EAST COCALICO WATER & SEWER TOWNSHIP AUTHORITY

BOARD MEETING MINUTES
JUNE 25, 2024

The regular, monthly meeting of the East Cocalico Township Authority (ECTA) was held on Tuesday, June 25, 2024 at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members:	Samuel Weaver, Edward Nevling, J. Bradford Fichthorn, David Lutz, Richard Shober, June Kinback and Noah Zimmerman (Absent: Daniel Becker and Gerald DeBalko)
Solicitor:	Absent
Engineer:	Absent
ECTA Staff:	Scott Carl, Sr., Michael Galley, Tyler Pannebecker, Lisa Shaw and Jodie Eberly
Visitors:	Kurt Williams, Salzmann Hughes (Special Counsel for ECTA) Brad Midgette, Lynn Ebersole & Carl Wright, Wright Ebersole (Black Horse Warehouse) Lee Schmelyun, BFPE International (Black Horse Warehouse)

Vice Chairman Samuel Weaver called the meeting to order at 7:00 p.m.

MINUTES: Minutes of the monthly meeting held on May 28, 2024 were approved as presented on motion by June Kinback, seconded by David Lutz, and carried unanimously.

EXECUTIVE SESSION: Vice Chairman Weaver called an Executive Session at 7:05 p.m. to discuss potential legal issues. At 7:35 p.m., Vice Chairman Weaver adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session.

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

ECTA BANK ACCOUNTS: After reviewing our accounts with Ephrata National Bank (ENB), they recommend that ECTA's Operating and Clearing accounts be changed to an Elite Checking Account with the DDM Sweep Program. ECTA staff also recommend utilizing Remote Deposit Capture (RDC), allowing ECTA staff to scan checks in-office and deposit them remotely versus having to take them to the bank. Treasurer Nevling has reviewed all the information and is recommending approval.

- J. Bradford Fichthorn made a motion to approve the switch from ENB Operating and Clearing Accounts to an ENB Elite Checking Account with DDM Sweep Program and approving and executing the Remote Deposit Capture Agreement with ENB, seconded by Noah Zimmerman, and carried unanimously.

MONTHLY CAPACITY REPORTS (see attached): The May 2024 Monthly Capacity Reports were approved as presented on motion by David Lutz, seconded by Edward Nevling, and carried unanimously.

EXECUTIVE DIRECTOR'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:

WICU PROPOSED KALAS WAREHOUSE EXPANSION & INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: Kurt Williams with Salzmann Hughes, special counsel for ECTA, presented the Board with a Resolution to rescind the Board's prior action made at the February 27, 2024 meeting regarding the proposed WICU warehouse connection.

- Noah Zimmerman made a motion to approve Resolution No. 2024-06-25-01 rescinding ECTA's action dated February 27, 2024 regarding the proposed WICU warehouse connection (Industrial Way), seconded by J. Bradford Fichthorn, and carried unanimously.

WELL 10 (DENVER ROAD) TRICHLOROETHYLENE (TCE) TREATMENT PROJECT: The next required TCE quarterly sampling is in July 2024.

WELLS 4 & 12 ABANDONMENT: Mr. Carl and Mr. Pannebecker met with the property owner, Lester Zimmerman, on June 6, 2024 to review the required deed and waterline easement agreement needs and also discuss the 1972 water usage agreement, historical usage and projected usage/cost of water. ECTA received a letter from Mr. Zimmerman expressing his follow-up thoughts and concerns. This matter was deferred to the Water Committee for further discussion.

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

MEADOWBROOK AREA WATER & SANITARY SEWER PROJECT: Construction Progress Meeting No. 11 was held on June 11, 2024. The sewer main installation portion of the overall construction contract is estimated at 86% complete, and the water main installation portion is estimated at 84% 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. 12 (Water Project) in the amount of $127,355.48 and Application for Payment No. 12 (Sewer Project) in the amount of $221,359.88. They are part of ECTA's June 25, 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 were completed on June 12, 2024, and data was submitted to GeoServices and evaluated. After meeting with SRBC, it was concluded that ECTA will conduct one more round of testing through August 2024.

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

WICU PROPOSED KALAS WAREHOUSE EXPANSION & INDUSTRIAL WAY/KURTZ ROAD WATER LINE LOOP: This project's submission remains on hold with ECTA until the private well and Kurtz Road/Industrial Way waterline line loop matters are resolved.

SOURCE WATER PROTECTION PROGRAM (SWP): Michael Galley continues to manage the overall SWP program.

PENNVEST FUNDING (MEADOWBROOK): ECTA received reimbursements totaling $624,658.75 on June 7, 2024 equaling the total for Request for Reimbursement No. 5 for Water in the amount of $7,500.00 and No. 5 for Sewer in the amount of $617,158.75.

KURTZ ROAD WATER MAIN REPLACEMENT PROJECT: Construction Progress Meeting No. 2 was held June 12, 2024. The installation of the new 8-inch ductile iron water main is 100% complete. Remaining work includes service line tie overs, transfer of the service off Park Street to North Reamstown Road, final pressure testing, final bacteriological testing and final paving restoration. Entech

and Mr. Carl recommended payment of RIII Construction Inc.'s Application for Payment No. 2 in the amount of $403,684.30 which includes Change Order No. 1 for $8,861.90. It is part of ECTA's June 25, 2024 invoices to be paid for approval at tonight's meeting.

ECTA EMPLOYEE ANNIVERSARY: Brodie Miller – one year on June 28, 2024.

DEFERRED COMPENSATION AGREEMENT: Employee Brodie H. Miller has been employed by the Authority for one year as of June 28, 2024. Since he is now eligible, he would like to join the Authority's Deferred Compensation Plan.

