



## BOARD MEETING MINUTES APRIL 26, 2022

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The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, April 26, 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, Raymond Wolf, and Richard Shober (Absent: June Kinback)  
Solicitor: Lucy Dowd, Lucy Dowd Law, LLC  
Engineer: Rachel Kirkham, CDM Smith  
Administrator: Scott Carl, Sr.  
Employees: Kenneth Spitler, Michael Galley, Lisa Shaw and Jodie Eberly  
Visitors: None

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

**MINUTES:** Minutes of the monthly meeting held on March 29, 2022, were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached):** The March 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):** Piping work has been completed, and the new motor starter has been installed. There are a few remaining punch list items to be completed. The well should be up and running by the end of the week.

**SCADA & CONTROLS SYSTEM:** ECTA continues to coordinate with Keystone, Custom Computer, WATEK Engineering and Verizon. The sonic firewalls and new modems are to be deployed the week of May 2, 2022. Due to the delay in receiving the modems, start up for the WTP, wells and tanks has moved from the end of April to June 20, 2022, and Well M RTU startup has moved from the end of May to July 25, 2022.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** A final coordination meeting was held with ECTA staff and Engineer Kirkham on April 22, 2022. The pre-final cost estimate was reviewed, and ECTA is awaiting the final cost estimate based on the April 22, 2022 review meeting. Engineer Kirkham will discuss the status of this project in more detail 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:** ECTA awaits PennDOT's bidding of the project scheduled for late Spring 2022 with construction starting in late Summer of 2022.

**EMERGENCY ECTA OFFICE GENERATOR:** The Township is now planning on purchasing the generator through COSTARS and will not engage an engineer in the design and bidding of the project.

**WELL M CONSTRUCTION:** ECTA still awaits the final time extension/reconciliation change order from CDM Smith and all punch list items to be addressed.

**WATER TREATMENT PLANT UPGRADE:** A final design review and coordination meeting was held at the WTP with WATEK, Keystone and ECTA staff on April 21, 2022. After all ECTA comments were incorporated, a final pre-bid set of drawings and specs was submitted and approved by ECTA. The project is expected to go out for bid via PennBid on April 27, 2022; with a mandatory pre-bid meeting on May 9, 2022; bids due May 24, 2022; and contracts to be potentially awarded at the May 31, 2022 Board meeting. Contract time is estimated at six months from the issuance of the Notice-to-Proceed.

- Gerald DeBalko made a motion to amend the April 26, 2022 Agenda to include the bidding of the Water Treatment Plant upgrade project in order to keep the project moving forward in a timely manner, second by Samuel Weaver, and carried unanimously.
- Gerald DeBalko made a motion to authorize bidding of the Water Treatment Plant upgrade project, second by Richard Shoher, and carried unanimously.

**RE-PERMITTING WELLS 2A & 14:** ECTA continues to work with GeoServices on preparing the next SRBC Docket Renewal Applications for Well 2A by March 9, 2024 and Well 14 by June 3, 2023.

**PRIVATE WELLS:** The listing of all private wells throughout the system has again been updated.

**SOURCE WATER PROTECTION PROGRAM (SWP):** ECTA moved forward with TeamAg and on April 21, 2022, Michael Galley submitted a National Fish & Wildlife Foundation (NFWF) grant application for a grant totaling over \$200,000 which would cover all engineering and administrative fees, agricultural outreach, partnering with local farmers, education and nitrate reduction strategies to protect all of ECTA's well facilities. As part of the SWP process, an Emergency Management & Transportation Coordination meeting must still be scheduled. Mr. Galley is also looking into an additional grant program with Lancaster Clean Water Partners for highway signage to identify watershed protection areas.

**METER REGISTER REPLACEMENT PROJECT:** ECTA has replaced about 72% 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 27, 2022.

**GRANT & FUNDING OPPORTUNITIES:** Administrator Carl continues to look into possible grant and low-interest funding for ECTA. He attended a PENNVEST seminar and is now looking into Lancaster County ARPA funding that has become available. With Mr. Galley's assistance, ECTA submitted a grant application to SRBC for \$7,500 to offset the cost of the new cell modems to be installed as part of the SCADA upgrade.

**ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH:** ECTA issued an offer package to a Certified Operator/Trainee candidate on March 31, 2022. The candidate accepted ECTA's offer, and his

start date is currently set for May 30, 2022 but may be moved to May 23, 2022. His name is Iain Cox, and he will be graduating from Thaddeus Stevens on May 21, 2022.

**WATER TREATMENT PLANT ROOF LEAK:** ECTA has ordered and received the backer rod and sealant materials to be installed by ECTA staff per the Architectural Engineer's recommendations.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** Chairman Becker informed the Board that at his request, and in the best interest of the Authority, ECTA is no longer working with ARRO Consulting, Inc. Entech Engineering, Inc. is now the lead consultant on this project. On April 14, 2022, ECTA held an initial GIS workshop/transition meeting with ECTA and Entech staff to discuss the current status of ECTA's GIS and future plans going forward. Administrator Carl noted that Entech's billing rates are less than the previous engineering firm's rates.

