



BOARD MEETING MINUTES APRIL 25, 2023

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, April 25, 2023 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 Shoher and Noah Zimmerman (Absent: June Kinback)
Solicitor: Absent
Engineer: Adam Smith, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors: Raymond Wolf, ECT Resident

Chairman Daniel Becker called the meeting to order at 7:00 p.m.

MINUTES: Minutes of the monthly meeting held on March 28, 2023 were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Former ECTA Board member Raymond Wolf attended the meeting.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the March 2023 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The March 2023 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Noah Zimmerman, 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: ECTA has been voluntarily sampling for TCE quarterly, but based upon the most recent TCE sampling result, DEP has now made it mandatory.

WELLS 4 & 12 ABANDONMENT: Administrator Carl and Superintendent Spitler had a conference call with Solicitor Dowd and provided information shared by the property owner, Lester Zimmerman. Solicitor Dowd has been evaluating the 1972 Agreement and evaluating/confirming deed information provided to come up with options for future discussions with the property owner.

SCADA & CONTROLS SYSTEM: Keystone continues to address outstanding and new punch list items. A final punch list status report is expected from Keystone the week of April 24, 2023 for ECTA to either confirm completeness or add to it and re-issue. The old servers and old SCADA system are now anticipated to be shut down the week of May 1 or May 8, 2023.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Shop drawings continue to be reviewed. The PennDOT permits were received on April 25, 2023, but ECTA still awaits receipt of the approved E&S permit from the County Conservation District. The tentative construction start date has

been moved from April 10, 2023 to May 8, 2023. A Construction Management Services proposal originally requested by ECTA in October 2022 was received from CDM Smith on March 31, 2023. After review by Administrator Carl and all review comments being incorporated, Administrator Carl recommends Board approval and execution of the final revised proposal.

- Richard Shober made a motion to approve and execute CDM Smith's final revised Meadowbrook Construction Management Services proposal dated April 21, 2023 for the estimated Not-To-Exceed time and materials target fee amount of \$173,672, second by David Lutz, and carried unanimously.

TANK #4 WATER SYSTEM MODELING: On April 4, 2023, ECTA staff was given an initial presentation of the modeling report recently completed by CDM Smith staff from their Virginia Beach, VA office. ECTA review comments are being addressed, and another presentation to ECTA staff will be held in the coming weeks. After the modeling report is finalized, it will be presented to the Water Committee and then ultimately to the Board.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: On April 7, 2023, ARRO (ECTA's design engineer) completed the re-design for the relocation and mounting of the water main to the downstream face of the bridge concrete barrier wall. CDM Smith submitted it to PennDOT, responded to their comments, and coordinated with ARRO to obtain and submit a final revised design package on April 13, 2023. Engineer Smith is working on the new PennDOT HOP and submitted a new Bridge Occupancy Permit application. It appears this water main relocation issue has not affected PennDOT's construction schedule.

STEVENS PUMPING STATION EXPANSION: Engineer Smith is still working on getting the final punch list items completed by the contractors and will be discussing this more during his update.

WATER TREATMENT PLANT (WTP) UPGRADE: Garden Spot Mechanical (GSM) returned to the site to deliver outdoor equipment since the dehumidification system finally arrived on April 12, 2023. The week of April 24, 2023, GSM will be delivering indoor equipment and conducting site prep activities. The week of May 1, 2023, GSM will be installing piping and duct work, and factory start-up is scheduled for May 22, 2023. A second time extension Change Order was prepared and approved for GSM that moved their completion date from April 21, 2023 to July 31, 2023. ECTA still awaits approval of the Minor Permit Modification package submitted by WATEK on February 9, 2023, as well as DEP's approval of the Well M Operational Permit which is tied to WATEK's Minor Permit Modification package approval.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: This project remains on hold with re-bidding tentatively scheduled for October 2023, and only if ECTA has the available finances to move forward with the project.

RE-PERMITTING WELLS 2A & 14: GeoServices continues to work on Well 2A's Withdrawal Application with a planned submission later this year. Well 14's application was already submitted on March 13, 2023.

WICU/KALAS/SYLVIN: Design coordination discussions have continued with WICU's engineer and Entech on the long-outstanding Industrial Way/Kurtz Road water line loop. An official project submission is expected in the near future.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to hold progress meetings with ECTA's NFWF grant project consultant, Rosetree Consulting, on the status of their support

services. He also continues to evaluate funding opportunities for highway signage identifying watershed protection areas, which have been approved by PennDOT.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING: On April 4, 2023, ECTA received the executed funding agreement for \$1,332,000 (\$1M for the Meadowbrook project and \$332K for the current WTP Upgrade project). The check was hand-delivered to the ECTA office on April 17, 2023. A media day event and cardboard check presentation is scheduled for May 11, 2023 at 3:00 p.m. at the Township Building.

PENNVEST FUNDING: Regarding the PENNVEST funding for the Meadowbrook water and sewer projects, the third of four Microsoft Teams meetings was held with PENNVEST on April 6, 2023. Since ECTA still has not received the E&S permit for the projects, as well other required checklist items not being completed (primarily a Board-executed engineering agreement with CDM Smith, which was approved earlier at tonight's meeting), the loan closing scheduled for April 20, 2023 was cancelled and has been rescheduled for June 29, 2023. The fourth PENNVEST Microsoft Teams Meeting has been scheduled for June 15, 2023. Regarding the PENNVEST programmatic financing for the Kurtz Road and Tank #4 projects, the second of four Microsoft Teams meetings will be scheduled in the coming weeks once the Kurtz Road project's bidding and construction schedule has been determined.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: On April 20, 2023, a final design review meeting was held with Entech, ECTA staff and CDM Smith. The scope of the project has been adjusted/finalized to include the new 8" Kurtz Road water main connecting into the 18" water main along Rt. 272 and the transferring of three services from Park Street (two to the 18" water main and one service to the water main on North Reamstown Road). This will eliminate the need for the current approximately 400 feet of 6" water main in Park Street, thus avoiding its future replacement cost estimated at \$80,000.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: The building permit was issued on March 29, 2023. The pre-construction meeting was held on April 4, 2023, and shop drawings are being reviewed. Job meeting #1 is scheduled for May 1, 2023. There have been supply chain issues on equipment and materials, so the Architect and Administrator Carl have been working with the contractors to resolve each issue as they occur in order to maintain the Substantial Completion date of January 7, 2024. On-site work is expected to begin sometime in mid to late May 2023. Administrator Carl worked with Solicitor Dowd and ECTA's insurance carrier to draft a long-term, low-cost lease agreement, and the final draft was submitted to the Township Manager/Township Solicitor for their review on April 17, 2023. Minor comments were received back from the Township Manager, and ECTA awaits comments from the Township's Solicitor.

WELL 11 (DRY TAVERN ROAD) STREAMBANK STABILIZATION PROJECT: In-stream restoration work was completed on March 29, 2023 per US Fish & Wildlife permit requirements. The remaining site work/site restoration was completed on April 4, 2023. Administrator Carl completed the final punch list inspection with Entech on April 11, 2023. Since all punch list items have been addressed, Flyway Excavating, Inc. submitted Payment Application No.1/Final in the full contract amount of \$32,950.00 which has been reviewed and approved by Entech Engineering and Administrator Carl and is recommended for payment. This Payment Application is included on ECTA's April 25, 2023 invoice listing to be approved at tonight's meeting. The project came in at approximately 58% of the budgeted amount for construction and engineering.

EMPLOYEE ANNIVERSARIES: Kyle Hess recently celebrated his 90-day anniversary.

CERTIFIED OPERATOR TRAINEE POSITION: A final interview was held with the Personnel Committee before tonight's meeting.

FUEL SHARING CONTRACT: ECTA received the School District's fully-executed Fuel Sharing Contract on April 4, 2023.

2022 AUDIT: ECTA auditors, Brown Schultz Sheridan & Fritz, came to the Authority office on April 17 and 18, 2023 to complete their audit work. The final audit report will be submitted for Board review before the June 30, 2023 deadline.

IMG: ECTA is awaiting a response from Ephrata Borough regarding ECTA's request for the full portion of ECTA's \$27,256.32 in available I&I funds.

COCALICO SCHOOL DISTRICT/REAMSTOWN ELEMENTARY SCHOOL: On March 30, 2023, ECTA received a Short Form Developer's Agreement for a Non-Residential Water project along with \$7,500.00 Water Administrative Escrow for the construction of a new, upsized water lateral and meter pit to accommodate a fire suppression system and additional service line at the Reamstown Elementary School located at 44 South Reamstown Road, Stevens, PA. Acceptance of the Short Form Developer's Agreement will allow CDM Smith to begin technical review of the project's design plans once the Capacity Review & Request Application has been reviewed.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreement for a Non-Residential Water Project with the Cocalico School District for the construction of a new, upsized water lateral and meter pit to accommodate a fire suppression system and additional service line at the Reamstown Elementary School located at 44 South Reamstown Road, Stevens, PA, second by Noah Zimmerman, and carried unanimously.

WATER TREATMENT PLANT (WTP) ROOF LEAK: This has been an on-going issue since the WTP was built and was a punch list item that was never addressed. After multiple attempts at low-cost fixes identified by the Architect and installed by ECTA staff, the roof continues to leak into the WTP lab area. Sheet metal has been temporarily installed as ceiling tiles to protect the WTP's valuable equipment. A site meeting is scheduled for May 1, 2023 with the Architect to evaluate the attempted repairs and to determine what the next step(s) will be.

FOXES SIDING (92 & 94 NORTH REAMSTOWN ROAD): The Authority's administrative requirements for the Foxes Siding water and sanitary sewer lateral projects located at 92 & 94 North Reamstown Road, Stevens, PA have been satisfactorily completed. The new laterals and service lines passed ECTA's inspection, all invoices have been paid and as-builts have been received and approved. The Authority is holding a Letter of Credit in the amount of \$30,646.00 that was established to guarantee construction of the new water and sanitary sewer laterals as well as \$2,000.00 in Administrative Water and Sewer Escrow. Administrator Carl requested the Board's approval to begin this project's 18-month warranty period and to reduce their Letter of Credit from \$30,646.00 to \$3,764.40 (15% of the approved cost of construction of \$25,096.00) to be held, along with the Administrative Escrow, until the end of the 18-month warranty period.

- J. Bradford Fichthorn made a motion to begin on April 25, 2023, the 18-month warranty period for the Foxes Siding water and sanitary sewer lateral projects located at 92 & 94 North Reamstown Road, Stevens, PA and to reduce the amount of the Letter of Credit from \$30,646.00 to \$3,764.40 (15% of the approved cost of construction of \$25,096.00), second by Edward Nevling, and carried unanimously.

2023 ADAMSTOWN BOROUGH BUDGET: ECTA received a copy of Adamstown Borough's 2023 budget last week.

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 ACCOUNTING AND LOSS CONTROL REPORTS: Superintendent Spitler presented the Water Accounting and Loss Control Report for January 1 to March 31, 2023 as well as April 1, 2022 to March 31, 2023.

PERSONNEL COMMITTEE: A final interview with a Certified Operator/Trainee candidate was held with the Personnel Committee and Administrator Carl on April 25, 2023 at 6:15 p.m.

ENGINEER'S UPDATE: A complete copy of the update is on file in the Authority Office. Engineer Adam Smith discussed the following from his update:

WELL M CONSTRUCTION: CDM Smith and Keystone must still prepare record plans. DEP's 60-day review period on the Minor Modifications Permit Application submitted by WATEK is expected to be complete by mid-May 2023.

TANK #4 WATER SYSTEM MODELING: CDM Smith and ECTA staff met on April 4, 2023 to review the modeling results. CDM Smith will work on a more focused analysis of Tank #4's immediate needs and will meet again with ECTA staff prior to presentation of the report to ECTA's Water Committee.

PENNVEST PROGRAMMATIC FUNDING: CDM Smith will restart the pre-closing process once a bid opening date is determined for the Kurtz Road project.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: CDM Smith submitted a supplemental application for the PennDOT Bridge Occupancy License (BOL) on April 14, 2023. Once the BOL supplement is approved, PennDOT's engineer (WRA) will submit a revised PennDOT Utility HOP.

STEVENS PUMPING STATION EXPANSION: Contract No. 1 DESCCO – CDM Smith will monitor the remaining punch list items during the warranty period. Contract No. 2 Garden Spot Electric – CDM Smith prepared a Change Order for Administrator Carl's review for the auxiliary contact work in the amount of \$3,556.24 and to extend the contract end date to May 30, 2023. Work is expected to be completed before next month's Board meeting. Contract No. 3 CHM Contracting – Minor punch list items attributed to GSE's work remain to be completed during the warranty period.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The PennDOT permits were received April 25, 2023. The Lancaster County Conservation District (LCCD) permit remains outstanding. Engineer Smith and Administrator Carl are planning on contacting the LCCD to see if/how the permit can be expedited.

EARTH, TURF & WOOD: Engineer Smith spoke with the project's engineer on April 25, 2023 regarding submission of as-built plans and actual costs of construction, which are needed to start the project's 18-month warranty period.

THE CROSSINGS AT COCALICO: CDM Smith has been coordinating with the developer's property manager and informed them that they can expect ECTA's response regarding what will be required of them within two months.

425 SOUTH MUDDY CREEK ROAD WAREHOUSE/DIVERT: Engineer Smith reported that an updated Capacity Review & Request Application is required from Divert to formalize their request of water and sewer capacity.

BLACK HORSE WAREHOUSE/PURECYCLE: Revised plans were received April 13, 2023 and are under review by CDM Smith. As part of the review comments, Chairman Becker told Engineer Smith to include a reminder that no fill should be placed within ECTA's easements and if it is already there, that it must be removed.

WEAVER (13 LAKESIDE DRIVE): CDM Smith received a response on April 17 2023, reviewed it and on April 25, 2023 issued final approval to move forward with the sanitary sewer connection.

TWO COUSINS PIZZA: Revised plans were received on April 25, 2023.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Engineer Smith reported they are out of compliance with the new installation schedule. Administrator Carl said this project will be discussed during Executive Session.


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

INVOICES (see attached): Bills included on the April 25, 2023 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by Gerald DeBalko, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:45 p.m. to discuss potential legal issues. At 8:15 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:16 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae