



BOARD MEETING MINUTES MAY 31, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, May 31, 2022, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Samuel Weaver, Edward Nevling, J. Bradford Fichthorn, David Lutz, Raymond Wolf, Richard Shober and June Kinback (Absent: Daniel Becker and Gerald DeBalko)
Solicitor: Lucy Dowd, Lucy Dowd Law, LLC
Engineer: Rachel Kirkham, CDM Smith
Administrator: Scott Carl, Sr.
Employees: Kenneth Spitler, Michael Galley, Tyler Pannebecker, 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 April 26, 2022, were approved as presented on motion by Richard Shober, second by Edward Nevling, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The April 2022 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, 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:

WELL 10 (DENVER ROAD): Eichelbergers completed their work. Well 10 went back online May 5, 2022. DEP has made some progress towards their investigation into the source of the TCE. Monyer Electric has given DEP approval to sample their private well, while private well sampling approval continues to be pursued at Stony Run Warehouse.

WELLS 4 & 12 ABANDONMENT: ECTA received DEP's approval of the "ABANDONMENT" permit package on May 12, 2022. Eichelbergers is scheduled to be on site to conduct the abandonment activities on each well the week of May 30, 2022.

SCADA & CONTROLS SYSTEM: The cell modems, Operator Interface Terminals (OIT's) and new firewalls at the wells and tank sites were all installed. Custom Computer finished all the VPN networking and connected all sites to the Garage and WTP. The estimated start-up date for the WTP, wells and tanks is still June 20, 2022 while the Well M RTU startup is still scheduled for July 25, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The project still has not gone out to bid, and ECTA is still awaiting the final cost estimate from CDM Smith. 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: PennDOT has advised that the project will go out to bid in June 2022, and they plan to award the contract in July 2022. Construction is expected to take about a year. On May 23, 2022, ECTA received a letter from PennDOT confirming approval of the Cost Sharing Agreement Request which states that 75% of the estimated construction cost (\$87,000) is to be covered by PennDOT. On May 26, 2022, ECTA received from PennDOT a final Utility Relocation Reimbursement Agreement to be signed by ECTA which states that ECTA will meet all PennDOT project design milestones (which ECTA has already done) in order to obtain the 75% reimbursement. Administrator Carl reviewed the Agreement and is recommending it for Board approval and execution.

- Raymond Wolf made a motion to approve and execute the final PennDOT Utility Relocation Reimbursement Agreement stating that ECTA will meet all PennDOT project design milestones in order to obtain the 75% reimbursement of the project construction costs, second by Richard Shober, and carried unanimously.

EMERGENCY ECTA OFFICE GENERATOR: On May 19, 2022, ECTA was notified that the Township approved purchasing the generator through COSTARS and will not engage an engineer in the design and bidding of the project. The purchase will be made using the Township's ARPA funding.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 15 was held on May 11, 2022, and the next Construction Progress Meeting is scheduled for June 8, 2022. The new pump station effectively went into operation the beginning of May 2022. Engineer Kirkham will discuss the status of this project in more detail during her update.

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: This project went out to bid May 2, 2022 via PennBid. A mandatory pre-bid meeting was held on May 9, 2022 with eleven contractors in attendance. ECTA received nine bids on May 24, 2022 with the apparent low bidders as follows: Contract 1 (General Construction) PSI Pumping Solutions, Inc at \$199,498; Contract 2 (Electrical Construction) Garden Spot Electric, Inc. at \$378,000; and Contract 3 (Mechanical Construction) Garden Spot Mechanical, Inc. at \$140,123, totaling \$717,621. The Engineer's estimate was \$787,500. After review of all bid documents by WATEK, Solicitor Dowd and Administrator Carl, Administrator Carl is in agreement with WATEK's recommendation letter and is recommending Board acceptance of all three low bids and to authorize WATEK Engineering to prepare and issue Notices of Intent to Award and contract document packages to each low bidder.

