

**EAST COCALICO TOWNSHIP AUTHORITY  
MEETING MINUTES  
DECEMBER 12, 2019**

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, December 12, 2019, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Daniel Becker, Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz,  
J. Bradford Fichthorn, Raymond Wolf, Richard Shober and June Kinback  
Solicitor: Lucy Dowd, Lucy Dowd Law (arriving at 7:10 p.m.)  
Engineer: Rachel Kirkham, CDM Smith (arriving at 7:25 p.m.)  
Administrator: Terry Reber  
Employees: Kenneth Spitler, Tyler Pannebecker, 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 November 14, 2019, were approved as presented on motion by Gerald DeBalko, second by Raymond Wolf, and carried unanimously.

Minutes of the advertised budget meeting held on December 4, 2019, were approved as presented on motion by David Lutz, second by Samuel Weaver, and carried unanimously.

**TREASURER'S REPORT (see attached):** Administrator Terry Reber reviewed the November 2019 financial reports. The reports were approved as presented subject to audit.

**OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2019:** The Advertised Meeting Attendance Sheet for 2019 was distributed and each Board member approved their attendance.

- Edward Nevling made a motion to accept the Officers' and Project Managers' compensation for the 2019 calendar year as proposed and budgeted, to be paid in December 2019, second by J. Bradford Fichthorn, and carried unanimously.

**2020 WAGE RATE STRUCTURE:**

- Edward Nevling made a motion to approve the 2020 Wage Rate Structure effective with the first pay period which includes January 1, 2020, second by Gerald DeBalko, and carried unanimously.

**2020 WATER AND SEWER BUDGETS:** The final Water and Sewer budgets for the calendar year 2020 were presented to the Board.

- Edward Nevling made a motion to adopt Resolution No. 2019-12-12-W accepting the Water Operating Budget for the calendar year ending December 31, 2020, with no increase in the water rate keeping it at \$6.85 per 1,000 gallons, second by Richard Shober, and carried unanimously.
- Edward Nevling made a motion to adopt Resolution No. 2019-12-12-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2020, with no increase in the sewer rate keeping it at \$12.10 per 1,000 gallons and the flat rate sewer at \$157.30 per quarter, second by Samuel Weaver, and carried unanimously.

**MONTHLY CAPACITY REPORTS (see attached):** The November 2019 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by June Kinback, and carried unanimously.

**ADMINISTRATOR'S UPDATE:** A copy of the update is on file in the Authority Office. Administrator Terry Reber reported on the following:

DEFERRED COMPENSATION AGREEMENT – DAVID S. BECKMAN: As stated in the ECTA Employee Manual, after one year of employment, an employee is eligible to join the Authority's Deferred Compensation Plan. Employee David Beckman has been employed by the Authority for one year as of November 26, 2019, and would like to join the plan.

- Samuel Weaver made a motion to approve and execute Resolution No. 2019-12-12-01 accepting the Deferred Compensation Agreement for employee David S. Beckman, second by J. Bradford Fichthorn, and carried unanimously.

VEHICLE & EQUIPMENT STORAGE GARAGE: The appropriate officers executed the agreements for general construction with Amric Construction as well as the agreements for electrical construction with Garden Spot Electric. Both sets of documents were reviewed prior to signature and found to be acceptable by ARRO Consulting, the Authority Administrator, and the Authority's Solicitor.

RT 272 & CHURCH STREET WATER MAIN REPLACEMENT PROJECT: Payment Application No. 1 has been submitted by A.H. Moyer in the amount of \$25,150.50. ARRO Consulting recommends the Authority approve this payment. This payment request is listed on the Invoices to be Paid listing.

A.H. Moyer also submitted Change Order No.1 in the amount of \$2,439.00. ARRO Consulting recommends the Authority approve this Change Order.

- David Lutz made a motion to approve A.H. Moyer, Inc. Change Order No. 1 for the Rt. 272 & West Church Street Water Main project in the amount of \$2,439.00, second by Samuel Weaver, and carried unanimously.

MS4 PROGRAM: As part of East Cocalico Township's MS4 program, the Township is proposing a streambank restoration project along Stony Run Creek downstream of the East Church Street Bridge in Reamstown Park on a parcel of land owned by the Authority. Since part of this project will take place on Authority property, the Township is requesting the Authority sign a "Landowner Letter of Commitment" and a "Landowner-Grantee Agreement" and provide a letter of support to the PA DEP. These documents allow the project to proceed on Authority land and allow the Township to apply for grant money.

- Richard Shober made a motion to allow Administrator Terry W. Reber to execute the "Landowner Letter of Commitment," the "Landowner-Grantee Agreement," and provide a letter of support to the PA DEP on behalf of the Authority for the East Cocalico Township's Stony Run Streambank restoration project, second by Raymond Wolf, and carried unanimously.

TANK #4 (313 PFAUTZ HILL ROAD) RESTORATION PROJECT: The Board was presented with a draft copy of the Tank #4 feasibility study prepared by ARRO Consulting. The Water Committee will review the findings of the study at their next meeting.

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

**RT 272 & CHURCH STREET WATER MAIN REPLACEMENT PROJECT:** A.H. Moyer has abandoned the 6" cast iron water main located on the north side of Rt. 272 and connected to the 10" ductile iron water main located on the south side of Rt. 272. All ductile iron water mains connected to the Rt. 272 and West Church Street intersection have been cut and capped. The original water main in the intersection and on the north side of Rt. 272 have been abandoned. One additional fire hydrant and valve was replaced to date.

**WATER MAIN BREAK:** A water main break was repaired on November 20, 2019 at 1376 Ridge Avenue.

**PERSONNEL COMMITTEE:** The Personnel Committee met on November 26, 2019 to discuss employee wage and benefit items for 2020.

**ENGINEER'S UPDATE:** A copy of the update is on file in the Authority Office. Engineer Rachel Kirkham reported on the following:

**CAPITAL CONTRIBUTION RATE:** The Engineering News Record (ENR) Construction Cost Index increased by 1.8% over the last year. ECTA Resolution No. 2014-06-12-2 permits an increase in the capital contribution rate of 3% per year. A 1.8% increase would raise the fee to \$3,470.00 while a 3% increase would raise the fee to \$3,511.00. After discussion, the following motion was made:

- Samuel Weaver made a motion to not increase the Capital Contribution Rate, keeping it at \$3,409.00 per Water EDU for the year 2020, second by J. Bradford Fichthorn, and carried unanimously.

**WELL M DEVELOPMENT AND WTP/SCADA IMPROVEMENTS:** The drafter is finalizing the site plan so the PennDOT permit application can be submitted.

**GEHMAN BASIN I&I INVESTIGATION:** Inspections were completed for over 50% of the gravity main and the laterals. They now have two crews on site. Payment Application No. 2 has been submitted in the amount of \$102,151.39 which CDM Smith recommends the Authority approve for payment. This payment request is listed on the Invoices to be Paid listing.

**STEVENS PUMPING STATION EXPANSION:** The final edits are into the drafter and CDM Smith is pulling together all the waivers and applications that need to go along with the plans to the Township and the County.

**WABASH LANDING PHASE 2:** CDM Smith continues to review the Phase 2 plans which were submitted on October 16, 2019.

**CARRIAGE HILL:** CDM Smith continues to review the revised plans which were submitted on November 8, 2019.

**STONE GATE (PREV STEVENS COURT):** A preconstruction meeting was held on November 18, 2019.

**HEATHERWOODS:** ECTA has coordinated with the contractor on the alternate lining that will be permitted in the field.

**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 June Kinback, second by Edward Nevling, and carried unanimously.

**NEW BUSINESS:**

IRS MILEAGE RATE FOR 2020: The current rate is 58 cents per mile. The 2020 mileage rate has not been published.

- Samuel Weaver made a motion to continue to pay the 2019 IRS maximum permissible mileage rate until the 2020 rate is published, at which time the 2020 maximum permissible mileage rate will become effective, second by J. Bradford Fichthorn, and carried unanimously.

2020 CONSULTANTS' RATES: The Engineer's and Solicitor's rates for 2020 were presented to the Board. The Auditor for 2020 was already appointed at the September 12, 2019, ECTA Board meeting.

NOMINATING COMMITTEE: Chairman Becker appointed Richard Shober, Gerald DeBalko, and J. Bradford Fichthorn as the Nominating Committee for Officers for 2020.

2020 FLOATING HOLIDAY: After a vote of the employees, Friday, September 4, 2020 (Friday before Labor Day) was chosen as the Floating Holiday for 2020. The Authority Office and Maintenance Facility will be closed that day.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 7:39 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae