



BOARD MEETING MINUTES OCTOBER 31, 2023

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, October 31, 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, J. Bradford Fichthorn, David Lutz, and Noah Zimmerman (Absent: Daniel Becker, Edward Nevling, Richard Shober and June Kinback)
Solicitor: Absent
Engineer: Adam Smith, CDM Smith
ECTA Staff: Scott Carl, Sr., 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 26, 2023 were approved as presented on motion by J. Bradford Fichthorn, second by Gerald DeBalko, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The September 2023 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, 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) TREATMENT PROJECT: This project remains on hold since TCE levels continue to remain in compliance. Required quarterly sampling continues.

WELLS 4 & 12 ABANDONMENT: The new waterline easement, deed and agreements have been finalized. Administrator Carl will schedule a meeting with the property owner to discuss the possible options regarding the current ECTA property.

SCADA & CONTROLS SYSTEM: A final punch list review/project closeout meeting with Keystone is scheduled for November 1, 2023.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 3 was held on October 10, 2023. Sewer construction is estimated at 44% complete with water at almost 20% complete. A second work crew started water construction on Scenic Drive on October 16, 2023. ECTA continues to update the status of the project on their website. Every customer complaint/comment continues to be addressed. CDM Smith and Administrator Carl recommend payment of AH Moyer's Application for Payment No. 4 (Water Project) in the amount of \$51,351.75 and Application for Payment No. 4 (Sewer Project) in the amount of \$207,919.98. They are part of ECTA's October 31, 2023 invoices to be paid for approval at tonight's meeting.

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STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: There are a few punch list items to be resolved by the PennDOT contractor. Once resolved, ECTA will work with PennDOT on the reconciliation of the project cost sharing.

STEVENS PUMPING STATION EXPANSION: ECTA is waiting on DEP's final inspection and issuance of the Operations Permit. CDM Smith provided the electronic version of the final O&M Manuals. Hard copy of the O&M Manuals and As-Built drawings remain outstanding.

WATER TREATMENT PLANT (WTP) UPGRADE: The emergency generator was delivered to the WTP on October 23, 2023, and startup is scheduled for November 8, 2023. WATEK and Administrator Carl recommend payment of Garden Spot Electric Inc.'s Application for Payment No. 3 for the Electrical Contract No. 2 in the amount of \$144,271.19. It is part of ECTA's October 31, 2023 invoices to be paid for approval at tonight's meeting.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: The project was released for bid on October 20, 2023. A mandatory pre-bid meeting is scheduled for November 9, 2023, and bids are due on November 21, 2023.

RE-PERMITTING WELL 2A: Well 2A's Withdrawal Application remains in the SRBC technical review phase.

WICU'S INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: The WICU project is now in conjunction with a new, proposed Ingham's Powder Coating building expansion project. WICU is continuing to work towards an official submission to ECTA.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program and ECTA's NFWF grant project. ECTA submitted an application to the SRBC Watershed Enhancement Grant Program on October 9, 2023 to fund the proposed watershed signage project, and await a response. Mr. Galley, along with the PA Rural Water Association, will be making a Source Water Protection presentation at Reamstown Elementary in November 2023 and Denver Elementary in December 2023.

LANCASTER COUNTY WATERSHED ACADEMY GRANT: Thaddeus Stevens expects to issue their final design for the revised stormwater outfall at Well 10 by October 31, 2023 and anticipates a November 2023 construction/installation schedule.

PENNVEST FUNDING (MEADOWBROOK): ECTA staff is working on ECTA's first request for reimbursement.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: The project was released for bid on October 20, 2023. A mandatory pre-bid meeting is scheduled for November 2, 2023, and bids are due November 20, 2023.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: Construction work on the ECTA portion of the building expansion project is complete, and existing Township Building ADA compliance items are nearing final completion. Construction/final punch list item completion and closeout is expected to occur on November 10, 2023. The Project Architect and Administrator Carl recommend payment of MidState Mechanical & Electrical, LLC Application for Payment No. 3 for the HVAC Contract No. 3 in the amount of \$14,350.05; MidState Mechanical & Electrical, LLC Application for Payment No. 4/Final for the HVAC Contract No. 3 in the amount of \$9,184.83; McCarty & Son Application for Payment No. 3 for the Electrical Contract No. 4 in the amount of \$26,016.99; AK

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Petersheim Application for Payment No. 2 for the GC Contract No. 1 in the amount of \$263,082.60; MidState Mechanical & Electrical, LLC Application for Payment No. 4 for the Plumbing Contract No. 2 in the amount of \$10,603.19; and MidState Mechanical & Electrical, LLC Application for Payment No. 5/ Final for the Plumbing Contract No. 2 in the amount of \$6,705.34. They are all part of ECTA's October 31, 2023 invoices to be paid for approval at tonight's meeting.