- June Kinback made a motion to approve and execute Resolution No. 2024-06-25-02 accepting the Deferred Compensation Agreement with employee Brodie H. Miller, seconded by Edward Nevling, and carried unanimously.

PENNVEST PROGRAMMATIC FUNDING (KURTZ ROAD): ECTA received a reimbursement totaling $455,365.90 on June 13, 2024 equaling the total amount of Request for Reimbursement No. 1.

WELL F GROUNDWATER UNDER DIRECT INFLUENCE OF SURFACE WATER (GUDI) PROJECT: Because WATEK is so ahead of schedule on the design, ECTA is now working towards a 90% design package and permit application submission to DEP by the end of July 2024. ECTA will be requesting a design review meeting with DEP to further expedite the process. A pre-application meeting with PENNVEST is scheduled for July 3, 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): Mr. Carl reviewed the final revised reports received from MBA/Entech. ECTA staff will address the maintenance/repair items within ECTA's capabilities, and Mr. Carl is meeting with MBA/Entech to discuss a plan on how to address the remaining items that are beyond ECTA's capabilities.

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: The draft audit review meeting with representatives from Brown Plus was held on June 18, 2024 with office staff and Board members Edward Nevling and David Lutz. The audit was clean with no findings, and there are no recommendations from Brown Plus for improvements going forward. The audit was finalized on June 24, 2024. As required, Brown Plus submitted the audit report to the PA Department of Community & Economic Development (DCED) on June 24, 2024.

COMMUNITY DEVELOPMENT UPDATE: 54 development/residential/non-residential projects are in the queue, with 23 being actively worked on in some phase of the project, four projects in the pre-warranty phase and seven projects in the warranty phase.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held before the Board meeting on June 25, 2024 for the Committee to meet a new Operator Trainee candidate who will be offered the position. ECTA's Safety Committee recently completed a Chlorine Room Safety Standard Operating

Procedure (SOP). The Personnel Committee reviewed the SOP and recommended it be adopted and incorporated into ECTA's Safety Manual as Section XVI.

- J. Bradford Fichthorn made a motion to adopt the ECTA Chlorine Room Safety SOP and incorporate it into the ECTA Employee Safety Manual as Section XVI, seconded by Edward Nevling, and carried unanimously.

WATER TREATMENT PLANT (WTP) ROOF LEAK: GSM Roofing attempted the repair/replacement work on May 29, 2024, but after the initial step of the split-face block wall demo work was completed, the remaining scope of work was abandoned. With a portion of the wall being removed, the Architect was finally able to confirm that the construction was not done in accordance with standard construction practices for the type of wall and roofing system that was installed. ECTA is awaiting cost estimates on two different repair options to finally rectify this issue.

ECTA'S COMPREHENSIVE INSURANCE PACKAGE: ECTA's property, auto, liability and worker's compensation insurance package is due for renewal on July 1, 2024. ECTA received a quote from The Glatfelter Agency (TGA) dated June 21, 2024 in the amount of $47,991.00 for Property, Liability and Worker's Compensation Insurance and $1,406.00 for Cyber Liability Insurance though Lexington Insurance Company. After thorough review, and because of the strong working relationship ECTA has built with TGA, Mr. Carl and Mrs. Shaw recommended ECTA continue insurance coverage with TGA for the 2024/2025 policy year.

- David Lutz made a motion to approve The Glatfelter Agency proposal dated June 21, 2024 in the total amount of amount of $49,397.00 ($47,991.00 for Property, Liability and Worker's Compensation Insurance and $1,406.00 for Cyber Liability Insurance though Lexington Insurance Company) with coverage beginning July 1, 2024 through July 1, 2025; seconded by Noah Zimmerman; and carried unanimously.

HERITAGE MENNONITE CHURCH (49 SOUTH LINE ROAD): A Short Form Developer's Agreement for a Non-Residential water project with Heritage Mennonite Church for the construction of a new, upsized water lateral and meter pit to accommodate a fire suppression system and additional service line at their property located at 49 South Line Road, Stevens, PA, was presented to the Board for their approval.

- Noah Zimmerman made a motion to accept and execute the Short Form Developer's Agreement with Heritage Mennonite Church for their property located at 49 South Line Road, Stevens, PA; seconded by Richard Shober; and carried unanimously.

OPERATIONS & MAINTENANCE MANAGER'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: Per the Engineer's Update, Mr. Carl reported that at the Board's request, the developer has proposed inclusion of a "CLV-VAL" brand, adjustable, pressure sustaining valve to be installed within the building's fire pump room. CDM Smith, Mr. Carl and Mr. DeBalko have reviewed this approach and confirmed that it meets ECTA's expectations. CDM Smith and ECTA intend to proceed with the following actions: (1) Approve the developer's use of the pressure sustaining valve to restrict pressure drop/flow rate to the requested fire flow allocation; (2) Witness the installation and testing of the pressure sustaining valve; and (3) Require annual (at a minimum),

perpetual, follow-up inspections to verify proper operation and set points. Lynn Ebersole, Carl Wright, and Brad Midgette from Wright Ebersole, along with Lee Schmelyun, BFPE International, came to the meeting to further explain their approach and answer questions from the Board.

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

INVOICES (see attached): Bills included on the June 25, 2024 ECTA invoice listing were approved for payment on motion by June Kinback, seconded by J. Bradford Fichthorn, and carried unanimously.

Since there was no further business to come before the Board, J. Bradford Fichthorn made a motion to adjourn the meeting at 8:32 p.m., seconded by Noah Zimmerman, and carried unanimously.

Respectfully submitted,

J. Bradford Fichthorn
Assistant Secretary

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