

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

MARCH 30, 2021

The regular, monthly meeting of the East Cocalico Township Authority was held on Tuesday, March 30, 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:	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 February 11, 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 February 2021 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The February 2021 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Richard Shober, 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: GeoServices' October 28, 2020 "preliminary" draft report will be finalized after review of the quarterly TCE sample results (received March 26, 2021) and exhausting final remaining options of testing Kalas' private wells.

SCADA & CONTROLS SYSTEM: Keystone Engineering Group completed their review of ECTA's comments on the "draft" SCADA & Controls System Feasibility Report dated February 5, 2021. A comments review/planning coordination meeting with Keystone and Custom Computers was held on March 19, 2021. On-going coordination emails and telecons continue with Keystone, WATEK Engineering and Custom Computers. The final Feasibility Report is expected to be issued within the next two to three weeks.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Site survey work re-started on March 8, 2021. The survey work and base plan preparation is expected to be complete by April 2, 2021. Administrator Carl will continue updating the Township on the status of the project.

CARRIAGE HILL PHASES 3 & 4: ARRO Consulting provided construction observation services for Carriage Hill Phases 3 and 4 through March 17, 2021. Water and sewer main work is complete, tested and passed ECTA inspection with the exception of manhole vacuum testing which is scheduled for the week of April 19, 2021.

AIWA RISK & RESILIENCE ASSESSMENT (RRA): Superintendent Ken Spitler and Administrator Carl have continued to complete survey questionnaires and respond to requests for information from CDM Smith. Site tours of all ECTA's water facilities was completed on February 24, 2021, and an IT/Financial/Process Controls project meeting was held with CDM Smith on March 5, 2021. The Phase 1 initial data gathering/analysis phase is complete and will be followed by a Phase 2 Stakeholder Workshop/Team Meeting on April 6, 2021.

STEVENS PUMPING STATION INSPECTION ASSISTANCE: CDM Smith was asked to prepare an observation assistance proposal to be presented at the December 2020 Board meeting, but ECTA has not yet received their proposal. Engineer Kirkham expects the proposal to be submitted before the April 27, 2021 Board meeting.

STEVENS PUMPING STATION EXPANSION: Construction Progress Meeting No. 1 was held on February 23, 2021. Contractors are now expected to be on site around May/June 2021 (previous start date was April/May 2021); however, the contract completion date is still January 15, 2022. Engineer Kirkham said the PennDOT Highway Occupancy Permit (HOP) application was submitted the past week. Chairman Becker asked if the Erosion & Sediment Plan (E&S Plan) was submitted and if the Township design requests were addressed by the end of February 2021 as promised. Engineer Kirkham said that neither item was completed. Chairman Becker again stressed that those items must be high priority and submitted immediately.

WELL M CONSTRUCTION: CDM Smith and Keystone Engineering have been reviewing shop drawings since early February. The contractor is due to start on-site work on April 5, 2021 (previous start date was March 1, 2021). Upon completion of construction work and as required by PADEP, a New Source Sampling Program and microscopic particulate analysis (MPA) testing must be conducted. To accomplish this, Administrator Carl coordinated a new scope of work with GeoServices, Ltd. and requested a proposal for their services which was received on March 10, 2021. After multiple follow up conference calls and coordination discussions with GeoServices, WATEK and CDM Smith and all review comments being incorporated, a final proposal was received and reviewed on March 24, 2021. Administrator Carl finds the final proposal to be acceptable and recommends it for Board approval.

- Samuel Weaver made a motion to approve the March 24, 2021, "revised" proposal from GeoServices, Ltd. to conduct a New Source Sampling Program and MPA testing coordination with DEP for ECTA's Well M construction project for the estimated fee of \$5,375.00, second by Gerald DeBalko, and carried unanimously.

RE-PERMITTING WELLS F, M, 11, 12, 2A & 14: The Authority received and reviewed comments from SRBC on March 25, 2021 following their review of the Evaluation of Operational Data and Well Capacity for Wells F, M, 11, 12, 2A, and 14 final report that was issued January 21, 2021. A conference call was held on March 29, 2021 with GeoServices to review the SRBC comments, and a Zoom meeting is scheduled for April 7, 2021 with SRBC to discuss the Authority's responses to their review comments.

SOURCE WATER PROTECTION PROGRAM (SWP): ECTA staff have completed the planning documentation requirements and requests for well and system information. The Wellhead Protection Area Delineations are scheduled to begin June 1, 2021 which will include mapping, figures and the Potential Source of Contamination Inventory Search. The remaining process is anticipated to take approximately five more months until the SWP is complete. Administrator Carl again reminded the Board that a steering committee will need to be formed and maintained as the project moves forward.

METER REGISTER REPLACEMENT PROJECT: The second shipment of 100 meter registers was placed with Master Meter on March 12, 2021. Replacements are being installed by ECTA operators as time allows.

APRIL 2021 QUARTERLY WATER & SEWER BILLING: Acknowledging the financial hardship caused by the COVID-19 pandemic, the ECTA Board waived the 10% late penalty, daily interest and turn off of water service for the April 2020, July 2020, October 2020 and January 2021 quarterly water and sewer billings. Administrator Carl asked the Board if they want to continue this with the April 2021 quarterly water and sewer billing to be mailed by April 15, 2021. After much discussion, the Board decided to reinstate ECTA's normal billing procedures.

- Gerald DeBalko made a motion to re-instate ECTA's normal billing procedures beginning with the April 2021 quarterly water and sewer billing in accordance with the Rates, Rules and Regulations of the ECTA Water and Sanitary Sewer Systems, and giving customers until the end of 2021 to pay off any previous outstanding balances from the April 2020, July 2020, October 2020 and January 2021 quarterly water and sewer billings with no penalty or daily interest, second by June Kinback, and carried unanimously.

FUEL SHARING CONTRACT: On February 24, 2021, the Authority signed and returned the Cocalico School District 2021/2022 Fuel Sharing Contract. The School District executed the Contract on March 3, 2021 and provided the Authority with a fully executed Contract that will begin on July 1, 2021. The School District received fuel bids on March 18, 2021 and awarded the contract to Talley Petroleum at \$1.869 per gallon.

ECTA INVESTMENTS: With PLGIT's continuing downward trend and current interest rate of 0.04%, down from .11%, Authority staff have coordinated with Treasurer Edward Nevling and contacted Ephrata National Bank. As a result, the Authority moved \$2,410,000 from the PLGIT water fund and \$3,965,000 from the PLGIT sewer fund to Ephrata National Bank money market accounts at a rate of .10%. Per the Board's consent, Authority staff along with Treasurer Edward Nevling will continue to investigate the best investment options for ECTA monies.

GEOSERVICES, LTD.: Administrator Carl received and reviewed a new Rate and Fee Schedule from the Authority's hydrogeological consulting firm GeoServices, Ltd. Billing rates remained unchanged from 2014 through January 2021, but have now been increased by 3.46%. Administrator Carl finds the new January 4, 2021 rate schedule to be acceptable and requested the Board's approval to continue utilizing GeoServices, Ltd. on an as-needed basis.

- Richard Shober made a motion to approve the use of GeoServices, Ltd. on an as-needed basis at the January 4, 2021 Rate and Fee Schedule submitted by GeoServices, Ltd., second by David Lutz, and carried unanimously.

ELECTRICITY CONTRACT: As a result of recently forecasted electricity price trends and subsequent discussions with the Authority's rate consultant, Cheryl Hefft with World Kinect, Administrator Carl said it made sense to secure a new electric supplier contract and take advantage of rates approximately 7% lower than what the Authority already has in place. The new rate will be 5.753 cents/kwh, down from 6.105 cents/kwh in the Authority's current contract.

FTC IDENTITY THEFT PREVENTION PROGRAM: As required by the FTC Identity Theft Prevention Program, an annual report updating the status of the program was prepared and presented to the Board. The program was also reviewed by Authority employees.

ECTA MANHOLES: There is a total of eight (8) manholes located along right-of-way areas that are showing upper cone sections in serious need of replacement. On March 25, 2021, internal inspections of the below grade portions of each manhole were made by ECTA staff and CDM Smith's NASSCO-certified staff equipped with photo/video recording equipment. Based on these inspections, it will be confirmed if just the upper cone sections need replaced or if further rehab will be required in the below grade sections as well. Upon determination of the extent of the repairs, the Authority will prepare an abbreviated specification (or formal bid package) to obtain pricing for the required rehab work at each manhole location.

FINAL ROAD RESTORATION: As a result of multiple water main breaks the past few months, the Authority has accumulated nine repair areas that require final road restoration. Because of the amount of work and size of the repair areas, the Authority solicited and received quotes from three reputable paving companies in the area. Based upon review of the quotes received earlier this month, it has been determined that Ronnie C. Folk Paving, Inc. is the low bidder at \$17,000. The two other quotes received were from Lanco Paving LLC (\$17,270) and Martin Paving, Inc. (\$18,485). A final site walk through meeting was held with Folk Paving on March 29, 2021 to confirm the scope of work is clearly understood and covered in the pricing submitted. Based upon the 2021 Municipal Authority bidding thresholds and requirements (purchases and contracts between \$11,500 and \$21,300 require three written/telephonic quotations), and review and confirmation of the scope and pricing with the contractor, Administrator Carl finds the Folk Paving proposal to be acceptable and recommends it for Board approval.

