

**EAST COCALICO TOWNSHIP AUTHORITY
MEETING MINUTES
MARCH 14, 2019**

The regular, monthly meeting of the East Cocalico Township Authority was held on Thursday, March 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, J. Bradford Fichthorn, David Lutz, Raymond Wolf and Richard Shober (one vacancy)
Solicitor:	Lucy Dowd, Lucy Dowd Law
Engineer:	Rachel Kirkham, CDM Smith
Administrator:	Terry Reber
Employees:	Kenneth Spitler, Marc Wright, Jodie Eberly
Visitors:	James Tressler, Reamstown Memorial Park Association Elmer Kauffman, West Cocalico Resident

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

MINUTES: Minutes of the monthly meeting held on February 14, 2019, were approved as presented on motion by Samuel Weaver, second by Edward Nevling, and carried unanimously.

RECOGNITION OF VISITORS/PUBLIC COMMENT:

REAMSTOWN MEMORIAL PARK ASSOCIATION: James Tressler, Treasurer of the Reamstown Memorial Park Association, came to the meeting to relay his Board's disappointment in the Authority Board regarding recent water and sewer billings and their requirement to install backflow prevention. Mr. Tressler said it is a financial burden for their non-profit organization. Chairman Becker explained that despite the Association's non-profit status, the Authority must regard the Reamstown Memorial Park Association the same as all the other water and/or sewer customers.

WELL M: Elmer Kauffman came to the meeting to discuss the Agreement of Easement in Lieu of Condemnation between ECTA and Terry and Sandra Scheetz. Mr. Kauffman is the current owner of the property discussed in the Agreement.

TREASURER'S REPORT (see attached): Administrator Terry Reber reviewed the February 2019 financial reports. The reports were approved as presented subject to audit.

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

TWIN PINE FORD: The Twin Pine Ford sanitary sewer extension project at 620 North Reading Road and 11 Long Avenue is now complete. One of the easements needed for this project is along North Reading Road. When new lighting was installed at the Twin Pine Ford property, two light poles were relocated about six feet inside the easement area. At this time there are no sanitary sewer facilities located in this portion of the easement or plans to install any. The Authority has added a clause to the

standard easement agreement for this project holding the grantor of the easement, Twin Pine Ford, responsible for all costs associated with removal and restoration of these two light poles if it becomes necessary for future extension or maintenance reasons. The owner of Twin Pine Ford has agreed to the easement revision. Because there has been a revision to the Authority's standard easement agreement, Solicitor Dowd presented the Board with a Resolution authorizing approval and execution of this revised easement agreement.

- Gerald DeBalko made a motion to approve Resolution No. 2019-03-14-01 authorizing the execution of an Easement Agreement between BLAC Holdings, LLC (Twin Pine Ford) and ECTA, second by Raymond Wolf, and carried unanimously.

The Authority's administrative requirements for this project are complete and all inspections have been made. Satisfactory as-built plans for the project have been approved. The easement agreement for the Long Avenue property has previously been recorded, and the Board approved the revised easement along North Reading Road at tonight's meeting. The owner of Twin Pine Ford will sign the revised easement agreement tomorrow. The Authority is holding a letter of credit in the amount of \$88,085.58 to guarantee construction of the sanitary sewer infrastructure as well as \$12,500.00 in administrative escrow. Administrator Reber requested the Board's approval to begin this project's 18-month warranty period and to reduce the letter of credit to \$13,213.00 (15% of the approved actual cost of construction) to be held, along with the administrative escrow, until the end of the 18-month warranty period.

- Richard Shoher made a motion to begin on March 15, 2019 the 18-month warranty period for the Twin Pine Ford sanitary sewer extension project at 620 North Reading Road and 11 Long Avenue and to reduce the Fulton Bank Letter of Credit #D007621 from \$88,085.58 to \$13,213.00 representing 15% of the cost of construction, second by Samuel Weaver, and carried unanimously.

CARRIAGE HILL: Landmark Homes recently purchased approximately 18 acres of undeveloped land previously designated as Phases 3 and 4 of the Carriage Hill housing development. In December 1999, developer Paul Stitzel (Stitzel Farm Equipment, Inc.) paid water and sewer administrative escrow in the amount of \$5,000.00 each for the Carriage Hill property. As is Authority policy, when land is resold to another developer, administrative escrow is returned to the original developer and the new owner will be required to re-establish escrow. Landmark Homes is aware of this policy.

- Gerald DeBalko made a motion to return to Stitzel Farm Equipment, Inc. their \$5,000.00 administrative escrow for water and \$5,000.00 administrative escrow for sewer associated with the Carriage Hill Development project, second by Raymond Wolf, and carried unanimously.

HEATHERWOODS/HILL ROAD WATER LINE EXTENSION: On February 26, 2019, the Authority received an offer from the Assistant Director of Surety Claims at Sompo International Insurance Company to settle a claim with the Authority to install 985 feet of 10" ductile iron water line up Hill Road. This water line extension was originally part of the Heatherwoods Phase 1A development but was never installed. The original Heatherwoods developer is no longer associated with the ongoing development phases but the original subdivision bond guaranteeing construction remains in place escalating 10% each year. The face value of the bond in 2011 was \$108,000.00 and has now grown to \$231,507.00. In March 2018, CDM Smith estimated the cost to construct the water line at \$194,900.00. The initial settlement offer from the insurance company is \$25,000.00. After discussion, the Board agreed to not accept the \$25,000.00 settlement offer and to instruct the insurance company to fulfill the obligation of the bond.

RT 272 & CHURCH ST INTERSECTION WATER MAIN REPLACEMENT: ARRO Engineering has provided a preliminary plan with aerial photo for this project. As per the plan, the Authority will need to

secure easements from three property owners surrounding the intersection. A copy of the plan was presented to the Board for review at tonight's meeting. Since there were no objections to the plan, Authority staff will begin the process of contacting the property owners regarding the easements.

GEHMAN BASIN I&I INVESTIGATION: This project will televise all of the Authority's sanitary sewer mains, manholes, and laterals within the Gehman basin along with right-of-way clearing where necessary. This is the start of a multi-year project to eventually inspect and repair the Authority's entire sanitary sewer infrastructure. The Authority has received two cost proposals for the consulting engineering work: one from ARRO Engineering for a total not-to-exceed fee of \$44,200.00 and one from CDM Smith for a total not-to-exceed fee of \$38,500.00. After discussion, the following motion was made:

- Gerald DeBalko made a motion to award the Gehman Basin I&I investigation to CDM Smith for a total not-to-exceed fee of \$38,500.00, second by Richard Shober, and carried unanimously.

WELL M: The Authority is in the process of bringing Well M online this year as another source of water for the Township and a backup to Well F at the water treatment plant. CDM Smith has submitted a not-to-exceed proposal in the amount of \$40,000.00 for design, permitting, bidding, and construction services related to installation of the Well M pump, power, and local controls. After discussion, the following motion was made:

- Gerald DeBalko made a motion to accept CDM Smith's proposal for design, permitting, bidding, and construction services related to installation of the Well M pump, power, and local controls for a total not-to-exceed fee of \$40,000.00, second by David Lutz, 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:

SANITARY SEWER LATERALS: A. H. Moyer replaced/repared three sanitary sewer laterals: two with root intrusion were replaced and one with collapsed piping was repaired.

24 BUNKER HILL ROAD: ECTA staff replaced a leaking water system lateral corporation stop valve at 24 Bunker Hill Road.

WATER MAIN BREAK: On March 13, 2019, ECTA staff repaired a water main break at 73 Kurtz Road.

PERSONNEL COMMITTEE: The Personnel Committee met on March 5, 2019 to continue discussion regarding succession planning. The Board will meet in Executive Session at the end of tonight's meeting to discuss personnel matters.

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

CONSTRUCTION SPECIFICATIONS: CDM Smith provided the Certificate of Consulting Engineer for both water and sanitary sewer for the newly revised and approved Construction Specifications.

STEVENS ROAD & LINE ROAD WATER MAIN REPLACEMENT PROJECT: Wexcon submitted their as-built plans which CDM Smith is reviewing while preparing the record drawings.

CHAPTER 94 REPORT: CDM Smith prepared and completed the annual Chapter 94 Report, which was submitted to Ephrata Borough and Adamstown Borough.

STEVENS PUMPING STATION EXPANSION: The architectural, structural, civil, and HVAC plan updates are complete. The electrical and mechanical plans are being finalized.

STEVENS COURT: CDM Smith participated in a meeting on February 21, 2019 with a new developer (Vanguard Development Group) that may purchase the Stevens Court property and develop it in accordance with the approved plans. Vanguard is looking into developing the property as an all rental community.

BEILER PROPERTY: CDM Smith is currently reviewing the second set of sanitary sewer shop drawings for the project.

GARDEN SPOT & FRAME ALIGNMENT: A preconstruction meeting is scheduled for March 21, 2019. They will be installing a new water lateral and relocating a fire hydrant.

HEATHERWOODS PHASES 4 & 5: Revised final plans for Heatherwoods Phases 4 and 5 were submitted for review on March 6, 2019. CDM Smith issued a comment letter on March 11, 2019. The comment letter stated that the previously installed sanitary sewer laterals between MH 909 and 906 were to be cut and capped at the main and abandoned unless they will be reused in the future.

MEMBERS FIRST FEDERAL CREDIT UNION: CDM Smith finished their review on the revised plan submittal and issued a comment letter on March 11, 2019. In the letter, CDM Smith commented that they may want to consider low pressure to save on construction costs. Since they do not want to install a grinder pump, they are proceeding with the gravity sewer extension.

SOLICITOR'S UPDATE:

CONSTRUCTION SPECIFICATIONS: The updated Construction Specifications for both the water and sanitary sewer systems were approved at last month's meeting. Under the PA Construction Code, the Authority must pass a Resolution adopting certification from the consulting engineer that the specifications for sanitary sewer and water laterals either equal or exceed the PA Construction Code requirements. Solicitor Dowd presented the Board with this Resolution.

- Gerald DeBalko made a motion to adopt Resolution No. 2019-03-14-02 adopting certification of consulting engineer on specifications for sanitary sewer and water laterals pursuant to Chapter 3 of the Pennsylvania Construction Code Act, second by Samuel Weaver, and carried unanimously.

The next step is to have the Township enact an Ordinance adopting the Authority's Construction Specifications. Solicitor Dowd will be working with the Township's Solicitor to complete this task.

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

EXECUTIVE SESSION: Chairman Becker called an Executive Session at 8:08 p.m. to discuss personnel matters. At 8:40 p.m., Chairman Becker adjourned the Executive Session and reconvened the public meeting. No action was taken during the Executive Session. The following motions were then made during the public meeting:

- Gerald DeBalko made a motion to approve the new job position of Water Treatment Plant Chief Operator, second by Edward Nevling, and carried unanimously.

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- Richard Shober made a motion to authorize the Authority Administrator to fill the new job position of Water Treatment Plant Chief Operator from among the current Authority personnel, second by Edward Nevling, and carried unanimously.
- Samuel Weaver made a motion to authorize the Authority Administrator to make any other changes to existing personnel's job titles, compensation, and responsibilities as deemed appropriate by the Administrator, second by Gerald DeBalko, and carried unanimously.

Since there was no further business to come before the Board, Gerald DeBalko made a motion to adjourn the meeting at 8:45 p.m., second by Edward Nevling, and carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerald A. DeBalko". The signature is written in a cursive, flowing style.

Gerald A. DeBalko
Secretary

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