

**EAST COCALICO TOWNSHIP AUTHORITY**  
**MEETING MINUTES**  
**JUNE 13, 2019**

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, June 13, 2019, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Daniel Becker, Gerald DeBalko, Edward Nevling, J. Bradford Fichthorn, David Lutz, Raymond Wolf and Richard Shober (Absent: Samuel Weaver and one vacancy)  
Solicitor: Lucy Dowd, Lucy Dowd Law arriving at 7:20 p.m.  
Engineer: Rachel Kirkham, CDM Smith  
Administrator: Terry Reber  
Employees: Kenneth Spitler, Tyler Pannebecker, Jodie Eberly  
Visitors: Aaron Lo arriving at 7:30 p.m.

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

**MINUTES**: Minutes of the monthly meeting held on May 9, 2019, were approved as presented on motion by David Lutz, second by Edward Nevling, and carried unanimously.

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

**MONTHLY CAPACITY REPORTS (see attached)**: The May 2019 Monthly Capacity Reports were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, 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:

**AUTHORITY'S COMPREHENSIVE INSURANCE PACKAGE**: The Authority's business, auto, and workman's compensation insurance package is due for renewal on July 1, 2019. Administrator Reber received two quotes based on the same endorsements and limits. After review and discussion, the following motion was made:

- Gerald DeBalko made a motion to continue with Glatfelter Insurance for the Authority's comprehensive insurance package beginning July 1, 2019, at a cost of \$31,633.00, second by Edward Nevling, and carried unanimously.

**CARRIAGE HILL PHASES 3 & 4**: The Authority received a letter from David Miller Associates, Inc. (on behalf of the new property owner Narrows Glen, Inc./Landmark Homes) requesting a waiver from the approved Carriage Hill plans originally dated December 1, 1999 and revised October 5, 2001. In those plans, the homes in the final phase are to be served by grinder pumps and low pressure sewer lines. In addition, the plans also call for a secondary system of capped gravity mains and laterals to be installed to serve these properties in the event the adjoining farm property located to the west was ever developed. David Miller Associates is asking for relief from having to install the secondary sanitary sewer system. After some discussion, the Board asked Administrator Reber to request updated plans from the developer. The updated plans and this request will be discussed at the next committee meeting, which is a Water Committee meeting (even though this is a sewer issue).

**DISPOSAL OF RECORDS:** The Board was presented with a Resolution authorizing staff to destroy old general financial and billing records from 2009-2011 in accordance with the Municipal Records Manual approved December 16, 2008, and amended March 28, 2019.

- J. Bradford Fichthorn made a motion to approve and execute Resolution No. 2019-06-13 authorizing disposal of Authority records as set forth in the Municipal Records Manual approved on December 16, 2008 and amended March 28, 2019, second by Gerald DeBalko, and carried unanimously.

**GEHMAN BASIN I&I INVESTIGATION:** The Authority recently mailed letters to the owners of nine properties where brush and vegetation clearing within Authority-owned right-of ways will be required. Letters will also be sent to the approximately 650 properties located in the Gehman Basin area explaining the project and alerting them to the presence of work crews in the area throughout the summer.

**RT 272 & CHURCH ST INTERSECTION WATER MAIN REPLACEMENT:** Authority staff met with Arro Engineering on May 22 and June 7, 2019 to discuss the proposed water main alignment. Because of problems obtaining easements from two of the neighboring properties, conflicts with traffic and electrical poles in the public right-of way, and PA DOT's refusal to allow open cutting, the Authority scheduled a Water Committee meeting on June 18, 2019 at 7:00 p.m. to discuss the project and alternate options.

**2018 AUDIT:** The final audit report was submitted to the Authority. The Board was presented with a letter from the Authority's Auditor, Brown Schultz Sheridan & Fritz, regarding the recently completed 2018 audit. The Authority's financial records were found to be in good order and there were no issues with accounting procedures or reports. A meeting with the auditors is scheduled for June 20, 2019 at 7:00 a.m. to discuss the audit in detail.

**VEHICLE AND EQUIPMENT STORAGE GARAGE:** The Authority no longer has enough garage space to house all of its vehicles and mowing equipment. A grass area at the water treatment plant has been chosen as the best location. This location does not interfere with any zoning restrictions, however, it will require relocating a portion of Well M's currently unused 10" raw water line. The garage will be kept at less than 1,000 sq. feet in order to eliminate the need for a detailed land development plan. The goal is to keep the cost under the formal bidding threshold and to complete it by winter. After discussion, the Board agreed to move forward with this project. Sam Weaver, Superintendent Spitler, and Administrator Reber will work out details and get at least three price estimates.

**BACKFLOW PREVENTION PROGRAM:** On June 4, 2019, Authority staff met with representatives from National Water Specialties Company (NAWSC) to discuss a backflow prevention program offered by the company. The Authority declined to move forward at this time, and will continue to monitor backflow prevention in-house with Authority staff.

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

**WELL 11:** Well 11 has noted backflow into the well from the well house clear well. It is suspected that the column has a hole in it or that the check valves have failed. Eichelbergers was authorized to pull the well pump with the intention to replace the pump, column, check valves and install conduit to provide for level monitoring equipment. On May 22, 2019, Eichelbergers attempted to pull the pump but was unsuccessful as the assembly was only raised about eight inches prior to getting tight. The well pump is set at 214 feet below grade. The access to the well was stabilized and limbs from a large tree were removed in order for larger equipment to be used which is expected to be scheduled when weather permits.

WELL 14: Kohl Brothers has been authorized to install a VFD for the distribution pump to match the well pump. Installation will be scheduled after all materials have been obtained.

**SEWER COMMITTEE:** A Sewer Committee meeting was held on May 14, 2019. The topics discussed were the Gehman Basin I&I Investigation project, the Stevens Pumping Station Expansion project and the Vehicle and Equipment Storage Garage.

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

WELL M: CDM Smith will have revised plans for review at the upcoming Water Committee meeting.

GEHMAN BASIN I&I INVESTIGATION: The scope of the project and estimated cost were reviewed at the May Sewer Committee meeting. The project was advertised for public bidding on May 29, 2019, and bids were opened on June 12, 2019. Six bids were received. CDM Smith will review the low bidder's documents, check references, and coordinate with Solicitor Dowd.

- J. Bradford Fichthorn made a motion, pending Engineer, Solicitor, and Authority staff review of the bid packages, to issue the notice of intent to award to the apparent low bidder, Snyder Environmental Services in the amount of \$314,740.00, second by Richard Shober, and carried unanimously.

In order to keep this project moving forward, the Board discussed allowing the officers to execute the construction contracts at the time of receipt instead of waiting for the next Board meeting for signature.

- David Lutz made a motion, pending Engineer, Solicitor, and Authority staff review of the construction contracts and payment and performance bonds, to authorize ECTA Board Officers to execute the construction contracts with the apparent low bidder at the time of receipt, second by Raymond Wolf, and carried unanimously.

STEVENS PUMPING STATION EXPANSION: The updated plans were reviewed at the May Sewer Committee meeting. CDM Smith is checking on the feasibility of switching from a diesel to a propane generator and revising the bypass pumping connection, while also preparing the local land planning and PENNDOT submissions. It is hoped to start construction in October of this year.

HIGH CONCRETE: CDM Smith issued a plan approval letter on May 22, 2019.

HEATHERWOODS PHASES 4 & 5: CDM Smith met with the contractor and design engineer on May 14, 2019 to discuss final design revisions in Phases 4 and 5. Updated drawings were provided on May 24, 2019 with an opinion of probable construction cost. CDM Smith provided comments on the estimate on June 11, 2019. CDM Smith provided submittal comments on June 7, 2019.

MEMBER'S 1<sup>ST</sup> FEDERAL CREDIT UNION: The opinion of probable construction cost was provided on May 23, 2019, and CDM Smith issued comments on June 7, 2019.

GIS ASSISTANCE: CDM Smith has been incorporating the high priority GIS modifications that were discussed at the April 12, 2019 meeting.

**SOLICITOR'S UPDATE:** Solicitor Lucy Dowd had nothing to report.

ECTA MEETING MINUTES

June 13, 2019

Page 4 of 4

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

**RECOGNITION OF VISITORS/PUBLIC COMMENT:** Aaron Lo came to observe and participate in a public meeting as part of his Eagle Scout requirement.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:22 p.m., second by J. Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerald A. DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko  
Secretary

jae