

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
MARCH 29, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, March 29, 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 (Absent: Raymond Wolf)
Solicitor:	Lucy Dowd, Lucy Dowd Law, LLC
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	Kenneth Spitler, Michael Galley, Tyler Pannebecker, and Lisa Shaw
Visitors:	None

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

MINUTES: Minutes of the monthly meeting held on February 22, 2022, were approved as presented on motion by June Kinback, second by David Lutz, and carried unanimously.

INTRODUCTION OF NEW EMPLOYEE: Administrator Scott Carl introduced the Authority's new employee, Michael Galley, Water Quality & Environmental Compliance Specialist, whose employment began on February 28, 2022.

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

MONTHLY CAPACITY REPORTS (see attached): The February 2022 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, 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): Well 10 still remains out of service. Eichelbergers installed the salvaged well pump from Well 4. ECTA awaits Eichelbergers' schedule for the remaining Well 10 work items. The DEP Response Justification Document was executed on March 7, 2022 which will allow them to proceed with their investigation into the cause of the TCE contamination by sampling abandoned private wells along Denver Road.

WELLS 4 & 12 (KRAMER MILL ROAD): ECTA is awaiting DEP's approval of the abandonment permit package that was submitted on February 17, 2022.

SCADA & CONTROLS SYSTEM: ECTA continues to coordinate with Keystone, Custom Computer, and WATEK Engineering. Keystone finally received shipment of the cell modems on March 18, 2022 and are coordinating with ECTA and Custom Computer on the activations and installations in the field. The estimated completion date for the WTP, wells, and tanks is still planned for April 29, 2022 with Well M RTU startup scheduled for May 24, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: A final design review meeting was held with Engineer Kirkham and ECTA staff on March 4, 2022. ECTA is awaiting the final drawings and specs as well as the final cost estimate from CDM Smith. Engineer Kirkham will discuss this project during her update.

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: All pre-bid paperwork required of ECTA has been submitted. ECTA awaits PennDOT's bidding of the project in late Spring 2022 with construction starting in the Summer of 2022.

AWIA EMERGENCY RESPONSE PLAN (ERP): ECTA received the final revised plan from CDM Smith on March 22, 2022, so this project is now complete.

EMERGENCY ECTA OFFICE GENERATOR: The Township asked ARRO for a proposal to provide plans and specs to formally bid the project, and on March 16, 2022 ARRO submitted a proposal to the Township.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 13 was held on March 9, 2022, and the next Construction Progress Meeting is scheduled for April 13, 2022. The project appears to be coming together and is overcoming some of the prior delays on equipment and material deliveries. The revised construction completion date is projected for August 16, 2022.

WELL M CONSTRUCTION: A final time extension/reconciliation change order and punch list items must "STILL" be prepared by CDM Smith. Final work activities should be completed by PSI in the next month. Submissions by WATEK and reviews by ECTA and Keystone of the WATEK final design and specifications package continued since the last Board meeting. A final design review meeting was held on March 17, 2022. WATEK will incorporate all final review comments and issue a final pre-bid set of drawings and specs for final review by March 31, 2022. The project is expected to be out to bid in mid-April with bids due on May 24, 2022 for potential award at the May 31, 2022 Board meeting.

RE-PERMITTING WELLS 2A & 14: ECTA received a proposal from GeoServices for preparing the next SRBC Docket Renewal Applications for Wells 2A by March 9, 2024 and Well 14 by June 3, 2023. As a result of Administrator Carl's review and GeoServices' responses addressing his review comments, Administrator Carl finds their final proposal dated March 3, 2022 to be acceptable in terms of scope and fee and is recommending Board execution of the proposal (with revised Terms & Conditions attached) for the total estimated engineering fee of \$45,950.00. Phase 1 of this project is estimated at approximately \$10,000.00 less than what it was budgeted for in the 2022 Water Budget.

- Richard Shober made a motion to approve and execute the GeoServices, Ltd. Proposal G0622 dated March 3, 2022 with revised Terms & Conditions for the Wells 2A and 14 SRBC Docket Renewals for the total estimated cost of \$45,950.00, second by Samuel Weaver, and carried unanimously.

SRBC & WELLS 4, 12 AND M: A required project status report was issued to SRBC Compliance Specialist Maurita Hewitt for Wells 4, 12 and M on March 3, 2022.

PRIVATE WELLS: The listing of all private wells throughout the system has again been updated. ARRO has again incorporated all this data into ECTA's GIS system and provided updated private well location maps on February 24, 2022.

SOURCE WATER PROTECTION PROGRAM (SWP): Several meetings were held since the last Board meeting regarding the SWP. One of them yielded a potential opportunity for a grant with the National Fish & Wildlife Foundation (NFWF) which would cover all engineering and administrative fees, agricultural outreach, partnering with local farmers, education and nitrate reduction strategies to protect our well facilities. That grant submission due date is April 21, 2022, and Mike Galley will be taking the lead on this submission. ECTA received a final revised draft of the SWP and after numerous rounds of review comments, Administrator Carl executed and submitted the official Request for Final Approval document to DEP on March 25, 2022. On March 29, 2022, ECTA received official PADEP approval of the SWP. There are a few remaining action items to be accomplished in the SWP process, and Mike Galley will also be taking the lead on completing these items.

METER REGISTER REPLACEMENT PROJECT: ECTA has replaced about 70% of the faulty meter registers.

ECTA MANHOLES: ECTA is still awaiting delivery of the remaining four special-order cone sections from the manufacturer which is scheduled for April 4, 2022.

GRANT & FUNDING OPPORTUNITIES: ECTA is still going through the process of obtaining possible grant funding from the Lancaster Watershed Academy. Administrator Carl has also been looking at PENNVEST and other potential funding sources. He also met with ARRO's grant and funding specialists to vet out further grant/funding opportunities.

ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH: ECTA issued an offer package to a Certified Operator/Trainee candidate on February 24, 2022. As a result of the candidate deciding not to make a career change, the search for a Certified Operator/Trainee continued. Another candidate (to be graduating in May from Thaddeus Stevens) was interviewed by staff a few times, and a final Personnel Committee interview was held tonight before the Board meeting.

WATER TREATMENT PLANT ROOF LEAK: ECTA is in the process of ordering the backer rod and sealant materials and will attempt to accomplish this work in-house as temperatures begin to warm up.

EXTINGUISHMENT OF WATER EASEMENTS: At the previous Board meeting, the Board made a motion to extinguish the waterline easement that runs through the Grant property as part of the Matthew Grant Lot Annexation project located at 155 North Line Road. On March 22, 2022, ECTA received a copy of a letter addressed to the ECT Board of Supervisors from the property owner's engineer formally requesting on behalf of their client Matthew Grant, withdrawal of the Lot Annexation Plan from recordation and approval. ECTA then also directly received a letter on March 23, 2022 from the property owner's engineer on behalf of their client formally withdrawing their prior request to extinguish the easements. Because of this, Administrator Carl is recommending the Board rescind its motion made at the February 22, 2022 Board meeting to extinguish the easements.

- Samuel Weaver made a motion to rescind the motion made at the February 22, 2022 Board meeting regarding the extinguishment of the waterline easement associated with the Matthew Grant Lot Annexation project located at 155 North Line Road, second by David Lutz, and carried unanimously.

GEOGRAPHIC INFORMATION SYSTEM (GIS): On March 18, 2022 a GIS workshop/transition meeting was held with ECTA staff, CDM Smith and ARRO to discuss the current status of ECTA's GIS.

WABASH LANDING PHASE 2: With water and sewer-related work beginning March 29, 2022 and with ECTA being short-staffed for multiple reasons, Administrator Carl contacted ARRO Consulting, Inc.

to conduct approximately 18 weeks of on-site construction inspections. On March 25, 2022, a Time & Expense basis ARRO proposal was received. With all review comments being addressed, Administrator Carl is recommending the final revised proposal for approval. GPS data capture will be performed by ARRO on this project.

- Gerald DeBalko made a motion to approve and execute ARRO Consulting, Inc's Time & Expense Proposal 0322-PRO2 Revision No. 1 dated March 28, 2022, second by J. Bradford Fichthorn, and carried unanimously.

FUEL SHARING CONTRACT: No bids were received at the time of bid opening. The School District is watching the market carefully and is looking to re-bid in late April/early May.

2021 AUDIT: ECTA auditors, Brown Schultz Sheridan & Fritz, continue to work on the audit remotely and are coordinating with office staff as needed. They will come to the ECTA office on April 18, 2022 to continue their work.

12 MARLIN DRIVE/LOT 45/PARKSIDE MANOR: On March 26, 2010, CGL, LLC (Grant Wise) paid \$1,000.00 water and \$1,000.00 sewer administrative escrow for a project at 12 Marlin Drive/Lot 45 (Parkside Manor) that never materialized. The ECT Zoning Officer recently came to the ECTA office and inquired about this property since it is again going up for sale. ECTA then discovered the property is no longer owned by CGL, LLC (Grant Wise). Because of this, Administrator Carl is recommending ECTA return Mr. Grant's administrative escrow fees.

- J. Bradford Fichthorn made a motion to return to CGL, LLC (Grant Wise) \$1,000.00 of administrative water escrow and \$1,000.00 of administrative sewer escrow, second by Samuel Weaver, and carried unanimously.

35 KEELER AVENUE: On March 22, 2022, the Authority received a Short Form Developer's Agreement, along with \$1,000.00 administrative escrow from Hunter Creek Partners (Craig Hasson). This Agreement is for the construction of a residential water and sanitary sewer lateral for a single-family dwelling construction project located at 35 Keeler Avenue, Stevens. Acceptance of the Short Form Developer's Agreement will allow CDM Smith to begin technical review of the project's water and sanitary sewer lateral connection plans and will allow this project to move forward with the Authority.

- Richard Shober made a motion to accept and execute the Short Form Developer's Agreement with Hunter Creek Partners (Craig Hasson) for the construction of a residential water and sanitary sewer lateral for a single-family dwelling construction project located at 35 Keeler Avenue, Stevens, second by David Lutz, and carried unanimously.