**WABASH LANDING PHASE 2:** Administrator Carl has arranged a transition plan and engaged Entech Engineering, Inc. to conduct the remaining on-site water and sanitary sewer construction inspections for Wabash Landing Phase 2. On April 25, 2022, a Time & Expense basis Entech proposal was received. With all review comments being incorporated, Administrator Carl is recommending the final revised Proposal P-12008.01 for Board approval. Entech is prepared to start covering the construction re-start beginning on May 2, 2022. Administrator Carl noted that Entech's billing rates are less than the previous engineering firm's rates.

- Samuel Weaver made a motion to approve and execute Entech Engineering, Inc's Time & Expense Proposal P-12008.01 dated April 26, 2022, second by David Lutz, and carried unanimously.

**FUEL SHARING CONTRACT:** Administrator Carl said he was informed on April 26, 2022 that the School District has gone out to bid a second time and is awaiting receipt of bids on May 12, 2022.

**2021 AUDIT:** ECTA auditors, Brown Schultz Sheridan & Fritz, came to the Authority office on April 18 and 19, 2022 to complete their audit work. The final audit report will be submitted for Board review before the June 30, 2022 deadline.

**425 SOUTH MUDDY CREEK ROAD WAREHOUSE:** The Authority received a Developer's Agreement for a Non-Residential Water & Sewer project, along with \$7,500 administrative water escrow and \$7,500 administrative sewer escrow, from 425 S. Muddy Creek Road Associates, LLC. This Agreement is for the construction of a warehouse located at 425 South Muddy Creek Road, Denver. Acceptance of the Developer's Agreement will allow CDM Smith to begin technical review of the project's water and sanitary sewer connection plans and will allow this project to move forward with the Authority.

- Gerald DeBalko made a motion to accept and execute the Developer's Agreement for a Non-Residential Water & Sewer project with 425 S. Muddy Creek Road Associates, LLC for construction of the water and sanitary sewer facilities for their warehouse project located at 425 South Muddy Creek Road, Denver, second by Samuel Weaver, and carried unanimously.

**ECTA INVESTMENT OPTIONS:** After meeting with ECTA's PLGIT rep Matthew Conlin and discussions with Treasurer Nevling, ECTA office staff developed an investment ladder and ultimately moved water and sewer monies from the PLGIT Prime account into PLGIT Term investments for 90, 150, 210, 270 and 365 days. This term ladder will yield from 0.81% (90 days) up to 1.86% (365 days). ECTA office staff will be conducting quarterly follow up meetings with the PLGIT rep and will be monitoring the market on a weekly basis.

**PENNSYLVANIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (PAWARN):** As a spin-off of the Source Water Protection Plan (SWP) process, ECTA was introduced to a statewide organization called Pennsylvania Water/Wastewater Agency Response Network (PaWARN). This organization of water and wastewater utilities across the state works together to come to the aid of their fellow members in the event of emergencies and natural- or human-caused disasters (equipment sharing, resources, manpower, etc.). After reviewing additional information and discussions on the topic with fellow members and industry contacts, Administrator Carl reviewed the Agreement to become a member and is recommending it for Board approval and execution.

- J. Bradford Fichthorn made a motion to accept and execute the Pennsylvania Water/Wastewater Agency Response Network (PaWARN) Mutual Aid Agreement for Water/Wastewater Providers making ECTA a member of PaWARN, second by Gerald DeBalko, and carried unanimously.

**2021 CAPACITY REASSESSMENTS:** Accountant Lisa Shaw completed the annual capacity reassessments for the year 2021. Of the 202 non-residential accounts, there were three that exceeded their base water capacity by more than 366 gallons per day and base sanitary sewer capacity by more than 506 gallons per day. Those three accounts will each be sent an invoice to purchase the additional water and sanitary sewer capacity.

**ECTA OFFICE RENOVATION:** At the Board's request, Administrator Carl looked into a possible expansion at the Township Building to accommodate more space for the ECTA office. Administrator Carl contacted the Architectural Engineer that helped ECTA with the WTP roof leak and met him onsite at the Township Building and the WTP. The Architect came up with some very general concepts and "order of magnitude costs" for three options – a full-length expansion off the west side of the Township building, an approximate half-length expansion off the west side of the Township Building, and a new office building located at the WTP. Administrator Carl has had general discussions with Township officials and the ECT Police Chief regarding a possible building expansion. It is assumed that the Township will share in the cost of any expansion to the Township Building. Administrator Carl reminded the Board that he previously received a few quotes for new office space layouts within the existing space which would include building walls to create two, individual offices, all of which are estimated at about \$50,000 each. Board discussion centered around the expansion square footage, ECTA not owning the building, cost sharing options with the Township, and rental agreement provisions if a building expansion would occur. The consensus of the Board was to continue pursuing the building expansion options and instructed Administrator Carl to discuss the options in more detail with Township officials.

**INVOICECLOUD:** The Authority currently utilizes MuniPAY as its electronic payment processing system, at no cost to the Authority. All fees are paid by the customer. Muni-Link, the Authority's current billing software, has partnered with InvoiceCloud for electronic bill presentment and payment processing. Some of the advantages of InvoiceCloud are: more options for self-service customer payment such as Pay-by-Text, Apple Pay, Google Pay, PayPal, and Venmo; autopay options; and sending customers payment reminders via text/email, all of which are a benefit to the customer as well as office staff. Authority office staff have met with Matt McKinley from InvoiceCloud three different times via Zoom to discuss InvoiceCloud's features and to answer the Authority's questions. Currently, the fee to use a card is 2.65% (\$3.00 minimum). With InvoiceCloud, the fee would be 2.75% (\$2.75 minimum). The fee for e-checks would remain the same at \$1.50 per transaction. While the customer would still pay the fees to use a card or e-check, the Authority would be charged \$.40 per paperless bill per billing cycle for new e-bill customers only. After talking with the staff and based on their strong recommendation to switch, Administrator Carl recommends moving forward with implementing the InvoiceCloud system upon favorable reference checks. After discussion by the Board, the following motion was made:

- Gerald DeBalko made a motion to allow Authority staff and Administrator Carl to proceed with implementing the InvoiceCloud electronic bill presentment and payment system and allow Administrator Scott Carl to execute the InvoiceCloud Biller Agreement on behalf of the Authority upon favorable reference checks, second by J. Bradford Fichthorn, 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:

**WATER ACCOUNTING AND LOSS CONTROL:** The Water Accounting and Loss Control Report for January 1 to March 31, 2022 shows unaccounted-for water at 11.58% and the April 1 to March 31, 2022 report shows unaccounted-for water at 6.54% for the year.

**BOOSE ALUMINUM FOUNDRY:** There was a fire at Boose Aluminum Foundry on April 19, 2022. Superintendent Spitler said the fire companies were utilizing three hydrants and estimated the fire flow at 350,000 gallons.

**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:** The PADEP expects to issue the minor amendment permit by mid-May 2022.

**WELL M CONSTRUCTION:** A VFD programming and instrument check field visit was held on April 11, 2022. There are control wiring issues for the instruments that the electrical contractor must resolve, so Keystone is putting together a more detailed punch list for the contractor. CDM Smith participated in a conference call with SRBC on April 19, 2022 regarding the status of the PADEP permitting. PADEP confirmed via email on April 22, 2022 that ECTA will only need to obtain an operations permit and not a new construction permit. All SWP testing is complete. The general contractor was to be onsite today to disinfect the well and main, but he had to reschedule.

**TANK #4 WATER SYSTEM MODELING:** Engineer Kirkham did not complete the modeling memo. She said once the Meadowbrook project is out to bid, she will be able to finish up the memo and submit it for review before the next Board meeting. Chairman Becker stressed that the memo must be completed in the next few weeks.

**STEVENS PUMPING STATION EXPANSION:** Instead of early June, the generator is now scheduled to ship in late June 2022. Initial pump start-up was conducted on April 13, 2022 with a follow-up visit on April 21, 2022. The new station will begin operation on April 28, 2022 with a temporary generator.

**MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT:** CDM Smith met with ECTA to review final design changes on April 22, 2022. CDM Smith is finalizing the contract documents to go out to bid next week with a four-week bid period.

- Gerald DeBalko made a motion to amend the April 26, 2022 Agenda to include the bidding of the Meadowbrook Area Water & Sanitary Sewer project in order to keep the project moving forward in a timely manner, second by J. Bradford Fichthorn, and carried unanimously.
- Gerald DeBalko made a motion to authorize bidding of the Meadowbrook Area Water & Sanitary Sewer project, second by Samuel Weaver, and carried unanimously.

SLATEWOOD/ZIMMERMAN: During previous pre-planning meetings, the developer was told by ECTA that they would be required to extend the mains to the furthest property lines as required by ECTA's Construction Specifications, unless the property is subdivided prior to plan submission. The developer is requesting relief from this requirement, and Engineer Kirkham informed the developer that they must submit a formal request directly to ECTA explaining why they are requesting this variance. On April 21, 2022, the developer emailed Engineer Kirkham stating in part that the reason for not subdividing the property first is "the major time and expense to process a separate subdivision plan" and that they are planning to combine the subdivision and land development plan into a combined submission. During Board discussion, concern was expressed about setting a precedent for future developers if this variance is approved.

- Gerald DeBalko made a motion to amend the April 26, 2022 Agenda to include the request for relief from extending water and sanitary sewer facilities to the furthest extent of the property for the Slatewood development project in order to keep the project moving forward in a timely manner, second by Samuel Weaver, and carried unanimously.
- Richard Shober made a motion to deny the Slatewood developer's request for a variance from ECTA's Construction Specifications requiring extension of water and sanitary sewer facilities to the furthest extent of the property, second by David Lutz. Edward Nevling opposed. The motion carried.

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

**INVOICES (see attached):** Bills included on the April 26, 2022 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by Edward Nevling, and carried unanimously.

**NEW BUSINESS:**

**BOARD MEMBER RESIGNATION:** Raymond Wolf gave his notice of resignation from the Board effective October 31, 2022.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:18 p.m., second by Raymond Wolf, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae