



BOARD MEETING MINUTES SEPTEMBER 27, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, September 27, 2022, 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, David Lutz, Raymond Wolf, Richard Shober and June Kinback (Absent: Gerald DeBalko and J. Bradford Fichthorn)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, 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 30, 2022, were approved as presented on motion by Samuel Weaver, second by Raymond Wolf, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the August 2022 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The August 2022 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by Edward Nevling, 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): As part of the TCE investigation, DEP is still trying to schedule the well sampling on the abandoned private well at 22 Denver Road (Monyer Electric) as they have yet to receive Monyer's written approval to access the site.

WELLS 4 & 12 ABANDONMENT: All required abandonment documentation was submitted to DCNR, SRBC and DEP. A follow-up meeting with the property owner where Wells 4 & 12 were located will be scheduled to further discuss the current ECTA property, well building and 1972 Agreement.

SCADA & CONTROLS SYSTEM: Switch over from the old SCADA to the new SCADA was initiated on September 19, 2022. Staff has been monitoring the operation and preparing an initial punchlist.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: To help fund this project, ECTA has continued moving forward with submission of a PENNVEST application for the project by the November 2, 2022 PENNVEST submission deadline. A second mandatory pre-bid meeting was held on September 6, 2022, and CDM Smith ultimately pushed the bid due date out to September 26, 2022 to allow contractors ample time to respond to ongoing addendums being issued. Bid results will be discussed during the Engineer's update. Regarding the pre-purchase of piping materials for the Meadowbrook and Stevens Road Bridge Crossing projects, 100% of all materials have now been delivered and are being held in the Exeter Supply storage yard.

TANK #4 WATER SYSTEM MODELING: ECTA is still awaiting the Tank #4 hydraulic model report from Engineer Kirkham that ECTA authorized on September 25, 2020.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: PennDOT held a pre-construction meeting with their contractor (JVI Group) on September 8, 2022 and contact names were provided to ECTA for the JVI Group. The construction start date has been delayed to March 2023 due to bridge beam availability. ECTA will begin coordination with PennDOT's contractor in the coming weeks.

EMERGENCY ECTA OFFICE GENERATOR: The Township still anticipates the generator to be delivered within six to nine months from the June 2, 2022 order date.

STEVENS PUMPING STATION EXPANSION: To help expedite the project closeout process, ECTA Staff compiled and issued draft punchlists to CDM Smith on September 6, 2022 to be included in the final punchlists to all three contractors. However, CDM Smith still has not issued the final punchlists. In order to close out this project, the final punchlists must be issued, the contractors must complete the punchlists, and reconciliation change orders have to be finalized and issued by CDM Smith.

WELL M CONSTRUCTION: To help expedite the project closeout process, ECTA Staff compiled and issued draft punchlists to CDM Smith on September 19, 2022 for inclusion into the final punchlists to the contractors. However, CDM Smith still has not issued the final punchlists. In order to close out this project, the final punchlists must be issued by CDM Smith, the contractors must complete the punchlists, and reconciliation change orders have to be finalized and issued by CDM Smith.

WATER TREATMENT PLANT (WTP) UPGRADE: Construction progress meeting No. 2 was held on September 7, 2022. The shop drawing/submittal review process is now complete. Garden Spot Electric continues working on site. The dehumidification system delivery and valve and piping modifications completion is expected to be in late November 2022. The generator delivery is now expected by October 2023 in lieu of April 2023.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: While nine bidders attended the pre-bid meeting, only one bid from M&A Coatings was received by the September 22, 2022 bid due date. After a thorough review of the bid with Entech, the paint manufacturer and inspector Doug DeClerk, and because the sole bid was significantly above Entech's estimate, Administrator Carl is recommending the Board reject the M&A Coatings bid and authorize Entech Engineering, Inc. to re-bid the project.

- Richard Shober made a motion to reject the M&A Coatings bid for the WTP Filter & Pipe Repainting Project at the Water Treatment Plant and allow Entech Engineering, Inc. to re-bid the project, second by Edward Nevling, and carried unanimously.

RE-PERMITTING WELLS 2A & 14: GeoServices continues working on Well 2A's Alternative Hydraulic Evaluations (AHEs) with a target submission date of May 1, 2023. Preparation and submission of the Withdrawal Applications will start late this year.

PRIVATE WELLS: This topic will move up the priority list in the coming months once a new ECT Manager is in place, and ECTA can hold an introductory meeting with the new manager and Technicon.

WICU: A pre-application meeting with WICU and Township representatives was held on September 13, 2022. WICU is planning a new office/warehouse/manufacturing building project on their property, so the long-outstanding Kurtz Road/Industrial Way waterline line loop will be required to complete this project.

Administrator Carl also reminded WICU representatives that the long-outstanding, never signed Private Well Use Agreement from 2016 must be addressed as part of this project.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues with the ongoing initiatives and activities under ECTA's SWP.

