

# **EAST COCALICO TOWNSHIP AUTHORITY**

## **MEETING MINUTES**

### **NOVEMBER 14, 2019**

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The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, November 14, 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, J. Bradford Fichthorn, Richard Shober and June Kinback (Absent: Raymond Wolf)  
Solicitor: Lucy Dowd, Lucy Dowd Law  
Engineer: Rachel Kirkham, CDM Smith  
Administrator: Terry Reber  
Employees: 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 October 10, 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 October 2019 financial reports. The reports were approved as presented subject to audit.

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

**SECTION 125 PREMIUM ONLY PLAN:** The Section 125 Premium Only Plan allows employees to have their health insurance payroll deductions paid with pre-tax dollars. To satisfy IRS requirements, this plan must be re-adopted by resolution each year. The new plan year will run from January 1 to December 31, 2020. Administrator Reber presented the Adoption Agreement and Resolution No. 2019-11-14 to be approved by the Board.

- Gerald DeBalko made a motion to approve and execute Resolution No. 2019-11-14 accepting the East Cocalico Township Authority's Section 125 Premium Only Plan for the time period from January 1 to December 31, 2020, second by June Kinback, and carried unanimously

**HEALTH INSURANCE:** The Authority's health insurance is with the Intergovernmental Insurance Cooperative (IIC) administrated by Benecon. The provider is Highmark Blue Shield. The overall 2020 renewal rate for the IIC is 3.2%. As a result of favorable medical claims during 2018 and the first seven months of 2019, the Authority's renewal rate will decrease 0.6% for 2020. In addition, the Authority recently received the second and final reimbursement check from the IIC in the amount of \$25,573.00 bringing the total reimbursement for the 2018 plan year to \$51,146.00.

**TANK #4 (313 PFAUTZ HILL ROAD) MIXER:** Suez (Utility Service Co., Inc.) has provided a proposal in the amount of \$2,500.00 to retrieve the faulty mixer from inside Tank #4 and ship it back to the manufacturer (PAX Technologies) for a failure analysis. If the mixer can be repaired, a second proposal

would be provided to make the repairs, test the unit, and reinstall it back into Tank #4. This is the second mixer from Utility Services that has failed in Tank #4 since July 2012. After discussion, the Board agreed to not move forward with Suez's proposal. Instead, the Board decided to wait for the results of ARRO's Tank #4 evaluation and then look at other alternative mixers.

**WATER TREATMENT PLANT/BERKSHIRE SYSTEMS GROUP, INC.:** Berkshire Systems Group, Inc. (BSGI) is contracted by the Authority to inspect the fire alarm system at the water treatment plant (WTP) twice a year and to monitor the fire alarms in the building on a 24/7 schedule. During one of their recent inspections, BSGI noticed the fire sprinkler system at the WTP had not been inspected or tested since the building went into operation in July 2015. Following National Fire Protection Association guidelines, BSGI recommends fire sprinkler inspections be conducted on a quarterly basis. The total cost would be \$822.00 per year. Administrator Reber checked with the Township's Zoning Officer who said the Township does not have an ordinance or regulation requiring fire sprinkler inspections. Administrator Reber also spoke with the Township's Fire Official who said there are no requirements but would recommend one inspection per year. The Authority's insurance company does not require any specific fire sprinkler maintenance program, only that the fire sprinkler system be in good working condition. BSGI submitted a proposal in the amount of \$568.00 for one fire sprinkler inspection per year. After discussion, the following motion was made:

- J. Bradford Fichthorn made a motion to approve the Berkshire Systems Group, Inc. proposal to inspect the fire sprinkler system at the water treatment plant on an annual basis in the amount of \$568.00 per year, second by Edward Nevling, and carried unanimously.

**WATER TREATMENT PLANT MODIFICATIONS/WELL M:** WATEK Engineering submitted a proposal for the additional design and engineering work associated with moving the electrical generator outside of the WTP building and adding a dehumidification system. At last month's Board meeting, the Board approved to incorporate this work into the previously approved WATEK design and engineering proposal. This additional proposal at \$14,088.00 brings WATEK's total design and engineering cost for the Well M project to \$101,488.00.

- Richard Shober made a motion to approve the WATEK design and engineering services proposal in the amount of \$14,088.00 to relocate the placement of the electrical generator and add a dehumidification system at the water treatment plant, second by Samuel Weaver, and carried unanimously.

**STEVENS COURT/STONE GATE:** On November 6, 2019, Units, LLC (Vanguard) purchased the undeveloped Stevens Court property along South Line Road in West Cocalico Township from Hurst Brothers Development Company. The development has been renamed Stone Gate. In August 2014, Hurst Bros paid water and sewer administrative escrow in the amount of \$5,000.00 each for the Stevens Court project. As is policy, when land is sold to another developer, administrative escrow is returned to the original developer, and the new owner must deposit the escrow. Units, LLC paid \$5,000.00 each for water and sewer administrative escrow on October 29, 2019.

- David Lutz made a motion to return to Hurst Brothers Development Company \$5,000.00 of administrative escrow for water and \$5,000.00 of administrative escrow for sewer associated with the Stevens Court project, second by Edward Nevling, and carried unanimously.

**VEHICLE AND EQUIPMENT STORAGE GARAGE:** Bid opening was held on November 7, 2019 at 10:00 a.m. via PennBid. Five bids were received for the general construction part of the project with Amric Construction, Inc. the apparent low bidder at \$87,592.00, not including quantity adjustments. Five additional bids were received for the electrical construction part of the project with Garden Spot Electric, Inc. the apparent low bidder at \$42,700.00. ARRO Consulting submitted a bid tabulation sheet for the

Board's review. ARRO has reviewed the bids and recommends the Authority award the contracts to Amric Construction and Garden Spot Electric.

- Gerald DeBalko made a motion to issue the Notice of Intent to Award for the general construction contract (Contract #1) of the Vehicle and Equipment Storage Garage project to the apparent low bidder, Amric Construction, Inc. in the amount of \$87,592.00 pending Engineer, Solicitor, and Authority staff review of the bid documents, second by June Kinback, and carried unanimously.
- Samuel Weaver made a motion to issue the Notice of Intent to Award for the electrical construction contract (Contract #2) of the Vehicle Equipment Storage Garage project to the apparent low bidder, Garden Spot Electric, Inc. in the amount of \$42,700.00 pending Engineer, Solicitor, and Authority staff review of the bid documents, second by Richard Shober, and carried unanimously.

**SUPERINTENDENT'S UPDATE:** A copy of the update is on file in the Authority Office. In Superintendent Kenneth Spittler's absence, Engineer Rachel Kirkham reported on the following:

HEATHERWOODS PHASES 4 & 5: Two new manholes in Heatherwoods Phases 4 and 5 that per the ECTA Construction Specifications are required to have PVC/HDPE liners were not installed with the liners, even though the approved shop drawing indicated that the liners would be provided. One is in the street, which has been paved, and one is in the right-of-way. Abel Construction is proposing to apply Spraywall as the interior lining in place of the cast-in-place PVC/HDPE liner that is required. After discussion by the Board, it was decided that the manholes must either be completely replaced to conform to the Authority's Construction Specifications or install an insertion PVC/HDPE liner in each manhole.

**WATER COMMITTEE:** Administrator Reber gave an update on the Water Committee meeting that was held on November 6, 2019:

RE-PERMITTING WELLS F, M, 11 & 12: GeoServices, Ltd. met with the Water Committee and Authority staff to discuss the GeoServices scope of work in detail. GeoServices thinks the best way to proceed is to prepare and submit Aquifer Test Waiver Requests to the SRBC. Also discussed were the Authority's lower producing wells. It was the consensus of the Water Committee members and staff that with Well 12 being a low producing, relatively high nitrate well, it would not be included in GeoServices' cost proposal. GeoServices submitted a cost proposal for the Board's review to move forward with re-permitting Wells F, M & 11 for a total estimated cost of \$48,800.00. The Board did not make a decision on whether or not to re-permit Well 12 at tonight's meeting. To keep the re-permitting process moving forward, Administrator Reber suggested the Board approve the cost proposal as submitted without Well 12, and should it be decided to keep Well 12, have it added to the scope of work at a later date.

- Gerald DeBalko made a motion to approve and execute the GeoServices, Ltd. Scope of Work and Cost Proposal for Re-permitting of ECTA Wells F, M & 11 at a total estimated cost of \$48,800.00 with the option of adding Well 12 back into the proposal, second by Richard Shober, and carried unanimously.

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

WELL M: West Cocalico Township reviewed the proposed changes and indicated that the additional impervious area for the driveway extension would require stormwater management. However, if the driveway dimensions remain consistent with the approved land development plan, then the driveway location can be shifted. ECTA staff selected this option. The site plan can now be finalized, and the PennDOT permit application will be submitted.

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**GEHMAN BASIN I&I INVESTIGATION:** Snyder Environmental Services started field work on October 14, 2019. The easement clearing and manhole inspections are complete. As of the end of last week, inspections were completed for 20% of the gravity main and 31% of the laterals. Scenic, Edie, Bill, and Ray Drive are mostly complete.

Payment Application No. 1 has been submitted in the amount of \$43,295.63. CDM Smith recommends the Authority approve this payment. This payment request is listed on the Invoices to be Paid listing.

**STEVENS PUMPING STATION EXPANSION:** The land development plans are being finalized and temporary easements are being incorporated. Engineer Kirkham said she is fairly confident that this project will be ready to bid by January 2020.

**WABASH LANDING PHASE 2:** CDM Smith is reviewing the Phase 2 plans which were submitted on October 16, 2019.

**CARRIAGE HILL:** Revised plans were submitted on November 8, 2019.

**RT. 272 & CHURCH STREET INTERSECTION WATER MAIN REPLACEMENT PROJECT:** On behalf of ARRO Consulting, Administrator Reber and Assistant Superintendent Pannebecker reported that A.H. Moyer began work on November 12, 2019. They have completed the borings under the roadway and began installing the water laterals. ECTA has been and will continue to do the inspections.

**SOLICITOR'S UPDATE:** Solicitor Lucy Dowd had nothing to report. She did submit her 2020 hourly rate to the Board, which will remain the same as 2019's rate.

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

**NEW BUSINESS:**

**2020 BUDGET MEETING:** The 2020 budget review meeting has been scheduled for December 4, 2019, at 7:00 p.m. This meeting will be advertised.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:15 p.m., second by June Kinback, and carried unanimously.

Respectfully submitted,



Gerald A. DeBalko  
Secretary

jae