

**EAST COCALICO TOWNSHIP AUTHORITY  
MEETING MINUTES  
SEPTEMBER 12, 2019**

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, September 12, 2019, 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, and Richard Shober (Absent: J. Bradford Fichthorn and one vacancy)  
Solicitor: Lucy Dowd, Lucy Dowd Law  
Engineer: Rachel Kirkham, CDM Smith  
Administrator: Terry Reber  
Employees: Kenneth Spitler, Tyler Pannebecker, 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 August 8, 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 August 2019 financial reports. The reports were approved as presented subject to audit.

**MONTHLY CAPACITY REPORTS (see attached):** The August 2019 Monthly Capacity Reports were approved as presented on motion by Gerald DeBalko, second by Richard Shober, 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:

**AUTOMATIC SPRINKLER SYSTEM QUARTERLY CHARGE:** At the previous Board meeting, the Board agreed to re-evaluate the \$25.00 automatic sprinkler system quarterly charge. Although Authority staff research of minutes and documents could not determine the exact reason for why the charge was originally established, the assumption is because fire sprinkler systems were not metered years ago. However, newly constructed buildings with fire systems now have metered fire flow including new residential townhomes. Because of this, Administrator Reber recommends the Authority eliminate the quarterly fire sprinkler charge for all residential, industrial, and commercial properties that have metered fire protection and to keep the charge in place for any properties without metered fire protection. In addition, he recommends the Authority credit the accounts of the few residential properties that have been recently assessed the \$25.00 quarterly fee. After discussion, the Board agreed with Administrator Reber's recommendation. Solicitor Dowd presented the Board with a Resolution amending the ECTA Water Rates, Rules, and Regulations.

- Richard Shober made a motion to approve and execute Resolution No. 2019-09-12 amending Section VII of the Rates, Rules, and Regulations of the ECTA Water System, second by Samuel Weaver, and carried unanimously.
- Samuel Weaver made a motion to credit any residential accounts charged the \$25.00 quarterly fire sprinkler charge during the last four quarterly billing periods, second by Gerald DeBalko, and carried unanimously.

**UNIFORMS:** As discussed at last month's Board meeting, on September 1, 2019, the Authority ended its relationship with Cintas Corporation for uniforms and laundry service. All uniforms and work clothing have been returned to Cintas. The public works employees will now purchase their own work clothing and outerwear following Authority guidelines and be responsible for their own laundry. In order to move through the transition period and provide enough sets of work clothing, each employee is allowed up to \$700.00 for the purchase of approved work clothing and outerwear. Beginning January 1, 2020, the public works employees will be granted a yearly allowance of \$500.00 to cover the purchase or replacement of Authority-approved work clothing, outerwear and safety shoes. It is estimated the Authority will save about \$3,000.00 per year by implementing this new uniform policy.

- David Lutz made a motion to remove the Outerwear and Safety Shoe Allowance policy from the ECTA Employee Manual effective September 12, 2019, second by Gerald DeBalko, and carried unanimously.
- Samuel Weaver made a motion to remove the current Uniforms policy from the ECTA Employee Manual and replace it with the following language effective September 12, 2019: "Employees in the Public Works Department are required to purchase and wear Authority-approved work clothing, outerwear and safety shoes. Public works employees may purchase work clothing, outerwear and safety shoes from any store or online site of their choice as long as the purchase meets Authority guidelines. The Authority will reimburse each full-time public works employee up to a maximum of five hundred dollars (\$500.00) per year for purchase of approved work clothing, outwear and safety shoes upon receiving the original sales receipt. New public works employees will be reimbursed two hundred dollars (\$200.00) at the beginning of employment for purchase of approved work clothing, outerwear and safety shoes and an additional five hundred (\$500.00) upon satisfactory completion of their ninety (90) day orientation period. New public works employees completing their ninety (90) day orientation period during the last three (3) months of the year will not be eligible for additional reimbursement the following year.," second by David Lutz, and carried unanimously.

**BANK NOTE WITH S&T BANK:** With interest rates continuing to fall, Chairman Becker asked Administrator Reber to look into the possibility of refinancing the Authority's current bank note held by S&T Bank. Administrator Reber contacted Scott Kramer at RBC Capital Markets to inquire if refinancing the note would be favorable for the Authority. Administrator Reber informed the Board of Mr. Kramer's analysis. After discussion, the Board agreed to forego refinancing at this time.

**WATER TANK #4 (313 PFAUTZ HILL ROAD) MIXER:** On August 4, 2019, Utility Service Company, Inc. (Suez) conducted a visual inspection of the mixer in Tank #4 and found a cable connection was causing an electrical fault. On August 27, 2019, Suez returned to the site and made the repair. The crew leader mentioned that the mixer was drawing more amps than normal, and the mixer may fail again and would need to be replaced. On September 2, 2019, the mixer failed. Administrator Reber notified Suez and met with Russ Brown on September 5, 2019 to discuss this ongoing problem. Mr. Brown is going to contact PAX, the mixer manufacturer, and will let Administrator Reber know what the next step will be.

**RT. 272 & CHURCH STREET INTERSECTION WATER MAIN REPLACEMENT PROJECT:** On August 23, 2019, ARRO Consulting, Inc. advertised the Rt. 272 & Church Street Water Main project on PennBid along with an addendum for four water valves and two fire hydrant replacements along North Reamstown Road. The bid opening was September 11, 2019. Four bids were received. The apparent low bidder is A.H. Moyer, Inc. at \$169,817.00. The Board was presented a bid tabulation sheet from ARRO along with their recommendation to award the contract to A.H. Moyer.

- Gerald DeBalko made a motion to issue the Notice of Intent to Award for the Rt. 272 & Church Street Water Main project to the apparent low bidder, A.H. Moyer, Inc. in the amount of \$169,817.00 pending Engineer, Solicitor, and Authority staff review of the bid documents, second by Samuel Weaver, and carried unanimously.
- Richard Shober made a motion to authorize ECTA Board Officers to execute the contracts with the apparent low bidder at the time of receipt, pending Engineer, Solicitor, and Authority staff review of the construction contracts and payment and performance bonds, second by David Lutz, and carried unanimously.

2019 AUDIT: The Authority recently received the engagement letter for the 2019 year-end audit from Brown Schultz Sheridan & Fritz (BSSF). During the Authority's search for a new auditing company in 2017, the Authority requested a three-year price quote. The agreed upon price for the 2019 audit was \$17,300.00, an increase of \$400.00 or 2.36% from the previous year. The BSSF engagement letter requests the signature of Administrator Reber.

- David Lutz made a motion to allow Terry Reber as Authority Administrator to sign the engagement letter approving Brown Schultz Sheridan & Fritz as the Authority's auditor for year-end 2019 at a fee not to exceed \$17,300.00, second by Edward Nevling, and carried unanimously.

VEHICLE AND EQUIPMENT STORAGE GARAGE: The ad hoc Garage Committee met with ARRO Consulting on August 13 and September 6, 2019. ARRO is in the process of finalizing plans for the Garage Committee's review. The project is expected to go to bid in the next few weeks.

WATER TANK #4 (313 PFAUTZ HILL ROAD): On August 22, 2019, a meeting with Authority staff, Chairman Becker, and ARRO Consulting was held to discuss the feasibility of maintaining Tank #4 and to explore other options for the tank. At tonight's meeting, the Board was presented with a cost proposal from ARRO to prepare a feasibility study and make recommendations regarding the future of Tank #4.

- Samuel Weaver made a motion to approve and execute the Professional Services Agreement from ARRO Consulting, Inc. to prepare a feasibility study and provide recommendations for the Authority's water storage Tank #4 located at 313 Pfautz Hill Road, Stevens with a not-to-exceed fee in the amount of \$11,000.00, second by Raymond Wolf, and carried unanimously.

GEHMAN BASIN I&I INVESTIGATION: A preconstruction meeting with CDM Smith, Snyder Environmental Services and Authority staff was held on August 27, 2019. The project involves clearing about 6,600 feet of right-of-ways, 52,800 feet of gravity sanitary sewer mains, 653 sanitary sewer laterals, and 252 manholes. The project is scheduled to begin in early October and should take approximately two months to complete.

CARRIAGE HILL: The Authority received a signed Developer's Agreement, for a Residential Water and Sewer project, along with \$10,000.00 administrative water and sewer escrow from Narrow Glen, Inc. (Landmark Homes) to build 35 single-family homes on the undeveloped Carriage Hill property between Lee Drive and Ridge Avenue which would complete the Carriage Hill Development.

- Samuel Weaver made a motion to accept and execute the Developer's Agreement, for a Residential Water and Sewer project, between the East Cocalico Township Authority and Narrow Glen, Inc. for construction of water and sanitary sewer facilities in the undeveloped Carriage Hill property between Lee Drive and Ridge Avenue, second by David Lutz, and carried unanimously.

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

HEATHERWOODS PHASE 3: ECTA staff has been inspecting the water and sanitary sewer laterals. The ECTA inspector recently discovered that four curb boxes were installed six to seven feet deep. ECTA construction specifications require a minimum depth of four feet but not to exceed a maximum depth of five feet. Administrator Reber informed Berks Homes that the curb box height at the four properties must be brought into compliance. One of the affected properties was scheduled to be sold. As to not hold up a new owner's settlement, Administrator Reber allowed that non-compliant property to connect to the Authority's water system with the understanding that even though connection was allowed, all four curb boxes must be brought into compliance before the 18-month warranty period will begin. Since that time, the ECTA inspector has discovered another curb box installed deeper than specified. Authority staff and Berks Homes are going to meet to discuss this issue.

**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 is working on getting the project ready for bid by next week.

GEHMAN BASIN I&I INVESTIGATION: The contract start date was August 19, 2019, and the contract completion date is February 15, 2020.

STEVENS PUMPING STATION EXPANSION: The land development plans are being finalized. In a recent discussion with Mike Forester from PENNDOT, he indicated that a PENNDOT permit may not be required.

MEMBERS 1<sup>ST</sup> FEDERAL CREDIT UNION: A preconstruction meeting was held on August 12, 2019. CDM Smith has been reviewing the shop drawings.

**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 Gerald DeBalko, second by Richard Shober, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:20 p.m., second by David Lutz, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae