

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

FEBRUARY 14, 2019

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, February 14, 2019, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Daniel Becker, Samuel Weaver, Edward Nevling, J. Bradford Fichthorn, David Lutz, and Richard Shober (Absent: Gerald DeBalko and Raymond Wolf; one vacancy)
Solicitor: Lucy Dowd, Lucy Dowd Law (arriving at 7:10 p.m.)
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Kenneth Spitler, Marc Wright, Jodie Eberly
Visitors: Jeff Mitchell, resident (arriving at 7:20 p.m.)

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

MINUTES: Minutes of the monthly meeting held on January 10, 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 January 2019 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The January 2019 Monthly Capacity Reports were approved as presented on motion by Richard Shober, 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 AND SEWER FUNDS: Administrator Reber asked the Authority's auditors, Brown Schultz Sheridan & Fritz (BSSF), if the Authority was able to transfer funds between the water and sewer departments. BSSF said there are no state regulations that would prohibit this, so it is permissible for the Authority to transfer funds between the water and sewer departments with no obligation for the funds to reimburse each other.

HEATHERWOODS PHASE 3: The Heatherwoods Phase 3 water and sewer facilities that will eventually be dedicated to the Authority are complete except for lining of two manholes, as-built plans and easements. The Authority currently holds a Subdivision Bond in lieu of a Letter of Credit for Phase 3 in the amount of \$706,888.00. Heatherwoods LLC made a written request to reduce the bond by \$587,065.00 leaving a balance of \$119,823.00. This balance represents 15% of the actual cost of construction and allows an additional \$31,763.00 to complete the open items. The warranty period will not start until the manhole lining is complete and the as-built plans and easements have been submitted and approved by the Authority. At that time the Subdivision Bond can be extinguished and Heatherwoods will be required to submit a maintenance bond to cover the 18-month warranty period.

- J. Bradford Fichthorn made a motion to reduce the Heatherwoods, LLC/Abel Construction Company, Inc. Subdivision Bond #0213311 issued by Berkley Insurance Company for the Heatherwoods Phase 3 development from \$706,888.00 to \$119,823.00, second by David Lutz, and carried unanimously.

RT 272 & CHURCH ST INTERSECTION WATER MAIN REPLACEMENT: The Authority received cost proposals for engineering services from CDM Smith, Inc. and ARRO Consulting, Inc. for the Rt. 272 and Church Street intersection water main replacement project. Both proposals are similar in scope. CDM Smith submitted a not-to-exceed price of \$62,700.00 and Arro Consulting submitted a not-to-exceed price of \$41,200.00. After review of each proposal by the Board, the following motion was made:

- J. Bradford Fichthorn made a motion to approve and execute the proposal from Arro Consulting, Inc. for the Rt. 272 and Church Street intersection water main replacement project with a not-to-exceed price of \$41,200.00, second by Samuel Weaver, and carried unanimously.

WATER TREATMENT PLANT MODIFICATIONS/WELL M: WATEK Engineering Corporation (Ben Movahed) submitted a cost proposal in the amount of \$87,400.00 for the process and control modifications required at the water treatment plant in order to process and treat the water that will eventually be supplied from Well M. WATEK's proposal also includes merging the Authority's two SCADA systems and designing the emergency generator for the plant. After review of the proposal by the Board, the following motion was made:

- Richard Shober made a motion to approve the engineering proposal from WATEK Engineering Corporation in the amount of \$87,400.00 for the process and control modifications at the water treatment plant and accommodating new Well M modifications, second by J. Bradford Fichthorn, and carried unanimously.

ECTA EMPLOYEES SNOW PLOWING FOR TOWNSHIP: Administrator Reber was asked by East Cocalico Township Manager Scott Russell if the Authority Board would allow Authority employees to plow snow for the Township, during off-duty hours, and only should the need arise. A Memorandum of Understanding Between East Cocalico Township Authority and East Cocalico Township for snow plowing services was presented to the Board.

- Samuel Weaver made a motion to accept and execute the Memorandum of Understanding Between East Cocalico Township Authority and East Cocalico Township for snow plowing services, second by Edward Nevling, and carried unanimously.

REVISED 2019 WATER OPERATING BUDGET: In reviewing the January 2019 water expenses against the approved budget, Administrator Reber noticed a large discrepancy in line item 526.000 Depreciation. When the budget was created late last year, the Depreciation line items were estimated using the best information available at that time. Last month the auditors began their initial review of the Authority's 2018 finances and concluded that the Authority would need to begin depreciating the Stevens and Line Road Water Main Replacement Project since the new water lines were now in use. This was not accounted for in the original Water Budget. Therefore, the 2019 Water Budget should be amended increasing line item 526.000 Depreciation from \$600,120.00 per year to \$659,700.00 per year.

- Edward Nevling made a motion to revise the 2019 Water Budget amending Operating Expense line item 526.000 Depreciation, from \$600,120.00 per year to \$659,700.00 per year, second by Richard Shober, and carried unanimously.

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

QUAIL HOLLOW VALVES: Four water system valves in Quail Hollow Phases 2 and 3 were excavated in order to assess bolt corrosion. The bolts were found to be slightly corroded and were replaced. Based on findings of all exploratory excavations, the valves installed with Phases 1 and 2 were found to be in good shape while some of those installed with Phase 3 have severely deteriorated bolts and nuts. Current

plans are that ECTA staff will rehabilitate the three remaining valves in Quail Hollow streets from Phase 1 prior to the repaving project scheduled for 2019 by the Township, followed by the four valves located along South Muddy Creek Road.

2018 METER TESTING FOR METERS LARGER THAN 1": All accounts with meters larger than 1" have had their meters tested and if applicable, repaired or replaced as required by ECTA Rates, Rules and Regulations.

METHOD 334.0: EPA Method 334.0 is a quality control protocol for chlorine residual monitoring, published by EPA in 2009. As required by PA DEP, all ECTA operators and trainees have been trained and all hand held field sampler units have been tested. The "initial demonstration of capability" has been recorded for both.

CHAPTER 110 REPORT: The Chapter 110 report for the year 2018 is almost complete and will be submitted to PA DEP in the near future.

SEWER COMMITTEE: The Sewer Committee met on January 23, 2019. The two topics discussed at the meeting were the Stevens Pumping Station upgrade project and the Two Cousins sanitary sewer connection project.

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

ECTA SPECIFICATIONS FOR WATER SYSTEM CONSTRUCTION AND ECTA SPECIFICATIONS FOR SANITARY SEWER SYSTEM CONSTRUCTION: CDM Smith has completed the final revisions to both sets of specifications.

- Richard Shober made a motion to adopt the revised ECTA Construction Specifications for Water System Construction and ECTA Construction Specifications for Sanitary Sewer System Construction, second by Samuel Weaver, and carried unanimously.

STEVENS ROAD AND LINE ROAD WATER MAIN REPLACEMENT PROJECT: Wexcon provided the required closeout paperwork and final payment application, which CDM Smith recommends the Authority approve for payment, in the amount of \$34,245.00. This payment request is listed on the Invoices to be Paid listing.

CHAPTER 94 REPORT: CDM Smith is preparing the annual Chapter 94 Report.

GEHMAN BASIN I&I INVESTIGATION: CDM Smith updated the GIS map of the project area with actual pipe materials (provided by ECTA staff) to better define the extents of the CCTV investigation area, which was initially planned to exclude the newer PVC pipe but will now include all piping. CDM Smith will prepare a proposal for the CCTV investigation, which will involve preparing bid documents for the CCTV investigation (including video manhole inspections) for all of pipes in the Gehman basin and necessary right-of-way clearing, providing bidding services, managing the investigation, reviewing the data, and preparing a technical memorandum with recommendations for future sewer rehabilitation and/or replacement projects.

STEVENS PUMPING STATION EXPANSION: Engineer Kirkham reviewed the modified building footprint with the Sewer Committee on January 23, 2019 which essentially extended the building two feet in each direction. Construction is now scheduled to be completed by July 2020.

BEILER PROPERTY: CDM Smith is currently reviewing the second set of sanitary sewer shop drawings for the project.

GARDEN SPOT & FRAME ALIGNMENT: CDM Smith issued an approval letter for the revised plans and construction cost estimate on January 14, 2019.

HEATHERWOODS PHASES 4 & 5: Final plans for Heatherwoods Phases 4 and 5 were submitted to ECTA for review on February 7, 2019. The response letter will address the previously installed sanitary sewer laterals, as discussed at the January 2019 Sewer Committee meeting.

TWIN PINE FORD: CDM Smith reviewed the record drawing and provided comments on February 13, 2019.

MEMBERS FIRST FEDERAL CREDIT UNION: A revised plan submittal was submitted on February 12, 2019.

GIS UPDATE: CDM Smith is assisting ECTA with making some revisions to the GIS. The first modifications will involve linking to full record drawing PDFs instead of just the profiles and updating sewer pipe materials. CDM Smith reviewed the full size (plan and profile) scanned record plans to properly assign them to the appropriate locations in GIS.

SOLICITOR'S UPDATE:

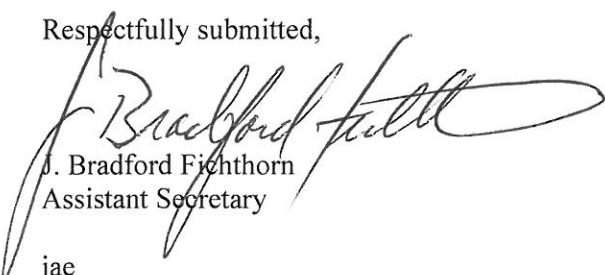
TWIN PINE FORD EASEMENT AGREEMENT: Solicitor Lucy Dowd said she received the Easement Agreement back from the attorney representing Gary Zimmerman, the owner of Twin Pine Ford. After Solicitor Dowd's review, she found some undisclosed revisions that were made to the agreement. Solicitor Dowd will continue to work with Mr. Zimmerman's attorney on completing this agreement.

INVOICES (see attached): Bills listed on ECTA Invoices to be Paid were approved for payment on motion by Richard Shober, second by J. Bradford Fichthorn, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Resident Jeff Mitchell came to the meeting at 7:20 p.m. Mr. Mitchell asked the Board what the status was of the private well that was drilled at Twin Pine Ford. Chairman Becker said it is a Township issue since they are the governing body to enforce the abandonment of the private well. Mr. Mitchell also gave the Board an update on LERTA and the stormwater fee. He also informed the Board that the Township hired Ken McCrea as the MS4 Coordinator.

Since there was no further business to come before the Board, David Lutz made a motion to adjourn the meeting at 7:50 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,


J. Bradford Fichthorn
Assistant Secretary

jae