



BOARD MEETING MINUTES JUNE 28, 2022

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, June 28, 2022, at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Gerald DeBalko, Edward Nevling, J. Bradford Fichthorn, David Lutz, and Raymond Wolf
(Absent: Daniel Becker, Samuel Weaver, Richard Shober, and June Kinback)
Solicitor: Absent
Engineer: Rachel Kirkham, CDM Smith
ECTA Staff: Scott Carl, Sr., Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors: Matt Kadwill, Garman Builders

Secretary Gerald DeBalko called the meeting to order at 7:00 p.m.

On motion by Raymond Wolf, second by Edward Nevling, and carried unanimously, Secretary Gerald DeBalko was appointed acting Chairman for the June 28, 2022 ECTA Board meeting.

MINUTES: Minutes of the monthly meeting held on May 31, 2022, were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Matt Kadwill from Garman Builders said he came to the meeting to hear any Board discussion on Garman Builder's proposed Crossings at Cocalico development project to be located along West Swartzville Road near the intersection North Reading Road. Engineer Rachel Kirkham explained that while the water and sewer capacity was approved for the proposed project, it was noted that depending on the timing of this development compared to other developments in the area, the developer may be required to contribute towards the upgrade of the existing pumping station. Also, in order to support fire flows and meet the minimum pressures, a water booster station and additional water storage will be required to support the development due to the elevation of the site, which exceeds existing elevations in ECTA's water service area. After some discussion, it was decided that a Water Committee meeting will be scheduled to discuss the options/alternatives regarding the booster station and possible costs to the developer.

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

MONTHLY CAPACITY REPORTS (see attached): The May 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): TCE levels remain in compliance. DEP is continuing to work with Monyer Electric on the sampling of their private well for the TCE investigation. DEP is still working on obtaining approval from Stony Run Warehouse to test their private well.

WELLS 4 & 12 ABANDONMENT: Eichelbergers started the abandonment activities on June 2, 2022. Well 4 stone and gravel fill work was basically completed on June 2, 2022 (needs final grouting). Well 12 had a full obstruction that would not allow passage below 210 feet. Access to 420 feet is necessary to appropriately fill the bore hole. GeoServices was on site June 17, 2022 and they found a partial obstruction at 100 feet (flat rock intrusion through casing pipe breach) and a full gelatinous obstruction was encountered at 210 feet with a hard impassible mass just below. Options on how to proceed are being discussed among GeoServices, Eichelbergers and Administrator Carl. DEP is awaiting the final plan, and has said they will accept what ECTA presents.

SCADA & CONTROLS SYSTEM: The switch-over date from the old SCADA to the new SCADA for the wells and tanks has been moved from June 20, 2022 to July 25, 2022 because of COVID issues with the consultants, while the Well M RTU startup and testing remains on schedule for July 25, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: CDM Smith got the project out to bid on June 21, 2022. A mandatory pre-bid meeting will be held June 29, 2022, and bids are due by July 21, 2022. Bid results and recommendations will be presented at the next Board meeting on July 26, 2022. Administrator Carl moved forward with the pre-purchasing of the ductile iron pipe and hydrants through COSTARS. The first four loads of pipe have been received and are being stored in the Exeter Supply store yard.

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 went out to bid on June 21, 2022 with bids due July 28, 2022. Administrator Carl also pre-purchased the pipe for this project through COSTARS along with the piping for the Meadowbrook project.

EMERGENCY ECTA OFFICE GENERATOR: The Township placed an order through COSTARS on June 2, 2022 for a 50KW DynaTech generator.

STEVENS PUMPING STATION EXPANSION: The project is almost complete. ECTA awaits the permanent generator's delivery which is scheduled for July 13, 2022.

WELL M CONSTRUCTION: Final punch list items should be completed by the end of next week.

WATER TREATMENT PLANT UPGRADE: All three bid packages were received and after being thoroughly reviewed by Administrator Carl and Solicitor Dowd, they were brought before the Board for approval.

- David Lutz made a motion to approve and execute the contract documents for Contract 1 (General Construction) PSI Pumping Solutions, Inc. in the amount of \$199,498; Contract 2 (Electrical Construction) Garden Spot Electric, Inc. in the amount of \$378,000; and Contract 3 (Mechanical Construction) Garden Spot Mechanical, Inc. in the amount \$140,123 for the Water Treatment Plant Upgrade project and allow WATEK Engineering to prepare and issue the Notices to Proceed, second by Raymond Wolf, and carried unanimously.

WATER TREATMENT PLANT FILTER & PIPE REPAINTING: Entech Engineering is working on the plans and specifications for the sandblast/removal of all corrosion and failing paint systems and the re-painting/coating of all surfaces. The estimated schedule is for design and specifications to be completed by July 29, 2022; bidding in August 2022; notice of award in September 2022; construction starting in late November/December 2022 and finishing by April 2023.

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RE-PERMITTING WELLS F, M & 11: The Wells F, M and 11 SRBC renewal applications were approved at the SRBC's June 16, 2022 meeting at the withdrawal amounts requested. GeoServices continues to work on the SRBC Docket Renewal Applications for Wells 2A and 14.

PRIVATE WELLS: Administrator Carl had a brief meeting with the Township's new solicitor on June 7, 2022 regarding abandoning private wells within ECTA's water system. This topic will move up the priority list in the coming months.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to work on the Emergency Management & Transportation Coordination meeting, the grant program for highway signage, and on an educational outreach program.

METER REGISTER REPLACEMENT PROJECT: As of June 28, 2022, ECTA staff have replaced 727 of the 861 meter registers so far.

ECTA MANHOLES: ECTA is still awaiting Leon Ray Martin Excavating's schedule for installation of the four (4) remaining manhole cone sections.

GRANT & FUNDING OPPORTUNITIES: Administrator Carl and Michael Galley continue to search for and pursue grant/funding opportunities. Administrator Carl attended the Lancaster County Commissioners meeting on June 21, 2022 regarding ECTA's two ARPA Funding Request Proposal Packages, one for the Meadowbrook project and one for the Water Treatment Plant upgrade. No decision has been made regarding the ARPA funding.

WABASH LANDING PHASE 2: Entech continues to cover the construction inspection and GPS data capture of all water and sewer assets going in the ground.

GPS DATA CAPTURE: Administrator Carl is looking at options for ECTA to purchase its own GPS data capture equipment. Administrator Carl has also received pricing, quotes and proposals for GPS data capture of ECTA's entire system. He will be reviewing all information and will have more to report in the coming months.

FUEL SHARING CONTRACT: ECTA was notified by the Cocalico School District that the rate from July 2022 to July 2023 is going to be \$3.4716 per gallon with a \$0.03 admin fee to be added by the School District. ECTA awaits the School District's fully-executed Contract, based upon the School District's Contract with the IU13.

ELECTRICITY RATE: ECTA's new electricity rate went into effect on April 4, 2022. The rate went from 6.105 down to 5.573 cents per kwh, which is less than half the PPL rate of 11.695 cents per kwh.

2021 AUDIT: The draft audit review meeting with representatives from Brown Schultz Sheridan & Fritz (BSS&F) was held on June 21, 2022 at 7:00 a.m. in the Township building. Office staff along with Board members Edward Nevling and David Lutz attended the meeting. The audit was clean with no findings, and there are no recommendations from BSS&F for improvements going forward. The audit was finalized on June 24, 2022 and Board members each received a copy of the final audit. As required, BSS&F submitted the audit report to the PA Department of Community & Economic Development (DCED) on June 27, 2022.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: Administrator Carl has had multiple follow up discussions with Township staff and Supervisors as well as discussions with Chairman Becker

regarding the potential ECT building expansion. Based upon all those discussions, Administrator Carl is recommending that ECTA proceed with the design and engineering phase only for the approximate full-length expansion down the west side of the Township building (giving the Authority an additional 882 sq. ft. of office space, which would be the second floor of the expansion) in order to obtain actual bids/pricing for the potential expansion. In doing so, all parties should be able to make an educated decision as to whether or not to proceed based on actual bid pricing. The estimated target fee to prepare the bid plans and specifications and bid the project, as provided by the Architect on May 26, 2022, is \$66,000. ECTA would be responsible for this target fee which covers all engineering and architectural disciplines (i.e., Civil, Structural, Architectural, Mechanical, Electrical, HVAC/Plumbing, etc.). The Architect (Aurora Architecture) would be the project lead with supplemental support from Entech Engineering. The tentative schedule would be to complete design and engineering by October 2022, bidding in November 2022 and bids in hand for discussion at the December 2022 Board meeting. After much Board discussion, the following motion was made:

- David Lutz made a motion to proceed with the design and engineering phase only for the approximate full-length expansion down the west side of the Township building in order to obtain actual bids/pricing for the potential Township Building expansion and allow the ECTA Administrator to coordinate with Aurora Architecture as the project lead to accomplish the effort, second by Edward Nevling, and carried unanimously.

ECTA PUBLIC WORKS STAFF TRAINING: On June 14, 2022, Confined Space Entry and Trench Safety training was held for ECTA Public Works Staff, Administrator Carl and Michael Galley.

ECTA'S COMPREHENSIVE INSURANCE PACKAGE: ECTA's property, auto, liability and worker's compensation insurance package is due for renewal on July 1, 2022. Administrator Carl received a quote of \$34,622.00 dated June 23, 2022 from ECTA's current carrier, the Glatfelter Agency. The premium is up approximately 9% from last year's premium of \$31,883.00 mainly due to increasing the property coverage limit to keep up with the costs of construction and new facilities; increased worker's compensation premium due to added staff; and increased auto liability, general liability and public officials' liability as a result of industry trends across the board. Administrator Carl recommends ECTA continue insurance coverage with the Glatfelter Agency for the 2022/2023 policy year.

- Raymond Wolf made a motion to approve The Glatfelter Agency proposal dated June 23, 2022 in the amount of \$34,622.00 for ECTA's Property, Auto, Liability and Worker's Compensation Insurance with coverage beginning July 1, 2022 through July 1, 2023, second by J. Bradford Fichthorn, and carried unanimously.

WELL 11 (DRY TAVERN ROAD): The Well 11 wellhead is now located within approximately 20 feet of the Little Muddy Creek, and the streambank continues to erode. After an on-site visit with GeoServices and another with Entech Engineering, Administrator Carl requested and received a proposal from Entech for the design of a streambank stabilization project. Since all review comments have been incorporated, Administrator Carl finds Entech's proposal dated June 24, 2022 for the estimated fee of \$38,500.00 to be acceptable and is recommending it for Board approval.

- J. Bradford Fichthorn made a motion to approve and execute the final revised Wellhead #11 Streambank Rehabilitation proposal from Entech Engineering, Inc. dated June 24, 2022 for the estimated time and materials target fee amount of \$38,500.00, second by Edward Nevling, and carried unanimously.

PET FOOD EXPERTS: On October 27, 2014, Pet Food Experts installed a 2" domestic water meter and an 8" fireline water meter at their warehouse at 561 South Muddy Creek Road, Denver, to measure their

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water and sewer usage. The usage recorded on the 2" domestic meter was to be billed water and sewer charges, and usage recorded on the 8" fireline meter was to be billed water charges only. During Pet Food Experts recent required meter testing, ECTA discovered that ECTA has been inadvertently billing both water AND sewer charges for the usage recorded on the 8" fireline meter. Since the water that flows through the 8" fireline meter is for fire suppression only and does not discharge into the sanitary sewer system, it should not have been billed sewer charges. This error resulted in an overcharge to Pet Food Experts of \$1,609.75 in sewer charges since October 2014. After discussion, the Board agreed to refund the overcharge to Pet Food Experts. The \$1,609.75 refund check is listed on the June 28, 2022 Bills to be Paid listing.

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

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: After multiple site visits, the field wiring issue has finally been resolved. PSI Pumping Solutions submitted Change Order No. 3 in the amount of \$7,693.83. CDM Smith recommends the Authority approve this Change Order.

- David Lutz made a motion to approve PSI Pumping Solutions Change Order No. 3 for the Well M Construction project in the amount of \$7,693.83, second by J. Bradford Fichthorn, and carried unanimously.

TANK #4 WATER SYSTEM MODELING: Engineer Kirkham said she is finalizing the draft memo and will submit it for ECTA review by July 8, 2022.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The project went out to bid on June 21, 2022. Engineer Kirkham said there seems to be good interest from contractors based on who has looked at the drawings and who has signed up for the pre-bid meeting scheduled for June 29, 2022.

WABASH LANDING PHASE 3: CDM Smith issued a Phase 3 plan comment letter on June 3, 2022.


HEATHERWOODS: As-built plans submitted on May 20, 2022 are still under review.

SOLICITOR'S UPDATE: With the absence of Solicitor Lucy Dowd, there was no update.

INVOICES (see attached): Bills included on the June 28, 2022 ECTA invoice listing were approved for payment on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

Since there was no further business to come before the Board, David Lutz made a motion to adjourn the meeting at 8:07 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,



J. Bradford Fichthorn
Assistant Secretary

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