EAST COCALICO WATER & SEWER TOWNSHIP AUTHORITY

BOARD MEETING MINUTES
MAY 28, 2024

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, May 28, 2024 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, David Lutz, Richard Shober and June Kinback (Absent: Edward Nevling and Noah Zimmerman)
Solicitor:	Absent
Engineer:	Absent
ECTA Staff:	Scott Carl, Sr., Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors:	Brad Midgette, Wright Ebersole

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

MINUTES: Minutes of the monthly meeting held on April 30, 2024 were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Brad Midgette with Wright Ebersole (Black Horse Warehouse project) introduced himself but had no questions or comments at that time.

TREASURER'S REPORT (see attached): Accountant Lisa Shaw reviewed the April 2024 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The April 2024 Monthly Capacity Reports were approved as presented on motion by Richard Shober, second by J. Bradford Fichthorn, and carried unanimously.

ADMINISTRATOR'S UPDATE: A complete copy of the update is on file in the Authority Office. Executive Director Scott Carl, Sr. discussed the following from his update:

WELL 10 (DENVER ROAD) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: DEP is again looking at testing private wells in the proximity of Well 10. The next required TCE quarterly sampling is in July 2024.

WELLS 4 & 12 ABANDONMENT: A meeting with the property owner will be scheduled in the coming weeks to discuss the possible options regarding the current ECTA property and easements.

SCADA & CONTROLS SYSTEM: The one-year warranty period expires on February 21, 2025.

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 10 was held on May 14, 2024. The sewer main installation portion of the overall construction contract is estimated at 75% complete, and the water main installation portion is estimated at 81% complete. ECTA continues to update the status of the project on the website, and every customer complaint/comment continues to be addressed. CDM Smith and Mr. Carl recommend payment of AH Moyer's Application for Payment No. 11 (Water Project) in the amount of $10,733.10 and Application for Payment No. 11 (Sewer Project) in the amount of $199,855.41. They are part of ECTA's May 28, 2024 invoices to be paid for approval at tonight's meeting.

STEVENS ROAD PENNDOT BRIDGE REPLACEMENT/WATER MAIN RELOCATION: CDM Smith's final as-built drawings remain outstanding.

STEVENS PUMPING STATION EXPANSION: CDM Smith's as-built drawings remain outstanding.

RE-PERMITTING WELL 2A: The operational testing scenarios are ongoing.

PRIVATE WELLS: ECTA will continue to work towards the abandonment of more private well locations as time allows.

WICU'S PROPOSED KALAS WAREHOUSE EXPANSION & INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: This project's submission remains on hold with ECTA until the fully-executed project conditions agreement is received from WICU. An agreement has been reached with WICU on the costs associated with the Industrial Way/Kurtz Road waterline extension/tie-in portion of the project.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program. ECTA's PennDOT-approved contractor (D.E. Gemmill, Inc.) completed the watershed signage installation on May 7, 2024. ECTA continues to work with the Township on their Wellhead Protection Land Use Questionnaire.

PENNVEST FUNDING (MEADOWBROOK): Request for Reimbursement No. 5 for Water in the amount of $7,500 for legal fees (construction loan funds have been maximized) and No. 5 for Sewer in the amount of $617,158.75 were submitted on May 23, 2024.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: Construction Progress Meeting No. 1 was held May 15, 2024. The project is approximately 70% complete. Mr. Carl recommended payment of RIII Construction Inc.'s Application for Payment No. 1 in the amount of $409,014.00. It is part of ECTA's May 28, 2024 invoices to be paid for approval at tonight's meeting.

ECTA EMPLOYEE ANNIVERSARY: Rhiannon Roth – one year on May 22, 2024.

DEFERRED COMPENSATION AGREEMENT – RHIANNON S. ROTH: Employee Rhiannon S. Roth has been employed by the Authority for one year as of May 22, 2024. Since she is now eligible, she would like to join the Authority's Deferred Compensation Plan.

- J. Bradford Fichthorn made a motion to approve and execute Resolution No. 2024-05-28 accepting the Deferred Compensation Agreement with employee Rhiannon S. Roth, second by June Kinback, and carried unanimously.

PENNVEST PROGRAMMATIC FUNDING (KURTZ ROAD): Request for Reimbursement No. 1 in the amount of $455,365.90 was submitted and approved, and ECTA awaits reimbursement.

WELL F GROUNDWATER UNDER DIRECT INFLUENCE OF SURFACE WATER (GUDI) PROJECT: A design kick-off meeting was held with WATEK engineering staff on May 2, 2024. PADEP was advised of ECTA's decision to proceed with treatment of Well F in lieu of abandonment. ECTA requested relief from some of PADEP's extensive testing requirements, and PADEP approved the requests. Permit submission to PADEP is expected to occur in mid-June 2024.

GRANT APPLICATIONS: ECTA awaits a response to the three grant applications that were submitted to the Pennsylvania Department of Community and Economic Development (DCED)'s Statewide Local Share Account program. Determination is expected early to late Fall 2024.

WATER TANK EVALUATIONS (TANK #1, TANK #2 & TANK #3): Based on review comments submitted by Mr. Carl, ECTA received revised reports from MBA (the tank inspector). Mr. Carl will be reviewing the final reports in the coming weeks.

ENTECH ENGINEERING: Entech provided an Engineer's Report giving an update on the projects Entech is currently working on.

COCALICO SCHOOL DISTRICT FUEL SHARING CONTRACT: ECTA awaits the School District's fully-executed Contract.

2023 AUDIT: ECTA staff continue to work with Brown Plus (previously known as Brown Schultz Sheridan & Fritz) toward completion of the final "draft" audit report. The audit review meeting is tentatively scheduled for the week of June 17, 2024.

COMMUNITY DEVELOPMENT UPDATE: 53 development/residential/non-residential projects are in the queue, with 20 being actively worked on in some phase of the project, and ten projects in the warranty phase.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held before the Board meeting on May 28, 2024 to discuss the succession planning process and related personnel items. As a result of Superintendent Spitler's retirement, Mr. Carl presented the Board with the new organizational chart, including some new job titles for staff, that went into effect on May 24, 2024.

WATER TREATMENT PLANT (WTP) ROOF LEAK: GSM Roofing is scheduled to do the repair/ replacement work on May 29, 2024.

FORINO OFFICE CENTER PROJECT (LOTS 2 & 3 NORTH READING ROAD): 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 Forino Properties Penn II LLC for its properties located at Lots 2 and 3 North Reading Road & Jason Avenue, Denver, PA for a commercial water and sewer project involving the proposed construction of its headquarters office building, utility building, and mini self-storage facility and connection to the Authority's water and sanitary sewer systems in Jason Avenue; second by J. Bradford Fichthorn; and carried unanimously.

PEPPERIDGE FARM WASTEWATER PRE-TREATMENT FACILITY PROJECT: 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 Campbells Snacks for its Pepperidge Farm facility located at 2195 North Reading Road, Denver, PA for construction of a sanitary sewer pre-treatment facility and rehabilitation of its existing privately-owned sanitary sewer infrastructure.; second by Samuel Weaver; and carried unanimously.

CERTIFIED OPERATOR (TRAINEE) POSITION: ECTA has re-initiated the search for viable candidates for a Certified Operator (Trainee) in conjunction with the succession planning process.

2023 CAPACITY REASSESSMENTS: Accountant Shaw completed the 2023 Annual Capacity Reassessments of non-residential accounts to determine if there were any that exceeded their base capacity by more than 366 gallons per day of water (2 EDUs of water) or 506 gallons per day of sewer

(2 EDUs of sewer). Only one account, Roechling Medical, exceeded their base capacity. They will be sent an invoice to purchase the additional sanitary sewer capacity.

SUPERINTENDENT'S UPDATE: A complete copy of the update is on file in the Authority Office. Operations & Maintenance Manager Tyler Pannebecker had nothing to add to his report.

ENGINEER'S UPDATE: A complete copy of CDM Smith's update is on file in the Authority Office. Engineer Adam Smith did not attend the meeting.

BLACK HORSE WAREHOUSE/PURECYCLE: Mr. Carl reported that per Engineer Smith's update, results from fire flow testing/modeling provided by the developer and CDM Smith, as well as fire flow flushing of the warehouse fire line piping, all reflect that the requested 1,663 gpm for fire flow, for a one-hour duration, could be reasonably supplied by ECTA's water system. Mr. Carl added that fire flow after that one-hour period must be supplied by the developer. Chairman Becker informed Mr. Midgette, who was in attendance, that regardless of what the fire flow test results indicate, the developer must also incorporate a shut off mechanism that will stop the fire flow and pressure drop after an hour as to not affect the water supply to ECTA's existing customers.

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

INVOICES (see attached): Bills included on the May 28, 2024 ECTA invoice listing were approved for payment on motion by Gerald DeBalko, second by J. Bradford Fichthorn, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:28 p.m., second by David Lutz, and carried unanimously.

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 7:29 p.m. to discuss potential legal issues and personnel matters. At 7:50 p.m., Chairman Becker adjourned the Executive Session. No action was taken during the Executive Session.

Respectfully submitted,

Gerald A DeBalko

Gerald A. DeBalko
Secretary

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