- J. Bradford Fichthorn made a motion to accept the low bids for the modifications at the Water Treatment Plant for Contract 1 (GC) PSI Pumping Solutions, Inc at \$199,498; Contract 2 (EC) Garden Spot Electric, Inc. at \$378,000; and Contract 3 (MC) Garden Spot Mechanical, Inc. at \$140,123 and allow WATEK Engineering to prepare and issue Notices of Intent to Award and contract document packages to each low bidder, second by June Kinback, and carried unanimously.

Since the previous Board meeting, Administrator Carl informed the Board that he received, reviewed and approved design/engineering change orders from WATEK (\$2,977.00) and Keystone (\$14,500.00) to keep both the WTP Upgrade and SCADA projects moving forward in a timely manner.

WATER TREATMENT PLANT FILTER & PIPE REPAINTING: In conjunction with the WTP upgrade, Administrator Carl is once again looking into how to fix/repair the extensive corrosion of WTP piping, valving and treatment equipment due to what appears to have been improper coating system specifications, poor surface preparation, poor coating application practices, poor workmanship and lack of paint inspection at the time the WTP was built. This corrosion issue started within months of the plant going on line in July 2015 and has persisted ever since. At Administrator Carl's request, Douglas DeClerk, a NACE Level 1 Certified Coating Inspector, made a site visit to the WTP on May 19, 2022 and prepared a detailed report of his findings. Administrator Carl provided copies of the report to the Board. To resolve this issue, Administrator Carl is requesting to engage Entech Engineering, who also made a site visit to the WTP on May 23, 2022, to prepare plans and specifications for the sandblast/removal of all failing paint systems and corrosion down to bare metal surfaces and to start over with an appropriate primer system, base coats and top coats. Administrator Carl is also requesting that Mr. DeClerk be involved throughout the entire process, including on-site inspection of all metal surfaces after sandblasting and during all coating system application activities on an as-needed, time and materials basis. On May 31, 2022, Entech Engineering submitted a proposal in the amount of \$15,700 and after review and all comments being incorporated, Administrator Carl is recommending Board approval and execution of Entech's "final revised proposal."

- Richard Shober made a motion to approve and execute the "final revised" Water Treatment Plant filter and pipe repainting proposal from Entech Engineering, Inc. dated May 31, 2022 in the amount of \$15,700 and to allow Administrator Carl to utilize Douglas DeClerk on an as-needed, time and materials basis throughout the project, second by J. Bradford Fichthorn, and carried unanimously.

RE-PERMITTING WELLS F, M & 11: ECTA is on the SRBC agenda for docket approval which is scheduled for June 16, 2022.

PRIVATE WELLS: On May 4, 2022, the master spreadsheet of all private wells throughout the system was once again updated, and Entech will incorporate the additional data into the GIS.

SOURCE WATER PROTECTION PROGRAM (SWP): Mike Galley brought three complete copies of ECTA's SWP to the meeting for the Board to review. He is also coordinating an Emergency Management & Transportation Coordination meeting, is looking into a Lancaster Clean Water Partners highway signage grant, and will be embarking on an Educational Outreach Program.

METER REGISTER REPLACEMENT PROJECT: As of May 26, 2022, ECTA staff have replaced 711 of the 861 meter registers so far.

ECTA MANHOLES: The remaining four special-order cone sections were delivered, and ECTA is awaiting Leon Ray Martin Excavating's schedule for installation.

GRANT & FUNDING OPPORTUNITIES: On May 3, 2022, ECTA submitted two ARPA Funding Request Proposal Packages to the County of Lancaster Government Administration Center. 50% of ECTA's project cost for the Meadowbrook project in the amount of \$3,331,500 was requested, and 50% of ECTA's project cost for the Water Treatment Plant Upgrade in the amount of \$461,000 was requested.

