

# Weaverland Valley Authority

## Meeting Minutes

December 4, 2017

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 4, 2017. 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, Randy Miller, Scott Marburger, Scot Ash, Gene Pierce, Thomas McDermott & Jason Firestine. Also present were Bradford J. Harris, Good & Harris LLP; Jeff Sweater, ELA; & Denise Bensing, Administrator.

**MINUTES:** A motion was made by Gene Pierce, seconded by Scot Ash, that the minutes of the November 6, 2017 meeting be approved as submitted. The motion carried unanimously.

### **PUBLIC COMMENT:**

Ken announced that the public comments period will be limited to 30 minutes and each person will be given 3 minutes.

**Aaron Newswanger, Blue Ball** – Mr. Newswanger said he heard the Authority is hiring Bob Rissler. *Ken explained that Bob will be working for the Authority in the transition period. Gene also explained that Bob will not be hired directly by the Authority but will be leased to the Authority for approximately 10 hours a week.* Aaron asked if anybody has ever been on a public works job with Bob. *Gene said he has been at jobs with Bob.* Aaron stated that he has been at a couple of jobs and he was not impressed.

**Dave Horst, 1186 East Earl Rd.** – Mr. Horst informed the board that he understands the board is in a tough place. He personally wanted to let the board know that he appreciates what the board has done to minimize the cost to the home owners and he realizes they are doing the best they can.

### **CORRESPONDENCE:**

**Becker Engineering 2018 Rates** – Ken noted that the proposed 2018 rates for Becker Engineering will remain the same as 2017 except for the PM/Engineer category which reflects a slight increase.

### **ADMINISTRATIVE REPORT:**

**Assistance with 1<sup>st</sup> billing for Terre Hill** – Denise explained that with the date approaching to transfer the assets, she is anticipating that the WVA will be preparing the Terre Hill bills in January. Although Denise knows how to prepare the bills, she knows that there is often special handling for some of the bills (new customers, past due customers, multiple bill customers). She requested permission from the board to contract Jean Jackson to assist with sending these bills. Denise has been in contact with Jean and she is willing to help. She did not discuss what rate Jean would be paid. Scott Marburger made a motion to hire Jean as a consultant at a rate of \$18.00 per hour not to exceed \$500.00, seconded by Randy Miller. Motion carried unanimously

**Administrative Procedures Document** – Denise would like to develop an Administrative Procedure document similar to one she saw that East Cocalico Township Authority has. Denise feels having this document would be beneficial to not only herself but also property owners and developers because the procedures would be in writing. Denise said she would do most of the work but she would like permission to have Gary Martin’s assistance. Scot Ash made a motion to allow Denise to develop the document and have Gary Martin assist, seconded by Scott Marburger. Motion carried unanimously.

**Update on Billing Software Status** – Denise spoke with Diversified Technologies last week and they are working on it. Denise was told they may need to run two separate databases in the beginning. Denise also drafted a letter to send to customers explaining that in the future they will be billed by Weaverland Valley Authority and the bills will be payable to Weaverland Valley Authority. The letter was distributed to the board.

**Meeting Dates** – The 2018 meeting dates need to be advertised this month. Assuming the assets transfer in December, Denise would recommend the Authority meetings in 2018 be held the 2<sup>nd</sup> Monday instead of the 1<sup>st</sup> Monday. Brad explained that he expects the assets to transfer in early January not December. He would recommend all the Authorities meet January 8<sup>th</sup>

with the Blue Ball Water and East Earl Sewer meeting first. After the January meeting, Weaverland Valley will meet the 2<sup>nd</sup> Monday each month.

**FINANCIAL REPORT:**

The Financial report was read with \$73,487.43 in bills for approval.

Business Checking – Fulton Bank	\$25,953.93
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A motion was made by Randy Miller to transfer \$100,000 from the LOC to the checking account and to pay the bills, seconded by Harold Kilhefner. Motion carried unanimously.

**ENGINEER’S REPORT:**

Rules and Regulations: Julian sent a final draft to the board. The board agreed to review the Rules and Regulations with the plan to adopt them at the January meeting.

