

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

DECEMBER 22, 2021

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Wednesday, December 22, 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, Edward Nevling, David Lutz, J. Bradford Fichthorn, Richard Shober and June Kinback (Absent: Raymond Wolf)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
Administrator: Scott Carl, Sr.
Employees: 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 November 30, 2021, were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

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

OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2021: The Advertised Meeting Attendance Sheet for 2021 was distributed and each Board member approved their attendance.

- Edward Nevling made a motion to accept the Officers' and Project Managers' compensation for the 2021 calendar year as proposed and budgeted, to be paid in December 2021, second by Richard Shober, and carried unanimously.

2022 WAGE RATE STRUCTURE:

- Edward Nevling made a motion to approve the 2022 Wage Rate Structure effective with the first pay period which includes January 1, 2022, second by Samuel Weaver, and carried unanimously.

2022 WATER AND SEWER BUDGETS: The final Water and Sewer budgets for the calendar year 2022 were presented to the Board. Due to inflation and increased prices on goods and services; increases in power and fuel costs; a 30% increase in chemicals; a nearly \$200,000 increase in wastewater treatment costs; continuing long-term debt service for construction of the water treatment plan; and nearly 40 infrastructure improvement projects planned over the next five years totaling approximately \$23 million with nearly \$6.5 million to be expended in 2022 and another \$4 million in 2023, the Board discussed water and sewer rate increases. Water rates have remained the same since April 1, 2017 and sewer rates have remained the same since March 1, 2009.

- Richard Shober made a motion to adopt Resolution No. 2021-12-22-W accepting the Water Operating Budget for the calendar year ending December 31, 2022, increasing the water rate 4% or \$0.25 from \$6.85 to \$7.10 per 1,000 gallons, beginning with usage starting on January 1, 2022, second by J. Bradford Fichthorn, and carried. Samuel Weaver and June Kinback opposed.

- David Lutz made a motion to adopt Resolution No. 2021-12-22-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2022, increasing the sewer rate 4% or \$0.45 from \$12.10 to \$12.55 per 1,000 gallons which will increase the flat rate sewer from \$157.30 to \$163.15 per quarter, beginning with usage starting on January 1, 2022, second by Gerald DeBalko, and carried. June Kinback opposed.

MONTHLY CAPACITY REPORTS (see attached): The November 2021 Monthly Capacity Reports were approved as presented on motion by June Kinback, 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 (DENVER ROAD) AND WELLS 4 & 12 (KRAMER MILL ROAD): Well 10 still remains out of service. On December 1, 2021, ECTA provided Eichelbergers, Inc. with an executed copy of their Unit Price Proposal for the Well 10 rehab work and Wells 4 & 12 abandonment work. ECTA is awaiting a construction schedule from Eichelbergers.

SCADA & CONTROLS SYSTEM: Keystone submitted their initial draft of their reconciliation change order. Administrator Carl has reviewed the draft, and he hopes to have a final change order to present to the Board at the next Board meeting. All of the cell modems have been ordered, and Keystone says they should receive them in the next couple of weeks.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: ECTA is still awaiting the 90% Design and Permitting documents from CDM Smith which were due at the end of October/early November. Administrator Carl said Engineer Kirkham will discuss this topic more during her update.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: ECTA is awaiting PennDot's bidding of the project which is scheduled for Spring 2022.

AWIA EMERGENCY RESPONSE PLAN (ERP): CDM Smith's original target ERP draft submission date to ECTA was October 31, 2021. On December 14, 2021, Engineer Kirkham met with ECTA to review CDM Smith's draft of the new ERP. Just before tonight's meeting, Administrator Carl received a revised draft of the ERP as a result of the December 14th meeting. The final ERP is due by December 31, 2021. Administrator Carl said Engineer Kirkham will discuss this topic more during her update.

EMERGENCY ECTA OFFICE GENERATOR: This project continues to be looked at as a joint venture with the Township and shall be funded with the Township's ARPA funding.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 10 was held on December 8, 2021. The generator's arrival is still scheduled for June 2022. The next Construction Progress Meeting is scheduled for January 12, 2022, and ECTA is hoping to have the General Contractor's updated schedule for completion in order to prepare time extension change orders.

WELL M CONSTRUCTION: The 18-hour pump test and DEP-required MPA water quality sampling was completed on December 21, 2021. This was a tremendous coordination effort with ECTA staff, ECTA consultants, DEP, the Stevens Fire Company, the contractor and the Township's engineer and stormwater manager. ECTA thanks everyone involved, especially the Stevens Fire Company for the use of their fire hose and the time and effort the crew members provided to help ECTA accomplish this major milestone.

ECTA MEETING MINUTES

December 22, 2021

Page 3 of 5

RE-PERMITTING WELLS F, M, 11, 14 & 2A: The SRBC Docket Renewal Applications for Wells F, M and 11 were completed and officially uploaded on December 2, 2021 ahead of the December 13, 2021 (for Wells F and M) and January 9, 2022 (for Well 11) deadlines.

SOURCE WATER PROTECTION PROGRAM (SWP): ECTA hosted the Lancaster County Source Water Protection meeting at the water treatment plant on December 7, 2021 which will count as an official meeting for ECTA's upcoming plan. ECTA received a draft of the plan from DEP's consultant for review on December 15, 2021. The next steps are to hold the Public Education & Planning meeting scheduled for January 7, 2022 and complete the review of the Potential Sources of Contamination (PSOC's) list that was issued on August 31, 2021.

METER REGISTER REPLACEMENT PROJECT: ECTA is still awaiting one final shipment of 71 meter registers. Replacements continue to be installed as ECTA staff's time allows.

ECTA MANHOLES: The construction/installation process started December 14, 2021.

GRANT & FUNDING OPPORTUNITIES: Administrator Carl received and reviewed (along with CDM Smith and GeoServices) a draft grant proposal from the Lancaster Watershed Academy which would address the stormwater outfall directed at ECTA's Well 10 wellhead. Review comments were provided on December 6, 2021, and ECTA is awaiting a revised grant proposal. Administrator Carl said he will revisit the possible ARPA funding for ECTA projects with the Township Manager after the new year.

ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH: Administrator Carl has continued his search for viable candidates for ECTA employment in conjunction with ECTA's succession planning process. Two offers of employment were issued on December 9, 2021. One candidate declined ECTA's offer on December 17, 2021. ECTA is awaiting a response from the other candidate.

WABASH LANDING PHASE 2: Initial earth work activities started December 6, 2021.

WATER TREATMENT PLANT ROOF LEAK: Based on CDM Smith's December 16, 2020 site report, photo documentation and sketch plan identifying required repairs, ECTA staff addressed the repair areas (caulked and sealed) multiple times with temporary success until Hurricane Ida. Post Hurricane Ida, ECTA has done simulations of rain events and wind directions and noted a multitude of areas where water against the split face block caused water leakage in the lab at multiple locations. This issue must be addressed in order to protect the current SCADA & Controls System and future upgrades from additional water damage. A site meeting was held with DESSCO Construction on December 8, 2021 and a follow up December 15, 2021 site meeting was held with an Architectural Engineer. From these meetings, it appears there is a constructability issue but that cannot be confirmed without demolition of the wall. As a result, ECTA is investigating a coating system application for the split face block as an interim measure and cost estimating multiple long-term fix options to completely cover the split face block. Administrator Carl will keep the Board apprised of the recommendations and progress.

2022 CONSULTANTS' RATES: Rate schedules for 2022 were received from Lucy Dowd Law, CDM Smith, Keystone Engineering Group Inc, WATEK Engineering Corporation, ARRO Consulting and GeoServices Inc. and reviewed by Administrator Carl. They were presented to the Board at tonight's meeting and will be voted on at the next meeting.

MUDDY CREEK CHURCH ROAD APARTMENTS PROJECT: On December 16, 2021, ECTA received a Short Form Developer's Agreement from Muddy Creek Church Road Properties, LLC. This agreement is for the construction of a residential water lateral for the Muddy Creek Church Road

Properties four-unit apartment project located at 36 Muddy Creek Church Road, Denver. The existing sewer lateral will be utilized. The required Administrative Escrow in the amount of \$5,000.00 was also received with the Agreement. 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 ECTA.

- Gerald DeBalko made a motion to accept and execute the Short Form Developer's Agreement with Muddy Creek Church Road Properties, LLC for their residential water lateral project for the Muddy Creek Church Road four-unit apartment project located at 36 Muddy Creek Church Road, Denver, second by J. Bradford Fichthorn, and carried unanimously.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Assistant Superintendent Tyler Pannebecker had nothing to add to the report.

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:

CAPITAL CONTRIBUTION RATE: The current Capital Contribution Rate has been in effect since March 1, 2017 and is \$3,409.00 per water EDU. The Engineering News Record (ENR) Construction Cost Index increased by 7.4% over the last year. ECTA Resolution No. 2014-06-12-2 permits an increase in the capital contribution rate of at least 3% per year. A 7.4% increase would raise the fee to \$3,661.00 while a 3% increase would raise the fee to \$3,511.00. After discussion, the Board agreed that since water rates were increasing 4% for consumers, so should the Capital Contribution Rate for developers.

- Samuel Weaver made a motion to approve and execute Resolution No. 2021-12-22-01 increasing the Capital Contribution Rate 4% from \$3,409.00 to \$3,545.00 per water EDU effective January 1, 2022, second by June Kinback, and carried unanimously.

AWIA EMERGENCY RESPONSE PLAN (ERP): CDM Smith finalized the draft and submitted it for ECTA review just before tonight's meeting. With Administrator Carl and Superintendent Spitler being out of the office next week, Chairman Becker said he and Assistant Superintendent Pannebecker will take care of getting the ERP certified and uploaded before the December 31, 2021 deadline.

WELL M CONSTRUCTION: With the completion of the MPA sampling, Engineer Kirkham said all contracts should be closed out by the next Board meeting.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham did not submit the Tank #4 memo for ECTA review as promised by December 22, 2021. She said she will have it submitted for review prior to the next Board meeting on January 25, 2022. Chairman Becker said ECTA must have the memo by January 14, 2022.

STEVENS PUMPING STATION EXPANSION: PPL electrical service was installed at the site on December 8, 2021. Wet well excavation and installation is complete with backfill currently underway. Pipe was delivered this week. CDM Smith is still analyzing options to deal with the generator delay and startup.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The 90% design documents were not submitted for ECTA review as promised by early December. Engineer Kirkham said CDM Smith's drafter is working on the final revisions, so the 90% design documents should be completed by next week. Chairman Becker stressed these documents must be received by December 31, 2021 at the latest.

ECTA MEETING MINUTES

December 22, 2021

Page 5 of 5

UGI HEADQUARTERS: Revised as-built plans were submitted on December 1, 2021.

EARTH, TURF & WOOD: The Board again asked about the status of the private well that is being restored at the Earth, Turf & Wood project. This issue has yet to be resolved. ECTA's Water Rates, Rules and Regulations state that any property connected to the ECTA Water System must sever and abandon all existing private water systems in accordance with DEP standards and any property connected to the Water System shall not use a private water system. The main reason for these regulations is to avoid potential pollution/contamination of one of ECTA's water supply sources. Chairman Becker said ECTA must go on record and write a letter to the Township requesting they change their Ordinances to not allow private wells in ECTA's service area. Administrator Carl is to draft that letter and present it to the Board at the next meeting for approval.

SOLICITOR'S UPDATE: With the absence of Solicitor Lucy Dowd, there was no update.

INVOICES (see attached): Bills included on the December 22, 2021 ECTA invoice listing were approved for payment on motion by David Lutz, second by June Kinback, and carried unanimously.

NEW BUSINESS:

IRS MILEAGE RATE FOR 2022: The rate for 2021 was 56.0 cents per mile. The 2021 mileage rate has increased to 58.5 cents per mile.

- Samuel Weaver made a motion to increase ECTA's mileage rate for 2022 in accordance with the IRS mileage rate increase from 56.0 cents per mile in 2021 to 58.5 cents per mile effective January 1, 2022, second by Gerald DeBalko, and carried unanimously.

NOMINATING COMMITTEE: Chairman Becker appointed Richard Shober, Gerald DeBalko, and J. Bradford Fichthorn as the Nominating Committee for Officers for 2022.

2022 FLOATING HOLIDAY: After a vote of the employees, Monday, October 10, 2022 was chosen as the Floating Holiday for 2022. The Authority will be closed that day.

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 June Kinback, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

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