AS-BUILT PLANS/GIS SYSTEM: On March 11, 2022, ECTA started a new process with ARRO to get as-built drawings incorporated into ECTA's GIS system. Five total projects were given to ARRO and initial work was completed for ECTA review. ECTA review comments were provided and discussed with ARRO's GIS staff.

ECTA INVESTMENT OPTIONS: With interest rates on the rise, ECTA is again looking at investment options. At the February 11, 2021 Board meeting, the Board authorized Authority staff and Treasurer Nevling to investigate investment options for ECTA monies and to make any investment decisions based on the best interest of the Authority. As such, ECTA has already moved monies from Ephrata National Bank (0.1%) back to PLGIT (0.3054%) and have once again been in contact with David Paul from Great Eastern Management, Inc., a Certificate of Deposit broker who works with multiple banks to find the best interest rates. The current one-year rates identified during a March 10, 2022 conference call with Mr.

Paul were 0.75%. Authority staff will be reviewing rates again with PLGIT and Mr. Paul the week of March 29, 2022 since the Fed just met last week. In order for ECTA to do business with Great Eastern Management and allow Mr. Paul to purchase CDs, a Resolution is required from ECTA authorizing the purchase of FDIC-insured certificates of deposit and confirming that the person(s) at ECTA signing off on a CD purchase is/are authorized to do so. A Resolution has been prepared by Solicitor Dowd for Board approval.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2022-03-29 authorizing the purchase of FDIC-insured certificates of deposit, second by June Kinback, and carried unanimously.

ECTA OFFICE RENOVATION: Administrator Carl informed the Board of the space and filing storage constraints that ECTA office staff have been dealing with. A few new office space layouts have been designed and provided by multiple entities (which include building walls to create two, individual, more soundproof offices). All of the options are estimated at costing approximately \$50,000.00 each. Moving to another location with more space or possibly building onto the water treatment plant has also been discussed. Administrator Carl asked for the Boards' input. The Board was in favor of continuing to look at ways to address the office space constraints issue by evaluating options for both the short-term and long-term, including obtaining a quote to add offices onto the water treatment plant.

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 have increased compared to February flows but noted that the precipitation amount also increased.

CHAPTER 110 REPORT: The Chapter 110 report for the year 2021 was completed and submitted to PADEP.

PERSONNEL COMMITTEE: A final interview with a Certified Operator/Trainee candidate was held with the Personnel Committee and Administrator Carl on March 29, 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:

WELLS 4 & 12 ABANDONMENT: CDM Smith is waiting to hear back from PADEP on the minor amendment permit application for the abandonment of Wells 4 & 12.

WELL M CONSTRUCTION: CDM Smith participated in a design review/coordination meeting for the WATEK project on March 17, 2022. CDM Smith confirmed with PADEP that a completely new construction permit for the new source will not be required. Instead, ECTA may apply for the operations permit once Well M is ready to be brought online. The final VFD programming is scheduled for April 7, 2022.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she has gotten back to the modeling memo and will have it finalized by early next week for Administrator Carl's review.

STEVENS PUMPING STATION EXPANSION: The contractor returned to the site. Piping and electrical site work are complete. Initial pump start-up is scheduled for April 13, 2022.

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ANNUAL CHAPTER 94 REPORT: CDM Smith completed the annual Chapter 94 Report and submitted it to Ephrata Borough and Adamstown.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The 90% cost estimate for all alternatives is \$6,063,000. CDM Smith met with ECTA to review the varying approaches for sewer laterals on March 7, 2022. CDM Smith is finalizing the contract documents to go out to bid in mid-April with a minimum four-week bid period.

WABASH LANDING PHASE 3: A Phase 3 capacity request was submitted for an additional 68 EDUs, and CDM Smith issued an approval letter on March 28, 2022. Phase 3 plans have been submitted for review.

STONE GATE: CDM Smith issued as-built plan review comments on March 25, 2022.

VILLAGE AT EAST COCALICO: CDM Smith has been coordinating with the developer's engineer and ECTA.

35 MUDDY CREEK CHURCH ROAD APARTMENTS: CDM Smith issued plan review comments on March 15, 2022.

WEAVER (13 LAKESIDE DRIVE): CDM Smith issued comments on a revised grinder pump submittal and site plan on March 21, 2022.

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

INVOICES (see attached): Bills included on the March 29, 2022 ECTA invoice listing were approved for payment on motion by Samuel Weaver, second by June Kinback, and carried unanimously.

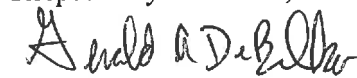
OLD BUSINESS:

DENVER BOROUGH EMERGENCY WATER INTERCONNECTION: Chairman Becker asked if ECTA ever received a formal request from Denver Borough regarding their request for an emergency water interconnection on North Line Road. Administrator Carl said ECTA has not.

IMG COMMITTEE: Chairman Becker stated that he and Administrator Carl attended the IMG Technical Committee Meeting on March 22, 2022 to review the status of Ephrata's Wastewater Treatment Plant #1 biosolids project, bid results and financial implications with regard to debt service. The bids came in very competitive and on budget for this \$20 million project. This project is scheduled to be complete by the end of 2023.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:03 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae