

**EAST COCALICO TOWNSHIP AUTHORITY**  
**MEETING MINUTES**  
**APRIL 9, 2020**

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, April 9, 2020, via Zoom video conferencing.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Gerald DeBalko, Edward Nevling, David Lutz, J. Bradford Fichthorn, Raymond Wolf, and Richard Shober (Absent: June Kinback)
Solicitor:	Lucy Dowd, Lucy Dowd Law
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Terry Reber
Employees:	Kenneth Spitler, Tyler Pannebecker, Lisa Shaw, and 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 March 12, 2020, were approved as presented on motion by Richard Shober, second by Samuel Weaver, and carried unanimously.

**TREASURER'S REPORT (see attached):** Administrator Terry Reber reviewed the March 2020 financial reports. The reports were approved as presented subject to audit.

**MONTHLY CAPACITY REPORTS (see attached):** The March 2020 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by J. Bradford Fichthorn, 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:

**2019 CAPACITY REASSESSMENT – PEPPERIDGE FARM:** Pepperidge Farm exceeded their sanitary sewer capacity by 16,288 gpd in 2019. According to Pepperidge Farm, it was due to faulty check valves in their sewer station that were leaking causing the pumps to run more than normal. The check valves were repaired in the beginning of October 2019. Their sewer flows have decreased substantially since that time. Typically, the Authority would send Pepperidge Farm an invoice for the additional sewer capacity they used in 2019. However, after discussion by the Board, it was decided to not reassess Pepperidge Farm for the additional sewer capacity in 2019 since it was because of leaks that have been repaired.

**APRIL 2020 QUARTERLY WATER & SEWER BILLING:** Many area businesses are operating on reduced hours or are closed and many Township residents are temporarily out of work because of the Coronavirus (COVID-19). Because of this, the PMAA and the EPA are recommending placing a moratorium on water shutoffs, waiving late charges and fees, and instituting payment assistance plans to help customers during this time. Administrator Reber recommends the Authority follow these guidelines for the April 2020 quarterly billing cycle. Assuming the Coronavirus issue has been resolved by the end of the second quarter, the Authority will resume normal business practices regarding collection, penalties, and water shutoffs at that time. After discussion, the Board made the following motion:

- Edward Nevling made a motion to waive the 10% late penalty, daily interest and water turnoffs for non-payment for the April 2020 quarterly water and sewer billing cycle because of the Coronavirus pandemic (COVID-19), second by Gerald DeBalko, and carried unanimously.

VEHICLE & EQUIPMENT STORAGE GARAGE: This project is near completion. Garden Spot Electrical, Inc. submitted Change Order No.1 in the amount of \$935.19 for three additional electrical receptacles and a separate 20 amp circuit associated with the equipment storage garage overhead doors. They also submitted Change Order No. 2 for a credit to the Authority of \$841.00 for elimination of aluminum conduit within the equipment storage garage. ARRO Consulting has reviewed and approved both change orders.

- J. Bradford Fichthorn made a motion to approve Garden Spot Electrical, Inc. Change Order No. 1 in the amount of \$935.19, second by Edward Nevling, and carried unanimously.
- Samuel Weaver made a motion to approve Garden Spot Electrical, Inc. Change Order No. 2 for a credit of \$841.00, second by David Lutz, and carried unanimously.

IMG: The Authority received the final sewer budget for 2019 with reconciling numbers from Ephrata Borough. The Authority will receive a refund of \$76,197.00 resulting in an 8.0% decrease compared to the original 2019 budget. In 2018 the Authority was charged an additional \$88,325.00 or an increase of 10.5% compared to the budget for that year. Administrator Reber pointed out that in years where rainfall totals are less than the yearly average, the Authority typically receives a refund. In years with higher rainfall totals, the Authority will typically be assessed an additional charge.

GEOSERVICES' RECOMMENDATIONS FOR LONG-TERM WELL OPERATIONS: On March 30, 2020, the Authority received a letter from GeoServices providing their recommendations for long-term operations of the Authority's wells through the year 2037. These recommendations on which wells to continue using and which wells to reserve only for emergency use were presented to the Board as a guideline for future operation of the water system and to assist with ongoing SRBC re-permitting of Authority wells.

FTC IDENTITY THEFT PREVENTION PROGRAM: As required by the FTC Identity Theft Prevention Program, an annual report updating the status of the program was prepared and presented to the Board. The program was also reviewed by Authority employees

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

WELLHEAD PROTECTION AT WELL M: There is an existing wellhead protection zone and easement of 222.4' radius shown on the Final Subdivision and Land Development Plan for Well M, which is located in West Cocalico Township. Superintendent Spitler brought to the Board's attention that restricted agriculture use has not been followed within the wellhead protection zone in recent years and continues to be ignored. Since the Authority has previously sent a letter to the property owner regarding this issue, the Board instructed Solicitor Dowd to send a letter to the property owner stating he must adhere to the requirements agreed to in the Agreement of Easement in Lieu of Condemnation and to copy West Cocalico Township to keep them informed of the situation.

**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 AND WTP/SCADA IMPROVEMENTS: CDM Smith and Keystone (the electrical subconsultant) are finalizing the documents for bidding. Engineer Kirkham asked the Board if she should move forward with bidding even though many companies are not open right now because of the Coronavirus pandemic. After discussion, the Board instructed Engineer Kirkham to proceed with the bidding but to increase the bid hold time and to give no indication as to when the Authority plans on awarding the project.

GEHMAN BASIN I&I INVESTIGATION: Snyder Environmental will return to the site to address final punchlist items once the Coronavirus restrictions have been lifted. The draft tech memo with the inspection results and CDM Smith's recommendations will be submitted to the Sewer Committee for their review.

STEVENS PUMPING STATION EXPANSION: The Water Quality Management (WQM) Permit application was resubmitted to PADEP via FedEx but had to be resent via standard mail due to the PADEP's inability to receive FedEx packages because of the office closure due to the Coronavirus pandemic. Engineer Kirkham is continuing to work on the waiver request with the Township.

WABASH LANDING PHASE 1: A comment letter was issued on April 2, 2020 for the Phase 1 record drawings.

DENTECH INDUSTRIAL: The first plan submission was provided on March 10, 2020, and CDM Smith issued comments on March 19, 2020. Revised plans were submitted on April 1, 2020, which CDM Smith approved on April 3, 2020. CDM Smith provided comments on the cost estimate on April 3 and 9, 2020.

**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 Samuel Weaver, 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 7:50 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae