

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

FEBRUARY 22, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, February 22, 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, David Lutz, Richard Shober and June Kinback (Absent: J. Bradford Fichthorn and Raymond Wolf)
Solicitor: Lucy Dowd, Lucy Dowd Law, LLC
Engineer: Rachel Kirkham, CDM Smith
Administrator: Scott Carl, Sr.
Employees: Kenneth Spitler, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors: Jennifer Roy, 2651 North Reading Road, Reinholds

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

MINUTES: Minutes of the monthly meeting held on January 25, 2022, were approved as presented on motion by Richard Shober, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Jennifer Roy said she came to the meeting to listen to the Wellhead Protection Zones topic to be discussed during the Administrator's Update.

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

MONTHLY CAPACITY REPORTS (see attached): The January 2022 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by June Kinback, 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): Well 10 still remains out of service. ECTA is still awaiting a construction schedule from Eichelbergers for the Well 10 rehab using the components from Well 4.

WELLS 4 & 12 (KRAMER MILL ROAD): CDM Smith and GeoServices completed the permit package for the well abandonments, and ECTA approval was issued on February 17, 2022.

SCADA & CONTROLS SYSTEM: Administrator Carl approved and executed Keystone's final reconciliation change order in the amount of \$41,390.00, which is within \$390.00 of the \$41,000.00 estimate Administrator Carl provided at the January 25, 2022 ECTA Board meeting and will ultimately reduce the WATEK contract by \$97,000.00. A project team meeting was held on February 11, 2022 between Keystone, Custom Computer and ECTA staff. Because of supply chain issues, the cell modems will now ship March 9, 2022 in lieu of February 10, 2022. The new estimated completion date for the WTP, wells, and tanks is now April 29, 2022 with Well M RTU startup scheduled for May 24, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: ECTA is still awaiting the final cost estimates from CDM Smith. Engineer Kirkham will discuss the schedule for bidding during her update. A joint meeting was held with the Township on February 17, 2022 to discuss storm sewer issues,

the project's schedule and paving. Chairman Becker asked what ECTA's responsibility will be regarding restoration. Administrator Carl said ECTA will be bringing base course paving to grade and ECT will mill and overlay.

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. At the last meeting, Engineer Kirkham said it would be submitted by February 4, 2022. Chairman Becker asked Engineer Kirkham when ECTA can expect the report, and Engineer Kirkham said once the Meadowbrook project is out for bid, she will refocus on the hydraulic report.

STEVENS ROAD/PENNDOT WATER MAIN RELOCATION PROJECT: ECTA received PennDOT's PA Cost Sharing Request Letter and Municipal/Authority Resolution on January 26, 2022. Both the letter and Resolution were reviewed by Administrator Carl and Solicitor Dowd and presented to the Board for approval.

- Samuel Weaver made a motion to accept and execute PennDOT's PA Cost Sharing Request Letter and Municipal/Authority Resolution as required by PennDOT for the Cost Sharing process for the Stevens Road Waterline project, second by Gerald DeBalko, and carried unanimously.

AWIA EMERGENCY RESPONSE PLAN (ERP): ECTA still awaits the final revised plan from CDM Smith as a result of ECTA's final review comments provided on January 10, 2022.

EMERGENCY ECTA OFFICE GENERATOR: The Township received five widely-varying scopes of work and price quotes ranging from \$27,734.00 to \$62,855.00. They were given to and reviewed by Administrator Carl. The Township is planning to have Tyler Fichthorn Electric review the quotes. Administrator Carl suggested to the Township Manager that ARRO review the quotes as well.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 12 was held on February 9, 2022. Change Order No. 1 was executed on February 9, 2022 extending the contract completion date from January 15, 2022 to July 31, 2022 due to the generator's anticipated arrival in June 2022. Engineer Kirkham will discuss the project more during her update.

WELL M CONSTRUCTION: A punch list and reconciliation change order must still be prepared by CDM Smith. ECTA received an official response letter from DEP on the MPA water quality sampling. The well is not under the influence of surface water which means current treatment methods/technologies in place at the WTP will be sufficient for treatment of the Well M raw water. Based on results from the Well M sampling, ECTA conducted additional sampling on Well F for clarification on future process adjustment needs. ECTA received WATEK's final design and specifications package for review this afternoon.

RE-PERMITTING WELLS 2A & 14: GeoServices is preparing a proposal for the re-permitting of Wells 2A and 14. Submission of the proposal is expected by the next ECTA Board meeting.

PRIVATE WELLS: The listing of all private wells throughout the system has again been updated, and ARRO has again incorporated all this data into ECTA's GIS system. The private well letter was sent to the ECT Board of Supervisors.

WELLHEAD PROTECTION ZONES: As a result of the Wellhead Protection Zone (WPZ) issues that arose from a now withdrawn proposed project at 2651 North Reading Road (adjacent to ECTA Wells 5 and 6), the property owner of 2651 North Reading Road contacted the Township and ECTA to clarify what WPZ radius will be enforced at Wells 5 and 6 going forward. The Township also requested that

ECTA MEETING MINUTES

February 22, 2022

Page 3 of 6

ECTA confirm its desired WPZ's for all wells so that the Township's Zoning Ordinance can be revised as needed. ECTA reviewed all the current WPZ's listed in the Township's Zoning Ordinance and had GeoServices calculate the WPZ's for each of the wells. Those WPZ's were then compared with the WPZ's recently calculated by DEP's in-house hydrogeologist and their hydrogeological sub-consultant as part of the SWP process. Based on those comparisons, Administrator Carl is recommending the WPZ's be revised as shown in the chart below:

| ECTA Source | ECT Zoning Ordinance §220-27.D.2. Wellhead Protection Overlay Zone (radius in feet) | Proposed new WPZ (radius in feet) |
|-------------|---|-----------------------------------|
| Well 2A | 160 | 100 |
| Well 3A | 150 | 100 |
| Well 4 | 100 | 100 |
| Well 5 | 210 | 100 |
| Well 6 | 210 | 100 |
| Well 7 | 100 | 100 |
| Well 8A | 160 | 100 |
| Well 9 | 180 | 100 |
| Well 10 | 100 | 100 |
| Well 11 | 100 | 100 |
| Well 12 | 100 | 100 |
| Well 14 | 100 | 100 |
| Well F | 210 | 240 |
| Well M | 185 | 222.4 |

Chairman Becker asked visitor Jennifer Roy what her concern is regarding the WPZ's and she said she is interested in the WPZ radius for Wells 5 and 6 as it relates to the property at 2651 North Reading Road. After much discussion, the following motion was made:

- Richard Shober made a motion to adopt the new Zone 1 Wellhead Protection Zone radii as follows: Well 2A (100 feet), Well 3A (100 feet), Well 4 (100 feet), Well 5 (100 feet), Well 6 (100 feet), Well 7 (100 feet), Well 8A (100 feet), Well 9 (100 feet), Well 10 (100 feet), Well 11 (100 feet), Well 12 (100 feet), Well 14 (100 feet), Well F (240 feet), and Well M (222.4 feet); second by Gerald DeBalko; and carried unanimously.

SOURCE WATER PROTECTION PROGRAM (SWP): Administrator Carl and Superintendent Spitler reviewed the draft SWP and Potential Sources of Contamination spreadsheet. A SWP meeting was held on February 7, 2022 with PA Rural Water to discuss ECTA's review comments. The Municipal & Agricultural Stormwater and Land Use Planning meeting is scheduled for March 7, 2022.

METER REGISTER REPLACEMENT PROJECT: Another approximately 130 letters were recently sent to customers to schedule the replacements, which continue to be installed by ECTA staff as time allows.

WATER & SEWER RATE INCREASE LETTER: At the Board's request, a letter explaining the water and sewer rate increases was mailed to all quarterly customers on February 3, 2022. Letters to all monthly customers were mailed on January 31, 2022.

ECTA MANHOLES: ECTA is still awaiting delivery of the remaining four special-order cone sections from the manufacturer.

GRANT & FUNDING OPPORTUNITIES: ECTA is still going through the process of obtaining possible grant funding from the Lancaster Watershed Academy, so a site meeting was held on February 2, 2022. Regarding the ARPA funding, Administrator Carl recently had a discussion with the Township and learned that all ARPA monies will be used by the Township, so no ARPA funding will be distributed to ECTA for ECTA projects.

ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH: ECTA extended an offer of employment to Michael Galley for the Water Quality & Environmental Compliance Specialist position. He accepted the offer on February 8, 2022, and his start date is February 28, 2022. A final interview with a Certified Operator/Trainee candidate was held with the Personnel Committee and Administrator Carl on February 22, 2022.

WATER TREATMENT PLANT ROOF LEAK: Recommended repair methodology and materials requirements have been provided by the Architectural Engineer (AE) to ECTA. ECTA staff will attempt the repair in-house and will apply the sealant once temperatures begin to warm up. Administrator Carl will keep the Board apprised of the progress.

WATER TREATMENT PLANT TOUR: On February 2, 2022, ECTA hosted a second plant tour of ECTA's water treatment plant for approximately 20 Thaddeus Stevens College second-year students and professors in the Water and Environmental Technology program.

EXTINGUISHMENT OF WATER EASEMENTS: At the previous Board meeting, the Board requested that Administrator Carl try to obtain more specific information and rationale as to why the property owner at 155 North Line Road is requesting the extinguishment of ECTA water line easements that run through his property and adjacent 135 North Line Road property. ECTA received a letter from the property owner's engineer providing more information and stating that the easement may hinder the owner's potential to build or develop the land in the future. Since the easement is located along the road, the Board questioned how the easement would hinder any future projects considering any setback requirements. After more discussion, the following motion was made:

- Gerald DeBalko made a motion to approve the extinguishment of the water line easement at 155 North Line Road, second by Edward Nevling, and carried unanimously.

STONE GATE: ECTA received a letter from Vanguard Development Group requesting to reduce the Letter of Credit (LOC) on the Stone Gate Development. ECTA issued a letter on February 4, 2022 listing the outstanding required items that must be completed in order to reduce to the LOC and move into the 18-month warranty period.

WABASH LANDING PHASE 1: ECTA received the approved as-built plans, all outstanding punch list inspection items were resolved and all administrative requirements have been completed for the Wabash Landing Phase 1 development project. The current Subdivision Bond in the amount of \$89,571.00 must be extinguished and a new Maintenance Bond in the amount of \$81,768.36 (15% of the actual cost of construction) must be established. The Maintenance Bond along with a Phase 1 Easement Agreement were reviewed, revised, and ultimately approved by Administrator Carl, Solicitor Dowd, and Engineer Kirkham. Administrator Carl requested the Board's approval to begin the Wabash Landing Phase 1 18-month warranty period, to extinguish the Subdivision Bond, to accept the new Maintenance Bond and to execute the Phase 1 Easement Agreement.

- Samuel Weaver made a motion to begin on February 22, 2022 the 18-month warranty period for construction of water and sanitary sewer facilities associated with the Wabash Landing Phase 1 Development project located in Stevens, PA; to extinguish the current Subdivision Bond in the

amount of \$89,571.00; to accept the new Maintenance Bond in the amount of \$81,768.36 representing 15% of the actual cost of construction; and to execute the Wabash Landing Phase 1 Development Project Easement Agreement, second by David Lutz, and carried unanimously.

FUEL SHARING CONTRACT: The current Cocalico School District fuel sharing contract will end on June 30, 2022. On January 28, 2022, ECTA received, reviewed, executed and returned the new Cocalico School District fuel sharing contract for July 1, 2022 to June 30, 2023. ECTA awaits the School District's fully-executed Contract that will be received once the School District receives bids and awards the contract to the low bidder. This program has been very beneficial to ECTA with savings of about 10% on the 2021 fuel budget and an estimated \$3,000 savings for the first six months of 2022.

