

**EPHRATA BOROUGH AUTHORITY
MINUTES – JULY 10, 2023**

A meeting of the Ephrata Borough Authority was held on Monday, July 10, 2023, at 8:00 AM in the Council Chambers of Borough Hall, 124 South State Street. In attendance were Vice Chairman Gary Snavelly; Treasurer Gil Ochs; Assistant Treasurer Gail Bare; and Members Bruce Leisey and Greg Zimmerman. Absent was Chairman Ralph Mowen.

Also present were Isaac P. Wakefield, Esq., Solicitor; Dan Becker, Becker Engineering; Nancy Harris, Borough Manager; Karen Gerhart, Director of Finance; Steve Morrison, Director of Utilities; Jamie Willwerth, Wastewater Manager; and Stephanie Fasnacht, Recorder.

The following visitors were in attendance:

- Scott Crosswell, GHD, Inc.
- John Harris, GHD, Inc.

Call to Order

Vice Chairman Snavelly called the meeting to order at 8:00 AM.

Adoption of Agenda

Ms. Harris provided confirmation of the following:

1. The meeting agenda was posted on the Borough's website and at Borough Hall no later than 24 hours in advance of the time of the meeting.
2. The meeting agenda included a listing of each matter of Authority business that will be or may be the subject of deliberation or official action at the meeting.
3. There were no changes made to the meeting agenda after it was posted.
4. The meeting agenda was made available to individuals in attendance at the meeting.

Vice Chairman Snavelly asked if there were any requests to add a matter of Authority business to the meeting agenda. Seeing none, Vice Chairman Snavelly asked for a motion to accept the meeting agenda as posted. Ms. Bare moved and Mr. Ochs seconded to approve the meeting agenda as posted. Motion carried unanimously.

Approval of Minutes – June 12, 2023

Mr. Zimmerman moved and Ms. Bare seconded to approve the minutes of the June 12, 2023, meeting. Motion carried unanimously.

Public Comments

With no visitors in attendance wishing to address the Board, Vice Chairman Snavelly moved onto the discussion of the Financial Reports and Payment of Bills.

Financial Reports

Mr. Leisey moved and Mr. Ochs seconded to approve the financial reports. Motion carried unanimously.

Payment of Bills

Ms. Bare moved and Mr. Zimmerman seconded to ratify the payment of the bills. Motion carried unanimously via roll call vote.

Action Items**a. WWTF No. 1 Biosolids Project****1. Update on WWTF No. 1 Biosolids Project**

John Harris, GHD, Inc., provided the following update in reference to the WWTF No. 1 Biosolids Project:

- ◆ Construction Schedule Update:
 - ◆ On-site work continuing.
 - ◆ Within 1-2 weeks, all three contractors will be demobilizing from the worksite and remobilizing in late-September to mid-October.
 - ◆ Four (4) Change Orders are being brought before the Board.

2. Change Order Requests**a. Contract #1 – General Construction; Contractor: Lobar, Inc., Change Order No. 2 – Contract Times Extension**

John Harris, GHD, Inc., provided a brief explanation of the reasoning of the proposed change order. Mr. Harris noted that there are associated costs as a result of extension which will be paid on a “rolling basis” upon GHD’s review of the submissions by Lobar, Inc. Additionally, Mr. Harris noted that there are also additional costs due to the maintenance of the equipment during this time.

Executive Session

At 8:13 AM, the Board entered into an Executive Session to discuss a potential legal matter adjourning at 8:30 AM.

Action Items**a. WWTF No. 1 Biosolids Project (Continued)****2. Change Order Requests****a. Contract #1 – General Construction; Contractor: Lobar, Inc., Change Order No. 2 – Contract Times Extension**

Ms. Bare moved and Mr. Leisey seconded to approve Contract #1 – General Construction; Contractor: Lobar, Inc., Change Order 2 – Contract Times Extension. Motion carried unanimously via roll call vote.

b. Contract #2 – Mechanical Construction; Contractor: Garden Spot Mechanical, Inc., Change Order No. 1 – Contract Times Extension

Mr. Leisey moved and Mr. Leisey seconded to approve Contract #2 – Mechanical Construction; Contractor: Garden Spot Mechanical, Inc., Change Order 1 – Contract Times Extension. Motion carried unanimously via roll call vote.

c. **Contract #3 – Electrical Construction; Contractor: Garden Spot Electric, Inc., Change Order No. 1 – Contract Times Extension**

Mr. Zimmerman moved and Mr. Leisey seconded to approve Contract #3 – Electrical Construction; Contractor: Garden Spot Electric, Inc., Change Order 1 – Contract Times Extension. Motion carried unanimously via roll call vote.

d. **Contract #3 – Electrical Construction; Contractor: Garden Spot Electric, Inc., Change Order No. 2 – Increase in Construction Allotment for Unforeseen Conditions Pay Item from \$20,000 to \$170,000**

Mr. Zimmerman moved and Mr. Ochs seconded to approve Contract #3 – Electrical Construction; Contractor: Garden Spot Electric, Inc., Change Order 2 – Increase in Construction Allotment for Unforeseen Conditions Pay Item from \$20,000 to \$170,000. Motion carried unanimously via roll call vote.

3. **2020B Construction Fund - Fulton Bank Requisition No. 17 - \$18,217.56 Total**

a. GHD, Inc., Invoice #380-0033081 - \$42,804.46

i. Payment Amount: \$18,217.56 (*Partial payment of GHD's invoice which depletes the 2020B Construction Fund*)

Ms. Bare moved and Mr. Ochs seconded to approve the processing of Fulton Bank Requisition No. 17 for the WWTF No. 1 Biosolids Project. Motion carried unanimously via roll call vote.

4. **2022 Construction Fund - Fulton Bank Requisition No. 1 - \$999,152.70 Total**

a. GHD, Inc., Invoice #380-0033081 - \$42,804.46

i. Payment Amount: \$24,586.90 (*Partial payment of GHD's invoice to pay remaining balance due*)

b. Lobar, Inc., Application for Payment #13 - \$761,032.80

c. Garden Spot Electric Application for Payment #7 - \$213,300.00

d. American Testing Laboratories, Inc., Invoice 23-3529 - \$233.00

Mr. Leisey moved and Ms. Bare seconded to approve the processing of Fulton Bank Requisition No. 1 for the WWTF No. 1 Biosolids Project. Motion carried unanimously via roll call vote.

b. **WWTF No. 1 Primary Clarifier Valving Project: Award of Bid to PSI Pumping Solutions, Inc. (PSI)**

Mr. Zimmerman moved and Mr. Ochs seconded to award the WWTF No. 1 Primary Clarifier Valving Project to PSI Pumping Solutions, Inc., in the amount of \$139,980.00. Motion carried unanimously via roll call vote.

c. **29 Main Street, Akron Borough: Sanitary Sewer Capacity Request**

Mr. Leisey moved and Ms. Bare seconded to approve the 350 gallons per day or 2 HVU's request as the Authority has sufficient treatment capacity at its Ephrata

Wastewater Treatment Facility #1 to serve the above-referenced project without causing a current or projected 5-year hydraulic or organic overload. Motion carried unanimously.

d. Ephrata Intermediate School Athletic Field Improvements: Sanitary Sewer Capacity Request – Conveyance and Treatment

Mr. Ochs moved and Mr. Zimmerman seconded to approve the 3,725 gallons per day or 16 HVU's request as the Authority has sufficient collection and conveyance capacity in its Brethren Pumping Station (for proposed softball field facilities) and its Main Collector and treatment capacity at its Wastewater Treatment Facility #1 to serve the above-referenced project without causing a hydraulic or an organic overload or 5-year projected hydraulic or organic overload in the wastewater collection, conveyance or treatment facilities. Motion carried unanimously.

e. Clayland Commons: Sanitary Sewer Conveyance and Treatment Capacity Request

Mr. Leisey moved and Ms. Bare seconded to approve the 8,316 gallons per day or 35 HVU's request as the Authority has sufficient collection capacity in the Lincoln Spur Line via the West Main Street Extension and Key-Aid pumping station, conveyance capacity in its Main Collector Line via the Mission Pump Station and treatment capacity at its Wastewater Treatment Facility #1 to serve the proposed project without causing a current or projected 5-year hydraulic or organic overload. Noting that following recent evaluations of remote pumping stations in the area, the remaining available average daily flow capacity within the Key-Aid pumping station is limited currently. Sanitary sewer capacity is not guaranteed and can only be secured through payment of applicable tapping fees and subsequent user fees. Depending on the timing of the payment of these fees, actual capacity may or may not be available. Motion carried unanimously.

f. Tree Bank License Agreement

Ms. Bare moved and Mr. Ochs seconded to enter into a License Agreement with the Borough of Ephrata for use of Authority-owned property on Trout Run Road (Lot 2 B-A), Ephrata, as a tree bank for the placement and cultivations of trees for such purposes which may include, but not be limited to, Christmas trees and shade trees. Motion carried unanimously.

Discussion Items

a. Lancaster County Commissioner's Check Presentation Date

Ms. Harris advised that the Lancaster County Commissioners wished to present the ARPA Award check to the Authority Board members on Thursday, August 17, 2023, at 1:00 PM in Council Chambers encouraging whoever is able to attend to please do so.

Engineering Report

Mr. Becker, in referencing the Engineering Report submitted with the meeting packet, specifically highlighted the following items which are in progress:

- Hackman Subdivision: Reviewing resubmitted plans.

- Non-Residential Waste (NRW) Program: Attended meeting, along with Don Keen, Environmental Resource Manager, at H&M Hat Company, Adamstown, PA; advised they are in compliance and will be issued a permit.
- Landis Road Sanitary Sewer Matters: To schedule a meeting with Staff within 1-2 weeks for further discussion.
- Zimmco Enterprises: Reviewing submitted plans.
- Youth with a Mission (YWAM): Reviewing submitted plans.

Operations Report

Plant 1

- Average Flow at Plant 1 was 2.1 MGD (Design Flow = 3.8 MGD).
- The Plant recorded 3.2 inches of rain for the month.
- Sludge Hauled – The Plant had 24 pulls at an estimated cost of \$9,500.00 for Eagle Disposal (A.J. Blosenski, Inc.) to transport to the landfill. The cost for LCSWMA is \$15,000.00 for a total sludge disposal cost of \$24,500.00.
- Process Control – The SVI (Sludge Volume Index) monthly average is 65. Ammonia Nitrogen average was 0.20 mg/l (2.0 mg/l). Total Phosphorus average is .92 mg/l (2.0 mg/l).
- Dewatering Project – Daily work is ongoing and progress remains steady.
- Sentry Securities installed four of the six cameras for the Plant 1 facility and they are operational at this time.
- Working on getting prices for equipment for 2024 budget year.

Plant 2

- Average Flow at Plant 2 was 1.0 MGD (Design Flow = 2.3 MGD).
- The Plant recorded 3.4 inches of rain.
- Process Control – The SVI (Sludge Volume Index) monthly average is 128. Ammonia Nitrogen average was 0.33 mg/l. Total Phosphorus average is 0.93 mg/l. Well within DEP’s compliance levels.

Next Meeting

The next meeting date is Monday, August 14, 2023.

Adjournment

Mr. Leisey moved and Mr. Ochs seconded to adjourn the meeting. The meeting was adjourned at 9:06 AM.

Respectfully submitted,

Nancy E. Harris, P.E.
Secretary

SJF