

# Weaverland Valley Authority

## Meeting Minutes

February 12, 2018

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on February 12, 2018. Chairman Ken Witmer called the meeting to order at 6:30 p.m. and informed all present that the meeting was being recorded by a resident.

The following Board members were present: Ken Witmer, Harold Kilhefner, Scott Marburger, Thomas McDermott, Gene Pierce & Jason Firestine. Also present were Frank P. Mincarelli, Esquire of Blakinger Thomas Law Firm, solicitor; Bradford J. Harris, Good & Harris, LLP; Gary Martin, Becker Engineering; Bruce Crabb, Operations Supervisor & Denise Bensing, Administrator.

**MINUTES:** A motion was made by Jason Firestine, seconded by Thomas McDermott, that the minutes of the January 8, 2018 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

1. M. J. Reider lab reports (Shady Maple) January.
2. Cawley Environmental/Goodville Treatment Plant: December 2017.
3. Twin Springs Lot 6 (Ebenezer Holdings) – Preliminary plans to be reviewed
4. ARRO Consulting – Professional Services Agreement for GIS mapping and software – The Township and the Authority met with Nate Merkel with ARRO to discuss completing the GIS work and make it more useable other than just maps. The agreement is for a price not to exceed \$10,000. The work would include pulling all the mapping information together and setting up the software which would allow the operators to track maintenance items. Bruce said he would use it daily. ARRO would set up the software specifically for how operations staff would use it. The Township quote included 3 standalone software purchases which would be shared with the Authority. There is room in the quote for more physical points to be taken if necessary. Jason asked if this is the only company who can do this and should we get other quotes. Gene feels it is essential to get this done and asked if there is money in the budget to do this. Denise said there was not money set aside specifically for this but there would be money available to do it. It was also noted that the Township would be discussing this at their next meeting and if the Township and the Authority use the same company they would be able to share information. Gene Pierce made a motion to approve the proposal with ARRO for an amount not to exceed \$10,000, seconded by Harold Kilhefner. Tom then asked if this came up all of a sudden and why the rush. In favor – Gene Pierce, Harold Kilhefner, Scott Marburger, Ken Witmer, Jason Firestine. Against – Tom McDermott
5. Blakinger Thomas Law Firm – Lien satisfied 1269 Springville Rd.
6. Masano Bradley – A letter commending Denise for exemplary customer service.
7. Spotts, Stevens and McCoy – Offering future assistance and Municipal Rate Schedule.
8. Diehm & Sons – Petra Church sanitary sewer extension plan and details. Gary explained that 100% of the property is in East Earl Township but they are proposing to connect at a point in Earl Township. Gary noted that the letter has some misinformation in it. Harold asked if there is a plan that makes more sense. Gary said the Authority could write a letter saying the Authority allows this customer to be served by Earl Township. The Authority could also draft a letter saying Earl Township Sewer Authority can receive the sewage. The

property would require at least two EDU's (house and food bank). If the house is more than one unit, it would require additional capacity and if the food bank employs more than ten people, more than one EDU would be required. Denise will send a capacity letter notifying them of the tapping fees and user fees.

**ADMINISTRATIVE REPORT:**

Statement of Financial Interest – Denise distributed a Statement of Financial Interest to each board member. Board members need to verify all the information is correct and that all appropriate boxes have been checked.

PRWA Membership – Denise explained that Blue Ball Water and East Earl Sewer Authorities and Terre Hill Borough have been members of PRWA. It is now time to renew and she asked if the board would like this Authority to join. She explained that there are many benefits to being a member including the conference held in March which Bruce will be attending. Jason Firestine made a motion to approve a membership with PRWA, seconded by Scott Marburger. Motion carried unanimously.

Request to waive penalty – Denise explained that she received a request from a customer whose payment was late asking if the board would waive the penalty due to the customer's oversight. Denise noted they have only been late one other time. Harold Kilhefner made a motion to waive the penalty this one time, seconded by Thomas McDermott. Motion carried unanimously.

Maher Duessel Audit Engagement Letters - Gene Pierce made a motion to engage Maher Duessel for the 2017 cash basis audit, seconded by Scott Marburger. Motion carried unanimously.

**FINANCIAL REPORT:**

The Financial report was read with \$36,975.93 in bills for approval for the water fund and \$79,723.81 in bills for approval for sewer.

Water & Sewer Collection Fund	\$9,207.90
Business Checking Water Fund - ENB	\$500.00
Money Market Account Water - ENB	\$769,766.86

A motion was made by Jason Firestine to approve the water financial report and pay the bills, seconded by Harold Kilhefner.

Construction Account – ETSA Upgrades	\$999.99
FDIC Insured Sweep Account - Sewer	\$0.00
Business Checking Sewer Fund - ENB	\$4,058,185.16
Business Checking – Fulton Bank	\$9,489.44
Fulton Bank Loan Balance	\$937,910.00

A motion was made by Jason Firestine to approve the sewer financial report and pay the bills, seconded by Thomas McDermott.

A payment request of \$125,440.27 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Scott Marburger to transfer \$125,440.27 from the loan account to the construction account and send a check to Earl Township, seconded by Jason Firestine. Motion carried unanimously.

**ENGINEER'S REPORT:**

Gary reported that he reached out to Bob and Valerie for information on the Terre Hill system but has still not received any of the information.

Sewer:

ETSA WWTP Upgrades: The SBR tanks are being filled with ground water and some effluent for hydraulic testing. The startup date is still to be determined.

BBC Lot 66 & 67: There is a new proposal being explored for more townhomes. Gary explained to the board the developer will need to take into account the water main that crosses the properties.

Timberline Estates: Gary is working with the developer's consultant on verification of easements before considering dedication.

Chapter 94 to New Holland: The Chapter 94 report to New Holland is due this week. Gary reviewed the Reserved/Planned Capacity table and asked if the board had any additional input. The submission Signature Page needs to be signed by the Chairman. Harold Kilhefner made a motion to authorize the Chairman to sign the New Holland Borough Authority Chapter 94 report for submission to the New Holland Borough Authority, seconded by Jason Firestine. Motion carried unanimously.

Chapter 94 to Earl Twp.: This report will be due in March.

Chapter 94 to DEP for Terre Hill WWTP: This report will be due in March and will be discussed next month after the information for 2017 is provided by the Borough.

Twin Springs (Lot 9 – Churchtown Woodcraft) – Bruce met with them and they are not planning on using the existing laterals. The Authority is waiting for plan submission to coordinate utilities.

Water:

SRBC/DEP Aquifer Test Plan: Jeff Bologna has begun monitoring the flows. Becker anticipates completing the aquifer test this month.

Bruce asked if Jeff B. had any information regarding the change of ownership on the facilities. Gary reported that Jeff indicated that the change of ownership for Blue Ball and Terre Hill will be completed at the same time. This will be done after information is received from Terre Hill.

Gary noted that Jeff Sweater emailed his report to the board. Gary contacted Jeff and was told there are not any action items.

### **SOLICITOR'S REPORT:**

**Brad Harris** - Brad reported that closing, to transfer assets to WVA, occurred on Jan. 30<sup>th</sup>. Brad will provide a copy of the executed documents to Denise. Frank also provided copies of his executed documents to Denise.

Some loose ends that still need to be addressed:

Appendices for the Rules and Regulations – Julian is working on them and hopes to have them to the board before the March meeting.

Mandatory Connection Ordinances – Terre Hill passed their ordinances last month and the Township is planning to pass theirs at the February meeting.

THB Reservoir Deed – This deed has not been recorded yet.

CWS Property Acquisition – Before this can be finalized, the Authority needs to know what is needed for the access driveway. Brad is hoping to have this in the next week or two.

Other Property Acquisitions – Jeff is negotiating with the property owners for the other properties.

### **DAY-TO-DAY COMMITTEE:**

**Maher Duessel** - Harold reported the committee met with Tracey Rash, on Jan. 24<sup>th</sup> to discuss the different reporting options.

**Independent Contractor** - The committee also discussed the Independent Contractor Agreements and felt the agreements were fine except for changing Blue Ball Water Authority and East Earl Sewer Authority to Weaverland Valley Authority.

**Operator Compensation for Weekends and Call Outs** – For Blue Ball Water and East Earl Sewer Authorities, the weekend daily rounds could be done in approximately 2 hours. Now that operations are combined, Bruce is estimating the time it will require will almost double. The committee is recommending the operators be compensated for 4 hours minimum to do weekend rounds and 2 hours minimum for per callout. If regular rounds take an operator longer than 4

hours, the employee must document why. The committee feels the hourly compensation should remain the same. Gene Pierce made a motion to support paying the operators 4 hours for doing regular rounds on the weekend and holidays and a minimum 2 hours compensation for unscheduled callouts, seconded by Jason Firestine. Motion carried unanimously.

**Radio Read Meters** – The committee discussed the cost to switch to radio read meters but feel it is just too expensive to pursue.

**Billing for Rental Properties** – The committee discussed whether the Authority should send bills to tenants or only bill the property owner or management agency. The committee is recommending that after the 2<sup>nd</sup> quarter billing of 2018, the Authority will notify the property owners that bills will only be sent to the property owner or management agency.

**Operations Vehicle** – Bruce discussed that they are short a vehicle for the number of employees. Bruce explained that it has been taking half of a day to do rounds because two people have to travel together. Bruce has also been using his personal vehicle. The committee feels it would make the most sense to purchase a vehicle through a Costars supplier. New Holland Ford is a Costars supplier and the price for an F150 would be \$29,000 and an F250 \$30,000. Although the cost for an F250 is only slightly higher, the cost for maintenance would also be higher. Gene Pierce made a motion to place an order at a cost not to exceed \$35,000, seconded by Jason Firestine. Motion carried unanimously. It was also noted that the next vehicles that will be needed will be a 550 and a vac. truck.

**NEW BUSINESS:**

Tom asked about the force main easement across the David Zimmerman property. Jeff's notes state that it is thought that a lateral was already installed and Bob said they shouldn't have to pay a tapping fee. Tom feels there needs to be clarification and he will contact Jeff directly.

Harold Kilhefner moved to adjourn the meeting at 9:14 p.m., seconded by Scott Marburger. The next meeting will be held on March 12, 2018, beginning at 6:30 p.m.

Respectfully submitted,

Denise A. Bensing

Cc: Scot Ash  
Harold Kilhefner  
Scott Marburger  
Randy Miller  
L. Eugene Pierce  
Kenneth Witmer  
Jason Firestine  
Thomas McDermott  
Bradford J. Harris, Attorney  
East Earl Township  
Terre Hill Borough  
Robert Rissler  
Jeff Sweater, Consulting Engineer  
Gary Martin, Becker Engineering  
Frank Mincarelli, Blakinger Thomas