ECTA SUCCESSION PLANNING/EMPLOYEE SEARCH: Iain Cox, ECTA's new Certified Operator/Trainee, began his employment on May 31, 2022.

WATER TREATMENT PLANT ROOF LEAK: ECTA staff has now installed all of the required backer rod and sealant materials per the Architectural Engineer's recommendations.

GEOGRAPHIC INFORMATION SYSTEM (GIS): At Administrator Carl's request, Entech Engineering provided a general Time & Materials proposal for on-call GIS support services which he approved and executed on May 2, 2022 to keep the GIS project moving forward in a timely manner. No work will commence without Administrator Carl's review and approval of a task order with a detailed scope, fee and schedule provided by Entech. On May 17, 2022, a GIS workshop/transition meeting was held with ECTA and Entech staff.

WABASH LANDING PHASE 2: Entech Engineering started covering the Wabash Landing Phase 2 inspections when construction resumed on May 4, 2022. Entech is also performing GPS data capture of all water and sanitary sewer facilities.

FUEL SHARING CONTRACT: The Cocalico School District received only one bid, which was not very favorable in terms of pricing. The District has decided to link with the Lancaster-Lebanon Intermediate Unit's bid, which is substantially less than the bid they received. On May 23, 2022, the School District Board rejected the bid they received and approved to participate in the IU13 Bulk Fuel Procurement Program. This transition will be seamless to ECTA, and ECTA will continue to work with the District.

2021 AUDIT: ECTA staff continue to work with ECTA auditors Brown Schultz Sheridan & Fritz on the completion of the final draft audit. The audit review meeting is scheduled for June 21, 2022 at 7:00 a.m.

ECTA OFFICE RENOVATION: Administrator Carl held a meeting with the ECT Manager, ECT Police Chief, ECT Director of Community Development and ECT MS4 Coordinator to discuss the possibility of expanding the Township Building to better accommodate the Authority's employees. As a result of this meeting, and Administrator Carl's further discussions/meetings with the Architect and general contractors, a revised layout for the approximately full-length expansion down the west side of the Township building was fine-tuned. The cost estimate has increased from the initial estimate of \$518,300 to \$661,000 due to increased square footage from 759 to 882 and increased dollars/SF from \$200 to \$250 (first floor) and \$250 to \$300 (second floor) based on contractor feedback and incorporation of all engineering and design fees. The Township Manager said the topic will be on the next ECT Board of Supervisors meeting agenda. It was mentioned that if the project were to go forward, the Township's portion of the project costs could possibly be covered with their next round of ARPA funding.

INVOICECLOUD: References were provided by InvoiceCloud, were checked by ECTA staff, and all were favorable. Administrator Carl and Solicitor Lucy Dowd reviewed the InvoiceCloud Biller Agreement and were able to successfully obtain some revisions to the Agreement. Administrator Carl signed the revised Agreement on May 12, 2022. ECTA staff is now currently working with InvoiceCloud representatives to get the program set up and launched.

UGI HEADQUARTERS: As-built plans have now been received and approved, all outstanding punch list inspection items were resolved and all administrative requirements have been completed for the UGI Headquarters project. To begin the project's 18-month warranty period, the current Subdivision Bond in the amount of \$194,981.68 must be extinguished and a new Maintenance Bond in the amount of \$34,549.95 (15% of the actual cost of construction) must be established. The Maintenance Bond was received, reviewed, revised, and ultimately approved by Administrator Carl, Solicitor Dowd, and Engineer Kirkham. Administrator Carl requested the Board's approval to begin the UGI Headquarters 18-month warranty period.

- Raymond Wolf made a motion to begin the 18-month warranty period on May 31, 2022 for construction of a new sanitary sewer lateral, water lateral and meter pit associated with the UGI Headquarters project located at 1 UGI Drive, Denver, PA; to extinguish the current Subdivision

Bond in the amount of \$194,981.68; and to accept the new Maintenance Bond in the amount of \$34,549.95 representing 15% of the actual cost of construction, second by David Lutz, and carried unanimously.

