

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
JUNE 14, 2018

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, June 14, 2018, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members:	Daniel Becker, Samuel Weaver, Gerald DeBalko, Bradford Fichthorn, Edward Nevling, David Lutz, Raymond Wolf and Richard Shober (one vacancy)
Solicitor:	Lucy Dowd, Lucy Dowd Law
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Terry Reber
Employees:	Kenneth Spitler, Marc Wright, 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 May 10, 2018, 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 May 2018 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The May 2018 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by 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:

NON-RESIDENTIAL SWIMMING POOL DEDUCT METERS: Every four years, the Authority requires all customers with meters larger than 1" to have their meters tested and calibrated. While compiling meter testing information, it was found that the Black Horse Lodge and Comfort Inn have deduct meters allowing them to deduct sanitary sewer charges from the water used to fill or top off their swimming pools. According to Authority records, these are the only two hotels that deduct sanitary sewer charges for filling or topping off their pools. Current Authority regulations do not allow owners of swimming pools to deduct their sanitary sewer charges. It is the recommendation of the Administrator and Superintendent to no longer allow the Black Horse Lodge and Comfort Inn to deduct sanitary sewer charges when filling or topping off their pools. In order to give the owners of these two hotels sufficient notice of the impending change, it is recommended that the Authority begin billing sanitary sewer charges with the first billing period in 2019. After Board discussion, the following motion was made:

- Richard Shober made a motion to enforce the Rates, Rules and Regulations of the East Cocalico Township Authority and no longer allow Black Horse Lodge and Comfort Inn to use a deduct meter to deduct sanitary sewer charges effective January 1, 2019, second by Samuel Weaver, and carried unanimously.

AUTHORITY'S COMPREHENSIVE INSURANCE PACKAGE: The Authority's business, auto, and workman's compensation insurance package is due for renewal on July 1, 2018. Administrator Reber

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received two quotes based on the same endorsements and limits. After review and discussion, the Board agreed to continue with Glatfelter Insurance at a cost of \$34,356.00.

WATER TANK #4 (313 PFAUTZ HILL ROAD): Administrator Reber spoke with the Authority's representative at Utility Service regarding the status of the replacement mixer for Tank #4. Utility Service expects to receive the new mixer from the manufacturer by the end of this week. If all goes as planned, installation will be scheduled for the second half of July.

2017 ADAMSTOWN BOROUGH WASTEWATER TREATMENT PLANT RECONCILIATION: The Borough of Adamstown recently completed its 2017 sewer plant reconciliation. As a result of the reconciliation, the Authority has received an \$18,519.49 credit against future sewer treatment charges. Adamstown Borough cited the need for fewer nitrogen credits, a reduction in bio solid disposal costs, and decreased electric use as the main reasons for issuing the credit to the Authority. The credit equals 28% of the \$65,901.00 budgeted by ECTA for Adamstown's sewer treatment charges in 2017. The Board asked Administrator Reber to send Adamstown a thank you letter for their efforts.

2017 AUDIT MEETING: The meeting to review the 2017 financial reports with the auditors is scheduled for June 28, 2018, at 7:30 a.m. at the Township building.

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

WELL F WATER TREATMENT PLANT: The Well F WTP Nano filtration units' data collection is continuing on a daily basis and forwarded to Ben Movahed at Watek Engineering. Mr. Movahed has compiled a list of materials needed to build a clean in place skid for use with the Nano filters. The Authority will obtain proposals and submittals, and Mr. Movahed has offered to review the proposals prior to the Authority's purchase.

WELL 2A (169A EAST CHURCH STREET): The Well 2A well pump starter has failed. A replacement starter has been ordered, and it will be replaced by Garden Spot Electric. This problem seems to have coincided with PPL work that was being done at the same time in the area. Superintendent Spitler has submitted a claim with PPL regarding this issue.

METER TESTING: On May 21, 2018, letters were sent to accounts with water meters and sanitary sewer meters larger than 1" in size to have their meters tested and to correct or replace, if applicable, by August 31, 2018. Along with testing, the meters are also now required to be Master Meter radio equipped.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on June 4, 2018, at 7:00 p.m. With the possibility of the Administrator, Superintendent and Assistant Superintendent retiring within the next five years, the Committee began discussion regarding succession planning.

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

2018 WATER SYSTEM PROJECTS: Engineer Kirkham met with Administrator Reber and Superintendent Spitler on May 14, 2018, to discuss some of the upcoming water projects which include bringing Well M online, Tank #4 painting, and the Rt. 272/Church Street intersection water main replacement.

WATER & SANITARY SEWER CONSTRUCTION SPECIFICATIONS: Engineer Kirkham continues to work on the Construction Specification revisions. A few other ideas for revisions have come up while working on recent development projects. To date, CDM Smith has been making developers aware of any key changes since they are not yet incorporated in the current Specifications.

STEVENS ROAD AND LINE ROAD WATER MAIN REPLACEMENT PROJECT: Wexcon completed final pavement restoration work at the end of May. Engineer Kirkham, Administrator Reber and Superintendent Spitler conducted a site walkthrough on June 1, 2018. The draft punchlist was issued on June 4, 2018. Wexcon addressed punchlist items last week, which are pending final approval. Payment Application No. 8 was updated to include final paving and is currently under review.

2018 SANITARY SEWER PROJECTS: Engineer Kirkham met with Administrator Reber and Superintendent Spitler on May 14, 2018, to discuss approaches for the I & I investigation program. CDM Smith is preparing a GIS map of the sanitary sewer pipe sizes and materials for use in developing an initial plan.

LAKESIDE CHECK VALVE REPLACEMENT PROJECT: On June 14, 2018, letters were mailed to the 17 property owners that still have the unapproved check valve in their grinder pump basins. McGarvey Services has been awarded the project and will be completing the work. The project is expected to be complete by the end of September 2018.

WABASH LANDING: CDM Smith attended the preconstruction meeting on May 14, 2018, as well as a water main coordination meeting on June 1, 2018. CDM Smith reviewed construction submittals and will also be providing full-time construction inspection starting on June 14, 2018.

MEMBERS 1ST FEDERAL CREDIT UNION: Members 1st Federal Credit Union submitted a Capacity Review and Request Application on May 22, 2018. The proposed facility would be located at 1 Denver Road (at the Rt. 272 intersection). The application is currently under review.

GIS ASSISTANCE: CDM Smith is assisting ECTA with making some revisions to its GIS, including ongoing water and sewer updates. In addition, the Authority's data base was provided to the Lancaster County Planning Commission in response to their annual request.

CONSTRUCTION INSPECTIONS: With so many projects going on at the same time, the Authority Operators have been very busy with construction inspections on top of their regular day-to-day work. Chairman Becker reminded Superintendent Spitler and Assistant Superintendent Wright that they can contact CDM Smith for help with the inspections.

SOLICITOR'S UPDATE:

TWIN PINE AUTO: The Elaine Burkholder Easement Agreement for a sanitary sewer line through her property at 11 Long Avenue has been signed by the property owner and executed by the Board in accordance with Resolution No. 110801. The Easement will now be returned to Mrs. Burkholder's attorney to be recorded.

INVOICES (see attached): Bills listed on ECTA Invoices to be Paid were approved for payment on motion by Bradford Fichthorn, 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 7:53 p.m., second by Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Gerald A. DeBalko". The signature is written in dark ink and is positioned above the printed name and title.

Gerald A. DeBalko
Secretary

jae