2021 AUDIT: ECTA auditors, Brown Schultz Sheridan & Fritz, began two days of preliminary audit work remotely on January 13, 2022. The audit team will come to the ECTA office on April 18, 2022 to continue their work. The final audit report will be submitted for Board review before the June 30, 2022 deadline.

GARDEN SPOT FRAME & ALIGNMENT: The 18-month warranty period for the Garden Spot Frame & Alignment project at 2275 North Reading Road was set to expire on August 13, 2021; however, there were multiple punch list items still outstanding. After receiving a request from the developer on February 9, 2022 to extinguish the Letter of Credit (LOC), the owner was reminded of the outstanding punch list items. The owner then informed ECTA that all items were addressed, so on February 10, 2022, Superintendent Spitler completed ECTA's inspection and found all items to be corrected. All invoices have been paid. ECTA's review of the televising videos and inspection report was previously completed. Administrator Carl requested the Board's approval to release the balance of the project's LOC in the amount of \$2,013.00 and the \$2,500.00 Administrative Water and Sewer Escrow.

- June Kinback made a motion to end as of February 22, 2022 the 18-month warranty period for the Garden Spot Frame & Alignment project at 2275 North Reading Road, to return the \$2,500.00 in Administrative Water and Sewer Escrow and release the balance of the Letter of Credit in the amount of \$2,013.00, second by Richard Shober, and carried unanimously.

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:

SANITARY SEWER FLOWS: Superintendent Spitler reported that sanitary sewer flows are up to 805,000 gallons per day and are 120,000 gallons more than the previous month, noting that precipitation amounts doubled compared to the month before.

WATER MAIN BREAKS: ECTA repaired two water main breaks in February 2022.

PERSONNEL COMMITTEE: A final interview with a Certified Operator/Trainee candidate was held with the Personnel Committee and Administrator Carl on February 22, 2022 at 6:00 p.m.

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: The remaining electrical wiring field work was completed last week, and a final VFD programming field visit will be scheduled.

ECTA MEETING MINUTES

February 22, 2022

Page 6 of 6

TANK #4 WATER SYSTEM MODELING: Chairman Becker asked when ECTA will be receiving the Tank #4 water system modeling memo, and Engineer Kirkham said it will be submitted by the next Board meeting.

STEVENS PUMPING STATION EXPANSION: The contractor has not been on site due to the weather, waiting for the concrete to cure prior to coating, and waiting for the control panel to arrive. Since the control panel has now arrived, the contractor will return to the site next week. Instead of converting the existing generator for use with the new station to facilitate startup and operation prior to the delivery of the generator in June 2022, ECTA is now planning to rent a generator for two to three months.

ANNUAL CHAPTER 94 REPORT: CDM Smith is preparing the annual Chapter 94 Report for submission by the end of the week to Ephrata Borough and Adamstown.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The 90% cost estimate was completed late this afternoon and is at \$6.07 million including 10% for retainage. The 30% cost estimate was \$6.2M. CDM Smith is finalizing the contract documents to bid in March 2022. CDM Smith proposed to have the bid results by the March 29, 2022 Board meeting, but after discussion, it was decided to have bid results by the April 26, 2022 Board meeting, allowing more time for the bidding period.

SLATEWOOD/ZIMMERMAN PROJECT: At the previous Board meeting, the Board instructed Engineer Kirkham to inform the developer that they must submit a formal request directly to ECTA explaining why they are requesting relief from ECTA's requirement to extend the water main to the furthest property line or corner of the development. Engineer Kirkham reported that she informed the developer that they must submit justification for their requested variance directly to the Board.

AWIA EMERGENCY RESPONSE PLAN (ERP): Chairman Becker asked when ECTA's ERP review comments were going to be addressed, and Engineer Kirkham said ECTA's additional revisions will be completed by the next Board meeting.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd had nothing to report on this month.

INVOICES (see attached): Bills included on the February 22, 2022 ECTA invoice listing were approved for payment on motion by Samuel Weaver, second by Edward Nevling, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:58 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae