

**EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
DECEMBER 13, 2018**

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, December 13, 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, Edward Nevling, Bradford Fichthorn, David Lutz, Raymond Wolf and Richard Shober (one vacancy)
Solicitor: Lucy Dowd, Lucy Dowd Law (arriving at 7:13 p.m.)
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Kenneth Spitler, Marc Wright, Jodie Eberly
Visitors: Jeff Mitchell, resident (arriving at 7:52 p.m.)

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

MINUTES: Minutes of the monthly meeting held on November 8, 2018, were approved as presented on motion by Gerald DeBalko, second by Richard Shober, and carried unanimously.

Minutes of the advertised budget meeting held on December 5, 2018, 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 November 2018 financial reports. The reports were approved as presented subject to audit.

OFFICERS' AND PROJECT MANAGERS' COMPENSATION FOR 2018: The Advertised Meeting Attendance Sheet for 2018 was distributed and each Board member approved his attendance.

- Edward Nevling made a motion to accept the Officers' and Project Managers' compensation for the 2018 calendar year as proposed and budgeted, to be paid in December 2018, second by Richard Shober, and carried unanimously.

2019 WAGE RATE STRUCTURE:

- Edward Nevling made a motion to approve the 2019 Wage Rate Structure effective with the first pay period which includes January 1, 2019, second by David Lutz, and carried unanimously.

2019 WATER AND SEWER BUDGETS: The final Water and Sewer budgets for the calendar year 2019 were presented to the Board.

- Edward Nevling made a motion to adopt Resolution No. 2018-12-13-W accepting the Water Operating Budget for the calendar year ending December 31, 2019, with no increase in the water rate keeping it at \$6.85 per 1,000 gallons, second by Bradford Fichthorn, and carried unanimously.
- Edward Nevling made a motion to adopt Resolution No. 2018-12-13-S accepting the Sewer Operating Budget for the calendar year ending December 31, 2019, with no increase in the sewer rate keeping it at \$12.10 per 1,000 gallons and the flat rate sewer at \$157.30 per quarter, second by Samuel Weaver, and carried unanimously.

MONTHLY CAPACITY REPORTS (see attached): The November 2018 Monthly Capacity Reports were approved as presented on motion by Samuel Weaver, 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:

LAKESIDE GRINDER PUMP CHECK VALVE REPLACEMENT PROJECT: The Lakeside Grinder Pump Check Valve Replacement Project was completed on November 8, 2018. All 17 property owners involved in the original 2013 grinder pump installation project had their check valve replaced by Tom McGarvey. All but one new valve replacement was inspected by Authority personnel and passed inspection. That one property owner would not allow us to enter his property for inspection.

WATER REVENUE SERIES OF 2013 BONDS: On December 1, 2018, Fulton Financial Advisors retired the outstanding principal and accrued interest related to the refinancing of the Authority's Water Revenue Series of 2013 Bonds. The debt service payment totaled \$4,674,596.26 and was funded by the loan proceeds from Water Revenue Note Series of 2017 held by S&T Bank.

RE-PERMITTING OF WELLS 9 AND 10: The Susquehanna River Basin Commission (SRBC) met on December 6, 2018, and approved renewal of the withdrawal permits for both Wells 9 and 10. The approval remains in effect until December 31, 2033.

DEFERRED COMPENSATION AGREEMENT – TYLER M. HECK: As stated in the ECTA Employee Manual, after one year of employment, an employee is eligible to join the Authority's Deferred Compensation Plan. Employee Tyler Heck has been employed by the Authority for one year as of November 13, 2018, and would like to join the plan.

- Richard Shober made a motion to approve and execute Resolution No. 2018-12-13-01 accepting the Deferred Compensation Agreement for employee Tyler M. Heck, second by Raymond Wolf, and carried unanimously.

2019 TOWNSHIP RENTAL AGREEMENT: The 2019 Township rental agreement for office space and use of the Township building has been received. The rent remains the same as 2018 at \$975.00 per month or \$11,700.00 per year. The rent includes use of all common areas and all utilities except telephone, internet, and cleaning services.

- Samuel Weaver made a motion to accept the East Cocalico Township's rental agreement for calendar year 2019 for office space and building use at 102 Hill Road, Denver, PA at \$975.00 per month, second by David Lutz, and carried unanimously.

LIFE AND SHORT-TERM DISABILITY INSURANCE: Last month the Board approved the Authority terminating its life and short-term disability policies with the Township through EMC National Life Insurance Company and enrolling in similar policies through the American United Life Insurance Company (AUL). The Authority will contract directly with AUL for these insurance policies. Administrator Reber requested the Board's permission for him to sign the required paperwork necessary to enroll in these new policies. Both the life and short-term disability policies will begin on January 1, 2019.

- Samuel Weaver made a motion to grant authority to ECTA Administrator Terry Reber to sign all agreements and enrollment paperwork associated with the life and short-term disability policies through the American United Life Insurance Company, second by Edward Nevling, and carried unanimously.

SUPERINTENDENT'S UPDATE: A copy of the update is on file in the Authority Office. Superintendent Spitler had nothing to add to his report.

PERSONNEL COMMITTEE: A Personnel Committee meeting was held on November 28, 2018 to discuss employee wage and benefit items for 2019.

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

CAPITAL CONTRIBUTION RATE: The Engineering News Record (ENR) Construction Cost Index increased by 2.9% over the last year. The Capital Contribution Agreement states that the capital contribution rate would increase a minimum of 3% per year. A 2.9% increase would raise the fee to \$3,508.00 while a 3% increase would raise the fee to \$3,511.00. After discussion, the following motion was made:

- Gerald DeBalko made a motion to not increase the Capital Contribution Rate, keeping it at \$3,409.00 per Water EDU for the year 2019, second by Samuel Weaver, and carried unanimously.

WELL M DEVELOPMENT AND WTP/SCADA IMPROVEMENTS: PADEP indicated that a new Public Water Supply permit will be required to bring Well M online. PADEP now requires new source sampling and surface water identification protocol (SWIP) testing to be completed before the permit application can be submitted. Instead of a six month operation and testing period for the SWIP analysis, PADEP now offers a modified approach that involves a hydrogeologic risk assessment form (completed by a professional geologist) and two rounds of microscopic particulate analysis (performed by PADEP) while the well is operating at the proposed design rate of 267 gpm. CDM Smith, ECTA, and Geoservices had a conference call on November 29, 2018 to discuss options for the sampling, and Geoservices is preparing a proposal for ECTA's review. CDM Smith, ECTA, and Watek Engineering will be meeting to discuss the scope of the Well M project. The project will also involve merging ECTA's water system and WTP SCADA systems. Trijay Systems could be involved with designing and specifying the SCADA improvements for public bidding. Based on the recent capital budget, this project will also include adding a permanent generator at the WTP.

RT. 272 & CHURCH STREET INTERSECTION WATER MAIN REPLACEMENT PROJECT: CDM Smith coordinated with Hershey Surveying to define the survey scope and received a proposal for the field survey, which will be performed directly for ECTA. CDM Smith is preparing a proposal for engineering services for design, permitting, bidding, and construction management for ECTA's consideration.

STEVENS ROAD AND LINE ROAD WATER MAIN REPLACEMENT PROJECT: Wexcon submitted their as-builts, which CDM Smith is reviewing while preparing the record drawings. If additional as-built information is required, it will be requested prior to issuing the closeout paperwork.

SPECIFICATIONS FOR WATER SYSTEM CONSTRUCTION: Superintendent Spitler reviewed the second draft of the proposed revisions to the Specifications for Water System Construction. CDM Smith now has minor edits to address before issuing the final version to be approved at the next Board meeting.

GEHMAN BASIN I&I INVESTIGATION: CDM Smith prepared a GIS map of the sanitary sewer pipe sizes and materials for use in developing an initial plan. ECTA will provide mark-ups on the actual pipe materials for CDM Smith to update the GIS and better define the extent of the investigation area, which will exclude newer PVC pipe.

SPECIFICATIONS FOR SANITARY SEWER SYSTEM CONSTRUCTION: CDM Smith sent the second draft of the proposed revisions to the Specifications for Sanitary Sewer System Construction to Superintendent Spitler today for his review. The goal is for CDM Smith to issue the final version to be approved at the next Board meeting.

STEVENS PUMPING STATION EXPANSION: The building revisions to reduce the building size and consolidate the controls within a single room with the generator are underway.

WABASH LANDING: Construction of water and sanitary sewer facilities that will be dedicated to ECTA is almost complete, with some final testing outstanding. CDM Smith is preparing a letter in response to request for reduction in the bond amount.

BEILIER PROPERTIES: CDM Smith reviewed sanitary sewer submittals for the project.

MEMBER'S 1ST FEDERAL CREDIT UNION: CDM Smith provided a comment letter on the plans on December 11, 2018. CDM Smith suggested they consider low pressure for that lot, which could potentially save them money on their small extension.

SOLICITOR'S UPDATE: Solicitor Lucy Dowd reported on the following:

COPENHAVER AGREEMENT REGARDING PAYMENT OF WATER CONNECTION FEES: As part of the Stevens Road and Line Road Water Main Replacement project, the water main was extended to the property of Craig and Kristen Copenhaver at 165 North Line Road, which now requires them to connect to the Authority's water system. The Copenhaver's are requesting a payment plan for their water connection fees similar to the one offered to the Lakeside Area Sanitary Sewer Extension project property owners. Solicitor Dowd presented Resolution No. 2018-12-13-02 approving the agreement and authorizing its execution.

- Bradford Fichthorn made a motion to approve and execute Resolution No. 2018-12-13-02 approving the Agreement Regarding Payment of Water Connection Fees with Craig and Kristen Copenhaver and Authorizing Execution Thereof, second by Gerald DeBalko, and carried unanimously.

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

NEW BUSINESS:

IRS MILEAGE RATE FOR 2019: The current rate is 54.5 cents per mile. The 2019 mileage rate has not been published.

- Gerald DeBalko made a motion to continue to pay the 2018 IRS maximum permissible mileage rate until the 2019 rate is published, at which time the 2019 maximum permissible mileage rate will become effective, second by Edward Nevling, and carried unanimously.

2019 CONSULTANTS' RATES: The Engineer's and Solicitor's rates for 2019 were presented to the Board. The Auditor for 2019 was already appointed at the September 13, 2018, ECTA Board meeting.

NOMINATING COMMITTEE: Chairman Becker appointed Gerald DeBalko, Bradford Fichthorn and Richard Shober as the Nominating Committee for Officers for 2019.

2019 FLOATING HOLIDAY: After a vote of the employees, Friday, July 5, 2019 (day after Independence Day) was chosen as the Floating Holiday for 2019. The Authority Office and Maintenance Facility will be closed that day.

RECOGNITION OF VISITORS/PUBLIC COMMENT: Resident Jeff Mitchell, who arrived at 7:52 p.m., came to the meeting to discuss the Township's proposed stormwater sewer fee and whether or not non-profit organizations should have to pay this fee.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:17 p.m., second by Bradford Fichthorn, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerald DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko
Secretary

jae