KRAMER MILL ROAD):** At the April 27, 2021 Board meeting, the Board decided to abandon Well 12. As a result of recent evaluations of the Authority's wells, it is recommended that the Authority also move forward with abandoning Well 4 due to its low yield, nitrate and radon issues, potential treatment costs, location and interconnection with Well 12. Administrator Carl is recommending that in order to maximize engineering efficiencies, the Authority complete the appropriate PADEP permitting paperwork for the abandonment of Wells 4 & 12 at the same time as the DEP paperwork is being completed to move Well 10 into reserve status.

- Richard Shober made a motion to abandon Wells 4 & 12 and complete the appropriate PADEP permitting paperwork with the assistance of GeoServices and CDM Smith as may be required, second by Gerald DeBalko, and carried unanimously.

**SCADA & CONTROLS SYSTEM:** As part of the Phase 1 Water System SCADA & Controls Upgrades, Keystone Engineering Group has identified the comprehensive list of ECTA pre-purchase items relating to all software licensing and upgrades which is being finalized with the manufacturer/software supplier. A kickoff meeting was held on July 30, 2021 with ECTA staff, Custom Computer and Keystone. The radio survey was conducted on August 16 & 17, 2021 with favorable results.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** A 30% design drawing review meeting was held on August 17, 2021 with CDM Smith, ECTA staff and the Township's Roadmaster. The project appears to remain on schedule.

**STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT:** ARRO has continued working on the design of the waterline relocation and is about 50% complete.

**AWIA EMERGENCY RESPONSE PLAN (ERP):** CDM Smith has begun work on ECTA's Emergency Response Plan (ERP) and completed Task 1 on August 30, 2021. A review meeting will be scheduled within the upcoming week.

**EMERGENCY ECTA OFFICE GENERATOR:** Administrator Carl completed his review of ARRO's evaluation of the East Cocalico Township Building's current emergency generator and its available capacity to sustain the Authority's office operations during a prolonged power outage. Administrator Carl issued and discussed review comments with ARRO, and a final revised report indicating a new generator and ATS requirement is forthcoming. The feasibility of utilizing the existing generator to be retired at the Stevens Pumping Station was researched and it will not be sufficient. Administrator Carl reviewed the status of this project with the ECT Manager on August 27, 2021 and suggested this project as a joint effort with possible ARPA Funding support.

**STEVENS PUMPING STATION EXPANSION:** Construction Progress Meeting No. 6 was held on August 17, 2021. The next Construction Progress Meeting is scheduled for September 14, 2021. Engineer Rachel Kirkham will discuss this project in more detail during her update.

**WELL M CONSTRUCTION:** Contract Time Extension Change Orders were issued temporarily extending the completion date from June 2, 2021 to August 31, 2021. With current delivery dates of the long awaited VFD, construction completion is now currently projected to be near the end of September 2021. The well pump was installed on July 30, 2021 and initial site restoration, paving and stone driveway was accomplished this past month. The Authority is still awaiting a "hard" schedule for completion and startup. The Authority is coordinating with all parties, including GeoServices, for the pump testing and DEP-required MPA water quality sampling program. Sinkhole remediation was completed on August 5, 2021 under the direction and guidance of GeoServices who was on site, and

follow up site visits indicate no further settlement at this time. A final GeoServices' report and sinkhole excavation/remediation as-built sketch was received and reviewed on August 25, 2021.

RE-PERMITTING WELLS F, M, 11, 14 & 2A: ECTA continues to work with GeoServices in preparing the SRBC Docket Renewal Applications for Wells F and M by December 13, 2021 and Well 11 by January 9, 2022.

SOURCE WATER PROTECTION PROGRAM (SWP): The Wellhead Protection Area Delineations, Potential Sources of Contamination and draft of the Authority's SWP program has been completed. The Steering Committee has been assembled and includes Administrator Carl, Superintendent Spitler, Board Member Gerald DeBalko, Ken McCrea (ECT), Jennifer Reese (GeoServices), Engineer Kirkham (CDM Smith) and representatives from West Cocalico, Denver Borough, DEP, PA Rural Water, Lancaster County EMA and Conservation District. A kickoff meeting with the Steering Committee, DEP and its consultant was held on August 31, 2021 to review the draft of the SWP program.

METER REGISTER REPLACEMENT PROJECT: We are still awaiting the Authority's third order of 100 meter registers that was placed on July 16, 2021. Replacement registers continue to be installed as ECTA staff's time allows.

ECTA MANHOLES: Leon Ray Martin Excavating, Inc. was issued their executed proposal and given a Notice to Proceed. ECTA has been in coordination with Leon Ray Martin Excavating, the manhole manufacturer (Monarch) and ARRO on the dimensions and ordering of the manhole cone sections to be pre-purchased by ECTA. It is anticipated they should be shipping on September 21, 2021.

GRANT & FUNDING OPPORTUNITIES: Administrator Carl continues to research potential grant and funding opportunities for ECTA. The Authority is one of the top three candidates being considered for the Lancaster Watershed Academy funding. Administrator Carl has had follow up discussions with ECT Manager Mike Hession regarding the Township's ARPA funding.

PRIVATE WELLS: Administrator Carl has had follow up discussions with the ECT Manager and with Solicitor Dowd to discuss the next steps of a program aimed at physically abandoning private wells and potential cross-connections identified within ECTA's water system. Solicitor Dowd has continued to try and coordinate with the Township's Solicitor regarding this program, but the Authority has recently been informed that the Township Solicitor will be changing. Until a new ECT Solicitor is in place, the Authority will address what it can, coordinate with the Township Manager and try to schedule a meeting in the near future. As a result of Superintendent Spitler's follow up to the July 23, 2021 Solicitor Dowd letter sent to a residential property to address private well usage/potential cross contamination issues, the property owner will be eliminating their cross-connection potential on September 2, 2021.

SLATEWOOD/ZIMMERMAN PROJECT (215 NORTH LINE ROAD): On August 23, 2021, the Authority received a signed Developer's Agreement for a Residential Water and Sewer project from Zimmerman Home Builders along with Administrative Escrow in the amount of \$10,000.00 for the construction of an 80-unit residential development at 215 North Line Road known as Slatewood. Acceptance of the Developer's Agreement will allow CDM Smith to begin technical review of the project's design plans and allow this residential development project to move forward with the Authority.

- J. Bradford Fichthorn made a motion to accept and execute the Developer's Agreement for a Residential Water and Sewer project with Zimmerman Home Builders for the construction of an 80-unit residential development known as Slatewood located at 215 North Line Road, second by Gerald DeBalko, and carried unanimously.

**ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH:** Administrator Carl has continued with his ongoing search for viable candidates for ECTA employment in conjunction with ECTA's succession planning process. Authority Staff held interviews with a viable candidate, the candidate's application and resume were forwarded to the Personnel Committee, references were checked and a Personnel Committee meeting was held on August 31, 2021 to discuss the candidate. A final interview with the Personnel Committee will be scheduled in the very near future. In the event of a favorable final interview and in order to avoid having to wait until the next ECTA Board meeting to offer employment, the following motion was made:

- Gerald DeBalko made a motion to allow the Personnel Committee along with Administrator Carl to make an offer of employment to this viable candidate pending his final interview with the Personnel Committee, second by Raymond Wolf, and carried unanimously.

**DENTECH INDUSTRIAL (1975 NORTH READING ROAD):** The Authority's administrative requirements for the water lateral relocation and meter pit constructed on the DenTech Industrial property located at 1975 North Reading Road, Denver, PA have been satisfactorily completed. The lateral and associated meter pit infrastructure have been inspected and passed by the Authority. As-built plans have been approved and all invoices have been paid. The Authority is holding cash in the amount of \$8,934.00 to guarantee construction as well as \$3,500.00 in Administrative Water Escrow. Administrator Carl is requesting the Board's approval to begin this project's 18-month warranty period and to reduce their cash deposit submitted in lieu of a Letter of Credit from \$8,934.00 to \$2,227.50 (15% of the approved \$14,850.00 actual cost of construction) to be held, along with the administrative escrow, until the end of the 18-month warranty period.

- Raymond Wolf made a motion to begin on August 31, 2021 the 18-month warranty period for construction of a relocated water lateral and meter pit associated with the DenTech Industrial project located at 1975 North Reading Road, Denver, PA and to reduce the amount of cash held by the Authority to guarantee construction from \$8,934.00 to \$2,227.50 representing 15% of the actual cost of construction in the amount of \$14,850.00, second by David Lutz, and carried unanimously.

**ECTA WATER TREATMENT PLANT TOURS:** Administrator Carl has been contacted by Thaddeus Stevens College of Technology to see if ECTA would be interested in hosting a water treatment plant tour for their first-year students in the late Fall and another tour in the Spring for their second-year students in the Water and Environmental Technology program. All students (approximately 12) would be required to wear masks and would be accompanied by their professor. Barring any future restrictions related to COVID-19, the Board agreed to allow site tours of the water treatment plant with Thaddeus Stevens College students.

**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:

**WATER TREATMENT PLANT:** Local fire companies had recently responded to two false automatic alarm calls by the fire system monitoring company. To rectify this, a suspect faulty duct detector has been replaced at the water treatment plant.

**CARRIAGE HILL PHASES 3 & 4:** Inspection of 15 sanitary sewer low pressure system curb valves that were installed by Concept Excavating for the Carriage Hill development were inspected by ECTA and pressure testing has been completed.

