

# EAST COCALICO TOWNSHIP AUTHORITY

## MEETING MINUTES

### SEPTEMBER 28, 2021

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, September 28, 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, Gerald DeBalko, David Lutz, J. Bradford Fichthorn, Raymond Wolf, Richard Shober and June Kinback (Absent: Edward Nevling)
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 August 31, 2021, were approved as presented on motion by David Lutz, second by June Kinback, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The August 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 (DENVER ROAD) – TRICHLOROETHYLENE (TCE) SOURCE INVESTIGATION:** Since Well 4 is in the process of being abandoned, GeoServices and ECTA staff have had discussions regarding re-utilizing Well 4's pump and column piping (new in November 2015) and motor (new in May 2021) at Well 10. Administrator Carl will be directing GeoServices to add a scope of work to the Wells 4 & 12 abandonment bid specifications package to include retrofitting Well 10 with Well 4's equipment and materials. Once pricing is received, ECTA will re-examine the Well 10 situation one final time to determine financially and operationally whether it should be put back on line, abandoned or re-permitted for "reserve" status.

**WELLS 4 & 12 (KRAMER MILL ROAD):** ECTA has been coordinating with GeoServices and CDM Smith to initiate the PADEP permitting paperwork for abandonment of Wells 4 & 12. GeoServices is preparing a specification package that will enable ECTA to obtain pricing for the physical abandonment of the wells including the pulling of the pumps, column piping and well closure.

**SCADA & CONTROLS SYSTEM:** As part of the Phase 1 Water System SCADA & Controls Upgrades, Keystone Engineering Group, Wonderware, Custom Computer and ECTA staff have finalized the comprehensive list of ECTA pre-purchase items relating to software licensing and upgrades, and all items have been ordered. ECTA saved approximately \$8,500.00 by pre-purchasing these items. Keystone has

also begun work on the Operator Interface Terminals (OIT's) that will be installed at each well facility and is working on a deduct change order for removal of Wells 4, 12 and 10 from the scope of work in addition to OIT elimination at the tank sites and replacement with digital readouts. Internet service at the water treatment plant has also been switched to a higher speed to accommodate the SCADA upgrade.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith has been incorporating the 30% design drawing review meeting comments and has progressed into the 90% Design and Permitting Phase. The project appears to remain on schedule with an estimated completion of the 90% phase expected at the end of October/early November.

**STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT:** Administrator Carl has been working with ARRO and PennDot on reviewing multiple bridge hanging options and design details. ARRO is now about 95% complete with the design of the waterline relocation which ECTA has reviewed and provided comments on September 28, 2021. To accommodate future growth, the new water main has been upsized from a 6-inch to an 8-inch line. Plans and specs are to be submitted to PennDot by September 30, 2021.

**AWIA EMERGENCY RESPONSE PLAN (ERP):** CDM Smith has completed the gap analysis between the current ECTA ERP and requirements under the AWIA ERP. ECTA will continue to provide CDM Smith with available information as they prepare the required additional information under the AWIA format. An ERP workshop meeting will be scheduled within the upcoming weeks to review CDM Smith's draft of the new ERP. The project appears to be on schedule for CDM Smith's October 31, 2021 completion date.

**EMERGENCY ECTA OFFICE GENERATOR:** A final revised report indicating a new generator and ATS requirement was received from ARRO and reviewed on September 7, 2021. Administrator Carl shared the report with the ECT Manager, and a joint effort with possible ARPA Funding support is being pursued. The Township has now hired ARRO to evaluate and ensure all current Township required loads would be covered by a new generator.

**STEVENS PUMPING STATION EXPANSION:** Construction Progress Meeting No. 7 was held on September 15, 2021. The floor has been poured and the block walls are nearly complete. Contract completion is still January 15, 2022; however, the generator will not be arriving until at least February 2022. Contractor schedules show construction to be completed by December 10, 2021, with the exception of the emergency generator. The next Construction Progress Meeting is scheduled for October 12, 2021.

**WELL M CONSTRUCTION:** A second Contract Time Extension Change Order will be issued extending the completion date from August 31, 2021 to October 31, 2021 as a result of a permitting delay with West Cocalico Township and PPL's timeline to energize power at the site. PPL was scheduled to be on site October 4, 2021 but due to availability of parts, it could be as late as October 25, 2021. A tentative schedule for completion and startup has been established, and all parties including GeoServices are in close coordination for the pump testing and DEP-required MPA water quality sampling program.

**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):** While this project has become a low priority because of all the other ECTA projects that are in progress, ECTA has continued working with DEP and

PA Rural Water's SWP grant program reps and the Conservation District. The next step is to complete the review of the Potential Sources of Contamination (PSOC's) list and conduct site visits with the PA Rural water rep.

**METER REGISTER REPLACEMENT PROJECT:** ECTA received the third order of 100 new registers. At Assistant Superintendent Pannebecker's suggestion, instead of ordering 100 new registers at a time per ECTA's contract with Exeter Supply, Administrator Carl asked Exeter Supply if ECTA could order the remaining 561 meter registers as one order. Exeter Supply agreed and that order was placed on September 22, 2021. Replacement registers continue to be installed as ECTA staff's time allows.

**ECTA MANHOLES:** ECTA has been working with ARRO, Leon Ray Martin Excavating, Inc. and the manufacturer (Monarch) on the production, delivery and construction/installation schedule. Monarch completed the manhole cones last week and it is anticipated that the cones should be delivered to Leon Ray Martin by October 18, 2021 at the latest.

**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 will continue to discuss the ARPA funding with ECT Manager Mike Hession as the Township prepares their 2022 budget.

**PRIVATE WELLS:** The master spreadsheet of all private wells throughout the ECTA system has been updated and incorporated into ECTA's GIS system. Until the new ECT Solicitor is in place, ECTA will continue to address and eliminate identified cross-connections as a priority and later coordinate a meeting with the ECT Manager, ECT Zoning Officer and both Solicitors regarding abandoning the wells.

**ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH:** A fourth and final interview with a viable candidate was held with the Personnel Committee and Administrator Carl on September 7, 2021. As a result of the favorable interview, and per the Board's motion at the August 31, 2021 Board meeting, ECTA extended an offer of employment to Tyler M. Davis on September 8, 2021. He accepted on September 9, 2021 and began his employment on September 27, 2021. Drug and alcohol tests were successfully completed.

**ECTA LOGO:** ECTA staff have been talking about and wanting an ECTA logo for over six years. ECTA recently hired FiP Creative in Stevens to finalize the design of a logo concept that staff created, and the Board was presented with a copy of the finalized ECTA logo at tonight's meeting. It will be used on ECTA letterhead, clothing, business cards, truck decals, etc.

**METER PITS NOT LOCATED ON OWNER'S PROPERTY:** As a result of the Caleb Franks' meter pit leak discussed at last month's meeting, the Board suggested ECTA staff prepare a letter to be sent to other customers whose meter pits are located on someone else's private property explaining where they are located and their responsibility to maintain and repair them. The Board was presented with a draft copy of a letter to be mailed to those approximately 17 customers whose meter pits are located on another owner's property. The Board was pleased with the draft letter and had no revisions. The letter will be issued by October 1, 2021. Also as requested by the Board, ECTA will begin reading those specific water meters on a monthly basis in an attempt to protect ECTA from needless water loss and assist customers in detecting a water leak quicker than every three months, which could help minimize unforeseen high water and sewer bills for those customers.

**ECTA WATER TREATMENT PLANT TOURS:** Administrator Carl confirmed with Thaddeus Stevens College that ECTA would welcome the opportunity to host plant tours for their students. Barring any future restrictions related to COVID-19, the fall visit will be held on October 18, 2021.

**UPCOMING ECTA BOARD MEETING DATES:** The November 30<sup>th</sup> and December 28<sup>th</sup> Board meeting dates fall near the holidays, so ECTA staff have some concerns with preparing for those meetings because of days off for the holidays and scheduled vacations. Administrator Carl asked the Board if there was any interest in moving the November or December meeting dates. It was decided to discuss this topic at the next meeting, and Board members were asked to provide Administrator Carl with any feedback prior to the next meeting.

**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:

**TRICHALOMETHANES SAMPLING:** On August 16, 2021, ECTA's annual water system total trihalomethanes was sampled and resulted in an unexpected exceedance of the maximum contaminant level (MCL). ECTA's DEP Sanitarian said a number of municipalities had an exceedance recently. Follow-up system flushing was performed by ECTA in the area of where the sample was taken. ECTA then tested chlorine residuals before and after flushing and no low or abnormal level was noted. DEP will now change this monitoring frequency requirement from annual to quarterly.

**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:** DEP clarified that the well and water main may not be disinfected until after the new source and MPA testing is conducted. Shannon A. Smith (electrical contract) submitted Payment Application No. 7 in the amount of \$12,763.48 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on ECTA's September 28, 2021 invoice listing.

**TANK #4 WATER SYSTEM MODELING:** CDM Smith did not finalize the draft modeling memo by mid-September as promised. Engineer Kirkham said she is again working on the modeling, in conjunction with two of the new development requests, so she will have it completed by the next Board meeting since she knows ECTA will need it to help determine the 2022 budget.

**STEVENS PUMPING STATION EXPANSION:** Construction of the trusses and roof should start by next week. The pumps have been delivered. Payment Application No. 2 has been submitted by DESCCO (general contract) in the amount of \$81,681.25. Payment Application No. 1 has been submitted by GSE (electrical contract) in the amount of \$9,094.50. Payment Application No. 4 has been submitted by CHM (HVAC contract) in the amount of \$2,097.46. All three Payment Applications have been approved and recommended for payment by CDM Smith and are included on ECTA's September 28, 2021 invoice listing.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith is continuing to update the plans. CDM Smith asked ECTA operators to check clean out elevations, and CDM Smith is pulling that information into the plans.

**VILLAGE AT EAST COCALICO:** CDM Smith issued the plan review letter on September 20, 2021.

**THE CROSSINGS AT COCALICO (WEST SWARTZVILLE ROAD):** CDM Smith is finishing their review of the Capacity Review & Request Application and will be issuing their response to the developer.

**SLATEWOOD/ZIMMERMAN (LINE ROAD):** CDM Smith is finishing their review of the Capacity Review & Request Application and will be issuing their response to the developer.

**EARTH, TURF & WOOD:** Chairman Becker asked Engineer Kirkham about a private well being used on the Earth, Turf & Wood property. Engineer Kirkham was not aware of this and said the plans did not show or indicate a private well. Administrator Carl said the Township informed him that during demolition of an old barn, a private well was recently discovered under the barn and the owner intends to use it. Administrator Carl has been in contact with the ECT Manager and ECT Zoning Officer to discuss this issue.

**LORDS & LADIES SALON:** Chairman Becker said the Township is in the preliminary stages of a proposed Lords & Ladies Salon at the corner of Route 272 and Route 897. With the project's close proximity to ECTA's Wells 5 & 6, Chairman Becker noted the potential impact this project could have on those wells. Administrator Carl said he is aware of this and has informed all parties of the 100 ft. Zone 1 wellhead protection zone.

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

**INVOICES (see attached):** Bills included on the September 28, 2021 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

**NEW BUSINESS:**

**2020 CAPACITY REASSESSMENT – WABASH PLAZA:** Wabash Plaza exceeded their water and sanitary sewer capacity by 651 gpd in 2019. Because of documented leaks that were repaired during 2019, ECTA chose not to reassess Wabash Plaza for that additional water and sewer capacity. Then in 2020, Wabash Plaza again exceeded their water and sanitary sewer capacity but this time by 671 gpd. Since they had no documented leaks in 2020, on April 15, 2021, ECTA mailed a capacity reassessment invoice to owners Barry and Elaine Burkholder in the amount of \$35,354.99 for the 671 gpd overage which was due by August 15, 2021. On August 26, 2021, Mr. Burkholder emailed ECTA with questions regarding the water meter and usage and ECTA responded. On September 1, 2021, ECTA issued a past due notice with a due date of September 10, 2021. On September 10, 2021, Mr. Burkholder came to the ECTA office to again question the usage and in response, on September 13, 2021, ECTA collected usage data from the water meter and emailed him data log reports showing the usage. To date, the capacity reassessment invoice has not been paid. Mrs. Shaw asked for the Board's guidance on how to proceed. After discussion, the Board agreed that ECTA is to proceed with turn off of water service for not abiding by the ECTA Rates, Rules and Regulations.

**SANITARY SEWER RELIEF REQUEST:** After posting ECTA's Final Notice Before Turn Off on Andrew Hoffa's property, he called the ECTA office and requested sanitary sewer relief on his July 2021 water and sewer bill because of high water use from watering his re-seeded lawn. Based upon Section VII.A.1.a of the Rates, Rules & Regulations of the ECTA Sanitary Sewer System which states sanitary sewer charges will be based upon the total, metered water consumption, even if such water use does not involve sanitary sewage disposal, ECTA staff denied his request. Mr. Hoffa then emailed the Board to appeal that decision. After discussion at tonight's meeting, the Board said there was no basis for sanitary sewer relief and upheld the Rates, Rules & Regulations of the ECTA Sanitary Sewer System.

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- Richard Shober made a motion to uphold the Rates, Rules and Regulations of the ECTA Sanitary Sewer System and deny Andrew Hoffa's sanitary sewer relief request on his July 2021 quarterly bill for watering his re-seeded lawn but to remove the late penalty and daily interest charges he accrued, 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 7:51 p.m., second by J. Bradford Fichthorn, 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

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