



BOARD MEETING MINUTES DECEMBER 21, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Wednesday, December 21, 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, Gerald DeBalko, Edward Nevling, J. Bradford Fichthorn, David Lutz, Richard Shober and June Kinback (one vacancy)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors: Noah Zimmerman, East Cocalico Township Resident

Chairman Daniel Becker called the meeting to order at 7:05 p.m.

MINUTES: Minutes of the monthly and budget review meeting held on November 29, 2022, were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Noah Zimmerman, who is an East Cocalico Township resident, an ECTA customer and a water/sewer operator for another township, has expressed an interest in filling the vacancy of the Board and came to observe another meeting.

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

OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2022: The Advertised Meeting Attendance Sheet for 2022 was distributed and each Board member approved their attendance.

- Edward Nevling made a motion to accept the Officers' and Project Managers' compensation for the 2022 calendar year as proposed and budgeted, to be paid in December 2022, second by Samuel Weaver, and carried unanimously.

2023 WAGE RATE STRUCTURE:

- Edward Nevling made a motion to approve the 2023 Wage Rate Structure effective with the first pay period which includes January 1, 2023, second by J. Bradford Fichthorn, and carried unanimously.

2023 WATER AND SEWER BUDGETS: The final Water and Sewer budgets for the calendar year 2023 were presented to the Board. Chairman Becker also presented a spreadsheet that he, Administrator Carl and Mrs. Shaw prepared to forecast what projects ECTA can afford to do and how much debt service ECTA can undertake based on projected capital projects, not taking depreciation into consideration. Due to continuing inflation and increased prices on goods and services; continuing increases in power and fuel costs; a 40% increase in chemicals; a nearly \$180,000 increase in wastewater treatment costs; continuing long-term debt service for construction of the water treatment plant; and capital improvement projects over the next five years totaling approximately \$16 million with nearly \$6.5 million to be expended in 2023, the Board discussed water and sewer rate increases.

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- Edward Nevling made a motion to adopt Resolution No. 2022-12-21-W accepting the Water Operating Budget for the calendar year ending December 31, 2023, increasing the water rate 8% or \$0.55 from \$7.10 to \$7.65 per 1,000 gallons, beginning with usage starting on January 1, 2023, second by Richard Shoher, and carried unanimously.
- Edward Nevling made a motion to adopt Resolution No. 2022-12-21-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2023, increasing the sewer rate 6% or \$0.75 from \$12.55 to \$13.30 per 1,000 gallons which will increase the flat rate sewer from \$163.15 per quarter to \$172.90 per quarter, beginning with usage starting on January 1, 2023, second by J. Bradford Fichthorn, and carried unanimously.

The Board requested that a letter be mailed to all customers explaining why the rates had to be increased for 2023.

MONTHLY CAPACITY REPORTS (see attached): The November 2022 Monthly Capacity Reports were approved as presented on motion by David Lutz, 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) INVESTIGATION: DEP is currently searching their historical record database to try and determine if previous owners could be potential sources of TCE based upon business type.

WELLS 4 & 12 ABANDONMENT: Administrator Carl and Superintendent Spitler will schedule a follow up meeting with the property owner (Lester Zimmerman) sometime in January 2023 to discuss the current ECTA property, well building and 1972 Agreement that is in place.

SCADA & CONTROLS SYSTEM: Keystone continues to address punchlist items. ECTA staff have continued monitoring and operating the new SCADA system and continue providing Keystone with additional punchlist items. Keystone is also working with WATEK on the SCADA and controls work and startup of the Well M RTU.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: ECTA is awaiting the results of the two PENNVEST applications that were submitted for this project in November 2022 which will be discussed at the PENNVEST Board meeting on January 18, 2023 (possibly rescheduled to January 11, 2023). The rates for the 20-year funding should be 1.743% for years 1-5 and 2.179% for years 6-20. The official start date of the project was November 26, 2022. Shop drawings continue to be reviewed by CDM Smith. The pre-construction meeting was held on December 21, 2022. Due to permit delays, the start of work is now scheduled for February 2023. ECTA still awaits delivery of the 11 new Mueller Super-Centurian 250 hydrants for this project.

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: ECTA attended the Utility Coordination Meeting with PennDOT's contractor (JVI Group), PennDOT staff, and PennDOT's new Engineer on December 5, 2022. Pre-construction coordination and shop drawing reviews have continued.

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January 5, 2023 is now the new start date for the detour and bridge closure which will last 193 calendar days. Demo work will now be done throughout the winter months.

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: The final punchlists were issued by CDM Smith, and the contractors are working on the punchlists. Final reconciliation change orders must be issued by CDM Smith.

WELL M CONSTRUCTION: The final punchlists were issued by CDM Smith, and the contractors are working on the punchlists. Final reconciliation change orders must be issued by CDM Smith.

WATER TREATMENT PLANT (WTP) UPGRADE: Construction Progress Meeting No. 3 was held December 5, 2022. PSI finished installing the valving and controls on December 15, 2022. Garden Spot Mechanical submitted Payment Application No. 1 in the amount of \$4,860.00, and PSI submitted Payment Application No. 2 in the amount of \$72,667.06. Both Payment Applications were reviewed and approved by WATEK Engineering and Administrator Carl and are being recommended for payment. They are included on ECTA's December 21, 2022 invoice listing to be approved at tonight's meeting. Work scheduled over the next month includes CIP tank installation; completion of interior piping and valving; installation of all power and control wiring; and completion of PLC programming. Generator delivery is still scheduled for October 2023 (moved from April 2023), and the dehumidification system delivery is still scheduled for February 7, 2023 (moved from November 23, 2022), both delayed due to supply chain issues.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: This project was put on hold due to the delayed delivery of the new dehumidification system for the WTP. Re-bidding is now scheduled for October 2023. At the Board's request, Administrator Carl contacted ECTA's insurance provider asking if this project could be covered under ECTA's insurance policy, and the insurance provider confirmed that it would not.

RE-PERMITTING WELLS 2A & 14: GeoServices has continued with the SRBC Docket Renewal Application work for Wells 2A and 14.

PRIVATE WELLS: The private well 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): A link to ECTA's newly-completed Source Water Protection public education and outreach program has been posted on ECTA's website, will be provided on ECTA's Facebook page and will be referenced in the next Township newsletter. A representative from PRWA officially presented ECTA with the *2022 PRWA Source Water System of the Year Award* on December 8, 2022. A newspaper article chronicling this accomplishment will be submitted to the Ephrata Review, along with a picture of the presentation.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING: ECTA's two ARPA Funding Request Packages were approved at the Commissioner's Official Board meeting on December 21, 2022 as follows: \$1M for the Meadowbrook project and \$332,000 for the current WTP Upgrade project.

LANCASTER WATERSHED ACADEMY GRANT: Students and professors from Thaddeus Stevens will be out to Well 10 to gather survey data so they can complete their “design” for the BMP to get the ball rolling for approval for an early Spring 2022 install.

NATIONAL FISH & WILDLIFE FOUNDATION (NFWF) GRANT: Administrator Carl and Michael Galley held a meeting with NFWF on December 13, 2022 to review ECTA’s comments on the 23-page grant agreement. Mr. Galley and Administrator Carl reviewed the two proposals received for consulting support services. After multiple follow up discussions with each consultant and subsequent review of supplemental/confirmational information, Mr. Galley and Administrator Carl recommend awarding the consulting support services contract to Rosetree Consulting in the amount of \$162,860.00. They also recommend execution of the NFWF Grant Agreement for a grant in the amount of \$282,656.00 upon receipt of a final revised agreement in accordance with their final review comments.

- Richard Shober made a motion to execute the Rosetree Consulting Engagement Letter/Proposal dated December 19, 2022 in the amount of \$162,860.00 for consulting services related to grant implementation assistance, agricultural outreach, partnering with local farmers, education and developing nitrate reduction strategies associated with the NFWF grant award, conditional upon the NFWF Grant Agreement being fully-executed first, second by J. Bradford Fichthorn, and carried unanimously.
- Samuel Weaver made a motion to allow the Chairman and Administrator to execute the NFWF Grant Agreement for a grant in the amount of \$282,656.00 upon receipt of a final revised agreement in accordance with ECTA’s final review comments, second by June Kinback, and carried unanimously.

PHASED WATER SYSTEM IMPROVEMENTS (Kurtz Road, Wabash Road, Reamstown Road (Phase 1 & 2) and Stevens Road water main replacements and Tank #4 rehab): ECTA is awaiting the results of the PENNVEST application that was submitted for this phased project in November 2022 which will be discussed at the PENNVEST Board meeting on January 18, 2023 (possibly rescheduled to January 11, 2023). The rates for this programmatic funding should be interest only at 1.743% for years 1-5, principal and interest at 1.743% for years 6-10, and principal and interest at 2.179% for years 10-25. It has been confirmed that even if ECTA receives the full amount of funding being requested, ECTA does not have to take on all the project or use all the funding that is granted.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: Since only one of the six phased water system improvement projects needed to be designed and ready for bid by the PENNVEST application submission deadline of November 2, 2022, Kurtz Road was chosen as it has been number one on ECTA’s priority list and was already budgeted for in 2023. The design and permitting submissions are complete for this project.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: On November 30, 2022, the Architect submitted the Small Project Stormwater Application package to the Township. A mandatory pre-bid meeting was held on December 8, 2022 with thirty bidders in attendance. The bid due date was December 19, 2022, and twenty-nine bids were received and subsequently reviewed by Administrator Carl and the Architect. The Architect’s construction cost estimate was \$710,000 (which includes the Add Alternate) with the sum of the four low bids coming in at \$795,000 (which includes the Add Alternate). Administrator Carl reminded the Board that no action is required on the bids at tonight’s meeting. The bid results are being provided for further discussion with the Township. Bids will be held open for a period of 60 days from December 19, 2022. A Board member stated that at the last ECT Board of Supervisors (BOS) meeting, the BOS Chairman indicated that he does not know much about this expansion project, that it is just talk between people walking through the halls. Administrator Carl said

that he sent a formal request to the BOS and Township staff on September 29, 2022 to sit down and have an open informational sharing session regarding the building expansion and it went unanswered. Administrator Carl said it has been very difficult without a Township Manager as a point of contact, so all he can do is have individual discussions when he sees a Supervisor or Township Staff in the Township building. Since the bids can only be held for 60 days, Chairman Becker instructed Administrator Carl to issue an official letter to the Township telling them ECTA needs a decision by the end of January 2023 as to whether or not they are interested in moving forward with the building expansion and what if anything they are willing to contribute towards it. Chairman Becker also suggested that ECTA should attend a BOS meeting to present the proposed building expansion.

WELL 11 (DRY TAVERN ROAD): Entech is working towards completion of the “final” bid package for this streambank stabilization project to be released for bidding December 22, 2022. A mandatory pre-bid is scheduled for January 10, 2023 with bids due January 25, 2023 for presentation and recommendation at the January 31, 2023 Board meeting.

ECTA WORK TRUCK: ECTA took delivery of the new 2022 Ford Super Duty F-350 service truck on December 8, 2022. Truck 8 is being thoroughly cleaned inside and out, tools and equipment have been switched over and it is anticipated that Truck 8 will be listed on Municibid in January 2023.

2023 ADAMSTOWN BOROUGH BUDGET: ECTA still has not received a draft budget from Adamstown Borough.

TOWNSHIP BUILDING MOLD ISSUE: The HVAC unit work was completed on December 8, 2022. ECTA awaits notice for the date(s) when the contractor will be returning to perform the HEPA vac cleaning of all ceilings, walls and carpets.

2023 CONSULTANTS' RATES: Rate schedules for 2023 were received from Lucy Dowd Law, CDM Smith, Keystone Engineering Group Inc, WATEK Engineering Corporation, Entech Engineering Inc, Aurora Architecture and GeoServices Inc and were reviewed by Administrator Carl. They were presented to the Board at tonight's meeting and will be voted on at the next meeting. Chairman Becker stated that ECTA will consider CDM Smith's rates once ECTA receives the Tank #4 hydraulic model report.

CERTIFIED OPERATOR TRAINEE POSITION: Administrator Carl has continued ECTA's search for a viable Certified Operator Trainee. Only six applications have been received and reviewed to date as a result of employment ads run in the LNP, Reading Eagle and Ephrata Review and postings on the EPWPCOA website. The position was also posted on the PA Rural Water and Lancaster County Career & Technology Center websites this past week. One candidate has been interviewed by Administrator Carl, Superintendent Spitler and Assistant Superintendent Pannebecker on December 8, 2022, and the same candidate had a final interview with the Personnel Committee on December 21, 2022. An interview with the second candidate will be set up in the coming weeks.

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 MAIN BREAK: On December 19, 2022, ECTA repaired a water main break near 21 North Reamstown Road.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on December 21, 2022 at 6:15 p.m. to discuss personnel matters and to conduct a final interview for the Certified Operator Trainee position.

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: Shannon A. Smith, Inc. (electrical contractor) completed their punchlist items and submitted their last two Payment Applications (including final) in the combined amount of \$20,020.80. Both Payment Applications have been approved and recommended for payment by CDM Smith and are included on ECTA's December 21, 2022 Invoices to be paid listing for approval at tonight's meeting.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she did not complete the Tank #4 water system modeling, but will be working on it in the coming week.

CAPITAL CONTRIBUTION RATE: The current Capital Contribution Rate has been in effect since January 1, 2022 and is \$3,545.00 per water EDU. The Engineering News Record (ENR) Construction Cost Index increased by 5.6% 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 5.6% increase would raise the fee to \$3,745.00 while a 3% increase would raise the fee to \$3,650.00. After discussion, the Board agreed that since water rates for consumers were increased based on what the water budget called for, then the Capital Contribution Rate for developers should also increase based on what the ENR Construction Cost Index calls for.

- Richard Shober made a motion to approve and execute Resolution No. 2022-12-21-01 increasing the Capital Contribution Rate 5.6% from \$3,545.00 to \$3,745.00 per water EDU effective January 1, 2023, second by Edward Nevling, and carried unanimously.

STEVENS PUMPING STATION EXPANSION: Contractors are wrapping up the punchlist items. CHM Contracting (HVAC Contract) submitted Payment Application No. 8 in the amount of \$14,635.44. The Payment Application has been approved and recommended for payment by CDM Smith and is included on ECTA's December 21, 2022 Invoices to be paid listing for approval at tonight's meeting.

425 SOUTH MUDDY CREEK ROAD WAREHOUSE: The developer of the warehouse previously requested 1,000 gpd of water and 1,000 gpd of sewer capacity. The property already has 1,000 gpd of reserved water capacity and 1,000 gpd of reserved sewer capacity. CDM Smith approved that capacity via existing gravity sewer to Pump Station #4 and then pumped to Pump Station #1. A potential tenant for the warehouse has recently contacted ECTA. They would be processing grocery store food waste and would be discharging at a much higher flow rate of 100,000 gpd, which would be conveyed to Pumping Stations No. 4 and No. 1. Engineer Kirkham wanted to bring this to the Board's attention since there is the potential for much higher sewer flows. Administrator Carl has already informed the potential tenant that they will need to submit a Capacity Review & Request Application for ECTA and Ephrata Borough review.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Engineer Kirkham reported that she recently sent a reminder email to the owner and tenant regarding the requirement to install a commercial grease interceptor and monitoring manhole by January 2, 2023. The tenant responded saying that her understanding is that ECTA inspected and approved the grease trap installation. Engineer Kirkham clarified that nothing was approved and referred her back to the letters sent to her and the owner outlining what is required. If they do not comply with ECTA's requirements by January 2, 2023, ECTA will

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impose a fine of up to 25% of the total water and sewer bill for this property and the fine shall be assessed in all subsequent bills until the violation is corrected in accordance with the Rates, Rules and Regulations of the ECTA Water System. In addition, ECTA may discontinue water service to this property at any time and without further notice.

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

INVOICES (see attached): Bills included on the December 21, 2022 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by June Kinback, and carried unanimously.

NEW BUSINESS:

IRS MILEAGE RATE FOR 2023: The current 2022 mileage rate is 62.5 cents per mile. The 2023 mileage rate has not yet been published.

- Samuel Weaver made a motion to continue to pay the 2022 IRS maximum permissible mileage rate until the 2023 rate is published, at which time the 2023 maximum permissible mileage rate will become effective, second by David Lutz, and carried unanimously.

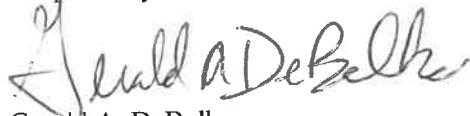
NOMINATING COMMITTEE: Chairman Becker appointed Richard Shober, Gerald DeBalko, and J. Bradford Fichthorn as the Nominating Committee for Officers for 2023.

ECTA PROJECT BUDGET TRACKING: To keep the Board more informed, Chairman Becker requested that Mrs. Shaw prepare a spreadsheet that will show the project budgets for all ECTA projects and to continue updating the spreadsheet showing where each of the budgets are to date.

ENTECH ENGINEERING: Administrator Carl informed the Board that he received a letter from Entech Engineering stating that a donation in ECTA's honor was made to the Central PA Food Bank.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:49 p.m., second by Samuel Weaver, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

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