

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
FEBRUARY 11, 2021

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, February 11, 2021, at the Stevens Fire Hall, 91 Stevens Road, Stevens, PA 17578.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz, and Richard Shober (Absent: Raymond Wolf, J. Bradford Fichthorn and June Kinback)
Solicitor:	Lucy Dowd, Lucy Dowd Law, LLC (arriving at 7:15 p.m.)
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Scott Carl, Sr.
Employees:	Kenneth Spitler, Tyler Pannebecker, 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 January 14, 2021, were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the January 2021 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The January 2021 Monthly Capacity Reports were approved as presented on motion by Samuel Weaver, second by Edward Nevling, and carried unanimously.

ADMINISTRATOR'S UPDATE: A copy of the update is on file in the Authority Office. Administrator Scott Carl, Sr. reported on the following:

WELL 10 – TCE SOURCE INVESTIGATION: Administrator Carl has continued researching and working on the TCE source investigation. Administrator Carl and Superintendent Kenneth Spitler met with Kalas Manufacturing and Sylvan Technologies on February 4, 2021 to discuss testing their private well. A letter was mailed to the Authority's Non-Residential customers in the vicinity of Well 10 asking for information regarding use of TCE at their facility. The TCE source investigation now includes conducting soil borings, which were completed on February 5, 2021, and soils analysis. GeoServices' October 28, 2020 "preliminary" draft report will be finalized after completion of the soils analysis process and exhausting final remaining options of testing nearby private wells.

SCADA & CONTROLS SYSTEM: Keystone Engineering Group submitted their "draft" SCADA & Controls System Feasibility Report on February 5, 2021. Review comments were issued February 10, 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: On January 15, 2021, Administrator Carl issued CDM Smith their executed contract and Notice-to-Proceed. A brief kickoff meeting was held and site survey work was scheduled to start February 1, 2021 but was delayed due to a major snow event. Survey work was re-scheduled to start February 8, 2021. The Township's Road Master and Township Manager were updated on the status of the project.

CARRIAGE HILL PHASES 3 & 4 INSPECTION ASSISTANCE: ARRO has continued to provide construction observation services for the Carriage Hill Phases 3 and 4 construction project.

AIWA RISK & RESILIENCE ASSESSMENT (RRA): A project kick-off meeting was held with CDM Smith on January 29, 2021. Additional meetings will be scheduled with CDM Smith, Authority staff and Custom Computers to gather essential information. Administrator Carl and Superintendent Spitler attended a three-part EPA RRA webinar on January 25, 27 and 28, 2021 in preparation for this process.

STEVENS PUMPING STATION & WELL M INSPECTION ASSISTANCE: ECTA is in need of construction observation assistance from CDM Smith's professional staff for these projects. CDM Smith submitted the Well M proposal on January 14, 2021. The Stevens Pumping Station proposal is to be submitted at a later date. Administrator Carl thoroughly reviewed the Well M proposal and after his review comments were incorporated, he now recommends the proposal for Board approval.

- Richard Shoher made a motion to approve the February 3, 2021 "revised" proposal from CDM Smith to provide professional support services for the field observation of specific construction activities of ECTA's Well M project for the estimated not-to-exceed fee of \$11,340.00, second by Samuel Weaver, and carried unanimously.

STEVENS PUMPING STATION EXPANSION: The pre-construction meeting was held on January 19, 2021. Contractors are expected to be on site around April/May 2021, and the contract completion date is January 15, 2022.

RE-PERMITTING WELLS F, M, 11, 12, 2A & 14: After all Authority staff review comments were incorporated in the Evaluation of Operational Data and Well Capacity for Wells F, 11, 12, 2A, and 14, the final report was issued to SRBC on January 21, 2021. Submission of Aquifer Test Waiver Requests (ATWR'S) for all wells are due by April 30, 2021, and submission of Ground Water Withdrawal Renewal Applications are due by December 30, 2021.

SOURCE WATER PROTECTION PROGRAM (SWP): ECTA staff has continued working on requests for well and system information and planning documents. Administrator Carl again reminded the Board that a steering committee will need to be formed and maintained as this project moves forward.

METER REGISTER REPLACEMENT PROJECT: The first shipment of 100 replacement meter registers was received from Master Meter on February 4, 2021. A letter will be sent to all affected ECTA customers, and those customers are to call the Authority office to schedule an appointment to have ECTA Operators replace the registers.

FUEL SHARING CONTRACT: ECTA was contacted regarding enrolling in the Cocalico School District 2021/2022 Fuel Sharing Contract that would begin on July 1, 2021. ECTA staff have evaluated fuel consumption and cost information, researched the program, and attended a meeting at the School District on January 18, 2021. Administrator Carl, as well as Solicitor Dowd, reviewed a draft Fuel Agreement and provided comments to the School District. Based upon positive feedback from current participants and favorable pricing, Administrator Carl requested the Board's approval to enroll in the Cocalico School District 2021/2022 Fuel Sharing Contract and allow him to execute and submit the required paperwork.

- Gerald DeBalko made a motion to allow the Authority Administrator to execute and submit the required paperwork to enroll the ECTA in the Cocalico School District 2021/2022 Fuel Sharing Contract, second by Edward Nevling, and carried unanimously.

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ECTA INVESTMENTS: PLGIT's interest rates continue to fall. The Authority has received updated investment options from Univest. Great Eastern Management, Inc., a Certificate of Deposit broker who works with multiple banks to find the best interest rates, has also contacted the Authority. Administrator Carl asked the Board if they are willing to have Authority staff investigate these and other investment options.

- Gerald DeBalko made a motion to authorize Authority staff and Treasurer Edward Nevling to investigate investment options for ECTA monies and to make any investment decisions based on the best interest of the Authority, second by Samuel Weaver, and carried unanimously.

2020 AUDIT: ECTA auditors, Brown Schultz Sheridan & Fritz, began two days of preliminary audit work on January 18, 2021. The audit team will return on April 19, 2021 to continue their work. The final audit report will be submitted for Board review before the June 30, 2021 deadline.

SUPERINTENDENT'S UPDATE: A copy of the update is on file in the Authority Office. Superintendent Kenneth Spitler reported on the following:

WATER MAIN & LATERAL BREAKS: The following water main and/or lateral breaks were repaired since the previous Board meeting: water main repair at 111 North Reamstown Road on January 13, 2021; water main repair at 69 North Reamstown Road on January 21, 2021; water lateral repair at 71 North Reamstown Road on January 27, 2021; and water main repair at 4 Denver Road on February 4, 2021.

At the Board's request, Assistant Superintendent Tyler Pannebecker compiled and presented to the Board a list of all water main breaks, listed by street, from 2004 to today.

CARRIAGE HILL PHASES 3 & 4: Superintendent Spitler requested the Board's input on a hydrant valve that was installed as part of the Carriage Hill Phases 3 and 4 development project. ECTA Construction Specifications state the minimum depth of the valve to be four feet, however, the valve was installed at seven feet deep, which will make it difficult for the Authority to repair it in the future. After discussion, the Board instructed Superintendent Spitler to inform the contractor to move the hydrant valve up to four feet.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on January 14, 2021. The Board will meet in Executive Session at the end of tonight's meeting to discuss a personnel matter.

ENGINEER'S UPDATE: A copy of the update is on file in the Authority Office. Engineer Rachel Kirkham reported on the following:

WELL M DEVELOPMENT: CDM Smith and Keystone Engineering Group have started reviewing submittals from the contractors. Shannon A. Smith (Electrical Contract) has submitted Payment Application No. 1 in the amount of \$1,385.10 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on the Invoices to be Paid listing.

TANK #4 WATER SYSTEM MODELING: CDM Smith is still in the process of finalizing the draft memo and confirmed it will be issued for ECTA review by the end of February 2021.

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

STEVENS PUMPING STATION EXPANSION: CDM Smith has started reviewing submittals from the contractors. CHM Contracting (HVAC Contract) has submitted Payment Application No. 1 in the

amount of \$755.10 which has been approved and recommended for payment by CDM Smith. This Payment Application is included on the Invoices to be Paid listing. Chairman Becker emphasized that the PennDOT Highway Occupancy Permit (HOP) application as well as the Erosion & Sediment Plan (E&S Plan) must be submitted immediately, and that the Township design requests must be addressed and acknowledged by the end of February 2021. CDM Smith confirmed that the HOP application will be submitted and Township comments addressed by February 19, 2021, with the E&S Plan being submitted by the end of February 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: This project includes (1) replacing approximately 10,330 linear feet (LF) of 6-in cast iron water main with 8-in ductile iron water main, including the replacement of 175 laterals, 18 valves, and 11 fire hydrants; (2) replacing approximately 4,160 LF of 8-in asbestos cement/vitrified clay sanitary sewer main with 8-in PVC sanitary sewer main, including 10 manholes and 87 laterals; (3) approximately nine sanitary sewer point repairs to facilitate cured-in-place pipe (CIPP) lining; and (4) CIPP lining of 5,160 LF of 8-in asbestos cement/vitrified clay sanitary sewer main, including 31 manholes and 94 laterals. The budgetary project cost estimate for the sanitary sewer improvements is \$2,532,800. The budgetary project cost estimate for water main replacement is \$2,976,400. Field survey work will be completed once the weather permits.

WABASH LANDING PHASE 2: CDM Smith issued plan review comments on January 19, 2021.

HEATHERWOODS PHASE 3: Two manholes were installed in Heatherwoods Phase 3 without the required PVC/HDPE lining. The approved liners were finally installed in mid-January 2021.

JASON AVENUE OFFICE BUILDING: CDM Smith issued site plan comments on January 19, 2021. However, Adamstown Borough is requiring the property to connect to their utilities instead of the already-installed ECTA laterals, so this is no longer an ECTA project.

FOUR SEASONS WAREHOUSE & PARKING EXPANSION: CDM Smith approved the Capacity Review & Request Application on January 15, 2021. Plans were submitted on January 13, 2021 for review.

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

INVOICES (see attached): Bills listed on ECTA Invoices to be Paid were approved for payment on motion by David Lutz, second by Richard Shoher, and carried unanimously.

NEW BUSINESS:

ECTA BOARD MEETING DATE CHANGE: Because of a work conflict involving an ECTA Board member, the Board discussed changing the regularly-scheduled ECTA Board meeting date. The start time would remain the same at 7:00 p.m. After discussion, the following motion was made:

- Gerald DeBalko made a motion to change the regularly-scheduled East Cocalico Township Authority Board meeting date from the second Thursday to the last Tuesday of every month with the next meeting to be held on March 30, 2021, second by Samuel Weaver, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:50 p.m. to discuss potential litigation and personnel matters. At 8:46 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session. The following motion was then made during the public meeting:

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- Gerald DeBalko made a motion to authorize the Authority Administrator to make a discretionary bonus to Authority staff in an amount not-to-exceed \$1,500.00 as recommended by the Personnel Committee and Authority Administrator, second by Richard Shoher, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:50 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerald A. DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko
Secretary

jae