



BOARD MEETING MINUTES NOVEMBER 28, 2023

The regular, monthly meeting of the East Cocalico Township Authority (ECTA), as well as budget review, was held on Tuesday, November 28, 2023 at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Daniel Becker, Samuel Weaver, Gerald DeBalko, J. Bradford Fichthorn, Edward Nevling, David Lutz, Richard Shober, June Kinback and Noah Zimmerman
Solicitor: Absent
Engineer: Adam Smith, CDM Smith
ECTA Staff: Scott Carl, Sr., Kenneth Spitler, Michael Galley, 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 October 31, 2023 were approved as presented on motion by David Lutz, second by Edward Nevling, and carried unanimously.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the October 2023 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The October 2023 Monthly Capacity Reports were approved as presented on motion by Samuel Weaver, second by J. Bradford Fichthorn, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:09 p.m. to discuss a potential legal issue and personnel matters. At 8:08 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

2024 WATER AND SEWER BUDGET REVIEW: The Board was presented with a copy of the draft 2024 Water and Sewer Budgets. Board members reviewed the budgets and asked Administrator Carl and Accountant Shaw questions. The Rate Analysis for the 2024 budget does not show the need for an increase in the water or sewer rates. The final 2024 water and sewer budgets will be voted on at the December 20, 2023 Board meeting.

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) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: This project remains on hold since TCE levels continue to remain in compliance. Required quarterly sampling continues. A site meeting is scheduled with DEP on December 13, 2023, and DEP will keep the TCE investigation process open until March 2024.

WELLS 4 & 12 ABANDONMENT: The new waterline easement, deed and agreements have been finalized. A meeting with the property owner will be scheduled in the coming year to discuss the possible options regarding the current ECTA property and easements.

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SCADA & CONTROLS SYSTEM: ECTA continues to monitor the system, and Keystone will be on site to address the remaining punch list/project closeout items on November 29, 2023.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 4 was held on November 14, 2023. Sewer construction is estimated at 46% complete with water at 48% complete. Base course to grade paving is expected to start the week of December 4, 2023. ECTA continues to update the status of the project on their website, and every customer complaint/comment continues to be addressed. CDM Smith and Administrator Carl recommend payment of AH Moyer's Application for Payment No. 5 (Water Project) in the amount of \$139,832.77 and Application for Payment No. 5 (Sewer Project) in the amount of \$213,134.94. They are part of ECTA's November 28, 2023 invoices to be paid for approval at tonight's meeting.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: There are two punch list items to be resolved by the PennDOT contractor. Once resolved, ECTA will work with PennDOT on the reconciliation of the project cost sharing.

STEVENS PUMPING STATION EXPANSION: ECTA is waiting on DEP's final inspection. CDM Smith's As-Built drawings remain outstanding.

WATER TREATMENT PLANT (WTP) UPGRADE: The new emergency generator startup occurred November 8, 2023; generator training is planned for the week of November 27, 2023; and a final punch list walk through is scheduled for November 30, 2023.

WATER TREATMENT PLANT (WTP) FILTER & PIPE REPAINTING: The mandatory pre-bid meeting was held on November 9, 2023. Bid closing was November 21, 2023, and four (4) bids were received and reviewed by Entech, Doug DeClerk and Administrator Carl. Administrator Carl recommends Board acceptance of the low bid from Thomas Industrial Coatings at \$97,940.00 and requested the ability to authorize Entech to prepare and issue a Notice of Intent to Award and contract document package to the low bidder. ECTA received \$330,000 in ARPA funds to cover this project.

- Gerald DeBalko made a motion to table this decision until the December 20, 2023 Board meeting, second by Noah Zimmerman, and carried unanimously.

RE-PERMITTING WELL 2A: Well 2A's Withdrawal Application remains in the SRBC technical review phase.

WICU'S INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: WICU has requested a meeting to discuss their concerns/challenges with ECTA's one lateral per property requirement.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program and ECTA's NFWF grant project. Mr. Galley and Kurt Wagner with the PA Rural Water Association made a Source Water Protection presentation to the fifth-grade students at Reamstown Elementary on November 10, 2023.

LANCASTER COUNTY WATERSHED ACADEMY GRANT: Thaddeus Stevens expects to issue their final design for the revised stormwater outfall at Well 10 by December 2023 and anticipates a late-December 2023 construction/installation schedule.

PENNVEST FUNDING (MEADOWBROOK): ECTA submitted their first two requests for reimbursement on November 15, 2023, and both were approved. Reimbursements in the amount of \$154,536.85 for water and \$593,300.57 have been received.

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KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: The mandatory pre-bid meeting was held on November 2, 2023. Bid closing was November 20, 2023, and six (6) bids were received and reviewed by Enetch and Administrator Carl. The apparent low bidder is RIII Construction at \$1,429,940. Per PENNVEST requirements, ECTA awaits written confirmation from DEP that the Disadvantaged Business Enterprise (DBE) compliance requirements have been met. A recommendation for award will be made following DEP confirmation.

ECTA OFFICE RENOVATION/ECT BUILDING EXPANSION: Construction work on the ADA compliance items was completed. A final punch list was issued to the General Contractor on November 13, 2023. Closeout is expected to occur on November 30, 2023. The Project Architect and Administrator Carl recommend payment of McCarty & Son's Application for Payment No. 4/Final for the Electrical Contract No. 4 in the amount of \$14,707.75. It is part of ECTA's November 28, 2023 invoices to be paid for approval at tonight's meeting.

ECTA EMPLOYEE ANNIVERSARIES: Ken Spitler – 37 years on November 10, 2023 and Dave Beckman – 5 years on November 26, 2023.

PENNVEST PROGRAMMATIC FUNDING: Discussion on this topic was tabled until the December 20, 2023 Board meeting.

PERSONNEL COMMITTEE MEETING: A Personnel Committee meeting was held on November 14, 2023 to discuss the 2024 proposed wage structure and benefits as well as succession planning and other related personnel items.

OPERATOR POSITION: ECTA extended an offer of employment to John Kesselring for a Certified Operator position. He accepted the offer and is scheduled to begin work on December 11, 2023.

SINKHOLE – WABASH RETENTION BASIN: The basin appears to continue to hold water. Well F remains offline. Administrator Carl asked the developer to have his engineer put everything they have done in writing, testing that was accomplished and their position that the basin leak/sinkhole situation has been resolved.

WATER & SEWER TAPPING FEE STUDIES: The Notice to Proceed was sent to Keystone Alliance Consulting on November 1, 2023.

GRANT APPLICATIONS: ECTA is finalizing two grant applications for submission by November 30, 2023 to the Pennsylvania Department of Community and Economic Development (DCED)'s Statewide Local Share Account program – one for \$1,000,000.00 for the construction of a new elevated Water Storage Tank #2 and one for \$732,000.00 for the construction of a water booster pumping station.

WATER TANK EVALUATIONS (TANK #1, TANK #2 & TANK #3): The Notice to Proceed was sent to Entech on November 1, 2023.

CHECK SIGNERS: The Authority's check signers are the Chairman (Daniel Becker), Vice Chairman (Samuel Weaver), Treasurer (Edward Nevling), Administrator (Scott Carl, Sr.) and Office Manager (Jodie Eberly). All Authority checks require two signatures. It was suggested that the Assistant Treasurer be added to the list.

- Richard Shober made a motion to add David A. Lutz to the Authority's list of authorized check signers at Ephrata National Bank and Fulton Bank, second by J. Bradford Fichthorn, and carried unanimously.

LOOSE (80 WEST CHURCH STREET): An Administrative Escrow Agreement for Miscellaneous Projects was presented to the Board for their approval.

- Gerald DeBalko made a motion to accept and execute the Administrative Escrow Agreement for Miscellaneous Projects from Dave and Jo Ann Loose for their property located at 80 West Church Street, Denver, PA for a water project involving the abandonment of an existing private well and connection to the Authority's water system, second by J. Bradford Fichthorn, and carried unanimously.

LEAD SERVICE LINE INVENTORY: Per EPA's Lead & Copper Rule Revisions (LCRR), a Lead Service Line Inventory (LSLI) must be completed by October 16, 2024. To assist ECTA in its completion, the Board was presented with a Lead Service Line Inventory Proposal from Entech Engineering, Inc. for the estimated Time & Materials Fee amount of \$15,000.00. After discussion, the Board decided to table this proposal and have ECTA staff attempt to complete the project in-house.

ADAMSTOWN 2024 BUDGET: On November 21, 2023, ECTA received a preliminary "draft" 2024 Adamstown Wastewater Treatment Plant budget of \$396,196.00 and ECTA percentage at \$76,449.00.

GRANT APPLICATION: ECTA is preparing a grant application from the Pennsylvania Department of Community and Economic Development (PA DCED)'s Statewide Local Share Account program for a \$1,000,000.00 grant for the replacement of Water Storage Tank #4. The Board was presented with a Resolution requesting the grant from the Commonwealth Financing Authority.

- Samuel Weaver made a motion to adopt Resolution No. 2023-11-28 to apply for a \$1,000,000.00 grant from the Commonwealth Financing Authority to be used for the replacement of Water Storage Tank #4, second by Gerald DeBalko, 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 update.

ENGINEER'S UPDATE: A complete copy of the update is on file in the Authority Office. Engineer Adam Smith discussed the following from his update:

PENNVEST PROGRAMMATIC FUNDING: Engineer Smith will be rescheduling the November 30, 2023 PENNVEST conference call.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: CDM Smith notified PennDOT of ECTA's rejection of the valve box installations. A reply from PennDOT is pending.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: A proposed change order has been received from AH Moyer, and is under CDM Smith review.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd did not attend the meeting, and no update was provided.

INVOICES (see attached): Bills included on the November 28, 2023 ECTA invoice listing were approved for payment on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

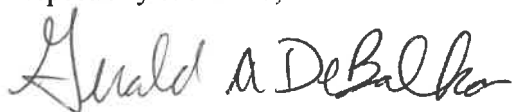
NEW BUSINESS:

2024 FLOATING HOLIDAY: After a vote of the employees, Friday, July 5, 2024 was chosen as the Floating Holiday for 2024. The Authority will be closed for business that day.

BOARD MEMBER RE-APPOINTMENT: Chairman Becker reported that Richard Shober and June Kinback have agreed to continue to serve on the ECTA Board for another 5-year term. Chairman Becker has notified the Township's Board of Supervisors of their re-appointments.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 9:24 p.m., second by Noah Zimmerman, 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