TWO COUSINS PIZZA: On May 18, 2022, the Authority received a Short Form Developer's Agreement and \$1,000.00 administrative sewer escrow from GDGAB LLC for the construction of a new sanitary sewer lateral and associated sanitary sewer facilities to serve the Two Cousins Pizza property located at 1215 North Reading Road, Denver. Acceptance of the Short Form Developer's Agreement will allow CDM Smith to begin technical review of the project's sanitary sewer 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 GDGAB LLC for construction of a new sanitary sewer lateral and associated sanitary sewer facilities for their Two Cousins Pizza property located at 1215 North Reading Road, Denver, second by J. Bradford Fichthorn, and carried unanimously.

ECTA PUBLIC WORKS STAFF TRAINING: On June 14, 2022, ECTA Public Works Staff, Administrator Carl and Mike Galley will have Confined Space Entry and Trench Safety training. ECTA will also be establishing a Safety Committee and begin development of a formal safety manual/program.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: On May 31, 2022, a Water Committee meeting was held at 6:30 p.m. to discuss the Meadowbrook Area Water and Sanitary Sewer Project. Right now, it is taking about 12 to 15 months from order placement for ductile iron piping material to be delivered. With bids for this project expected to be received in July 2022, it may not be until October 2022 until the contractor would even be able to order the materials, which would delay the start of the project even further. By pre-purchasing the materials now through COSTARS, ECTA could avoid markups in material costs, piping surcharges, fuel surcharges, etc. and could expedite the project by having all the ductile iron piping materials in hand and available to the contractor by October 2022 vs. October-December 2023. The Water Committee and Administrator Carl are recommending that ECTA move forward with pre-purchasing the ductile iron pipe and hydrants through COSTARS.

- J. Bradford Fichthorn made a motion to amend the May 31, 2022 Agenda to include the pre-purchasing of the ductile iron pipe and hydrants for the Meadowbrook Area Water & Sanitary Sewer project in order to keep the project moving forward in a timely manner, second by Edward Nevling, and carried unanimously.
- J. Bradford Fichthorn made a motion to authorize Administrator Carl to pre-purchase the ductile iron piping and hydrants for the Meadowbrook Area Water & Sanitary Sewer project through COSTARS, second by Edward Nevling, and carried unanimously.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Superintendent Kenneth Spitler had nothing to add to his report.

WATER COMMITTEE: As was previously discussed during the Administrator's Update, a Water Committee meeting was held on May 31, 2022 at 6:30 p.m. to discuss the Meadowbrook Area Water & Sanitary Sewer project.

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: An instrument and wiring check field visit was held on May 23, 2022. There are still control wiring issues for the pressure transducer that the electrical contractor must resolve. Disinfection is scheduled for the end of this week.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she is finalizing the draft memo and will submit it for ECTA review by June 3, 2022.

STEVENS PUMPING STATION EXPANSION: The new station began operation on April 28, 2022. The old station has been demolished. Paving is complete, and final site work is underway. The generator's ship date is still holding at late-June 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith is finalizing the contract documents to go out to bid in mid-June with a 4-week bid period. The contract will now include that ECTA will be pre-purchasing the ductile iron piping and hydrants.

HEATHERWOODS: As-built plans were received and are under review.

COCALICO COFFEE CRAFTERS (11 LONG AVENUE): Engineer Kirkham has been coordinating with the tenant regarding ECTA's requirements and issued comments on the Capacity Review and Request Application.

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

INVOICES (see attached): Bills included on the May 31, 2022 ECTA invoice listing were approved for payment on motion by David Lutz, second by June Kinback, and carried unanimously.

Since there was no further business to come before the Board, June Kinback made a motion to adjourn the meeting at 7:44 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,



J. Bradford Fichthorn
Assistant Secretary

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