Regional WWTP: The Water Quality Permit Application will be submitted this week. An application fee of \$500.00 is required. Gene Pierce made a motion to authorize the signing and submitting of the permit with the \$500.00 application fee, seconded by Scot Ash. Motion carried unanimously.

Land Development Planning: ELA decided to wait to submit the plans until Dec. 19<sup>th</sup> in order to allow more time to redesign the storm water management design based on some geotechnical test results.

Geotechnical Assessment: All borings have been completed but it is anticipated that some additional geotechnical boring may be needed.

Terre Hill WWTP Pump Station: The septage receiving station will be kept at the Terre Hill pump station in order to save money. The design for the wastewater treatment plant will still plan on a receiving station in the future. Scott got an estimate to take everything down and it came in at approximately \$40,000 or possibly more. Since the upper building will now stay, Scott will get an updated estimate.

USDA Funding – ELA is looking to get this information in after the WQM is complete.

**SOLICITOR’S REPORT:**

Brad reported Ephrata National Bank has decided to not require the accountant prepared pro-forma statements and has approved the assignment of the loan. Brad recommended some dates in the second week of January for settlement and late afternoon would be best. The chairman or vice-chairman would need to be present as well as the secretary or assistant secretary.

Brad also reported that a sales agreement with Conestoga Wood Services has been drafted but needs to be finalized.

**DAY-TO-DAY COMMITTEE:**

Harold reported the committee reviewed the first draft of the plant plans and suggested a few changes. The architect attended the meeting and showed the committee a 3-D model.

**NEW BUSINESS:**

Proposal for Accounting Services – Denise explained that she received proposals from two firms. She explained that Maher Duessel contacted her within days of receiving the RFP and requested some documentation and then also came in to speak with Denise regarding the transition and how the books are currently handled. Denise also explained that the accountant from Weinhold Nickel who came in to talk with the Township and Denise was hired by Maher Duessel. Denise informed the board that RKL had not contacted her or requested any other information from the Authority before submitting the proposal. Denise would recommend appointing Maher Duessel. Scot Ash made a motion to engage the services of Maher Duessel at a cost not to exceed the amounts included in the proposal, seconded by Scott Marburger. Motion carried unanimously.

Officer Compensation – Gene explained that when the Authority first formed, they choose to not provide compensation to the board members because they didn’t have any incoming funds but the budget committee felt it would be a good time to revisit it. There was question of whether the board can vote to provide compensation to themselves. Jeff noted that it is his understanding that an officer cannot vote to get addition money but he believes the whole board can receive the same amount. Brad will do some research before the next meeting.

2018 Budgets – Denise explained that the Budget Committee met on two occasions to discuss the budget. At the first meeting there were items that needed to be researched further. One item was the rates. After some research, the committee would recommend that instead of using the AWWA multiplier for rates based on meter size that instead the water EDU's be reassessed based on average consumption. This is needed because some older commercial or industrial customers use more than the currently required purchased capacity. At the time these customers purchased water capacity, only 1 EDU was required since the water charges are based on flow. Currently, capacity is based on 250 MGD. The other item that was reviewed more thoroughly was wages because what is being proposed is less than previous budgets. Denise reviewed again and feels with the information they currently have the numbers proposed are as accurate as possible. Gene Pierce made a motion to accept the Water Fund Budget as proposed, seconded by Scot Ash. Motion carried unanimously. Gene Pierce made a motion to accept the Sewer Fund Budget as proposed, seconded by Scot Ash. Motion carried unanimously.

ARRO's Comments and ELA's Response – Jeff explained that ELA provided the Authority with their responses to the comments from ARRO. Jeff explained that their contract is with the Authority not the Township and felt the Authority should be provided with the response. If the Authority wishes to pass ELA's responses to the Township, ELA would also request that the Authority pass along an invoice for some of the time spent in preparing the responses. Scot Ash made a motion to pass along ELA's responses to the Township along with the invoice, seconded by Gene Pierce. Motion carried unanimously.

Scot Ash moved to adjourn the meeting at 8:19 p.m., seconded by Randy Miller. The next meeting will be held on January 8, 2017, 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