

EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
MARCH 8, 2018

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, March 8, 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, and Raymond Wolf (Absent: Richard Shober and one vacancy)
Solicitor: Lucy Dowd, Lucy Dowd Law
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Kenneth Spitler, Marc Wright, Jodie Eberly, Tyler Heck
Visitors: Troy Texter, resident

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

MINUTES: Minutes of the monthly meeting held on February 8, 2018, were approved as presented on motion by Raymond Wolf, second by Samuel Weaver, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Resident Troy Texter came to the meeting to discuss private water issues at his property at 415 West Swartzville Road. Mr. Texter is not connected to the public water system nor is there public water in that area, so Chairman Becker suggested Mr. Texter talk to the Township.

TREASURER'S REPORT (see attached): Administrator Terry Reber reviewed the February 2018 financial reports. The reports were approved as presented subject to audit.

MONTHLY CAPACITY REPORTS (see attached): The February 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:

DOLLAR GENERAL (1835 NORTH READING RD): The 18-month warranty period for construction of a water and sanitary sewer lateral at Dollar General ended on March 8, 2018. All inspections have been satisfactorily completed, and all invoices have been paid. Administrator Reber requested the Board's approval to release their cash in lieu of a Letter of Credit in the amount of \$1,617.00 and \$1,000.00 each in administrative water and sewer escrow.

- Samuel Weaver made a motion to end the 18-month warranty period for Dollar General at 1835 North Reading Road as of March 8, 2018, and to return to the project's Developer, GBT Investments, Inc., \$1,617.00 cash in lieu of a Letter of Credit, \$1,000.00 in administrative water escrow, and \$1,000.00 in administrative sewer escrow, second by Raymond Wolf, and carried unanimously.

WATER TANK #4 (313 Pfautz Hill Road): On February 17, 2018, Chad Merithew from Utility Service was on site at water tank #4 to replace what was suspected to be a faulty VFD control for the mixer. The

new VFD did not correct the problem, and the mixer remains inoperable. The next step is to place a remote operating vehicle inside the tank to inspect the mixer for signs of problems. This will be scheduled after the ice cap in the top of the tank has melted.

UPDATE AUTHORIZED CHECK SIGNERS: The Authority recently updated the authorized check signers. A water revenue checking account at ENB was inadvertently missed. Judith Null and Donald Koser should be removed from the account. The authorized signers should be Daniel Becker, Edward Nevling, Samuel Weaver, Jr., Terry Reber, and Jodie Eberly.

- Gerald DeBalko made a motion to remove Donald Koser and Judith Null and add Samuel Weaver, Jr. and Jodie Eberly as authorized signers for the Authority's water revenue checking account at Ephrata National Bank, second by Edward Nevling, and carried unanimously.

EMPLOYEE MANUAL: The Military Leave of Absence policy in the ECTA Employee Manual is not in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). To be compliant with USERRA, Administrator Reber recommends the policy be re-written allowing employees on a military leave of absence to continue health insurance coverage for a total of 24 months with no payroll deduction charges for the first 26 weeks. After 26 weeks the employee will be responsible for the full cost of the health insurance premium. Because the Military Leave of Absence Policy is referenced in two other policies within the Employee Manual, Administrator Reber also recommends minor revisions be made to the Extended Leave of Absence Policy and the Employee Group Health Insurance Policy for consistency and clarification.

- Samuel Weaver made a motion to revise the Military Leave of Absence Policy to be consistent with the Uniformed Services Employment and Reemployment Rights Act of 1994 and to revise both the Extended Leave of Absence Policy and the Employee Group Health Insurance Policy accordingly, second by Raymond Wolf, and carried unanimously.

EMPLOYEE MANUAL: Administrator Reber recommends the Authority's Cell Phone Policy be revised to no longer give the Authority Operators the option of using their personal cell phones for Authority business and then being reimbursed for the cost. Since the Operators now rely heavily on cell phones for communication and information access including the GIS system, PA One Call, and possibly the SCADA system in the near future, the Authority now provides cell phones to each Operator as well as the Superintendent and Assistant Superintendent. The cost of the phones and monthly charges are paid by the Authority through a government contract with Verizon. So employees do not have to carry two phones, they are permitted to use their Authority-issued cell phone for personal reasons when they are home or are not on duty.

- Gerald DeBalko made a motion to revise the Cell Phone Policy providing an Authority-issued cell phone to the Authority Operators, Superintendent, and Assistant Superintendent, second by Bradford Fichthorn, and carried unanimously.