- Samuel Weaver made a motion to approve the March 29, 2021 proposal from Ronnie C. Folk Paving, Inc. to perform final road restoration work at the nine ECTA specified repair area locations for the lump sum fee of \$17,000.00, second by J. Bradford Fichthorn, and carried unanimously.

GRANT & FUNDING OPPORTUNITIES: Administrator Carl has been researching potential grant and funding opportunities for ECTA including: DHS Preparedness Grant Program for Cyber-Security, COVID Relief Package Funding, Lancaster County Re-Development Authority CDBG, and Lancaster County/Conestoga Watershed.

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

WATER MAIN BREAKS: The following water main breaks were repaired since the previous Board meeting: 16 South Reamstown Road on February 15, 2021 and 12 South Reamstown Road on March 19, 2021. Administrator Carl noted that he asked CDM Smith to prepare an estimated level of effort to incorporate the historical water main break data into the Authority's GIS.

TOWNSHIP OVERLAY PROJECT PREPARATION: Water valve box and sanitary sewer manhole frame repairs are being completed by Authority Operators in the Rose Hill and Muddy Creek Village developments in preparation for the Township's upcoming overlay project.

PERSONNEL COMMITTEE: A Personnel Committee meeting is scheduled for March 30, 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:

TANK #4 WATER SYSTEM MODELING: Because of the heavy construction submittal activity, CDM Smith did not finalize the draft memo by the end of February 2021 as promised. Engineer Kirkham said this will be a priority in April.

ANNUAL CHAPTER 94 REPORT: CDM Smith completed the Annual Chapter 94 Report, which was submitted to Adamstown Borough and Ephrata Borough Authority.

STEVENS PUMPING STATION EXPANSION: CDM Smith is reviewing submittals from all three contractors. The next progress meeting is scheduled for April 13, 2021.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: The field survey has been completed by CDM Smith's surveying subcontractor and will be provided to CDM Smith in early April for CDM Smith to prepare the plans.

WABASH LANDING PHASE 2: Revised plans were submitted for review on March 12, 2021.

UGI HEADQUARTERS: Construction was completed in 2018. Record plans and final construction costs were submitted for review on March 8, 2021.

EARTH TURF & WOOD: CDM Smith issued a plan review comment letter on February 11, 2021. In a March 29, 2021 email, CDM Smith reminded the owner to provide Attachment B of the CRRA to clarify the intended use of the facility and provide an oil/grease interceptor for the proposed wash bay.

FOUR SEASONS WAREHOUSE & PARKING EXPANSION: CDM Smith issued a plan review comment letter on March 4, 2021. Revised plans were submitted for review on March 19, 2021.

WEAVER (13 LAKESIDE DRIVE): A revised pump selection with hydraulic calculations was submitted for review on March 2, 2021.

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 J. Bradford Fichthorn, second by June Kinback, and carried unanimously.

NEW BUSINESS:

42 OAK LANE SANITARY SEWER RELIEF REQUEST: Since January 8, 2021, there were numerous communications between Authority staff, the tenant and property management company for 42 Oak Lane regarding the high water use from October 1 to January 4, 2021. Since the tenant nor the property management company could neither explain nor provide the reason for the higher water usage, a Request for Relief of Sanitary Sewer Charges form was never submitted and therefore, Authority staff could not grant any sanitary sewer relief. On March 22, 2021, the property management company submitted a letter to the Board, on behalf of the owners and tenant, requesting relief on their water and sewer bill. The Board discussed this request; however, in accordance with the Rates, Rules and Regulations of the ECTA Sanitary Sewer System, since the customer could not prove by clear and convincing evidence that all water was not discharged into the sanitary sewer system, the Board denied the request but is willing to consider the option of a payment plan.

- Richard Shober made a motion to deny the sanitary sewer relief request for 42 Oak Lane, per the Rates, Rules and Regulations of the ECTA Sanitary Sewer System, and offer a payment plan option, second by J. Bradford Fichthorn, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 8:04 p.m. to discuss a potential litigation matter. At 9:18 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 9:19 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald A. DeBalko". The signature is stylized with a large initial "G" and "A".

Gerald A. DeBalko
Secretary

jae