

# *Weaverland Valley Authority*

## **Meeting Minutes**

June 11, 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 May 14, 2018. Chairman Ken Witmer called the meeting to order at 6:40 p.m.

The following Board members were present: Ken Witmer, Harold Kilhefner, Scot Ash, Randy Miller, Jason Firestine (arrived late) & Scott Marburger (left early). Also present were Gary Martin, Becker Engineering; Jeffery Sweater, ELA & Denise Bensing, Administrator.

**MINUTES:** A motion was made by Scot Ash, seconded by Randy Miller, that the minutes of the May 14, 2018 meeting be approved as submitted. The motion carried unanimously.

### **PUBLIC COMMENT:**

**Carl Nissley:** Mr. Nissley explained that he is requesting a waiver of the penalty charge. He explained that on April 7<sup>th</sup> he put his payment to the Authority in his mail box but it never cleared. He also had this happen to payments he put in his box on April 14<sup>th</sup>. Mr. Nissley contacted the post office and they are investigating. Mr. Nissley explained that he has never been late with a payment and is requesting the penalty be waived. Denise confirmed that he has never been late before. Scott Marburger made a motion to approve the request to waive the penalty, seconded by Harold Kilhefner. Motion carried unanimously.

### **CORRESPONDENCE:**

1. M. J. Reider lab reports (Shady Maple) May – Gary noted there will be a no surcharge for May.
2. Cawley Environmental/Goodville Treatment Plant: April 2018. Gary explained that the Authority is only the permittee and the owner is responsible to address the high flows. Denise will send a letter to the owner acknowledging the high flows and advising that it needs to be addressed.
3. L.A.B.S.: Sample results for May for Terre Hill, Twin Springs, and Blue Ball water systems. All results were normal.
4. L.A.B.S.: Sample results for May for the treatment plant in Terre Hill
5. John Stoltzfus (Blue Ball Commons Lot #63) – John Stoltzfus is requesting his Letters of Credit be reduced to 15% of the original value. Gary had no objections to this reduction but noted that the 15% must be maintained for 18-months from dedication date. Randy Miller made a motion to approve reducing the LOC’s to 15% of the original value, seconded by Scott Marburger. Motion carried unanimously. Denise will send a letter approving the reduction and reminding them that the LOC must remain in place for 18-months from dedication.
6. Lancaster County Conservation District – Comments on the Erosion and Sediment Control. Jeff noted the comments will be sent Wednesday.
7. Lancaster County Assessment office – Denise explained that Frank will verify that this property, 123 Vine St., is still listed as tax exempt.
8. ELA Group, Inc. – USDA Funding application.

**ADMINISTRATIVE REPORT:**

Denise reported that the insurance policy was delivered. She was happy to report that the cost was significantly below the budgeted amount for insurance. When Dennis delivered the policy, he discussed the coverage for employee theft and computer fraud. The policy has a \$5,000 limit for employee theft and a \$25,000 limit for computer fraud. Dennis suggested that Frank be consulted. Frank feels these limits are low now that the assets have been combined and suggested Denise check with Dennis on coverage that would match our exposure. Denise is waiting to hear from Dennis.

**FINANCIAL REPORT:**

The Financial report was read with \$53,562.32 in bills for approval for the water fund and \$108,753.47 in bills for approval for sewer.

Water & Sewer Collection Fund	\$1,000.00
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$744,393.40

A motion was made by Harold Kilhefner 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	\$3,887,309.99
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$9,481.44
Fulton Bank Loan Balance	\$937,910.00

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

Denise reported that an interest payment will be withdrawn from the Fulton Bank account in the amount of \$9,718.98 on June 15<sup>th</sup>. A motion was made by Randy Miller to transfer \$500.00 to the Fulton Bank account to cover the interest payment, seconded by Harold Kilhefner. Motion carried unanimously.

Denise also reported that a new check needs to be issued to Commonwealth of PA Clean Water Fund in the amount of \$900.00. When ELA calculated what would be due to them they estimated \$1,000.00. They have requested a new check for the correct amount. A motion was made by Harold Kilhefner to send a new check for \$900.00, seconded by Scot Ash. Motion carried unanimously.

A payment request of \$115,382.65 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Scot Ash to transfer \$115,382.65 from the loan account to the construction account and send a check to Earl Township, seconded by Randy Miller. Motion carried unanimously.

**ENGINEERS' REPORT:**

*Jeff Sweater*

Project Design and Permitting: The construction drawings and specifications are being finalized. Jeff explained that USDA requires more than one manufacturer be specified and for this reason, they are making sure the design options fit within the space and design parameters. The land development planning is almost complete. Jeff did note that the one check issued for \$1,000 should have been for \$900 and DEP is requesting a new check be issued.

Chester County Solid Waste Authority (CCSWA): Bob Watts contacted ELA about the next steps for CCSWA to connect. ELA explained that they would need to set up a sampling monitoring program. They also discussed some design considerations that they would need to address. Jeff did note that ELA is concerned about some of their waste and how it would affect the treatment plant.

USDA Funding: ELA met with USDA on May 23<sup>rd</sup> to discuss the environmental report comments and guidelines that have just recently been updated. ELA is working on the comments and to get the other documentation to them for the WVA. Denise will need to be made an Authorized Representative by the WVA to coordinate any application items on the Authority's behalf. This will require that Denise sign up as a contractor on the Federal Government's SAM.org site. Jeff noted that Daryl Peck will attend the July 9<sup>th</sup> meeting to discuss interim financing options.

Proposed schedule:

- Nov. 8 or 13 – Project Bid Release
- Nov. 12 – Accept bank's initial interim construction loan proposal
- Nov. 20 – Mandatory Regional WWTP Project Pre-Bid Meeting
- Nov. 28 – Release of Addendum #1 (if not needed sooner)
- Dec. 7 – Release last Addendum
- Dec. 14 – Bid Due Date
- Prior to end of 2018 – Close on initial \$10 million interim financing
- Jan. 14 – Award Bid
- Jan. 14 – Accept bank's interim construction loan proposal for remaining costs
- By end of Feb. – Close on second interim loan

Gary explained that the board requested that Becker Engineering do a constructability review and asked Jeff to add time to the ELA schedule for this review to be completed.

*Gary Martin*

Sewer:

ETSA WWTP Upgrades: The project is substantially complete. The punch list items are being addressed  
Twin Springs (Fire Line) – New plans were submitted today.

Timberline Estates – It was found that the sewer line on Lot 3 was not constructed in the center of the easement. The house is 4-feet from the approximately 7-foot deep sewer. There are still several other questions and another submission is expected to address these other questions. Per WVA specifications, Gary would recommend requiring the televising of the sewer between Lot 3 and Lot 4 to check the condition and alignment based on where the house was built and the potential impact on the previously installed and inspected sewer. It is also recommended that a separate agreement be drafted for the Lot 3 proximity to the sewer should the sewer ever need to be excavated. Ken asked how we can prevent this from happening again. Gary explained that now that the Authority has more oversight with projects, this should be avoided. The Authority has also been requesting that Becker inspect the projects as they are being constructed. The costs for these inspections are the responsibility of the developer.

Transfer Terre Hill WWTP NPDES permit to WVA – Gary will be contacting Spotts, Stevens and McCoy and DEP.

East Earl LLC – Developer's consultant reported to Gary that the draft permit application is ready to be submitted for Authority review in the near future.

Water:

SRBC/DEP Aquifer Test Plan: Gary reported that the weather is causing issues. SRBC is happy with the efforts but requested monitoring of the Martin pond. A weir box with instrumentation was constructed and installed. The new anticipated start date for the aquifer test is June 13<sup>th</sup> or 14 depending on the weather.

Transfer of Public Water Supply Permits – Submitted and waiting for regulatory response.

Water Tower Subsidence – The area has been repaved.

### **OPERATIONS REPORT:**

Bruce's reported that the pump located in a manhole on Earl St., Terre Hill needed replaced as well as the control panel, floats and all pump and control panel wires. Since this "pump station" is located in a manhole in the middle of the street, it requires that the street be closed to do the work. Many people ignored the road closed signs. It is important to find a new location for this pump station. Bruce also explained that if the two houses using this "pump station" had grinder pumps, this pump station could be eliminated. Bruce also noted that you can't physically get in the

manhole and the one house is lower than the pipe at the bottom of the manhole. If the level would get high enough, the flow could go back in the house.

Bruce also reported that Terre Hill well #3 is currently out of service. The piping's static mixer was full of oxidized material. The oxidation in the mixer was cleaned out and all the piping is currently being replaced.

**DAY-TO-DAY COMMITTEE:**

Recommendations for Hire: Harold reported that the operations staff is in need more manpower. Three applicants were interviewed and the committee would like to recommend hiring two.

Tom McGarvey – Tom has worked with the Authority for many years and would require minimal training. Harold Kilhefner made a motion to hire Tom McGarvey at \$25.00/hour with 1 week of vacation for the remaining year of 2018, 2 weeks for 2019 and then on the Township vacation schedule beginning 2020, seconded by Scot Ash. Motion carried unanimously.

Mike Boley – Mike has some plumbing and electrical experience and is very mechanical. Mike would be interested in obtaining water and sewer certifications. Harold Kilhefner made a motion to hire Mike Boley at \$18.00/hour, a raise of \$1.50 after 90 days and raises of \$1.20 /hour for each certification received, seconded by Randy Miller. Motion carried unanimously.

**NEW BUSINESS:**

Authorized Representative by the WVA to coordinate any application items on the Authority's behalf - Randy Miller made a motion to appoint Denise Bensing as the Authorized Representative, seconded by Harold Kilhefner. Motion carried unanimously.

Randy Miller moved to adjourn the meeting to an executive session at 8:20 p.m., seconded by Scot Ash. The next meeting will be held on July 9, 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