EMPLOYEE MANUAL: Administrator Reber recommends the Authority revise the Safety Shoe policy for the public works department employees. In addition to safety shoes, the Authority will also reimburse those employees for appropriate outerwear such as coats, work gloves, and hats. The new policy's total annual reimbursement for each public works employee would increase from \$125.00 to \$200.00.

- David Lutz made a motion to revise the Safety Shoe Policy allowing annual reimbursement of up to \$200.00 for the purchase of approved outerwear including safety shoes, second by Bradford Fichthorn, and carried unanimously.

LOWELL MARTIN PROJECT (EAST CHURCH STREET): Lowell Martin has submitted a Capacity Review and Request Application along with \$500.00 Administrative Review Fees and a Short Form Developer's Agreement along with \$1,000 Administrative Escrow for construction of two water and two sanitary sewer laterals on a wooded lot between Blue Bird Lane and 137 East Church Street. One set of laterals will be used to connect a single-family home that is scheduled for construction on the wooded lot. At a future date, the other set of laterals will be utilized to connect an already existing single-family home on an adjoining lot at 133R East Church Street. Service lines for this property will run through the wooded lot requiring an easement before construction can begin. At this time both lots are owned by Mr. Martin. Although both sets of laterals will be constructed as part of the project, only the service lines for the new home will be installed at this time.

- Samuel Weaver made a motion to accept and execute the Short Form Developer's Agreement between the East Cocalico Township Authority and Lowell Martin for construction of two water and two sanitary sewer laterals located on a wooded lot between Blue Bird Lane and 137 East Church Street, second by Bradford Fichthorn, 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:

WATER MAIN BREAKS: Two water main breaks were repaired since the last Board meeting: one at 12 Lynda Drive on February 14, 2018 and one at 319 Wabash Road on March 4, 2018.

RATES, RULES AND REGULATIONS COMMITTEE: A Rates, Rules and Regulations Committee meeting was held on February 28, 2018 for final review of the revisions to the Authority's Water and Sanitary Sewer System Construction Specifications. Engineer Rachel Kirkham gave a brief overview of the revisions at tonight's meeting. The Committee recommends approval of the revisions. All projects that have previous preliminary or final plan approval will not be required to follow the new revisions but will have the option to update their plans to the new regulations.

- Samuel Weaver made a motion to approve the revisions to the ECTA Water and Sanitary Sewer Construction Specifications as presented contingent upon the Authority Engineer and Authority Superintendent working out final details, which will then determine the actual effective date of the updated Construction Specifications, second by Bradford Fichthorn, 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:

STEVENS ROAD AND LINE ROAD WATER MAIN REPLACEMENT PROJECT: The 8-in water main is complete, and all new laterals have been installed. There is one remaining fire hydrant to install on Stevens Road. The 10-in water main is nearly complete, with pressure testing scheduled for next week. Final restoration will be performed in the Spring.

Payment Application No. 6 was submitted for work completed in February, which CDM Smith recommends the Authority approve for payment in the amount of \$98,035.27. This payment request is listed on the Invoices to be Paid listing.

UGI HEADQUARTERS: CDM Smith has been reviewing construction submittals for the project.

SOLICITOR'S UPDATE:

HEATHERWOODS PHASE 1A PERFORMANCE BOND: Solicitor Lucy Dowd said she contacted Lexon Surety Group, the bond company holding the Heatherwoods Phase 1A bond, regarding cash settlement versus strict performance. Lexon sent Solicitor Dowd a list of items they need to see before they will give her an answer. Administrator Reber is working on that list.

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

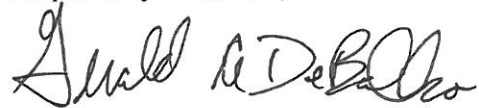
NEW BUSINESS:

IMG TECHNICAL COMMITTEE: Chairman Becker reported the IMG Technical Committee meeting is tentatively scheduled for March 23, 2018, to go over finalizing the 2017 budget numbers (reconciling actual costs vs. budget).

WEST COCALICO TOWNSHIP ACT 537 PLAN: West Cocalico has approached the Authority about potentially tying into the Authority's sanitary sewer system. They are looking at expanding their wastewater treatment plant which is currently at capacity. Chairman Becker will reach out to West Cocalico Township officials to discuss this further.

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 Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald A. DeBalko". The signature is fluid and cursive, with the first name "Gerald" and last name "DeBalko" clearly distinguishable.

Gerald A. DeBalko
Secretary

jae