

# Weaverland Valley Authority

## Meeting Minutes

December 10, 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 December 10, 2018. Chairman Ken Witmer called the meeting to order at 6:30 p.m.

The following Board members were present: Ken Witmer, Harold Kilhefner, Scot Ash, Jason Firestine, Scott Marburger, Gene Pierce, Randy Miller and Thomas McDermott. Also present were Gary Martin, Becker Engineering; Jeff Sweater, ELA; Bruce Crabb, Operations Supervisor; and Denise Bensing, Administrator.

**MINUTES:** A motion was made by Gene Pierce, seconded by Randy Miller, that the minutes of the November 12, 2018 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

1. M. J. Reider lab reports (Shady Maple) November.
2. Cawley Environmental/Goodville Treatment Plant: October 2018
3. L.A.B.S.: Sample results for November for Terre Hill, Twin Springs, and Blue Ball water systems. All results were normal.
4. L.A.B.S.: Sample results for water main repair on Weawit St.
5. Blakinger Thomas – Lien filed – 1263 East Earl Rd.
6. Garden Spot Fire and Rescue 2018 Fund Drive – The board noted that earlier this year they voted to not bill the fire companies on the water and/or sewer systems for water and sewer. The board asked Denise to send the fire company a note explaining the Authority donation to the fire company is receiving water and sewer service for no charge.
7. Chad Newswanger – Mr. Newswanger will no longer be mowing beginning in 2019.
8. Curtis Frey – Estimate for 2019 mowing of the water and sewer properties in East Earl. Denise explained that Mr. Frey is Mr. Newswanger’s brother-in-law and has helped with mowing in the past. His rates are the same as Mr. Newswanger’s. The board felt that before a decision is made they need to get a couple other quotes. Bruce will get other quotes and also get quotes including the Terre Hill properties.
9. Fire Line – Ron Fink is requesting a deduct meter for an isolated line that will be used solely to fill fire truck tanks before they are sent back to customers. This water, which could be anywhere from 300 gallons to 3,000 gallons, will not go into the sewer system. Using a deduct meter would allow Fire Line to only be billed for the amount of sewage that goes into the sewer system. Bruce would like the deduct meter because it would more accurately reflect the flows. Gary noted that it is not unusual to do this for a non-residential commercial use. Gene Pierce made a motion to include deduct meters in the Rules and Regulations for commercial use only as long as the water does not go into the storm water system, seconded by Jason Firestine. Motion carried. Ken Witmer abstained. Gene Pierce made a motion to allow Fire Line to use a deduct meter in accordance with the Rules and Regulations, seconded by Scott Marburger. Motion carried. Ken Witmer abstained.
10. Becker Engineering – 2019 rates for Becker Engineering. The rates reflect an increase of \$5.00 for each position.

### **ADMINISTRATIVE REPORT:**

Denise presented an escrow agreement for A.K. Petersheim who requested opening an escrow account instead of having a Performance and Payment bond for the office addition mechanical contract.

Denise also received a maintenance agreement from Corpro for inspection of the cathodic protection corrosion control equipment in the water tower. She explained that although this specific equipment does not work, they would also be able to do a 15-point review and/or replace the aviation light bulb. It was noted that the tank was inspected approximately 3 years ago by Doug DeClerk. The board does feel it’s important to do regular inspections. Jason will provide information to Bruce for other companies that also do this kind of work to obtain other estimates.

**FINANCIAL REPORT:**

The Financial report was read with \$53,038.17 in bills for approval for the water fund and \$98,787.14 in bills for approval for sewer.

Water & Sewer Collection Fund	\$11,555.83
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$758,194.34

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

Construction Account – ETSA Upgrades	\$14,560.66
FDIC Insured Sweep Account - Sewer	\$3,693,309.00
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$250.46
Fulton Bank Loan Balance	\$987,910.00

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 \$10,095.02 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Gene Pierce to transfer \$10,095.02 from the loan account to the construction account and send a check to Earl Township, seconded by Tom McDermott. Motion carried unanimously.