**WELL M CONSTRUCTION:** Superintendent Spitler stopped at the Well M site on August 31, 2021 and was told by Shannon A. Smith (electrical contractor) that they wired up the VFD.

**PERSONNEL COMMITTEE:** A Personnel Committee meeting was held on August 31, 2021 at 6:15 p.m. 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:** The well pump was installed. The majority of the site work has been completed, and fence installation is scheduled for late September. The VFD has been delivered and will be installed this week. Once inspection and PPL service is completed, start-up is anticipated for mid-September. PSI Pumping Solutions (General Contract) has submitted Payment Application No. 2 in the amount of \$87,293.23 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on ECTA's August 31, 2021 invoice listing. Shannon A. Smith (Electrical Contract) has submitted Payment Application No. 6 in the amount of \$11,964.60 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on ECTA's August 31, 2021 invoice listing.

**TANK #4 WATER SYSTEM MODELING:** CDM Smith did not finalize the draft modeling memo by mid-August as promised. Administrator Carl stated he needs a deadline for this, and Engineer Kirkham said she should have a draft memo to Administrator Carl within the next couple of weeks.

**STEVENS PUMPING STATION EXPANSION:** The general contractor started work at the site on August 12, 2021. The concrete footings and block foundation walls for the building are complete. CDM Smith and Schnabel Engineering (geotechnical) have been providing part-time construction inspection. CDM Smith is reviewing submittals and RFIs from the contractors. DESSCO is preparing the overall project schedule. Payment Application No. 3 has been submitted by CHM (HVAC Contract) in the amount of \$11,433.69 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on ECTA's August 31, 2021 invoice listing.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith met with ECTA staff and the Township Roadmaster on August 17, 2021 to review the 30% design plans. CDM Smith is proceeding with preparing the permit application, dividing the cost estimate into alternatives, updating the plans, and preparing technical specifications.

**WABASH LANDING PHASE 2:** CDM Smith issued a response letter on all the draft easement agreements on August 10, 2021. Revised draft easement agreements were submitted for review on August 19, 2021. Engineer Kirkham, Administrator Carl, and Solicitor Dowd will now do a final review of the agreements.

**UGI HEADQUARTERS:** CDM Smith issued comments on the revised as-builts on August 18, 2021.

**RED RUN EXHAUST OF REAMSTOWN:** CDM Smith reviewed and approved submittals.

**SLATEWOOD/ZIMMERMAN (LINE ROAD):** A Capacity Review and Request Application was submitted on August 23, 2021 for a proposed 80 EDU residential development at 215 North Line Road.

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

**AGENDAS – PA ACT 65 OF 2021:** Enacted by the PA legislature and beginning August 29, 2021, PA Act 65 of 2021 amends the PA Sunshine Law requiring that all local government boards and commissions must post meeting agendas for all advertised public meetings at least 24-hours before each meeting on

their website, at the meeting location and at their principal office. The agenda must include a listing of each matter of business the Board expects to act or deliberate on at the upcoming meeting. Emergency issues or something that arises within the 24-hour period before the meeting may be acted upon, but first the Board must make a motion stating the reason for the change and vote to amend the agenda before taking action on the issue. If a matter arises because of a visitor that is attending the meeting, it is permissible to act upon that matter without amending the agenda. The amended agenda must be posted on the website and at the principal office by the first business day following the meeting at which the agenda was changed.

**INVOICES (see attached):** Bills included on the August 31, 2021 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by J. Bradford Fichthorn, and carried unanimously.

**NEW BUSINESS:**

**WATER CREDIT REQUEST:** On August 3, 2021, ECTA customer Caleb Franks submitted a letter to the ECTA Board requesting a water credit on his July 2021 quarterly bill because of a leak at his meter pit. Mr. Franks' property is located on North Reading Road; however, his meter pit is located on another person's property along North Reamstown Road. In 1989, when the property connected to ECTA's water system, there was not a water main along North Reading Road. Because of this, the property's water service line was installed from the back of the house and connected to the water main in the street behind the property on North Reamstown Road. Mr. Franks claimed he was not aware he had a meter pit, so when he received ECTA's courtesy letters regarding his higher use, he said he did not know to check for a leak at his meter pit. Mr. Franks does not think he should have to pay for the water charges since he said ECTA never made him aware of his meter pit or his responsibility to maintain it. After much Board discussion, which centered around the unique situation of the meter pit not being located on the customer's property, the following motion was made:

- David Lutz made a motion to grant a 50% water credit on Caleb Franks' July 2021 quarterly bill after taking into consideration the normal average water usage, second by J. Bradford Fichthorn, and carried. Richard Shober opposed.

The Board discussed having the Authority send letters to the approximately 15 ECTA customers whose meter pits are not located on their property to make them aware of their location and their responsibility to maintain them. The Board also discussed the possibility of reading the meters in those specific meter pits more than once a quarter.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:23 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae