

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

JANUARY 14, 2021

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, January 14, 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,
J. Bradford Fichthorn, 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: Tyler Pannebecker, Lisa Shaw, and Jodie Eberly
Visitors: None

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

REORGANIZATION: Chairman Becker reported that at the East Cocalico Township Board of Supervisors' Organization Meeting held on January 4, 2021, himself and Edward Nevling were reappointed to five-year terms on the Authority Board ending December 31, 2025.

Chairman Becker then turned the meeting over to the Chairperson of the Nominating Committee, Richard Shober, who presented the following recommendations for Officers and Project Managers for 2021:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel E. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerJune C. Kinback

- David Lutz made a motion to nominate the above slate of Officers and Project Managers for the year 2021, second by Samuel Weaver, and carried unanimously.
- June Kinback made a motion to close nominations, second by J. Bradford Fichthorn, and carried unanimously.

Chairman Becker asked Richard Shober to cast the unanimous ballot for Reorganization for 2021 which is as follows:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel W. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerJune C. Kinback

ECTA MEETING MINUTES

January 14, 2021

Page 2 of 5

A 2021 Directory is attached hereto listing Officers and Project Managers including the expiration of their terms on the Authority Board.

The meeting was turned back over to Chairman Becker to discuss the appointments of the Solicitor, Engineer and Auditor for 2021.

SOLICITOR: J. Bradford Fichthorn made a motion to appoint Lucy Dowd Law, LLC at 342 North Queen Street, Rear, Lancaster, PA 17603, as Solicitor for the Authority for the year 2021, second by Edward Nevling, and carried unanimously.

ENGINEER: Richard Shober made a motion to appoint the firm of CDM Smith, Inc., at 280 Granite Run Drive, Suite 160, Lancaster, PA 17601, as Engineer for the Authority for the year 2021, second by David Lutz, and carried unanimously.

AUDITOR: Chairman Becker reminded the Board that they already appointed Brown Schultz Sheridan & Fritz as the Auditor for the Authority for the year 2021 at the August 13, 2020 ECTA Board meeting.

COMMITTEES: Chairman Becker announced that he was reappointed by the East Cocalico Township Board of Supervisors to the IMG as the ECTA Representative and Administrator Scott Carl was reappointed as First Alternate for the year 2021. Chairman Becker presented the Committee appointments for 2021. A list of the 2021 Committees is attached hereto.

MINUTES: Minutes of the monthly meeting held on December 10, 2020, were approved as presented on motion by Gerald DeBalko, second by Samuel Weaver, and carried unanimously.

TREASURER'S REPORT:

REVISED 2021 WATER BUDGET: Accountant Lisa Shaw explained that after approval of the Water Budget at the December 10, 2020 ECTA Board meeting, it was discovered that some of the capital contributions that were projected to be received in 2021 were actually already previously reserved and paid in full. This would change the projected capital contributions for 2021 from 40 to 13 EDUs. Therefore, the 2021 Water Budget should be amended decreasing line item 921000 Capital Contribution Fees from \$136,360.00 to \$44,320.00. Mrs. Shaw further explained that this revision would affect only the Water Budget and would not necessitate a water rate increase.

- Gerald DeBalko made a motion to revise the 2021 Water Budget amending Contributed Income line item 921000 Capital Contribution Fees from \$136,360.00 to \$44,320.00, second by David Lutz, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the December 2020 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The December 2020 Monthly Capacity Reports were approved as presented on motion by Richard Shober, second by J. Bradford Fichthorn, 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. He is currently trying to find and hopefully test a nearby private well(s) to provide useful data in identifying the possible source(s) of the contamination and to

look at operational changes both of which could help the Authority avoid spending \$340,575.90 for treatment to correct a problem that was created by others. GeoServices' "preliminary" draft report that was submitted on October 28, 2020 will be finalized (or the scope of work may need to be expanded) after exhausting all options of testing nearby private wells.

SCADA & CONTROLS SYSTEM: Keystone Engineering Group is planning on submitting their feasibility study report for this project on January 15, 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: To continue coordinating this project with the Township, Administrator Carl recently updated the Township Roadmaster and Township Manager on the project's status. Administrator Carl has thoroughly reviewed CDM Smith's proposal and after all revisions were made, the final version was received and reviewed by Administrator Carl on January 11, 2021. It was also sent to Board members Daniel Becker and Gerald DeBalko for their review. The January 11, 2021 proposal with a not-to-exceed fee of \$318,200.00 was presented to the Board, and Administrator Carl recommends its approval.

- Gerald DeBalko made a motion to approve the January 11, 2021 proposal from CDM Smith for design, permitting and bidding services for the Meadowbrook Area Water and Sanitary Sewer Project at a not-to-exceed fee of \$318,200.00, second by Richard Shober, and carried unanimously.

WATER TREATMENT PLANT ROOF LEAK: On December 16, 2020, CDM Smith issued a site report, photo documentation and sketch plan identifying the required repairs/repair areas. ECTA staff is going to attempt to make the repairs before going out for pricing from local contractors.

RE-PERMITTING WELLS F, M, 11, 12, 2A & 14: On January 12, 2021, the "final" Evaluation of Operational Data and Well Capacity for Wells F, M, 11, 12, 2A, and 14 was submitted by GeoServices and is under review by Administrator Carl and Superintendent Spitler.

STEVENS PUMPING STATION EXPANSION: All three Contract document packages were reviewed, executed and issued on January 5, 2021. The Notices to Proceed were also issued by CDM Smith on January 5, 2021. The pre-construction meeting is scheduled for January 19, 2021.

ARRO CONSULTING, INC.: The proposed 2021 hourly rate schedule from ARRO Consulting, Inc. was presented to the Board at the December 10, 2020 meeting. Administrator Carl requested the Board's approval to continue to utilize ARRO's services on an as-needed basis.

- Samuel Weaver made a motion to approve the use of ARRO Consulting, Inc.'s services on an as-needed basis at the 2021 hourly rate schedule submitted by ARRO Consulting, second by June Kinback, and carried unanimously.

SOURCE WATER PROTECTION PROGRAM (SWP): On January 8, 2021, ECTA received notice that ECTA's SWP Technical Assistance Program (SWPTAP) application was accepted and ECTA will be receiving a grant totaling \$32,000.00. Acknowledgement paperwork confirming ECTA's desire to be accepted into the SWPTAP grant program was signed and returned on January 12, 2021. ECTA staff has already started working on requests for well and system information and planning documents as this process will take approximately eight months. Administrator Carl reminded the Board that a steering committee will need to be formed and maintained as this project moves forward.

METER HEAD REPLACEMENT PROJECT: ECTA will be receiving a total of 861 meter register replacements at no cost (\$125,000 value) from Master Meter to replace the faulty meter registers that

ECTA MEETING MINUTES

January 14, 2021

Page 4 of 5

have a battery lifespan issue. The Letter of Understanding from Master Meter was signed by Administrator Carl and returned to Master Meter on January 7, 2021. The first shipment of 100 meter heads is due in approximately four weeks.

JANUARY 2021 QUARTERLY WATER AND SEWER BILLING: The 2021 Water and Sewer Budgets (which were approved at the December 10, 2020 Board meeting) did not include first quarter revenue from penalties and daily interest charges for the January 2021 quarterly water and sewer bills (usage from the fourth quarter of 2020). Therefore, acknowledging the financial hardship caused by the Coronavirus, the 10% late penalties and daily interest charges were waived for the April 2020, July 2020, October 2020 and January 2021 quarterly water and sewer bills, as well as suspension of water turnoff procedures for non-payment. The Board will consider whether to once again impose the 10% late penalty and daily interest charges with the April 2021 quarterly water and sewer bills (usage from the first quarter of 2021 and issued on April 15, 2021) and to once again begin water shut off procedures for nonpayment following the Authority's normal billing procedures.

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

WATER MAIN BREAKS: Three water main breaks were repaired – 117 North Reamstown Road, on December 29, 2020; 25 Kurtz Road on December 30, 2020; and 24 James Drive on January 4, 2021.

PERSONNEL COMMITTEE: A Personnel Committee meeting is scheduled for January 14, 2021 immediately following the ECTA Board meeting.

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

AIWA RISK & RESILIENCE ASSESSMENT (RRA): CDM Smith will be preparing the RRA, as required by America's Water Infrastructure Act of 2018 (AIWA). A kickoff meeting will be scheduled later this month.

TANK #4 WATER SYSTEM MODELING: CDM Smith is finalizing the draft memo for ECTA review.

WABASH LANDING PHASE 2: CDM Smith is reviewing revised Phase 2 plans which were submitted on November 12, 2020.

EARTH, TURF & WOOD: The Capacity Review and Request Application was approved on January 7, 2021.

JASON AVENUE OFFICE BUILDING: The Capacity Review and Request Application was approved on December 11, 2020.

FOUR SEASONS WAREHOUSE & PARKING EXPANSION: A Capacity Review and Request Application was submitted on December 21, 2020 for a warehouse and parking expansion at the Four Seasons facility.

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 Samuel Weaver, second by Edward Nevling, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:48 p.m. to discuss a potential litigation matter. At 8:08 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:08 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald A. DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko
Secretary

jae