



BOARD MEETING MINUTES OCTOBER 25, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, October 25, 2022, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Samuel Weaver, Gerald DeBalko, Edward Nevling, J. Bradford Fichthorn, David Lutz, Raymond Wolf and Richard Shober (Absent: Daniel Becker and June Kinback)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., 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 September 27, 2022, were approved as presented on motion by David Lutz, second by Raymond Wolf, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The September 2022 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Gerald DeBalko, 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) TCE INVESTIGATION: Monyer Electric will not allow DEP to sample their private well at 22 Denver Road. As a result, DEP is considering sending out information request letters to surrounding businesses and using internal resources to investigate historical violations relating to spills and hazardous waste excursions in the area. Doing follow up "special" sampling was discussed with results being provided to DEP. DEP is also looking at the possibility of installing monitoring wells.

WELLS 4 & 12 ABANDONMENT: The DEP and SRBC close out processes are complete, and the wells have been removed from inventory and monitoring/reporting requirements. A follow up meeting with the property owner (Lester Zimmerman) will be scheduled to further discuss the current ECTA property, well building and 1972 Agreement.

SCADA & CONTROLS SYSTEM: For the past month, ECTA staff has continued monitoring and testing the operation of the new system. ECTA gave Keystone an initial punchlist on September 29, 2022 and a follow up punchlist on October 14, 2022. A project status/punchlist review/closeout planning meeting is scheduled for November 3, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: To help fund this project, ECTA continues working with Engineer Kirkham on submitting a PENNVEST application for water and a PENNVEST application for sewer by the November 2, 2022 deadline. Bid documents for the project were reviewed by Solicitor Dowd, Engineer Kirkham and Administrator Carl. A Notice of Intent to

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Award along with contract documents were prepared and issued to A.H. Moyer, and A.H. Moyer returned the executed contract documents. ECTA review of those documents was completed and all review comments were addressed as of October 24, 2022. Contract execution will be discussed during the Engineer's update. While all piping materials for the project have been received, ECTA still awaits delivery of the 11 new Mueller Super-Centurian 250 hydrants.

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: Administrator Carl has been coordinating with PennDOT's engineers, their contractor (JVI Group) and CDM Smith on the scope of work, pipe pre-purchase and shop drawing reviews. A utility coordination meeting is being planned in the coming weeks. The project's start date is still set for March 1, 2023.

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 (December 2022 to March 2023).

STEVENS PUMPING STATION EXPANSION: In order to close out this project, CDM Smith must still issue the final punchlists. Engineer Kirkham will discuss this more during her update.

WELL M CONSTRUCTION: CDM Smith issued the final punchlists on October 25, 2022.

WATER TREATMENT PLANT (WTP) UPGRADE: Construction progress meeting No. 3 is scheduled for November 15, 2022. Garden Spot Electric has continued with electrical work. The generator will need to be relocated due to an unforeseen site condition with the electrical duct bank. Options are being discussed, and a change order will eventually have to be issued.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: Notification was sent out to all bidders via PENNBID that all bids were being rejected and that the project will be re-bid. Administrator Carl is coordinating with Entech Engineering to re-bid the project in mid-November 2022.

RE-PERMITTING WELLS 2A & 14: GeoServices has continued with the SRBC Docket Renewal Application work for Wells 2A and 14. The 2023 budget line item for Wells 2A and 14 will include the remaining work and additional engineering/hydrogeological efforts required by GeoServices to address SRBC additional data and testing requirements.

RE-PERMITTING WELLS F, M & 11: GeoServices' work related to Wells F, M and 11 is now complete and they were within \$1,000 of their estimated fee proposed in June 2021.

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

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

ECTA MANHOLES: Leon Ray Martin Excavating is scheduled to begin installation of the four (4) remaining manhole cone sections on October 31, 2022.

GRANT & FUNDING OPPORTUNITIES: The Lancaster County Planning Department requested additional information on the two ARPA Funding Request Packages that ECTA submitted. Engineer

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Kirkham and Administrator Carl are gathering the requested information for submission. The applications will be presented by the Planning Department to the County Commissioners sometime later in November 2022. The Lancaster Watershed Academy grant appears to be moving forward, and Administrator Carl will hopefully have more information on that at the next meeting. ECTA received preliminary notification that the National Fish & Wildlife Foundation (NFWF) grant was approved pending completion of their review process. In the coming weeks, ECTA will need to advertise a Request for Proposal for consulting services for grant implementation assistance. ECTA intends to receive the proposals by December 1, 2022.

PHASED WATER SYSTEM IMPROVEMENTS: ECTA continues working with Engineer Kirkham on submitting a PENNVEST application by the November 2, 2022 deadline for a phased water system improvements project that would include Kurtz Road, Reamstown Road, Stevens Road and Wabash Road water mains as well as Tank #4 Rehab.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: Preliminary design was completed and submitted by Entech Engineering on October 7, 2022 for ECTA review. Review comments were provided and design/specifications are being finalized for an October 28, 2022 delivery to CDM Smith for the November 2, 2022 PENNVEST submission. E&S and Road Opening Permit applications and drawings have been submitted. Administrator Carl and Solicitor Dowd are working on an easement that needs to be updated for this project.

GPS DATA CAPTURE: Assistant Superintendent Tyler Pannebecker placed the order for the GPS data capture equipment and on October 18, 2022, ECTA received the equipment. The total cost was \$7,599.31 compared to Entech's estimated cost of \$9,200. Assistant Superintendent Pannebecker reported that staff was trained on how to use the equipment on October 25, 2022.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: As the project's coordinator, Administrator Carl has continued working with the Architect, his subconsultants and Township staff. A project site meeting was held on October 20, 2022 with the Architect. The project is now being designed with a Base Bid (initial conceptual layout with office spaces for police) and an Add Alternate (locker room/bathrooms/meeting room/kitchen for police). The tentative schedule is to complete design and engineering by October 31, 2022, bidding in November 2022 and have bids in hand "for discussion only" at the December 2022 Board meeting and follow up discussion with the Township.

WELL 11 (DRY TAVERN ROAD): Entech completed and issued the Chapter 105, GP-3 and E&S permit packages and wetlands report for DEP and LCCD review. Entech expects to complete the "final" design and specifications for this streambank stabilization project by October 31, 2022 for ECTA final review and release for bidding the first week of November 2022.

ECTA WORK TRUCK: The new 2022 Ford Super Duty F-350 service truck was ordered from Hondru Ford to replace truck No. 8 (2008 Ford F-350). ECTA awaits delivery information from Hondru Ford.

ECTA WORK ANNIVERSARIES: Jodie Eberly recently celebrated her 14-year work anniversary, and Jeremy Weinhold's seven-year work anniversary is on October 26, 2022.

2023 TOWNSHIP RENTAL AGREEMENT: The 2023 Township Rental Agreement for office space and use of the Township building was received on October 25, 2022. The rent has increased from \$975.00 per month or \$11,700.00 per year to \$1,025.00 a month or \$12,300.00 a year. This is the first increase since 2009. The rent includes use of all common areas and all utilities except telephone, internet, and cleaning services.

- Gerald DeBalko made a motion to amend the October 25, 2022 Agenda to include the 2023 Township Rental Agreement since it was received less than 24 hours prior to the meeting and to ensure the Agreement is executed in a timely manner, second by Edward Nevling, and carried unanimously.
- Richard Shober made a motion to accept the East Cocalico Township's Rental Agreement for calendar year 2023 for office space and building use at 102 Hill Road, Denver, PA at \$1,025.00 per month, second by J. Bradford Fichthorn, and carried unanimously.

SECTION 125 PREMIUM ONLY PLAN: The Section 125 Premium Only Plan allows employees to have their health insurance payroll deductions paid with pre-tax dollars. To satisfy IRS requirements, this plan must be re-adopted by Resolution each year. The new plan year will run from January 1, 2023 to December 31, 2023. Administrator Carl presented the Adoption Agreement and Resolution No. 2022-10-25 to be approved by the Board.

- Raymond Wolf made a motion to approve and execute Resolution No. 2022-10-25 adopting the East Cocalico Township Authority's Section 125 Premium Only Plan for the time period of January 1, 2023 to December 31, 2023, second by David Lutz, and carried unanimously.

HEALTH INSURANCE: ECTA is a member of the Intergovernmental Insurance Cooperative (IIC) administered by Benecon. ECTA's group health insurance plan purchased through the IIC is with Highmark Blue Shield. As a result of minimal medical claims during 2021 and the first six months of 2022, ECTA's overall premium for 2023 will increase 0.3% or about \$410 more than the total premiums in 2022. The overall renewal increase for all IIC members for 2023 is 5.5%. Additionally, ECTA received a total reimbursement for the 2021 plan year in the amount of \$48,655.00. Since joining the IIC in July 2014, ECTA has received \$349,197.00 in reimbursements.

2023 BUDGET MEETING: A special meeting would normally be scheduled the first week of December for the 2023 draft budget review prior to the regularly-scheduled December Board meeting. Last year, the budget review meeting was combined with the regularly-scheduled November Board meeting. Administrator Carl asked if the Board would be willing to again combine the special budget meeting with the regularly-scheduled Board meeting in November and to continue to do so in the future.

- David Lutz made a motion to combine the 2023 draft budget review meeting with the regularly-scheduled November 29, 2022 ECTA Board meeting and continue to include the draft budget review as an agenda item on all future regularly-scheduled November ECTA Board meetings, second by Edward Nevling, and carried unanimously.

DECEMBER 2022 BOARD MEETING DATE: The December 27, 2022 Board meeting falls near the Christmas holiday, so ECTA staff have some concerns with preparing for that meeting because of days off for the holiday and scheduled vacations between Christmas and New Year's. Administrator Carl asked the Board if they would be willing to move the December meeting date.

- Gerald DeBalko made a motion to move the Tuesday, December 27, 2022 Board meeting to Wednesday, December 21, 2022, second by J. Bradford Fichthorn, and carried unanimously.

IIC WELLNESS GRANT: On behalf of ECTA, Accountant Lisa Shaw applied for a 2023 IIC Wellness Grant in the amount of \$1,000. ECTA's grant application was approved, and those funds will be used for wellness training, healthy snacks, etc.

GIS DATA SHARING AGREEMENT: In June 2022, ECTA was approached by the Economic Development Company of Lancaster County to participate in a county-wide Water & Sewer GIS Data

sharing initiative. After several discussions and an in-person presentation, Administrator Carl reviewed the initial agreement to become part of the initiative. After sharing thoughts and concerns with Chairman Becker, it was agreed to hold on the topic until certain required revisions were made to the agreement. On October 11, 2022, Administrator Carl received a revised agreement that included the required revisions. Therefore, Administrator Carl is now recommending Board execution of the final revised "Lancaster County Water & Sewer GIS Data Sharing Agreement" which will allow ECTA to become part of this county-wide initiative and provide access to surrounding water and sewer system information.

- J. Bradford Fichthorn made a motion to execute the final revised Lancaster County Water & Sewer GIS Data Sharing Agreement for the Water & Sewer Growth Area System Assessment, second by Edward Nevling, and carried unanimously.

TOWNSHIP BUILDING MOLD ISSUE: An extensive mold issue in the unoccupied Township Manager's office and indications of mold on all ceiling HVAC units was brought to Administrator Carl's attention by Township staff on September 14, 2022. Administrator Carl contacted a local Industrial Air Quality (IAQ) Consultant who performed an initial site visit, submitted a follow up proposal (approved by the Township) and ultimately completed a detailed site evaluation along with extensive sampling and testing. A formal report was received on October 17, 2022 indicating the presence of multiple types of molds and allergens along with a multitude of recommendations. The report went before the Township Board of Supervisors at their meeting on October 20, 2022, and Administrator Carl has since been in communication with Township staff and the IAQ consultant to accomplish the report's recommendations.

PLGIT INVESTMENTS: On October 20, 2022, ECTA conducted their third quarterly review meeting with PLGIT representative Matt Conlin. ECTA's current investments, investment rates and terms, as well as market trends and projections were discussed, and ECTA continues to be positioned well. Two 210-day term investments are coming due in November 2022 and will be looked at to reinvest appropriately.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on October 25, 2022 at 6:30 p.m. to update the Committee on personnel topics. ECTA's newest employee has resigned due to personal reasons after four and a half months of employment. ECTA will again advertise for a Certified Operator/Trainee position.

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:

WELL 2A (EAST CHURCH STREET): Well 2A has failed. Eichelbergers pulled the pump and verified that the pump stopped working. ECTA is waiting for a proposal from Eichelbergers to replace the pump equipment.

WATER SYSTEM MONITORING: A routine, monthly bacteria sample tested positive for total coliform on Poplar Drive. The following day, check samples tested negative. Original and check samples tested negative for e-coli. This is an area where a long, dead end water main is located, so water does not get circulated well in this area. Immediate plans are to increase flushing frequency from once a week to two times a week.

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: Engineer Kirkham reported she issued the punchlist for the electrical contract on October 13, 2022 and the punchlist for the general contract on October 25, 2022.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she is pulling in other CDM Smith staff to work on some development plan reviews so she can have time to work on finalizing the Tank #4 water system modeling.

PHASED WATER SYSTEM IMPROVEMENTS: Engineer Kirkham said she continues working on finalizing the PENNVEST application.

STEVENS PUMPING STATION EXPANSION: Engineer Kirkham is coordinating with the contractors on final punchlist items. She said she needs to pull together those items with the punchlist items ECTA gave to her in early September and get the final punchlists issued.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Engineer Kirkham reviewed the bid documents, in conjunction with Administrator Carl and Solicitor Dowd, and issued the Notice of Award on October 14, 2022. A.H. Moyer provided the signed agreements and bonds on October 21, 2022. After final review, Engineer Kirkham recommends proceeding with agreement execution to award the contract for the Meadowbrook Area Water & Sanitary Sewer project to A.H. Moyer for all five alternates in the amount of \$4,692,903.

- Richard Shober made a motion to approve and execute the Agreement between the East Cocalico Township Authority and A.H. Moyer, Inc. to perform the construction work for the Meadowbrook Area Water & Sanitary Sewer project for all five alternates in the amount of \$4,692,903, second by J. Bradford Fichthorn, and carried unanimously.

WABASH LANDING PHASE 3: Revised Wabash Landing Phase 3 plans were submitted for review on September 29, 2022.

HEATHERWOODS PHASES 3, 4 & 5: CDM Smith provided review comments on the as-built plans on October 5, 2022. Revised as-builts were submitted for review on October 19, 2022.

MEMBERS FIRST FEDERAL CREDIT UNION: CDM Smith provided review comments on the as-built plans on October 5, 2022.

CARRIAGE HILL PHASES 3 & 4: The as-built plans were resubmitted and ultimately approved on October 12, 2022.

RED RUN EXHAUST OF REAMSTOWN: CDM reviewed the as-built plans which were subsequently approved on October 11, 2022.

SLATEWOOD/ZIMMERMAN: CDM Smith is finalizing the plan review letter and also had a coordination call with the Township on October 24, 2022 to go over some common elements.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Engineer Kirkham and Administrator Carl worked with Solicitor Dowd on issuing a letter to the property owner regarding the requirement for a commercial grease interceptor and monitoring manhole, consistent with what the property owner was originally told in the Capacity Review & Request Application review letter. On October 4, 2022, Solicitor Dowd sent the property owner a letter giving him 90 days to install the commercial grease interceptor and monitoring manhole.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd did not attend the meeting, and no update was provided.

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INVOICES (see attached): Bills included on the October 25, 2022 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by J. Bradford Fichthorn, and carried unanimously.

OLD BUSINESS: With this being the last meeting for Board Member Raymond Wolf, Vice Chairman Weaver took a moment to thank Mr. Wolf for his 15 years of service. On behalf of the Board and ECTA staff, Vice Chairman Weaver expressed his appreciation for all of Mr. Wolf's hard work and wished him well on his future endeavors

Since there was no further business to come before the Board, Raymond Wolf made a motion to adjourn the meeting at 7:53 p.m., second by Gerald DeBalko, and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gerald A. DeBalko". The signature is written in dark ink and is positioned above the printed name and title.

Gerald A. DeBalko
Secretary

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