

EAST COCALICO TOWNSHIP AUTHORITY

MEETING MINUTES

JANUARY 10, 2019

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, January 10, 2019, in the Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Those in attendance were as follows:

Members: Daniel Becker, Samuel Weaver, Edward Nevling, J. Bradford Fichthorn, David Lutz, Raymond Wolf and Richard Shober (Absent: Gerald DeBalko and one vacancy)
Solicitor: Lucy Dowd, Lucy Dowd Law
Engineer: Rachel Kirkham, CDM Smith
Administrator: Terry Reber
Employees: Kenneth Spitler, Marc Wright, David Beckman, Jodie Eberly
Visitors: None

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

REORGANIZATION: Chairman Daniel Becker reported that at the Board of Supervisors' Organization Meeting held on January 7, 2019, Richard Shober was reappointed to a five-year term on the Authority Board ending December 31, 2023.

The Chairman turned the meeting over to the Chairperson of the Nominating Committee, Richard Shober, who presented the following recommendations for Officers and Project Managers for 2019:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel E. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerVacant

- David Lutz made a motion to nominate the above slate of Officers and Project Managers for the year 2019, second by Raymond Wolf, and carried unanimously.
- Samuel Weaver made a motion to close nominations, second by J. Bradford Fichthorn, and carried unanimously.

Chairman Becker asked Richard Shober to cast the unanimous ballot for Reorganization for 2019:

ChairmanDaniel J. Becker
Vice Chairman.....Samuel W. Weaver, Jr.
Secretary.....Gerald A. DeBalko
Assistant SecretaryJ. Bradford Fichthorn
Treasurer.....Edward R. Nevling
Assistant Treasurer.....David A. Lutz
Project ManagerRaymond L. Wolf
Project ManagerRichard A. Shober
Project ManagerVacant

A 2019 Directory is attached hereto listing Officers and Project Managers including the expiration of their terms on the Authority Board.

ECTA MEETING MINUTES

January 10, 2019

Page 2 of 5

The meeting was turned over to Chairman Becker to discuss the appointments of the Solicitor, Engineer and Auditor for 2019:

SOLICITOR: Samuel Weaver made a motion to appoint Lucy Dowd Law, at 342 North Queen Street, Rear, Lancaster, PA 17603, as Solicitor for the Authority for the year 2019, second by Edward Nevling, and carried unanimously.

ENGINEER: Richard Shober made a motion to appoint the firm of CDM Smith, Inc., at 280 Granite Run Drive, Suite 160, Lancaster, PA 17601, as Engineer for the Authority for the year 2019, second by Edward Nevling, and carried unanimously.

AUDITOR: Chairman Becker reminded the Board that they already appointed Brown Schultz Sheridan & Fritz as the Auditor for the Authority for the year 2019 at the September 13, 2018 ECTA Board meeting.

COMMITTEES: Chairman Becker announced that he was reappointed by the Township Supervisors to the IMG as the ECTA Representative and Terry Reber was reappointed as First Alternate for the year 2019. Chairman Becker presented the Committee appointments for 2019. A list of the 2019 Committees is attached hereto.

MINUTES: Minutes of the monthly meeting held on December 13, 2018, were approved as presented on motion by J. Bradford Fichthorn, second by David Lutz, and carried unanimously.

INTRODUCTION OF NEW EMPLOYEE: Chairman Becker introduced the Authority's new Operator/Trainee, David Beckman.

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

MONTHLY CAPACITY REPORTS (see attached): The December 2018 Monthly Capacity Reports were approved as presented on motion by David Lutz, second by J. 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:

KASUN WAREHOUSE: The Kasun Associates, LLC property at 429 Muddy Creek Road was recently sold to the Lancaster County Solid Waste Management Authority. In March 2009, Kasun paid water and sewer administrative escrow in the amount of \$7,500.00 each for a warehouse project that never materialized. In addition, administrative escrow in the amount of \$6,673.00 was paid by Kasun as part of the now obsolete Colonel Howard Boulevard Grinder Pump Management Plan. Kasun also purchased 1,000 gpd of both water and sanitary sewer capacity for their project. Since this project is no longer feasible, Administrator Reber recommended the Authority return the three escrow fees. The 1,000 gpd of water and sanitary sewer capacity will remain with the property.

- Samuel Weaver made a motion to return to Kasun Associates, LLC, \$7,500.00 of administrative escrow for water, \$7,500.00 of administrative escrow for sewer, and \$6,673.00 of administrative escrow for the Colonel Howard Boulevard Grinder Pump Management Plan, second by Richard Shober, and carried unanimously.

WABASH LANDING PHASE 1: Except for the as-built plans and easements, the Phase 1 water and sewer facilities to eventually be dedicated to the Authority are complete. A written request has been made to reduce the \$600,390.00 subdivision bond to 15% of the actual cost of construction plus the cost

to prepare the outstanding as-built plans. If approved the Authority will continue to hold \$89,571.00 until the start of the 18-month warranty period. The actual costs of construction have been reviewed and approved by the Authority and CDM Smith. The warranty period will not start until the as-built plans and easements have been submitted and approved by the Authority. At that time the subdivision bond can be extinguished and Sunview Partners, LP will be required to submit a maintenance bond to cover the 18-month warranty period.

- Raymond Wolf made a motion to reduce the Sunview Partners, LP Subdivision Bond #2156742 issued by BB&T Insurance Services for the Wabash Landing Phase 1 project from \$600,390.00 to \$89,571.00, second by J. Bradford Fichthorn, and carried unanimously.

IMG TECHNICAL COMMITTEE MEETING: The IMG Technical Committee met at Ephrata Borough Hall on January 7, 2019 to discuss a possible manure to energy gasification project. The members agreed that more in depth research would be required before committing to this project. At the meeting, Jay Snyder, Ephrata Borough's environmental resource officer, mentioned that copper levels in the wastewater have fallen substantially over the last few years and are no longer in danger of exceeding the allowable limit. Mr. Snyder thanked ECTA and Denver Borough for helping to mitigate the problem. The members of the committee also had an opportunity to review and discuss the 2019 IMG budget.

2018 AUDIT: Brown Schultz Sheridan & Fritz will be in the Authority office on January 17 and 18, 2019 to begin gathering information for the Authority's 2018 audit.

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

WATER TREATMENT PLANT: All equipment has been obtained for the Well F WTP Nano filtration units clean in place revisions. Materials are being stocked. Power to tank heater work has been completed. Ben Movahed has indicated that he will be in the area the week of January 7 and that we may be able to perform the clean in place work to the Nano filtration units at that time.

PA DEP WATER SYSTEM INSPECTION: The triennial PA DEP water system inspection was performed on December 12 and 13, 2018.

WATER MAIN BREAKS: A water main break was repaired on December 27, 2018 at 73-84 Kurtz Road. A break was just discovered today at a fire hydrant near Well 11. The valve has been turned off, and the repair will be made in the near future.

WATER COMMITTEE MEETING: Administrator Reber gave an update on the Water Committee meeting that was held on January 7, 2019:

WELL M DEVELOPMENT AND WTP/SCADA IMPROVEMENTS: The goal is to have Well M operational by the end of 2019. Engineer Rachel Kirkham discussed the next steps necessary to complete this task. There was discussion about the piping and controls that would be necessary at the water treatment plant when Well M comes online. Also discussed was the desire to combine the two separate SCADA systems the Authority currently operates to control the water system's wells. The project will also include installation of a generator at the WTP to keep the plant operational during power outages. After discussion, the Committee recommended the purchase of two additional Uninterruptible Power Supply (UPS) battery packs for the WTP.

RT. 272 & CHURCH STREET INTERSECTION WATER MAIN REPLACEMENT PROJECT: The Committee reviewed CDM Smith's proposal for design, permitting, bidding, and construction services for the Rt. 272 and Church Street Intersection Project as well as Hershey Surveying, Inc.'s proposal for preparation of a topographic survey of the project area.

CHAPTER 109 REVISED DISINFECTION RULE: The new disinfection rule will require the Authority to maintain a minimum disinfection residual concentration of at least 0.2 mg/l. In order to meet the goal, the Committee members discussed installing automatic flushing valves at key locations throughout the water system. After discussion, the Committee recommended purchase of automatic flushing valves to be installed at locations chosen by Superintendent Spitler.

STEVENS ROAD & LINE ROAD WATER MAIN REPLACEMENT PROJECT: A change order in the amount of \$3,906.83 was submitted to the Authority from Wexcon, Inc. for stabilization of a shoulder washout along Line Road near the Stevens Pumping Station. Emergency work was performed on August 23, 2018 and final stabilization on October 30, 2018. Engineer Kirkham questioned whether the area of the washout was properly compacted during the initial phase of the project. Water Committee members also questioned the number of labor hours on the change order. After discussion, it was the recommendation of the Committee to not approve the change order.

MEMORIAL PARK ASSOCIATION: The Authority notified the Reamstown Memorial Park Association that appropriate backflow protection needed to be installed downstream of each of their two meters. On November 15, 2018, the Authority conducted an inspection and found a single backflow preventer improperly installed before the meters. Superintendent Spitler met with a representative of the Association and explained what needed to be corrected. The Association representative implied that he would not consider corrections at this time since the water system had been recently winterized. After discussion, it was the recommendation of the Committee members to allow the Association until April 1, 2019 to make the necessary repairs. It was further recommended to send a letter from the Authority granting the time extension and informing the Association that failure to comply will result in penalties and possible discontinuation of water service as outlined in the Authority's Rates, Rules and Regulations.

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

WELL M DEVELOPMENT & WTP/SCADA IMPROVEMENTS: CDM Smith is preparing a proposal for designing, bidding, and installing the permanent pump and controls at the well site with an electrical subcontractor. Initial discussions with a pump manufacturer indicated that the lead time on the pump would only be a few weeks. Engineer Kirkham informed the Board that Ben Movahead noted that if Well M is under the influence of surface water, it would significantly change the WTP processes. Regarding the merging of ECTA's water system and WTP SCADA systems, Trijay Systems is not interested in designing and specifying the SCADA improvements for public bidding, so Watek will include this in their scope. Watek will prepare a proposal for ECTA review.

RT. 272 & CHURCH ST INTERSECTION WATER MAIN REPLACEMENT: Hershey Surveying, Inc. submitted to the Authority a Proposal for Site Surveying Services for the preparation of a topographic survey for this project. CDM Smith submitted to the Authority a proposal for water main design, permitting, bidding and construction services (less inspection) for ECTA's consideration. The Board was presented with both proposals. Chairman Becker recommended the Authority proceed with directly contracting with Hershey Surveying and accepting their proposal, but table action on the CDM Smith proposal until the next Board meeting.

- Samuel Weaver made a motion to approve the Hershey Surveying proposal for the preparation of a topographic survey for the Rt. 272 and Church Street intersection water main replacement project, second by Raymond Wolf, and carried unanimously.

SPECIFICATIONS FOR WATER SYSTEM CONSTRUCTION: Just before tonight's meeting, Engineer Kirkham sent the most recent draft to Superintendent Spitler for his review. The final version is to be approved at the next Board meeting.

STEVENS ROAD & LINE ROAD WATER MAIN REPLACEMENT PROJECT: Wexcon submitted a change order request on December 31, 2018 in the amount of \$3,906.83, which was reviewed at the Water Committee meeting on January 7, 2019. The request was not approved, and Wexcon indicated they did not plan to resubmit a revised claim. Wexcon is putting together their closeout paperwork and final payment application.

GEHMAN BASIN I&I INVESTIGATION: ECTA provided mark-ups on the actual pipe materials for CDM Smith to update the GIS and better define the extents of the CCTV investigation area, which will exclude newer PVC pipe.

SPECIFICATIONS FOR SANITARY SEWER SYSTEM CONSTRUCTION: Just before tonight's meeting, Engineer Kirkham sent the most recent draft to Superintendent Spitler for his review. The final version is to be approved at the next Board meeting.

STEVENS PUMPING STATION EXPANSION: Engineer Kirkham requested a Sewer Committee meeting to review building footprint adjustments.

WABASH LANDING PHASE 1: Construction of water and sanitary sewer facilities that will be dedicated to ECTA are complete. CDM Smith issued a letter on January in response to request for reduction in the bond amount.

HIGH CONCRETE: CDM Smith participated in a meeting on December 27, 2018 to discuss the latest plans for the project. High Concrete will be making improvements at two of the buildings, and they will submit revised Capacity Review & Request Applications for each project. Wastewater will be discharged to existing ECTA sewer laterals and overall, the volume of wastewater will be reduced.

GARDEN SPOT FRAME & ALIGNMENT: Revised plans were submitted on December 19, 2018.

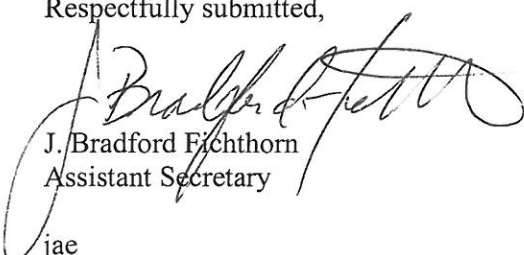
HEATHERWOODS PHASE 3: Construction of Phase 3 water and sanitary sewer facilities that will be dedicated to ECTA are nearly complete.

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 David Lutz, second by Samuel Weaver, and carried unanimously.

Since there was no further business to come before the Board, J. Bradford Fichthorn made a motion to adjourn the meeting at 8:04 p.m., second by Richard Shober, and carried unanimously.

Respectfully submitted,



J. Bradford Fichthorn
Assistant Secretary

jae

EAST COCALICO TOWNSHIP AUTHORITY DIRECTORY – 2019

MONTHLY MEETING: Second Thursday of each month at 7:00 p.m. prevailing time

AUTHORITY OFFICE: 102 Hill Road
Denver, PA 17517
water@ecocalicotwpauth.com

HOURS: Monday through Friday
8:00 a.m. – 4:30 p.m.

(717) 336-1731
(717) 336-1732
(717) 336-1735 Fax
(Answering service in effect from 4:30 p.m. to 8:00 a.m.)

AUTHORITY GARAGE: 1376 Ridge Avenue
Ephrata, PA 17522

HOURS: Monday through Friday
7:00 a.m. – 3:30 p.m.

(717) 336-5205
(717) 336-5200 Fax

WATER TREATMENT PLANT: 77 Stevens Road, Stevens, PA 17578 (717) 336-4871

AUTHORITY BOARD

	<u>Term Expires</u>
Daniel J. Becker, CHAIRMAN	12/31/20
Samuel E. Weaver, Jr., VICE CHAIRMAN	12/31/22
Gerald A. DeBalko, SECRETARY	12/31/19
J. Bradford Fichthorn, ASSISTANT SECRETARY	12/31/19
Edward R. Nevling, TREASURER.....	12/31/20
David A. Lutz, ASSISTANT TREASURER	12/31/21
Raymond L. Wolf, PROJECT MANAGER	12/31/21
Richard A. Shober, PROJECT MANAGER.....	12/31/23
Vacant, PROJECT MANAGER	12/31/18

ADMINISTRATOR:

Terry W. Reber (717) 336-1731 Work
treber@ecocalicotwpauth.com (717) 336-1735 Fax

SOLICITOR:

Lucy Dowd Law (717) 435-8271
342 North Queen Street, Rear (717) 435-8530 Fax
Lancaster, PA 17603
Lucy F. Dowd, Esq. – LDowd@lucydowdlaw.com

ENGINEER:

CDM Smith, Inc. (717) 560-7500
280 Granite Run Drive, Suite 160 (717) 560-7525 Fax
Lancaster, PA 17601
Rachel A. Kirkham, P.E. – kirkhamra@cdmsmith.com

AUDITOR:

Brown Schultz Sheridan & Fritz (717) 761-7171
210 Grandview Avenue (717) 737-6655 Fax
Camp Hill, PA 17011
James A. Koontz, CPA – JimKoontz@bssf.com
Brian R. Marchuck, CPA – BrianMarchuck@bssf.com

EAST COCALICO TOWNSHIP AUTHORITY

COMMITTEES – 2019

<p style="text-align: center;"><u>WATER COMMITTEE</u></p> <p>Gerald DeBalko, Chairperson J. Bradford Fichthorn Samuel Weaver VACANT</p>	<p style="text-align: center;"><u>SEWER COMMITTEE</u></p> <p>Raymond Wolf, Chairperson David Lutz Richard Shober Samuel Weaver</p>
<p style="text-align: center;"><u>PERSONNEL COMMITTEE</u></p> <p>Edward Nevling, Chairperson J. Bradford Fichthorn David Lutz Richard Shober</p>	<p style="text-align: center;"><u>RATES, RULES AND REGS COMMITTEE</u></p> <p>Gerald DeBalko, Chairperson Richard Shober Samuel Weaver Raymond Wolf</p>
<p style="text-align: center;"><u>ADAMSTOWN/EAST COCALICO - SEWER COMMITTEE</u></p> <p>Daniel Becker, Representative Raymond Wolf, Alternate</p>	<p style="text-align: center;"><u>EPHRATA IMG COMMITTEE</u></p> <p>Daniel Becker, Representative Terry Reber, First Alternate</p>
<p style="text-align: center;"><u>DENVER BOROUGH LIAISON</u></p> <p>David Lutz</p>	