

# Weaverland Valley Authority

## Meeting Minutes

October 8, 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 October 8, 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, and Thomas McDermott. Also present were Gary Martin, Becker Engineering; and Denise Bensing, Administrator.

**MINUTES:** A motion was made by Scot Ash, seconded by Tom McDermott, that the minutes of the September 10, 2018 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

1. M. J. Reider lab reports (Shady Maple) September. Gary noted that there will be a small surcharge for phosphorus.
2. Cawley Environmental/Goodville Treatment Plant: August 2018. The plant operated normally and there were no noted permit violations and no noted PA-DEP inspections.
3. Employee Leasing Agreement for Michael Boley and Thomas McGarvey – Harold Kilhefner made a motion to approve and sign the Employee Leasing Agreements, seconded by Scot Ash. Motion carried unanimously.
4. Maher Duessel Audit Engagement letter – Tom McDermott made a motion to approve the engagement of Maher Duessel for the 2018 audit, seconded by Scott Marburger. Motion carried unanimously.
5. PA DEP – Notification of Pre-enforcement Conference on Oct. 10<sup>th</sup>. Gary explained that Jeff Bologna and Bruce will attend the meeting to represent WVA. They plan to explain that WVA was not aware of the violations. Gary also explained that Becker contacted Brad Harris to find out if he was aware of the violations and Brad said he was not aware of any actions. Gary and Frank do not recommend that WVA send legal counsel to the meeting and DEP is not planning on having legal counsel present.
6. Becker Engineering – GIC NPDES permit transfer.

### **ADMINISTRATIVE REPORT:**

Denise reported that she received an update from Daryl Peck regarding the RFPs for financing. The RFPs were sent out and are due back Oct. 16<sup>th</sup>. Daryl will meet with the Day-to-Day committee to discuss the proposals then he will attend the Nov. 12<sup>th</sup> meeting. He also told Denise that he is not getting a lot of push back regarding Township or Borough guarantees.

### **FINANCIAL REPORT:**

The Financial report was read with \$23,018.35 in bills for approval for the water fund and \$196,611.33 in bills for approval for sewer.

Water & Sewer Collection Fund	\$8,745.54
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$746,092.79

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

Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$3,694,876.62
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$254.46
Fulton Bank Loan Balance	\$987,910.00

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

A payment request of \$10,891.71 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Scott Marburger to transfer \$10,891.71 from the loan account to the construction account and send a check to Earl Township, seconded by Jason Firestine. Motion carried unanimously.

Denise also reported that she received an invoice for the manhole rehab project but she was not recommending approval of the bill because she feels there is a charge that should not be included. She has contacted Earl Township and is waiting to hear if they will be removing the charge.

**ENGINEERS' REPORT:**

**Gary Martin**

Sewer:

ETSA WWTP Upgrades: Only a few punch items remain to be completed.

Transfer of NPDES permits to owner: The paperwork has been submitted to DEP

Water:

SRBC/DEP Aquifer Test Plan: The Geologic Report should be completed next week. They are working on complying with the required Lead & Copper Treatment Feasibility Study for the Terre Hill water system.

Combined Specs/Policy and Procedures: The Specs have been updated and are being reviewed by the operator. The Rules and Regulations continue to be worked on.

Jason asked if testing of backflow preventers was discussed. Gary noted that it is not part of the Rules and Regulations. Jason would recommend it be included. Gary will discuss it with Bruce.

Harold asked if there is an easement for every property with a grinder pump that is owned by the Authority. Gary explained that there were with East Earl Sewer Authority. Harold was not able to find any easements on the properties on Wide Hollow Road for the grinder pumps installed by Terre Hill. The board felt a letter should be sent to the property owners on Wide Hollow Road notifying them that they are required to connect and obtaining the necessary easements. They should also be notified that the pumps will be owned by the Authority. Scott Marburger made a motion to have Frank draft a letter to the Wide Hollow Road property owners regarding connection, pump ownership, and easements, seconded by Jason Firestine. Motion carried unanimously.

**Jeff Sweater (via email)**

It was noted that Jeff provided an email update to the board. Jeff also provided several forms and documents that must be signed as part of the USDA application. Denise discussed the documents and a brief description of the forms. Scot Ash made a motion to sign the PA PN 290, the Assurance Regarding Felony Convictions, the Relationship Disclosure, and the Eligibility Disclosure, seconded by Jason Firestine. Motion carried unanimously.

The board requested that Denise contact Jeff and request that he send an updated schedule that includes when the plans will be ready to bid to the board ASAP. They also would like Jeff to provide a date when the plans will be available to Becker Engineering to perform their constructability review.

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

Frank provided resolutions for the tapping fees, rates and fees that were adopted in January. He also provided a resolution for collection of charges on delinquent accounts. Thomas McDermott made a motion to adopt the resolution for the water and sewer tapping fees, seconded by Jason Firestine. Motion carried unanimously. Harold Kilhefner made a motion to adopt the resolution for the water and sewer rates and fees, seconded by Thomas McDermott. Motion carried unanimously. Jason Firestine made a motion to adopt the resolution to authorize the recovery of certain charges on delinquent accounts, seconded by Scot Ash. Motion carried unanimously.

### **OPERATIONS REPORT:**

In Bruce's absence, he provided a report to the board via email.

Bruce reported that Mike Boley completed his probationary period on September 29<sup>th</sup>. Bruce would like the board to approve his raise of \$1.50/hour. Bruce noted that Mike has proven he is a valuable and reliable asset. Mike will also be taking one of his operator certifications exams on Monday. Jason Firestine made a motion to approve a \$1.50 raise for Mike Boley effective Oct. 1, 2018, seconded by Scott Marburger. Motion carried unanimously.

Bruce requested approval to purchase a new pump for the EQ Station. One of the pumps had to be replaced and the cost to repair would be \$12,000. Bruce received a quote for a new pump for \$15,000. Scott Marburger made a motion to purchase a new pump for the EQ station, seconded by Harold Kilhefner. Motion carried unanimously.

Bruce also requested approval to purchase spare pumps for the Terre Hill pump stations (4) totaling \$30,000. (Later conversations with Bruce it was explained that the \$30,000 included the \$15,000 pump for the EQ station) From what Bruce has found, Terre Hill has never carried spare pumps. Gary stressed the importance of having spare pumps available. Thomas McDermott made a motion to purchase four spare pumps (one for each pump station) for the Terre Hill pump stations, seconded by Scot Ash. Motion carried unanimously.

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

Harold reported the committee discussed the bids for the building addition. The committee recommended rebidding the project. After a lot of conversation noting the bids could be higher, the project could still end up being awarded to multiple contractors, and the fact that builders are very busy right now, the board felt that rebidding may end up having the same results. Since the bids are more than 30-days old, the board asked Denise to contact the low bidder, Amric Construction, and find out if he would still be able to do the project for the bid amount of \$68,070.00 plus \$1,748.00 for flooring and in the same number of days. Harold Kilhefner made a motion to accept the low bid for general construction if it can still be done at the bid amount and in the same number of days or go to the next lowest bidder, seconded by Scott Marburger. Motion carried unanimously. Harold Kilhefner made a motion to award the mechanical contract to the lowest and only bidder once the general contractor is locked in, seconded by Scot Ash. Motion carried unanimously.

The committee also discussed the grinder pump questions posed by Jeff Sweater. They feel that most of the questions are addressed in the Rules and Regulations but regarding flow the committee recommends any connection requiring more than 3 EDU's be reviewed by the engineer. A motion was made by Scot Ash to adopt a policy that non-residential connections be reviewed by the engineer, seconded by Jason Firestine. Motion carried unanimously.

### **NEW BUSINESS:**

Resolutions Approving Land and Easement Acquisitions – Brad provided resolutions approving draft documents for the land purchases or easements for the new system. The resolutions also approve officers to execute and deliver the final documents and make final minor changes as needed as well as any other needed documents and proceed to close on each transaction. Having no changes to make to the resolutions, the following motions were made:

Scot Ash made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Loren and Helen Zimmerman, seconded by Jason Firestine. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Norman & Elizabeth Hahn, seconded by Jason Firestine. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Reuben Dise, seconded by Scot Ash. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Monroe & Elizabeth Miller, seconded by Scott Marburger. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Yury & Yelena Zerebilov, seconded by Scot Ash. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for David & Edna Zimmerman, seconded by Jason Firestine. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Daniel & Linda Zimmerman, seconded by Scot Ash. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Thomas Wentzel, seconded by Scott Marburger. Motion carried unanimously.

Harold Kilhefner made a motion to adopt the resolution to authorize signers and authorize the acquisition and acceptance of real property for Dependable Realty Property and Services, LLC, seconded by Jason Firestine. Motion carried unanimously.

**NEW BUSINESS:**

Cheltenham Line in the Streets – It was discussed that the streets in Cheltenham are expected to be dedicated at the next Supervisor meeting.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 8:51 p.m., seconded by Scott Marburger. The next meeting will be held on November 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  
John Stoltzfus