**ENGINEERS’ REPORT:**

**Gary Martin**

Sewer:

Constructability Review: Gary reported that an electronic copy of the plans was received on Tuesday and a paper copy was delivered to his office on Friday. Gary noted that the plans received were lacking the Architectural, Structural, Mechanical, Electrical and Plumbing plans and partial specifications and they are not suitable for a review. Jeff reported that the remaining plans and specifications are complete but have not been finalized and will only be finalized approximately a month and a half before bidding. Gary stressed that the constructability review is being done to avoid change orders based on their recent experience with similar projects. Harold asked if he receives a complete set of plans a month and a half prior to bidding is that enough for Becker to do a review. Gary noted that it would be enough time as long as they know ahead of time when they will be received so they can put it on their schedule. Harold asked if we are still able to meet the DEP timeline. Jeff said we currently are still on their timeline. Jeff noted that the current drop dead date to go to bid is March 1<sup>st</sup> but we are at the mercy of the state at this point. Jeff has had conversations with DEP and was told we would have cause to request a delay to the timeline if need be.

Twin Springs Sewer Maintenance Guarantee: Gary explained that the sewer maintenance guarantee will expire on January 14<sup>th</sup>. The sewer system has been inspected and a letter will be issued regarding the items that need to be corrected prior to the end of the Guarantee period.

WWTP Storage Tank Permit Transfer: We have been waiting for the final certificate to be issued. DEP indicated that it was sent but could not verify if it was sent to WVA for THB. A new one was emailed to Bruce and he will provide it to Gary and Denise.

Timberline Estates: There were lines televised although the lines that were televised were not the lines in question.

Water:

**Well #4 SRBC Groundwater Withdrawal Application:**

SRBC/DEP Permitting: The Geological Report and on-line groundwater withdrawal application are complete. Jeff will meet with Bruce to review then the applications will be uploaded and submitted. Public notice documents have also been prepared because after submission, the Authority will need to comply with the public notice requirements as regulated by SRBC. After proof of public notice and SRBC review fees (\$9,449) are received by SRBC, they will begin to review the application.

**Summary of Nov. 2, 2018 SRBC Notice of Transfer Approval**

Terre Hill System – A comprehensive metering plan and comprehensive groundwater elevation plan must be submitted by Jan. 31, 2019. Becker will complete. Registration applications for wells #1 and #3 need to be submitted by May 1, 2019. Becker will complete.

Blue Ball System – Registration applications for Well 1, 2, and 3 need to be submitted by Jan. 1, 2019. An aquifer test or aquifer test waiver withdrawal application for Well 1, 2, and 3 needs to be completed prior to or concurrent with obtaining docket approval of well 4. Becker will complete.

### **Terre Hill Consent Order and Agreement (COA) compliance**

A Corrosion Control and Treatment Feasibility study will need to be completed to address elevated lead and copper concentrations within the Terre Hill System. In order to complete this study, a map of the Terre Hill water system is needed. Jeff Bologna contacted Darrell Belz at Spotts, Stevens and McCoy (SSM) and was told a map was provided to ELA and he should contact them. When (SSM) was contacted again Jeff was told they would need to get permission from Bob Rissler to release the information. Mr. Belz contacted Jeff and said that Bob Rissler denied allowing SSM to release this information to Becker. ELA was able to provide the information to Becker. There was discussion regarding why this information would not be released when it is now owned by WVA. Gene asked Gary to forward the facts regarding the conversations and he will contact those involved.

### **Sauder Hardscape**

The connection to the main for this property goes through a connecting property to Main St. Gary recommended contacting the property owner and request they either obtain an easement for the connecting property or move their connection to Rancks Church Rd. once the line is extended past their property.

### **Twin Springs Connection to Rt. 23**

There are conflicts with a proposed UGI gas main extension. A meeting is scheduled Sec. 11<sup>th</sup> to discuss the conflicts. Becker will be onsite representing the interests of the WVA.

### **Jeff Sweater**

Regional WWTP: DEP comments have been drafted and are waiting for Department Manager signoff.

Electric/Power Supply: A route has been chosen in conjunction with PPL, CWS, and ELA. The route that was chosen will require a 50' easement.

Telephone and Internet: ELA is proposing to bring cable from Reading Rd. to provide access to broadband internet. Telephone service is not being proposed to be brought back to the WWTP. Voice over Internet Protocol (VOIP) can be used via the internet or cell phones can be utilized. Alarms and notifications will primarily utilize internet and cell service can be used as a backup system. ELA is proposing to use cellular service at the pump stations in conjunction with OmniSite monitoring equipment for reporting alarms, notifications, and for monitoring the pump stations. The cost for this cellular service would be approximately \$20.00 per month per pump station.

Construction Documents/Bidding: Lead and asbestos testing came back. The WWTP was negative for lead paint but there were a couple hits for asbestos in the door caulk, lab counter top, and boiler rope gasket. The asbestos abatement work must be completed by a PA licensed abatement contractor and must follow regulatory procedures. The Authority must decide if they want to do this as part of the overall project or have it done under a separate contract. ELA is waiting on a quote for this work from a licensed contractor.

The Highway Occupancy Permit (HOP) for the borings to determine depth of rock will require additional traffic control. The Geotechnical costs are \$6,300 more than initially estimated due to the additional traffic control and additional borings at the headworks building. Scot Ash made a motion to approve spending the additional \$6,300, seconded by Scott Marburger. Motion carried unanimously.

USDA Funding: The Environmental Report has been approved. The official notice will be in the paper within the next two weeks and a copy of the Environmental Report has been provided to Denise for public review.

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

Frank provided his report via email. Frank reported that he received a revised COA from DEP. Frank still has some concerns with the revised version. The biggest concern is the fact that the WVA is accused of a single, minor, violation which does not warrant entry into a Consent Order and Agreement. Frank feels a nominal fine would be more appropriate.

The closing on the 2018 Sewer Revenue Note occurred on Dec. 6<sup>th</sup> and the accounts have been established.

Brad distributed his Special Counsel Report to the board via email. It was noted that the easements for the Hahn's and Dependable Realty were revised and the board members should review them. The changes to the Dependability Easement are significant enough that a new resolution should be passed in January.

### **OPERATIONS REPORT:**

Bruce presented his report and reported that they tested the low-pressure system on Wide Hollow Rd. and there don't seem to be any significant issues. There is one property that doesn't have electric to the grinder pump. He did explain to the board that the area does not have good water pressure and property owners should be informed that booster pumps would be recommended for acceptable pressure. Although there don't seem to be any signification issues, Bruce would like to give property owners ample time to connect so the operators have time to thoroughly check the system. Gene Pierce made a motion to have the Authority solicitor notify the property owners that they have until Sept. 30, 2019 to connect to the water and sewer system and billing will begin upon connection or Oct. 1, 2019 if not connected, seconded by Harold Kilhefner. Motion carried unanimously.

### **NEW BUSINESS:**

Christmas Bonuses – Tom McDermott made a motion to retroactively approve giving \$100.00 Christmas bonuses to the Authority employees, seconded by Scott Marburger. Motion carried unanimously.

2019 Meeting Dates – Denise proposed meeting dates for 2019. The dates proposed are the second Monday of each month. Gene Pierce made a motion to advertise the proposed 2019 meeting dates, seconded by Jason Firestine. Motion carried unanimously.

2019 Budgets – Denise distributed a draft 2019 budget. She reported that the Budget Committee met two times. There is a shortfall in the water budget due to the construction of the office addition and purchasing another truck in 2019. She explained that the committee had extensive discussions regarding this shortfall and also contacted David Busch to get his opinion on how to handle the shortfall. David Busch presented different options for addressing the shortfall with rates but recommended using the capital reserves and budgeting to replenish the capital reserves over 5 or 10 years. The committee discussed the fact that they have ample amount of capital reserves to cover these expenses and still have more reserves than recommended (the recommendation is to have six months of the yearly budgeted expenses in reserve). The budget committee is recommending increasing rates to those proposed in the 2017 Rate Study. The proposed rates are WATER – Svc. Chg. of \$59.48 per EDU per Quarter and \$2.55 per 1,000 gallons and SEWER Svc. Chg. of \$98.79 per EDU per Quarter and \$6.41 per 1,000 gallons or a flat rate of \$196.53 per EDU. Gene Pierce made a motion to approve the 2019 Sewer Fund Budget and the proposed rates, seconded by Scot Ash. Motion carried unanimously. Scot Ash made a motion to approve the 2019 Water Fund Budget and the proposed rates, seconded by Gene Pierce. Motion carried unanimously.

**NEW BUSINESS:**

Hydrosoft/Netlinx – Denise will be meeting with Chris Sisler on Wednesday, December 12<sup>th</sup>.

Having no further business, Tom McDermott moved to adjourn the meeting at 9:10 p.m., seconded by Jason Firestine. The next meeting will be held on January 14, 2019 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