

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
MARCH 12, 2020

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, March 12, 2020, 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, Raymond Wolf, Richard Shober and June Kinback (Absent: J. Bradford Fichthorn)
Solicitor:	Lucy Dowd, Lucy Dowd Law
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Terry Reber
Employees:	Kenneth Spitler, Tyler Pannebecker, Jodie Eberly
Visitors*:	Scott Kramer, RBC Capital Markets LLC
	*Only visitors who signed in are listed.

Chairman Daniel Becker called the meeting to order at 7:00 p.m.

MINUTES: Minutes of the monthly meeting held on February 13, 2020, were approved as presented on motion by Richard Shober, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISTORS/PUBLIC COMMENT: Scott Kramer from RBC Capital Markets, LLC came to the meeting to discuss refinancing the remaining \$4,630,000.00 on the Authority's Water Revenue Note of 2017 used to finance the water treatment plant. Mr. Kramer presented to the Board eight different scenarios which included both bond and bank loan refinancing options. The Board and Mr. Kramer discussed the pros and cons of each scenario. Also discussed was the Board's willingness to use a portion of the sewer fund to reduce the loan principal by \$2,000,000.00.

- Gerald DeBalko made a motion to authorize RBC Capital Markets, LLC to move forward with refinancing the Authority's current S&T Bank loan using Scenario 3B, saving the Authority approximately \$1,874,000.00, second by Edward Nevling, and carried unanimously.

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

MONTHLY CAPACITY REPORTS (see attached): The February 2020 Monthly Capacity Reports were approved as presented on motion by June Kinback, second by Samuel Weaver, 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:

WATER TREATMENT PLANT CASH FLOW PROJECTION: At the Board's request, Administrator Reber updated the Water Treatment Plant Cash Flow Projection worksheet which was created to determine if the water treatment plant would be financially feasible and to project cash balances during the first 30 years of operation. A comparison of the original 2013 spreadsheet projections and the actual numbers through 2019 shows that from a financial standpoint, the water treatment plant has met or exceeded all original goals.

WATER TANK #2 TREE REMOVAL: The Authority received two estimates for the project with Martin Tree Service in New Holland being the least expensive at \$2,450.00. Martin Tree Service removed five trees and cleaned up the site on February 19, 2020.

METER READING SOFTWARE: The Authority recently upgraded the water meter reading software with Master Meter to their new Harmony system. The original software installed in 2013 was no longer going to be supported by Master Meter. The Harmony software uses a cloud-based system to store and retrieve meter reading information eliminating the need for flash drives to transfer information to and from the public works employees. A Master Meter employee was on site February 19 and 20, 2020 to train the Authority's operators and office staff on the new software. The cost of the Harmony software including a Toughbook laptop and two days of training was \$12,016.00 and was included in the Authority's 2020 budget.

RE-PERMITTING WELL 12: Administrator Reber presented the Board with a letter from GeoServices dated February 26, 2020 recommending the SRBC permit for Well 12 not be renewed when it expires on July 9, 2022. GeoServices cites the well's relatively low production and high nitrate levels and potential future operating costs as factors in their recommendation. GeoServices is also of the opinion that the remaining wells in the Authority's system are capable of making up for any production loss if Well 12 is taken out of service.

- Richard Shoher made a motion to approve the recommendation of GeoServices to not re-permit Well 12, second by Gerald DeBalko, and carried unanimously.

VEHICLE & EQUIPMENT STORAGE GARAGE: This project continues on schedule. A soft spot was found in the soil in preparation for pouring the floor. Twenty-seven cubic yards of soil were excavated and replaced with suitable backfill resulting in Change Order No. 1 in the amount of \$5,400.00. Payment Application No. 2 in the amount of \$43,685.14 has been approved by ARRO Consulting and recommended for payment. This total also includes the \$5,400.00 from Change Order No. 1. Payment Application No. 2 is included on the Invoices to be Paid listing.

- David Lutz made a motion to approve Amric Construction, Inc. Change Order No. 1 in the amount of \$5,400.00 for soil remediation associated with the Authority's equipment storage garage project, second by June Kinback, and carried unanimously.

DENTECH INDUSTRIAL (1975 N READING RD): Dentech Industrial has discovered their water service line is leaking. It exits the rear of their building and connects to the water main in North Reamstown Road. Because of the length of the service line and since there is no easement in place for the service line through the neighboring property, Dentech has requested to abandon their water service line and reconnect to the water main in North Reading Road in front of their building. They have submitted a Short Form Developer's Agreement along with Administrative Escrow in the amount of \$3,500.00 for construction of the new lateral and abandonment of the original lateral.

- Gerald DeBalko make a motion to accept and execute the Short Form Developer's Agreement between the East Cocalico Township Authority and Dentech Industrial located at 1975 North Reading Road Denver, PA for construction of a water lateral along North Reading Road and abandonment of a water lateral along North Reamstown Road, second by Samuel Weaver, and carried unanimously.

ECTA ADMINSTRATOR JOB DESCRIPTION: The Administrator's job description has been revised. It was reviewed by the Personnel Committee who recommend approval. Administrator Reber presented the Board with a copy of the revised job description for their approval.

- Gerald DeBalko made a motion to adopt the revised job description for the East Cocalico Township Authority's position of Administrator as presented, second by June Kinback, and carried unanimously.

STEVENS PUMPING STATION SEWER TAPPING FEE COMPONENT: The Board discussed the Stevens Pumping Station sewer tapping fee component. Since the Authority now needs to upgrade the Stevens Pumping Station regardless of any future development, it was decided to not charge any additional component to the sanitary sewer tapping fee. The Authority will incur the full cost of the upgrade thereby allocating the cost among all customers rather than charging only those sending wastewater to the Stevens Pumping Station. After the upgrade is complete, the Board suggested doing a sewer tapping fee study to see if this fee needs to be adjusted.

- Gerald DeBalko made a motion to not charge any additional component to the sewer tapping fee related to upgrading the Stevens Pumping Station along Line Road, second by Raymond Wolf, and carried unanimously.

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

WATER SERVICE LINE REPAIRS: Recently, two property owners expressed interest in repairing their water service lines after the meter pit using directional boring. One of the two property owners proceeded with their repair using directional boring without first obtaining approval from the Authority. The other property owner did not follow through with their repair. The Authority's Construction Specifications do not specify whether the repair can be made by directional boring versus open cut. Superintendent Spitler asked for the Board's guidance as to how to handle this type of repair in the future. After discussion, the Board agreed that water service line repairs after the water meter may be repaired by either open cut or directional boring since that portion is the property owner's responsibility. New construction will also be permitted to use open cut or directional boring to install water service lines after the meter pit. The Board suggested that in the future, if the Authority decides only open cut or only directional boring is allowed for construction or repair of water service lines, then the Construction Specifications should be updated at that time.

PERSONNEL COMMITTEE: The Personnel Committee met on February 26, 2020 to discuss the revised job description and search for the new Authority Administrator.

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: The PENNDOT highway occupancy permit was issued. CDM Smith and Keystone (the electrical subconsultant) are finalizing the documents for bidding next week.

GEHMAN BASIN I&I INVESTIGATION: Snyder Environmental provided the manhole inspection data. They will return to the site this month to address final punchlist items. Payment Application No. 4 has been submitted and is recommended for payment in the amount of \$41,719.42. This Payment Application is included on the Invoices to be Paid listing.

STEVENS PUMPING STATION EXPANSION: PADEP did not provide the requested extension for the Water Quality Management (WQM) Permit and instead have indicated that the application documents should be resubmitted. CDM Smith will provide a credit to ECTA for the application fee and

ECTA MEETING MINUTES

March 12, 2020

Page 4 of 4

resubmission. The application will be submitted on March 13, 2020. The bid schedule will be dependent on the timing of PADEP's review.

Mike Forester, with PENNDOT, confirmed that although there is an existing driveway, a HOP application should be submitted.

ECTA will be able submit a waiver request for land development planning, which will simplify the Township review process. The Township provided a preliminary list of conditions that will be required in conjunction with the waiver, which CDM Smith is preparing.

CARRIAGE HILL: Revised plans were submitted for review on February 7, 2020, and comments were issued on March 2, 2020. The third resubmission was provided on March 4, 2020, and CDM Smith issued comments on March 6, 2020. The fourth resubmission was provided on March 9, 2020, and CDM Smith has been coordinating with the developer to resolve the outstanding issues.

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 David Lutz, second by Edward Nevling, and carried unanimously.

NEW BUSINESS: In light of the coronavirus virus pandemic (COVID-19), Administrator Reber asked the Board if they would approve the purchase of laptops for Authority office staff so if necessary, the office staff could work from home. The Board approved the purchase. The Board also suggested that in the future, when office computers need to be upgraded, laptops with docking stations should be purchased instead of desktop computers.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:32 p.m., second by June Kinback, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko
Secretary

jae