

Weaverland Valley Authority

Meeting Minutes

April 9, 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 April 9, 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, Scot Ash, Thomas McDermott, Gene Pierce, Jason Firestine & Randy Miller. Also present were Frank P. Mincarelli, Esquire of Blakinger Thomas Law Firm, solicitor; Gary Martin, Becker Engineering & Bruce Crabb, Operations Supervisor & Denise Bensing, Administrator.

MINUTES: A motion was made by Thomas McDermott, seconded by Gene Pierce, that the minutes of the March 12, 2018 meeting be approved as submitted. The motion carried unanimously.

FIRELINE (Ron Fink):

Ron Fink and Pat Deibler were present to request a waiver of the required meter box as required in Section 407.0 of the Rules and Regulations. Mr. Deibler explained that it would be a diminimous waiver because the requirement is a lateral more than 100 ft. and they are just less than 115 ft. Mr. Deibler also explained that due to the location of the driveway, there is no good location to put the meter box. He explained that this causes a hardship because the meter box required is quite expensive. Gary pointed out that the valving and backflow preventer is required whether the valving is in the building or in a meter box.

A timeline was presented by Mr. Fink. In regards to the timeline, Gary noted that the first the Authority was made aware of the project was Jan. 24, 2018. On Jan. 31, 2018 Gary spoke with Harold Eberly at Hoover Building Specialties and explained the requirements. Gary also spoke with Don Lynam on Feb. 1, 2018 regarding the requirements. Gary received a submission on Mar. 1, 2018 to be reviewed. It was noted that part of the reason the meter box is more expensive is because it is proposed to be located in the driveway. Tom asked if the location of the meter box could be placed beside the driveway.

Mr. Fink asked what the significance of the 100 ft. is. Gary explained that 100 ft. is the standard length. Gary also explained that the Authority brings the water to the curb stop. If the lateral from the curb stop to the building is over 100 ft. it is considered a long lateral and is required to have a meter box within 5 ft. of the Right of Way. This requirement is to protect the Authority if there would be a leak in the long lateral. Gary also noted that plans are typically submitted to the Authority when land development plans are submitted.

Scot expressed his concern about setting precedence. Gene asked if there is any other way to mitigate the liability for the Authority with additional instrumentation. Gene noted that he is not necessarily concerned about setting precedence as long as the instrumentation is in place. He also noted that when there are standards in place there is a reason they are in place and an alternative would need to have a risk assessment in place.

Jason feels the cost to do a wet tap and move the location of the curb stops would cost less than the meter box. Mr. Deibler said it makes sense to get a price for this option but asked if the board would consider allowing a meter box to be placed more than 5 ft. from the Right of Way but less than 100 feet from the building. It was noted that any solution requiring an exception from the Authority requirements would need to wait until the next meeting. If a solution can be found that adheres to the Authority requirements, Gary can approve between meetings.

Frank also noted that submission to the Authority should have been included with the land development plans.

CORRESPONDENCE:

1. M. J. Reider lab reports (Shady Maple) March – Gary noted there will be no surcharge for March.
2. Cawley Environmental/Goodville Treatment Plant: February 2018. It was noted that the treatment plant did not operate properly. It was also noted that some of the flows were estimated due to a broken flow meter. The meter has been repaired.
3. L.A.B.S.: Sample results for March for Terre Hill, Twin Springs, and Blue Ball water systems. All results were normal

4. East Earl Township – Prelim/Final Subdivision Land Development conditionally approved for Frogtown Rd. pump station, Terre Hill pump station, and the Regional WWTP.
5. Blakinger Thomas Law Firm – Liens satisfied for 53 Dawkins Dr.
6. Penalty waiver request – the customer at 77 Gentle Dr. requested the penalty they were charged due to their payment being late be waived. Jason Firestine made a motion to deny the waiver of the penalty due to prior late payments, seconded by Scot Ash. Motion carried unanimously.
7. Becker Engineering – Review letter #1 for Churchtown Woodcraft (Twin Springs Lot 9). Gary noted that Becker met with Roger Fry regarding this plan.
8. Fry Surveying – Churchtown Woodcraft resubmittal
9. Becker Engineering – Review letter #1 for Fire Line Properties (Twin Springs Lot 11/12).
10. Becker Engineering – Sewage planning module for Granger/EDL (Earland Drive Lot 14).
11. Becker Engineering – ETSA 2017 Chapter 94 Report.
12. Becker Engineering – WVA 2017 Chapter 94 Report to DEP.

ADMINISTRATIVE REPORT:

Denise reported that there were a few issues preparing the East Earl service area quarterly bills causing them to be sent out a week late. The due date was extended to May 3rd due to the delay in processing the bills.

FINANCIAL REPORT:

The Financial report was read with \$27,739.06 in bills for approval for the water fund and \$112,695.64 in bills for approval for sewer.

Water & Sewer Collection Fund	\$2,135.89
Business Checking Water Fund - ENB	\$100,000.00
Money Market Account Water - ENB	\$0.00
FDIC Insured Sweep Account – Water	\$680,902.60

A motion was made by Gene Pierce to approve the water financial report and pay the bills, seconded by Jason Firestine. Motion carried unanimously.

Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$3,872,446.26
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$9,485.44
Fulton Bank Loan Balance	\$937,910.00

A motion was made by Gene Pierce to approve the sewer financial report and pay the bills, seconded by Randy Miller. Motion carried unanimously.

A payment request of \$148,587.52 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Gene Pierce to transfer \$148,587.52 from the loan account to the construction account and send a check to Earl Township, seconded by Scot Ash. Motion carried unanimously.

ENGINEER'S REPORT:

Sewer:

ETSA WWTP Upgrades: New plant tertiary treatment (filters) and new disinfection and metering to start-up this week. The new SBR are in operation and meeting current permit conditions. Conversion of the old reactor to the new digestors will be completed this week and the existing digestors will be upgraded. The site work to address storm water issues will begin this week.

Timberline Estates: Roger Fry is still investigating.

Twin Springs (Lot 6 – Ebenezer Holdings) – Initial review complete. Awaiting response.

Twin Springs (Lot 9 – Churchtown Woodcraft) – Initial review complete and met with the contractor. Updated plans expected in the next couple of weeks.

EDL/Granger (Earland Dr. Lot 14) – Module input on behalf of WVA was completed. Gary is working with New Holland Borough regarding the proposed process condensate discharge.

Transfer GIC NPDES Permit to WVA – Gary is working with DEP and the Contract operators to complete this.

Transfer Terre Hill WWTP NPDES permit to WVA – Gary is coordinating the information received from TH to complete this transfer.

Water:

SRBC/DEP Aquifer Test Plan: The aquifer step-drawdown test is scheduled to begin this week. The Twin Springs well pump will be pulled and replaced with a larger output pump to find the maximum amount that can be pulled out of the well.

Transfer of Public Water Supply Permits – An administrative request (form) for SRBC needs to be signed. The form for Terre Hill will also need to be signed at the Terre Hill Borough Council Tuesday evening. Gene asked if the transfer included the well that has not been commissioned yet. Gary said that well is not officially permitted but it is included on the list. Gene Pierce made a motion to authorize the signing of the form to transfer the public water supply permits, seconded by Randy Miller. Motion carried unanimously.

It was also noted that an update on the Regional WWTP project was also received from Jeff Sweater.

SOLICITOR'S REPORT:

Frank reported that 1323 Edgewood Dr. was sold at a Sheriff Sale and Frank's office completed a Distribution Payoff. Frank's office also prepared a standard LOC form for developers.

Frank noted that there seems to be some confusion regarding compensation for the board members. Frank explained that there are 2 forms of compensation provided for in the Municipality Authorities Act. One is members' salary as determined by the governing body of the municipality that appoints the member to the board, and the other is officers' salary which is determined by the board members themselves. The board indicated that it was not intending, at this time, to pay officers any salaries and that it was only concerned about the members' compensation. Frank's opinion is that they are entitled to receive salaries if the Borough Council and the Township Supervisors have established those salaries by formal action, i.e. by motion or resolution. Frank also indicated that once those salaries are set, they cannot be increased or decreased by the respective municipalities during the term for which the member was appointed. So, any salaries established for the current members of the board can be paid to them at an amount that will be constant for the remainder of their 5-year terms. They do not have to wait until their respective terms expire in order to receive compensation for attending meetings.

It was reported that the board received an update from Attorney Harris.

OPERATIONS REPORT:

Bruce discussed the issue with a sewer valve on the low pressure line becoming blocked. Bruce reported that he contacted 3 or 4 contractors and only received one quote and the contractor was not interested if the Township was going to be doing the excavating. The one issue is there is no simple way to isolate the valves so the contractor wants to use lines stops but the lines are too small. Jason asked Bruce to send him the information and Jason will see if he has any other contacts to check with. Gene asked How Zachary is working out and Bruce explained that Zach is a very hard worker and he is working out great.

DAY-TO-DAY COMMITTEE:

Staffing – Harold reported that the operations staff has been very busy and the committee would like to recommend hiring another operator. This operator would be hired by East Earl Township and be leased to the Authority. Bruce explained that Zach has been working with them full-time and he is concerned about the work load if Zach would be needed at the

Borough 10 hours a week. Harold said there is a real possibility that Zach would apply for the position. Harold will go to Borough Council meeting and make them aware of the potential of losing an employee. Tom McDermott made a motion to advertise for up to 2 full-time employees to work with the WVA after the committee has completed the preliminary work, seconded by Scot Ash. Motion carried unanimously.

Response to Fire Calls – The committee discussed the policy for responding to fire calls. The committee does not have an issue with responding as long as the Authority is not at risk of additional liability. Harold found out that Zach is covered by the Borough’s Worker’s Compensation policy as an employee of the Borough and as a volunteer fire fighter. Under the Borough policy, Zach is paid for responding during normal working hours. Denise checked with the insurance agent regarding the use of an Authority vehicle to respond to the fire house. Denise found out this is not a problem as long as the person is an authorized driver.

Fuel Tank at WWTP site – Harold spoke with Bob Rissler and they are in need of a fuel tank and there is a fuel tank at the WWTP property that is not used. The board agreed to trade the fuel tank for a small hot water heater.

Building Addition – The committee discussed moving forward with accepting bids for the building addition because they have not received much response for general quotes. Eldon Stoltzfus provided a proposal of \$3,500.00 which includes construction documents, bidding services and construction phase. A motion was made by Harold Kilhefner to authorize spending \$3,500.00 to prepare the documents, seconded by Gene Pierce. Motion carried unanimously.

NEW BUSINESS:

Electric and Natural Gas Quotes – Tom received some quotes back for electric generation and natural gas. Advantage offers a 36 month rate of .0649 and Titan offers a 36 month rate of .0671. Titan charges a \$25.00 per account early termination fee and Advantage would be similar to the early termination fee Hudson Energy charges. Tom said he can check with Titan to see if they would match the Advantage rate. Gene made a motion for Tom to negotiate the best 2 or 3 year rate for electric and gas, seconded by Randy Miller. Motion carried unanimously.

OLD BUSINESS:

The board asked Denise to add the Fulton LOC to the old business to review in June or July.

Jason Firestine moved to adjourn the meeting at 9:41 p.m., seconded by Scot Ash. The next meeting will be held on May 14, 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
John Stoltzfus