ECTA EMPLOYEE ANNIVERSARIES: Jodie Eberly – 15 years on October 6, 2023 and Jeremy Weinhold – 8 years on October 26, 2023.

PENNVEST PROGRAMMATIC FUNDING: Board decision must be made as to what project(s) to include in the Phased Programmatic Water System funding, specifically the Tank #4 replacement project.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on October 31, 2023 at 6:00 p.m. to conduct a final interview with a potential Operator/Trainee candidate and to discuss succession planning.

OPERATOR TRAINEE POSITION: ECTA's new employee, Cody Schott, started on October 30, 2023.

SINKHOLE – WABASH RETENTION BASIN: Since the basin appears to continue to hold water, the developer had the sinkhole drained and completed final top soil, seeding and restoration within the basin. Well F remains offline until the integrity of the basin remediation has been proven to be successful. To document existing conditions and utilize new technology that can detect ground anomalies that could lead to future sinkholes/depressions, the PA Geological Survey performed a drone flyover at no cost to ECTA.

EMERGENCY PORTABLE GENERATOR: Curtis Power Solutions delivered the new generator on October 4, 2023, and a brief training session was held. A scheduled maintenance/generator run plan will be finalized and emergency testing will occur.

SECTION 125 PREMIUM ONLY PLAN: A Resolution and Adoption Agreement were presented to the Board to re-adopt the Section 125 Premium Only Plan which allows employees to have their health insurance payroll deductions paid with pre-tax dollars.

- David Lutz made a motion to approve and execute Resolution No. 2023-10-31-01 and Adoption Agreement accepting the East Cocalico Township Authority's Section 125 Premium Only Plan for the time period of January 1, 2024 to December 31, 2024, second by Gerald DeBalko, and carried unanimously.

HEALTH INSURANCE: ECTA's group health insurance plan, which is purchased through the Intergovernmental Insurance Cooperative (IIC), is with Highmark Blue Shield. The overall premium for 2024 will increase 2.9% or approximately \$4,616.00 more than 2023. ECTA's total reimbursement for the 2022 plan year was \$60,077.00.

2023 AUDIT: ECTA received an engagement letter from Brown Schultz Sheridan & Fritz (BBSF) for the 2023 audit at a fee of \$24,000.00. Administrator Carl and Accountant Shaw reviewed the terms and recommend continuing with BBSF as the auditor for the 2023 audit.

- Gerald DeBalko made a motion to approve Brown Schultz Sheridan & Fritz as the ECTA's auditor to conduct the annual audit for the year ending December 31, 2023 at a fee of \$24,000.00, second by Noah Zimmerman, and carried unanimously.

TAPPING FEE STUDY: An evaluation of the Authority's water and sewer tapping fees was last conducted in 2008. Administrator Carl reviewed two tapping fee study proposals (one water, one sewer) from Keystone Alliance Consulting Inc. and recommended Board approval of both.

- Gerald DeBalko made a motion to approve and execute Keystone Alliance Consulting Inc. Sewer Tapping Fee Study Proposal P23-10-05 for a lump sum fee amount of \$5,000.00 and Keystone Alliance Consulting Inc. Water Tapping Fee Study Proposal P23-10-04 for a lump sum fee amount of \$5,000.00, second by David Lutz, and carried unanimously.

GRANT APPLICATIONS: ECTA is preparing two grant applications from the Pennsylvania Department of Community and Economic Development (PA DCED)'s Statewide Local Share Account program – one for \$1,000,000.00 for the construction of a new elevated Water Storage Tank #2 to replace the antiquated, existing ground level storage Tank #2 and one for \$732,000.00 for the land acquisition and construction of a water booster pumping station in the northern area of ECTA's water system to accommodate system growth and improve system pressures in the area. To apply for these grants, ECTA must adopt a Resolution for each grant they are requesting from the Commonwealth Financing Authority.

- Noah Zimmerman made a motion to adopt Resolution No. 2023-10-31-02 to apply for a \$1,000,000.00 grant from the Commonwealth Financing Authority to be used for the replacement of Water Storage Tank #2, second by J. Bradford Fichthorn, and carried unanimously.
- Gerald DeBalko made a motion to adopt Resolution No. 2023-10-31-03 to apply for a \$732,000.00 grant from the Commonwealth Financing Authority to be used for the construction of a water booster pumping station, second by Noah Zimmerman, and carried unanimously.

ECTA WATER TANK STUDY: Now that the Hydraulic Model has been completed and Tank #4 is now to be replaced, the Board was presented with a Water Tank Evaluations proposal from Entech Engineering, Inc. for inspection of ECTA's Water Storage Tank #1, Tank #2 and Tank #3. The proposal was reviewed by Administrator Carl, and he recommended approval.

- Gerald DeBalko made a motion to approve and execute the Entech Engineering Inc. Water Tank Evaluations Proposal P-230780.000 for the Estimated Time & Materials Fee amount of \$19,900.00, second by J. Bradford Fichthorn, and carried unanimously.

PLGIT INVESTMENTS: On October 26, 2023, ECTA conducted their quarterly review meeting with PLGIT representative Matt Conlin. ECTA's investments continue to perform well.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Superintendent Kenneth Spitler was not at the meeting, and there was nothing to add to his update.

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:

WATER SYSTEM MODELING: CDM Smith recommends proceeding with design of the Tank #4 replacement versus rehab for incorporation within the PENNVEST Pro-Fi funding package and proceeding with a concept level evaluation on the replacement of Tank #2 and construction of a water booster pumping station near the Turnpike.

PENNVEST PROGRAMMATIC FUNDING: The second PENNVEST conference call is scheduled for November 7, 2023.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: There are still a few outstanding ECTA punch list items to be resolved by the PennDOT contractor. Once resolved, ECTA and CDM Smith will be working with PennDOT to go through the reimbursement process.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: The project was put out for public bidding on October 20, 2023.

WATER TREATMENT PLANT (WTP) UPGRADE: CDM Smith is working with WATEK and ECTA to prepare a piping replacement recommendation to resolve some operational issues and improve future maintenance on the piping.

STEVENS PUMPING STATION EXPANSION: CDM Smith submitted the electronic O&M's to ECTA. Record drawings and a paper copy of the O&M manuals remain outstanding.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: A proposed change order has been received from AH Moyer, and it is under CDM Smith review.

THE CROSSINGS AT COCALICO: On October 4, 2023, CDM Smith and ECTA met with the developer. An update was given on where ECTA is with the water system modeling, and the developer provided an update on where they are in the project.

36 MUDDY CREEK CHURCH ROAD APARTMENTS: The Opinion of Probable Construction Cost and revised plan set were reviewed and approved by CDM Smith on October 10, 2023.

BLACK HORSE WAREHOUSE/PURECYCLE: The sewer construction has been completed. Resubmittals for water components were approved by CDM Smith on October 16, 2023. The developer's contractor is to inform ECTA of the waterline construction schedule.

ROECHLING MEDICAL LANCASTER (44 DENVER RD): The revised final land development plans are still under review by CDM Smith.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Construction on the required monitoring manhole and commercial grease interceptor began on September 27, 2023, and they passed ECTA inspection on September 28, 2023. On October 20, 2023, CDM Smith developed ECTA inspection notes into record drawings.

TWO COUSINS PIZZA: The stream crossing permit is still outstanding, as well as a few ECTA administrative items. The owners are considering relocating the grease interceptor and monitoring manhole, so CDM Smith requested a revised layout plan for review.

WABASH LANDING: Phase 1 – Video inspection of the sanitary sewer is under review by ECTA and CDM Smith; Phase 2 – Record drawings were received and are under CDM Smith review; and Phase 3 – The developer is getting a final document set created to record the plan.

LAKESIDE AREA SANITARY SEWER EXTENSION PROJECT: Construction on this project was completed in September 2013. CDM Smith recently completed the long outstanding record drawings for this project.

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 31, 2023 ECTA invoice listing were approved for payment on motion by David Lutz, second by Gerald DeBalko, and carried unanimously.

EXECUTIVE SESSION: Vice Chairman Weaver called an Executive Session at 8:23 p.m. to discuss a potential legal issue. At 8:38 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 8:39 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Gerald A. DeBalko", written in a cursive style.

Gerald A. DeBalko
Secretary

jae