METER REGISTER REPLACEMENT PROJECT: ECTA staff have replaced 859 of the 861 meter registers. Of the two remaining, one is scheduled for replacement next week and the other is inside a home that is vacant and going to Sheriff's sale.

ECTA MANHOLES: Leon Ray Martin Excavating's schedule for installation of the four (4) remaining manhole cone sections is tentatively set for early November 2022.

GRANT & FUNDING OPPORTUNITIES: ECTA's two ARPA Funding Request Packages are now two of 98 total requests that went to an initial review committee on September 22, 2022 for eligibility determination. Eligible projects will now be presented to the Lancaster County Planning Department and Redevelopment Authority for secondary reviews to be completed by the end of October 2022. Recommendations from the entities will be presented to the County Commissioners sometime thereafter.

ECTA has continued moving forward with working on an additional PENNVEST application for water system improvements by the November 2, 2022 PENNVEST submission deadline. Engineer Kirkham will discuss this submission during her update.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: On August 31, 2022, ECTA issued a notice to proceed to Entech Engineering, Inc. for the design and permitting of the Kurtz Road water main replacement project. The site survey was completed on September 9, 2022, and design is currently underway. Entech is targeting E&S permit submission to LCCD by the middle to end of October 2022.

GPS DATA CAPTURE: After evaluating options and receiving proposals for the purchase of GPS data capture equipment, Assistant Superintendent Tyler Pannebecker will be moving forward with the equipment purchase which is under the estimated cost of \$9,200.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: As the project's coordinator, Administrator Carl has continued having individual discussions with multiple Township staff on the project's status and preliminary design. As a result of the Township's drawing revision requests, the Township's pre-final determinations on stormwater and project submission requirements, Administrator Carl was notified on September 27, 2022 that the Architect's total fee (including his subconsultants' fee for civil, stormwater, plumbing, HVAC, electrical, etc.) will have to be increased by \$24,350 (\$17,600 to accommodate changes to the lower-level police addition and \$6,750 to accommodate civil work related to stormwater and project submission requirements). This request would increase the Architect's total fee from the previously approved \$66,000 to \$90,350. Administrator Carl asked the Board how they would like to proceed. After much discussion, the Board decided that in order to keep this project moving forward, ECTA would approve the increased cost but would keep track of the increased costs and pass them onto the Township for reconciliation at a later date. Administrator Carl noted that it has been a challenge to coordinate this project without having a Township Manager as a single point of contact.

- Samuel Weaver made a motion to amend the September 27, 2022 Agenda to include the additional Architect's fee for the ECTA office renovation/ECT building expansion since it was received less than 24 hours prior to the meeting and in order to keep the project moving forward in a timely manner, second by Edward Nevling, and carried unanimously.

- David Lutz made a motion to approve the \$24,350 increase in the Architect's total fee for the ECTA office renovation/ECT building expansion project (\$17,600 for changes to the lower-level police addition and \$6,750 for civil work related to stormwater and project submission requirements) and to keep track of those increased costs to pass onto the Township for reconciliation at a later date, second by Edward Nevling, and carried unanimously.

WELL 11 (DRY TAVERN ROAD): Entech completed the preliminary 60% design drawing package and wetlands report for ECTA review on time on September 15, 2022. The final design and permitting phase is now in progress for this streambank stabilization project to protect Well 11 and is anticipated to be completed in mid-October 2022 for ECTA final review.

BLACK HORSE WAREHOUSE (2180 NORTH READING ROAD): On September 23, 2022, the Authority received from Wright Ebersole, LLC a Capacity Review & Request Application (CRRA), \$850 Administrative Review Fees, Developer's Agreement for a Non-Residential Water & Sewer project, Administrative Escrow in the amount of \$30,000 and an Overall Utilities & Easement Plan for the construction of a 325,500 sq. ft. recycling facility known as PureCycle at 2180 North Reading Road, Denver. Acceptance of the Developer's Agreement will allow CDM Smith to begin technical review of the project's design plans. Review of the plans will not occur until after the Engineer's review of the CRRA is complete. Initially, operations will be limited to sorting only (no processing), so no additional capacity above what is already allocated to this property is being requested at this time. Chairman Becker said as part of the CRRA review process, ECTA needs to request and have record of what the ultimate capacity will be once the recycling facility is fully functional in case ECTA has to make any upgrades to accommodate any possible increase in capacity in the future.

- June Kinback made a motion to accept and execute the Developer's Agreement for a Non-Residential Water & Sewer Project with Wright Ebersole, LLC for the construction of a recycling facility known as PureCycle at 2180 North Reading Road, Denver, second by David Lutz, and carried unanimously.

IMG MEETING: Administrator Carl reported that he and Chairman Becker attended the IMG meeting on September 22, 2022. ECTA has \$27,256.32 in available I&I funds that ECTA will be requesting in the future.

ECTA WORK TRUCK: ECTA is in the process of purchasing a new truck to replace truck No. 8 (2008 Ford F-350). This was budgeted for 2021 but did not happen due to COVID-related availability issues, and was carried over to the 2022 budget. Hondru Ford has a 2022 leftover which fits ECTA's specific needs and capacity requirements. The purchase price is \$67,685, including the COSTARS discounts, but is over the budgeted amount of \$55,000. The market value of new trucks has increased dramatically since the estimated purchase price was budgeted a year ago, and the 2023 prices are expected to be higher for a similar unit. Because of this and after discussions with ECTA staff, Administrator Carl is recommending ECTA move forward with the purchase of this truck at the \$67,685 price. To help offset the differential between the purchase price and the budgeted price, truck No. 8 will be sold through Muncibid and the purchase of a new truck to replace truck No. 7 (2008 Ford F-250) will be pushed from 2023 to 2024.

- Richard Shober made a motion to move forward with the replacement of truck No. 8 (2008 Ford F-350), the purchase of a new 2022 Ford Super Duty F-350 from Hondru Ford in the amount of \$67,685 and the subsequent advertisement for bids on Muncibid to purchase the old truck No. 8 as is with no warranty; second by Samuel Weaver; and carried unanimously.

ECTA WORK ANNIVERSARIES: Iain Cox recently celebrated his 90-day work anniversary.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Superintendent Kenneth Spitler had nothing to add to his update.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on September 27, 2022 at 6:30 p.m. to update the Committee on personnel topics.

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 Authority compiled and provided draft punchlists to CDM Smith for this project. CDM Smith is coordinating with the contractors on final punchlist items. Engineer Kirkham said the final punchlists will be issued next week.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she was focused on the Meadowbrook project and getting it out for bid, so she has not completed the Tank #4 water system modeling analysis. She said the modeling analysis will be submitted by October 13, 2022.

WATER SYSTEM IMPROVEMENTS: CDM Smith is preparing the PENNVEST application for financial assistance for the following capital projects: Kurtz Road Water Main Replacement, Wabash Road Water Main Replacement, Reamstown Road Water Main Replacement, Stevens Road Water Main Replacement, and Tank No. 4 Rehabilitation. In order to pursue the loan, ECTA needs to submit a Letter of Responsibility and a Resolution to Apply, which Engineer Kirkham presented to the Board for their consideration. The Resolution also authorizes the Administrator to execute the application on behalf of the Authority. The PENNVEST application is due by November 2, 2022.

- Richard Shober made a motion to execute the Letter of Responsibility for Drinking Water System Improvements and adopt Resolution No. 2022-09-27-01 authorizing the Administrator to execute a financial assistance application on behalf of the Authority to the Pennsylvania Infrastructure Investment Authority (PENNVEST) for drinking water system improvements, second by June Kinback, and carried unanimously.

STEVENS PUMPING STATION EXPANSION: The Authority compiled and provided draft punchlists to CDM Smith for this project. CDM Smith is coordinating with the contractors on final punchlist items. Engineer Kirkham said she will issue the final punchlists.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Bid opening was on September 26, 2022. Six bids were received. The bid results were presented to the Board. The apparent low bidder is A. H. Moyer, Inc., with a total bid amount of \$4,692,903 for all five alternates. Engineer Kirkham recommends moving forward with all five alternates since it came in under budget and to proceed with the review of the bids.

- June Kinback made a motion to proceed with bid review of the Meadowbrook Area Water & Sanitary Sewer Project apparent low bidder for all five alternates and to authorize the Administrator to approve the Notice of Intent to Award and issuance of contract documents pending favorable review of the low bid from the Administrator/Solicitor/Engineer, second by Richard Shober, and carried unanimously.

CDM Smith is preparing the PENNVEST application for financial assistance for the Meadowbrook Area Sanitary Sewer Rehabilitation/Replacement project and the Meadowbrook Area Water Main Replacement project. In order to pursue the loan, ECTA needs to submit a Letter of Responsibility and a Resolution to

Apply for each project, which Engineer Kirkham presented to the Board for their consideration. ECTA is also planning to request Letters of No Prejudice to commence construction prior to settlement on the PENNVEST loans. ECTA would utilize current general funds to pay for construction and then seek reimbursement for those funds with the PENNVEST loan proceeds. Both projects require a Reimbursement Resolution for the Letters of No Prejudice, which Engineer Kirkham presented to the Board for their consideration.

- Samuel Weaver made a motion to execute the Letter of Responsibility for the Meadowbrook Area Sanitary Sewer Rehabilitation/Replacement project, adopt Resolution No. 2022-09-27-02 authorizing the Administrator to execute a financial assistance application on behalf of the Authority to the Pennsylvania Infrastructure Investment Authority (PENNVEST) for the Meadowbrook Area Sanitary Sewer Rehabilitation/Replacement project, and to adopt Resolution No. 2022-09-27-03 for reimbursement of general funds used for the construction of the Meadowbrook Area Sanitary Sewer Rehabilitation/Replacement project with funds received from PENNVEST; second by Raymond Wolf; and carried unanimously.
- Samuel Weaver made a motion to execute the Letter of Responsibility for the Meadowbrook Area Water Main Replacement project, adopt Resolution No. 2022-09-27-04 authorizing the Administrator to execute a financial assistance application on behalf of the Authority to the Pennsylvania Infrastructure Investment Authority (PENNVEST) for the Meadowbrook Area Water Main Replacement project, and to adopt Resolution No. 2022-09-27-05 for reimbursement of general funds used for the construction of the Meadowbrook Area Water Main Replacement project with funds received from PENNVEST; second by David Lutz; and carried unanimously.

WABASH LANDING PHASE 3: CDM Smith continues to coordinate with ECTA and the design engineer on the review comments.

MEMBERS FIRST FEDERAL CREDIT UNION: Revised as-built plans were submitted for review on August 11, 2022.

SLATEWOOD/ZIMMERMAN: CDM Smith reviewed the developer's draft planning module mailer and provided a comment letter that included a confirmation that both water and sanitary sewer must be installed to the furthest extent of the existing property along Weaver Road and noted that the proposed future industrial lot will be required to connect to ECTA sanitary sewer and water. In conjunction with this project, Chairman Becker asked about the Denver Borough emergency water interconnection. Engineer Kirkham said there has been no discussion, and ECTA has never received a formal request from Denver Borough. Now that CDM Smith is in the process of reviewing the Slatewood plans, as part of the review, Engineer Kirkham will reach out to Denver Borough and re-engage them in the discussion.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Chairman Becker asked about the status of this project. The tenant of the property submitted a Capacity Review & Request Application (CRRA) on January 3, 2022. Engineer Kirkham said after months of requesting additional information, CDM Smith was able to issue the CRRA approval letter on June 10, 2022. In that letter, more detailed plans were requested and it was noted that a grease interceptor must be installed on the sewer service line and that a monitoring manhole on the sewer service line will also be required. Those comments on the CRRA approval letter were ignored and they went ahead with construction without ECTA's knowledge or approval. On August 30, 2022, Engineer Kirkham, Administrator Carl and Superintendent Spitler made a site visit to inspect the construction and discovered that a monitoring manhole was not installed and instead of an exterior grease interceptor, a grease trap was installed under the three -bay wash sink. Engineer Kirkham contacted Don Keen, the Ephrata Borough Authority's (EBA) Environmental Resource Manager, and asked for his recommendation regarding the non-conforming grease interceptor.

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Mr. Keen said it was ECTA's decision but provided what EBA would typically require. Based on this, ECTA notified the owner and tenant that they have 90 days to install the monitoring manhole, but ECTA did not restate the previously-established grease interceptor requirement at that time. Chairman Becker said the Industrial Waste Ordinance and the Intermunicipal Agreement both state that a monitoring manhole and an exterior grease interceptor are required for all new, non-residential construction, so since ECTA is part of the Intermunicipal Group, those requirements must be enforced. Chairman Becker said Solicitor Lucy Dowd must send a letter to the owner and tenant giving them 90 days to install the monitoring manhole and to install an exterior grease interceptor. Chairman Becker questioned how the coffee shop was even allowed to begin operation if they are not complying with ECTA's regulations. It was explained that the Township's previous building code inspector issued the Certificate of Occupancy without the Authority's knowledge.

SOLICITOR'S UPDATE: With the absence of Solicitor Lucy Dowd, there was no update. On September 27, 2022, Solicitor Dowd sent an email to Administrator Carl proposing that she attend meetings only when she has legal documents or issues to present to the Board or upon specific request by the Board to attend. She said she can always be reached by phone should a question arise during a meeting. After discussion, the Board agreed to her proposal and asked Administrator Carl to identify who Solicitor Dowd has as a back-up for the Authority.

INVOICES (see attached): Bills included on the September 27, 2022 ECTA invoice listing were approved for payment on motion by Samuel Weaver, second by Edward Nevling, and carried unanimously.

OLD BUSINESS: With the resignation of Board member Raymond Wolf effective October 31, 2022, Chairman Becker advised the Board that if they have any recommendations for a new Board member to let him know and he will give the recommendations to the ECT Board of Supervisors.

Since there was no further business to come before the Board, Raymond Wolf made a motion to adjourn the meeting at 8:28 p.m., second by June Kinback, and carried unanimously.

Respectfully submitted,



Daniel J. Becker
Chairman

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