

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
JANUARY 9, 2020

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, January 9, 2020, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Samuel Weaver, Gerald DeBalko, Edward Nevling, J. Bradford Fichthorn, David Lutz, Raymond Wolf, Richard Shober and June Kinback (Absent: Daniel Becker)
Solicitor: Lucy Dowd, Lucy Dowd Law
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Tyler Pannebecker, Jodie Eberly
Visitors: None

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

REORGANIZATION: Vice Chairman Weaver reported that at the Board of Supervisors' Organization Meeting held on January 6, 2020, J. Bradford Fichthorn and Gerald DeBalko were reappointed to five-year terms on the Authority Board ending December 31, 2024.

Vice Chairman Weaver turned the meeting over to the Chairperson of the Nominating Committee, Richard Shober, who presented the following recommendations for Officers and Project Managers for 2020:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel E. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant TreasurerDavid A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerJune C. Kinback

- J. Bradford Fichthorn made a motion to nominate the above slate of Officers and Project Managers for the year 2020, second by David Lutz, and carried unanimously.
- Raymond Wolf made a motion to close nominations, second by Gerald DeBalko, and carried unanimously.

Vice Chairman Weaver asked Richard Shober to cast the unanimous ballot for Reorganization for 2020:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel W. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant TreasurerDavid A. Lutz
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A 2020 Directory is attached hereto listing Officers and Project Managers including the expiration of their terms on the Authority Board.

The meeting was turned over to Vice Chairman Weaver to discuss the appointments of the Solicitor, Engineer and Auditor for 2020:

SOLICITOR: J. Bradford Fichthorn made a motion to appoint Lucy Dowd Law, at 342 North Queen Street, Rear, Lancaster, PA 17603, as Solicitor for the Authority for the year 2020, second by Edward Nevling, and carried unanimously.

ENGINEER: Gerald DeBalko made a motion to appoint the firm of CDM Smith, Inc., at 280 Granite Run Drive, Suite 160, Lancaster, PA 17601, as Engineer for the Authority for the year 2020, second by J. Bradford Fichthorn, and carried unanimously.

AUDITOR: Vice Chairman Weaver reminded the Board that they already appointed Brown Schultz Sheridan & Fritz as the Auditor for the Authority for the year 2020 at the September 12, 2019 ECTA Board meeting.

COMMITTEES: Vice Chairman Weaver announced that Chairman Daniel Becker was reappointed by the Township Supervisors to the IMG as the ECTA Representative and Administrator Terry Reber was reappointed as First Alternate for the year 2020. Vice Chairman Weaver presented the Committee appointments for 2020. A list of the 2020 Committees is attached hereto.

MINUTES: Minutes of the monthly meeting held on December 12, 2019, were approved as presented on motion by Richard Shober, second by David Lutz, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The December 2019 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by Gerald DeBalko, 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:

ASSIGNMENT OF CONTRIBUTION TO CAPITAL WATER PROJECTS: The Authority received an executed Assignment of Contribution to Capital Water Projects between Stevens Court/Hurst Brothers and Stone Gate/UNITS, LLC assigning the 36 water Capital Contribution EDUs previously purchased by the Hurst Bros. for their Stevens Court property along South Line Road in West Cocalico Township to the new owner of the property UNITS, LLC.

- Richard Shober made a motion to approve and execute the Assignment of Contribution to Capital Water Projects allowing the assignment of 36 water capital contribution EDUs from Stevens Court/Hurst Brothers to Stone Gate/UNITS, LLC associated with property located along South Line Road in West Cocalico Township, second by Raymond Wolf, and carried unanimously.

RT 272 & CHURCH STREET WATER MAIN REPLACEMENT PROJECT: Payment Application No. 2 has been submitted by A.H. Moyer, Inc. in the amount of \$117,384.84. 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. 2 in the amount of \$16,842.00. ARRO Consulting recommends the Authority approve this Change Order.

- Gerald DeBalko made a motion to approve A.H. Moyer, Inc. Change Order No. 2 for the Rt. 272 and West Church Street Water Main project in the amount of \$16,842.00, second by J. Bradford Fichthorn, and carried unanimously.

VEHICLE & EQUIPMENT STORAGE GARAGE: A pre-construction meeting was held on January 7, 2020 at the Authority office and ended with a visit to the job site. In attendance were Dale Kopp from ARRO Consulting, ECTA representatives and representatives from Amric Construction and Garden Spot Electric. The substantial completion date is March 22, 2020, with final completion by April 6, 2020.

SOUTH REAMSTOWN ROAD: When reading meters for quarterly billing, it was discovered that a property on South Reamstown Road had used 186,000 gallons of water for the quarter. A data log was taken which showed current daily use of 10,000 to 11,000 gallons a day. The Office Manager was unable to get in touch with the property owner since a current phone number was not on record. It was the opinion of Solicitor Dowd that the Authority could not turn off water to the property without the owner's permission since bill payment was up-to-date. A letter notifying the owner of high use was mailed both first-class mail and certified mail to the property's address. After discussion, the Board directed Assistant Superintendent Pannebecker to check the property's sanitary sewer lateral to see if flow was entering the system. The Board also requested that the high use notification be posted on the front door.

SUPERINTENDENT'S UPDATE: A copy of the update is on file in the Authority Office. Assistant Superintendent Tyler Pannebecker had nothing to add to the report.

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

WELL M DEVELOPMENT & WTP/SCADA IMPROVEMENTS: The site plan was updated, the driveway location was reviewed in the field by West Cocalico Township, and the PennDOT permit application was submitted.

GEHMAN BASIN I&I INVESTIGATION: The contractor's manhole data review and processing may extend into late February. Field inspection work is nearly complete for the gravity main and the laterals.

Payment Application No. 3 has been submitted in the amount of \$83,952.59. CDM Smith recommends the Authority approve this payment. This payment request is listed on the Invoices to be Paid listing.

Inspection of a 400-ft section of clay/asbestos cement sanitary sewer main, laterals, and manholes in Ream Road has been added to the scope (at contract unit prices). This is the only section of clay/asbestos cement sewer on the Township's list for 2020 pavement resurfacing. The Rose Hill inspection results will be reviewed first, because this development is scheduled for 2020 pavement resurfacing. The Township's Meadowbrook development roadwork will be in 2021 or most likely 2022, and this data review will be prioritized second.

STEVENS PUMPING STATION EXPANSION: The land development plans are complete. The waiver requests are being finalized. Engineer Kirkham said the project will be ready for bid by March 2020 and possibly operational by the end of the year depending on lead times of the materials.

WABASH LANDING PHASE 1: CDM Smith issued a comment letter on January 8, 2020 for the Phase 1 record drawings.

STONE GATE (PREV STEVENS COURT): CDM Smith has been reviewing submittals.

GARDEN SPOT FRAME & ALIGNMENT (2275 N READING RD): Record drawings were submitted on January 3, 2020 for review.

HEATHERWOODS PHASES 4 & 5: Construction for Phases 4 and 5 is almost complete. There are a few outstanding items including the two manholes that need to either be completely replaced to conform to the Authority's Construction Specifications or install an Authority-approved insertion PVC/HDPE liner in each manhole. A request for letter of credit reduction is currently under review.

CARRIAGE HILL: Revised plans submitted on November 8, 2019 are still under review.

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 Gerald DeBalko, second by Edward Nevling, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:06 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gerald A. DeBalko', written over a horizontal line.

Gerald A. DeBalko
Secretary

jae