



## BOARD MEETING MINUTES JUNE 27, 2023

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, June 27, 2023 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, David Lutz, Richard Shober, June Kinback and Noah Zimmerman (Absent: Daniel Becker and J. Bradford Fichthorn)  
Solicitor: Absent  
Engineer: Adam Smith, CDM Smith  
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, Lisa Shaw, Jodie Eberly and Marc Wright  
Visitors: None

Vice Chairman Samuel Weaver called the meeting to order at 7:00 p.m.

**MINUTES:** Minutes of the monthly meeting held on May 30, 2023 were approved as presented on motion by Richard Shober, second by David Lutz, and carried unanimously.

**RECOGNITION OF VISITORS/PUBLIC COMMENT:** ECTA Operator Marc Wright attended the meeting to present a letter to the Board announcing his decision to retire on December 31, 2023. On behalf of the Board, Vice Chairman Weaver thanked Mr. Wright for his many years of dedicated service and accepted his resignation with regret.

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

**MONTHLY CAPACITY REPORTS (see attached):** The May 2023 Monthly Capacity Reports were approved as presented on motion by Noah Zimmerman, 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:

**WELLS 4 & 12 ABANDONMENT:** Administrator Carl will schedule a final conference call/meeting with Superintendent Spitler and Solicitor Dowd in the coming month to finalize the possible options regarding the current ECTA property, well building and 1972 Agreement that is in place for future discussion with the property owner.

**SCADA & CONTROLS SYSTEM:** Keystone has continued to address punch list items and any other items that occur as ECTA staff continues to monitor the system. A final punch list report will be issued by ECTA staff. The old servers and old SCADA system were shut down June 6, 2023. ECTA received the Well M DEP Operations Permit on June 20, 2023, so the final phase of the project has begun. Keystone will be on site June 27 & 28, 2023, and WATEK will be on site July 5 & 6, 2023 to complete the startup/testing on the Well M RTU and Well F SCADA upgrades.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** The Lancaster County Conservation District (LCCD) E&S permit was finally received on June 9, 2023, and the LCCD required pre-construction meeting was held on June 16, 2023. Pipe and stone delivery to the site is scheduled for

July 5 to 7, 2023, and the new construction start date is set for July 10, 2023. ECTA office staff continue to handle customer calls and in-person inquiries due to the delay and have updated ECTA's website and Facebook page with the new construction start date.

**TANK #4 WATER SYSTEM MODELING:** ECTA received a revised model analysis from CDM Smith, and a second CDM Smith presentation to staff was held on June 6, 2023. The model results will be finalized for a formal presentation to the Water Committee and then ultimately the Board.

**STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION:** Construction activities are now expected to start mid- to late-July 2023. Engineer Adam Smith will discuss this topic further during his update.

**STEVENS PUMPING STATION EXPANSION:** CDM Smith continues to work on 1) executing the final closeout documents for the Electrical Contract, 2) completion and submission of the DEP Post Construction Completion Certification, and 3) preparation and issuance of the final O&M Manuals and as-built drawings.

**WATER TREATMENT PLANT (WTP) UPGRADE:** Garden Spot Mechanical and the dehumidification system factory representative were on site June 8 & 9, 2023 to complete the warranty work on the dehumidification unit. Everything was "test and checked" and operational as required per the contract. ECTA received the Well M Operational Permit on June 20, 2023 along with the Well F Minor Permit Modification approval. Now that both permit approvals have been received, Well M startup and testing with WATEK and Keystone has been scheduled for July 5 & 6, 2023.

**WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING:** Re-bidding is tentatively scheduled for October 2023.

**RE-PERMITTING WELLS 2A & 14:** Well 2A's Withdrawal Application was submitted to SRBC on June 21, 2023, approximately nine months ahead of schedule, and has been deemed administratively complete. SRBC's technical review process will now start, and Michael Galley will keep abreast of its progress.

**WICU/KALAS/SYLVIN:** ECTA still awaits the official submission from WICU for the long-outstanding Industrial Way/Kurtz Road water line loop.

**SOURCE WATER PROTECTION PROGRAM (SWP):** Michael Galley continues to manage the overall SWP program and ECTA's NFWF grant project. ECTA is awaiting a response on the draft grant application to fund the watershed protection sign project.

**LANCASTER COUNTY WATERSHED ACADEMY GRANT:** ECTA still awaits the Thaddeus Stevens design for the revised stormwater outfall relocation at Well 10.

**PENNVEST FUNDING:** The fourth and final PENNVEST Microsoft Teams Meeting was held for the Meadowbrook projects on June 15, 2023, all required documentation has been provided and loan closing is still scheduled for June 29, 2023.

**KURTZ ROAD WATER MAIN REPLACEMENT PROJECT:** ECTA expects to receive Entech's final design and specifications package for final review the week of June 26, 2023. On June 9, 2023, the property owner at 57 Kurtz Road (stream crossing location) signed the water and sewer easement needed for construction access. As permitted by Resolution No. 2021-06-29-04, Chairman Becker and Secretary DeBalko executed the agreement. Solicitor Dowd will have it recorded. ECTA received Entech's

proposal for Bidding, Construction Management, PENNVEST Coordination and Construction Observation Services on June 7, 2023. After Administrator Carl's thorough review and all comments being incorporated, the final revised proposal was received on June 22, 2023 for the estimated Not-To-Exceed time and materials target fee amount of \$267,600, which includes full-time construction observation. Administrator Carl is recommending Board approval and execution of the final revised proposal.

- June Kinback made a motion to approve and execute the final revised Entech Engineering, Inc. Kurtz Road Water Main Replacement proposal dated June 22, 2023 for the estimated Not-To-Exceed time and materials target fee amount of \$267,600, second by Gerald DeBalko, and carried unanimously.

**ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION:** The shop drawing review phase is almost complete. Construction Progress Meetings continue to be held every two weeks. Foundation walls were poured, and the first-floor slab was formed and poured. CMU block wall construction has progressed, and the first-floor is expected to be complete by June 30, 2023. Setting of precast floor planks for the second floor is expected to occur on July 6, 2023, with the second floor CMU block wall construction the following week. A final construction schedule has been received and is now indicating an early Fall completion of September 15, 2023. MidState Mechanical & Electrical, LLC's Application for Payment No. 1 for the HVAC Contract No. 3 in the amount of \$1,430.55 and Application for Payment No. 1 for the Plumbing Contract No. 2 in the amount \$68,615.35 were received, reviewed and approved by the Project Architect and Administrator Carl. They are included on ECTA's June 27, 2023 Invoices to be Paid listing for approval at tonight's meeting. The fully-executed ECT/ECTA long-term lease agreement was received on June 19, 2023 following the June 15, 2023 Board of Supervisors' meeting. The first payment of \$1 is due July 1, 2023.

**ECTA EMPLOYEE ANNIVERSARY:** Marc Wright celebrated his 28-year anniversary on June 12, 2023. Regarding Mr. Wright's upcoming retirement, Administrator Carl said it has been a pleasure working with Mr. Wright and spoke of how helpful and kind he has been in the three years since Administrator Carl has been with ECTA.

**OPERATOR TRAINEE POSITION:** A candidate for the final Certified Operator Trainee position had a final interview with the Personnel Committee on June 5, 2023. As a result of the favorable outcome of the final interview, an offer letter package was sent out on June 7, 2023 and was accepted. ECTA's new employee, Brodie Miller, started on June 26, 2023. At this point in time, ECTA has met their staffing goals for 2023 and the immediate future and have ceased all search efforts.

**PENNVEST PROGRAMMATIC FUNDING:** The second of four calls will be set up in the coming weeks once a bidding and construction schedule for the Kurtz Road water main replacement project has been finalized.

**2022 AUDIT:** The audit was finalized on June 22, 2023, and Board members each received a copy of the final audit at tonight's meeting. The audit was clean with no findings. As required, BSS&F submitted the audit report to the PA Department of Community & Economic Development (DCED) on June 23, 2023.

**PERSONNEL COMMITTEE MEETING:** A Personnel Committee meeting was held on June 27, 2023 at 6:15 p.m. to discuss general personnel matters, succession planning status and suggested revisions to the Employee Manual. The Committee reviewed the suggested revisions and recommends incorporating them into the Employee Manual.

- Richard Shober made a motion to revise the Exempt and Non-Exempt, Vacation Policy, and Weekend and Holiday Pump Check Duty and Emergency Call Outs sections of the ECTA Employee Manual, second by David Lutz, and carried unanimously.

**WATER TREATMENT PLANT (WTP) ROOF LEAK:** As suggested by the Architect, ECTA staff partially removed a portion of the weep holes and filled them with a flexible sealant. Experimental water flow testing was conducted once again and it was determined that water is no longer penetrating through the split-face block. It appears that this final repair option has been a success and has compensated for the fact that the required through-wall flashing was either not installed or was incorrectly installed during the WTP construction. Since it has been concluded that the exterior face of the split-face block façade was also never coated/waterproofed as was required by plans and specs during the WTP construction, ECTA is currently seeking quotes to have a contractor apply a waterproofing material across the split-face block façade.

**MEMBERS 1ST FEDERAL CREDIT UNION:** The Authority's administrative requirements for the Members 1st Federal Credit Union water and sanitary sewer lateral and sanitary sewer main extension project located at 1 Denver Road, Denver, PA have been satisfactorily completed. The new laterals and extension passed the Authority's inspection, and all invoices have been paid. The Authority is holding a Letter of Credit in the amount of \$109,791.00 that was established to guarantee construction of the new water and sanitary sewer laterals and main extension as well as \$7,500.00 each 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 \$109,791.00 to \$12,900.00 (15% of the approved cost of construction) to be held, along with the Administrative Escrow, until the end of the 18-month warranty period.

- Gerald DeBalko made a motion to begin on June 27, 2023, the 18-month warranty period for the Members 1st Federal Credit Union project located at 1 Denver Road, Denver, PA and to reduce their Letter of Credit from \$109,791.00 to \$12,900.00 (15% of the approved cost of construction), second by Noah Zimmerman, and carried unanimously.

**ECTA'S COMPREHENSIVE INSURANCE PACKAGE:** ECTA's property, auto, liability and worker's compensation insurance package is due for renewal on July 1, 2023. Administrator Carl received a quote of \$39,806.00 dated June 21, 2023 from ECTA's current carrier, The Glatfelter Agency (TGA). The premium is up 8.7% from last year's premium of \$34,622.00 mainly due to newly-added facilities (Stevens Pump Station and Well M), added staff and increased workers' compensation claims. After thorough review, and because of the strong working relationship ECTA has built with TGA, Administrator Carl and Accountant Lisa Shaw are recommending ECTA continue insurance coverage with The Glatfelter Agency for the 2023/2024 policy year.

- June Kinback made a motion to approve The Glatfelter Agency proposal dated June 21, 2023 in the amount of \$39,806.00 for ECTA's Property, Auto, Liability and Workers Compensation Insurance with coverage beginning July 1, 2023 through July 1, 2024, second by Edward Nevling, and carried unanimously.

**SINKHOLE – WABASH RETENTION BASIN:** On June 24, 2023, ECTA's on-call operator was performing weekend pump check duty and found that Well F had shut down due to very muddy water. The morning of June 26, 2023, ECTA staff surveyed the site and found at least two areas within the basin where the previous sinkhole was discovered where it looked like water was running and disappearing. Based upon conversations with WATEK Engineering, ECTA has been advised to keep Well F shutdown to avoid pulling more muddy water into the aquifer, to avoid overloading the vertical pressure filters and to minimize the potential for damage to the Nano Filtration Units. Administrator Carl notified GeoServices, the developer and their contractor of the situation on June 26, 2023. As a result, a site

meeting has been scheduled for June 28, 2023 with the developer, their contractor and GeoServices to review the situation and develop a plan of action. In the meantime, because Well F is shut down, ECTA is working with Keystone and WATEK to get Well M operational ASAP. ECTA will continue to track staff's time, consultants' time, testing costs, etc. for submission to the developer for reimbursement.

**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 LEVELS:** Superintendent Spitler reported that because of the dry conditions, well levels have decreased and leveled off but have not increased. He stated that ECTA was close but did not reach Stage 1 status per the ECTA Drought Contingency Plan. He also noted that the PADEP has issued a statewide drought watch. With Well F, ECTA's largest producing well, shut down because of the sinkhole situation and lower well levels overall, Superintendent Spitler is cautioning ECTA from taking on high water-using, non-residential customers at this time.

In response to Mr. Wright's retirement announcement, Superintendent Spitler stated that Mr. Wright has been a reliable and responsible long-time employee and appreciates all the help he has given to ECTA.

**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:

**TANK #4 WATER SYSTEM MODELING:** CDM Smith is developing "order of magnitude" estimates for recommended infrastructure to add to the presentation. Engineer Smith expects to present the modeling results to the Water Committee within the next couple of weeks.

**STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION:** The final change order cost for the relocation of the water main to the exterior of the bridge is \$55,493.75, of which ECTA's 25% cost share portion will be \$13,873.44. Installation of the water main is expected to begin in July 2023. WRA (PennDOT's engineer) updated the PennDOT URMS system which means the permitting has been completed.

**STEVENS PUMPING STATION EXPANSION:** The auxiliary contact and punch list items were completed by Garden Spot Electric (Contract No. 2) in May/June 2023 and verified by ECTA staff. Payment Application No. 8 was reviewed and approved by CDM Smith is recommended for payment. It is included on ECTA's June 27, 2023 Invoices to be Paid listing for approval at tonight's meeting. CDM Smith is recommending that Contract No. 2 be closed out.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** LCCD issued the E&S permit on June 7, 2023. The LCCD pre-construction meeting was held on June 16, 2023. With no more permitting requirements outstanding, the project construction may proceed.

**HEATHERWOODS PHASES 3, 4 & 5:** CDM Smith is verifying the record plans meet ECTA requirements and will return comments to the developer for revisions.

**VILLAGE AT EAST COCALICO:** CDM Smith is proceeding with detailed water system modeling to confirm water main sizing to be provided in the development.

**SWARTZVILLE ROAD/GRANDE DEVELOPMENT (PREV FOX BROOKE):** CDM Smith is proceeding with detailed water system modeling to confirm water main sizing to be provided in the development. CDM Smith is also proceeding with an analysis of the receiving sewer interceptor to further define the scope of improvements that may be required to accommodate the flow.

THE CROSSINGS AT COCALICO: CDM Smith has modeled Tank #2 and a Booster Station near the Turnpike in conjunction with the Tank #4 modeling effort so ECTA and the developer know more about what specific needs the Northeast portion of the system will require. This modeling approach was relayed to the developer's property management company. It is expected that a more firm approach will be coordinated with ECTA in July 2023, after which a meeting with the developer will be scheduled.

425 SOUTH MUDDY CREEK ROAD WAREHOUSE/DIVERT: In response to ECTA's request for an updated Capacity Review & Request Application (CRRA) with a more formalized request of water and sewer capacity, DIVERT's engineer confirmed the water and sewer capacity would be assessed at their maximum stated usage rates. Administrator Carl reported that based on recent emails he has received, it looks like the project will be moving forward in a different direction, which will most likely reduce the capacity they will be ultimately requesting.

BLACK HORSE WAREHOUSE/PURECYCLE: An Opinion of Probable Construction Cost and some shop drawings were received on June 12, 2023 and are under CDM Smith review.

ROECHLING MEDICAL LANCASTER (44 DENVER RD): CDM Smith has reviewed the plans and is formalizing the comment response.

TWO COUSINS PIZZA: Revised plans dated May 23, 2023 were reviewed and approved by CDM Smith on June 5, 2023.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Shop drawings were received June 13, 2023 but not reviewed due to outstanding bills and administrative items not completed. Outstanding bills and administrative items were resolved June 16, 2023. Shop drawings were reviewed and comments provided by CDM Smith on June 22, 2023, with markups provided on June 23, 2023.

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

**INVOICES (see attached):** Bills included on the June 27, 2023 ECTA invoice listing were approved for payment on motion by June Kinback, second by Edward Nevling, and carried unanimously.

**EXECUTIVE SESSION:** Vice Chairman Weaver called an Executive Session at 8:09 p.m. to discuss potential legal issues. At 8:27 p.m., Vice Chairman Weaver 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 8:28 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae