

Weaverland Valley Authority

Meeting Minutes

May 13, 2019

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 13, 2019. Chairman Ken Witmer called the meeting to order at 6:30 p.m.

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

MINUTES: A motion was made by Jason Firestine, seconded by Scot Ash, that the minutes of the April 8, 2019 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M. J. Reider lab reports (Shady Maple) April. Gary noted that there will not be a surcharge for April.
2. L.A.B.S.: Sample results for April for Terre Hill, Twin Springs, and Blue Ball water systems. All results were normal.
3. George Dosch request to return one (1) EDU of sewer capacity – Gene Pierce made a motion to approve George Dosch’s request to return one (1) additional EDU at the end of the current billing cycle, seconded by Harold Kilhefner. Motion carried unanimously. Gene Pierce made a motion to make a policy that when capacity is returned the effective date be at the end of the current billing cycle, seconded by Randy Miller. Motion carried unanimously.
4. Blakinger Thomas – Notification sent to Cedar Grove Partners, developers of Cedar Grove Estates, that the reimbursement agreement expired on April 28, 2019.
5. Blakinger Thomas – Lien filed for unpaid sewer charges for 1263 East Earl Rd.
6. Blakinger Thomas – Notifications of Intent to Issue Writ of Execution:
 - Chadni LLC – The property owner requested a payment plan to pay the lien amount over five months. Frank drafted a proposed payment plan. Harold Kilhefner made a motion to approve the payment plan, seconded by Scot Ash. Motion carried unanimously.
 - Binsfield – The property owner requested a waiver of interest totaling \$658.04 because the prothonotary’s office entered the liens with a misspelling causing the liens to not be satisfied when the estate was satisfied. Scot Ash made a motion to have Frank draft an agreement stating that if the amount due is paid within 60 days, the requested interest waiver will be honored, seconded by Gene Pierce. Motion carried unanimously.
 - Innes – No response from the property owner. Frank should proceed to the next step.
7. Blakinger Thomas – Executed copies of the DEP Consent Order for the water system in Terre Hill.
8. Becker Engineering – Notification for intent to award the bid for the sewer rehab project in Earl Township.
9. Becker Engineering – Notification to Twin Springs LLC of the pending expiration of the Maintenance Guarantee on May 20, 2019.
10. 2018 NHB Chapter 94 Report.
11. PA DEP – Final NPDES permit #PA0266469 for the joint WWTP.
12. Fry Surveying – Preliminary/Final land development plans for Lancaster Pole Buildings, Lot 2 in the Twin Springs Industrial Park. Gary noted that the laterals that were installed for Lot 3 will need to be sealed now that Lot 3 has been split between Lot 2 and 4. Becker and the Operators will review the plan for comments and compliance with Authority requirements

13. PA DEP – Violation Notice for the Terre Hill WWTP. – The violation notice requires a response in 30 days. Both Gary and Jeff recommended that the response explain that this treatment plant will be eliminated. Denise will send a copy of the notice to Gary and Gary will work with Bruce to draft a response.

ADMINISTRATIVE REPORT:

Denise reported that she attended the LCPC meeting regarding the second phase of the comprehensive plan. Harold was also able to attend. Denise explained that what they are striving for is to have consistency between the county and local comprehensive plans. They are also looking to have public water and sewer available within the urban growth areas. Harold emphasized that he does not feel the intent of the new sewer plant and lines is to encourage growth.

Denise distributed a budget to actual for the 1st quarter of 2019 via email. She noted that although a few areas are higher than they should be overall, it is in line with where we should be.

Denise reported that the office addition is complete and they are scheduled to move on May 16th. Now that the addition is complete, the escrow for AK Petersheim can be released. Harold Killhefner made a motion to release the escrow to AK Petersheim, seconded by Tom McDermott. Motion carried unanimously. Denise explained to the board that there are still some items needed for the addition which include blinds, visitor chairs, and shelving for the closets.

FINANCIAL REPORT:

The Financial report was read with \$216,378.98 (Sewer \$100,934.40 Water \$115,444.58) in bills for approval.

Water & Sewer Collection Fund	\$58,422.65
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$808,675.41
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$2,756,217.31
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$240.46
FDIC Insured Sweep Account – Fulton	1,006,873.86
Joint WWTP Business Checking – Fulton Bank	2,500.00
Fulton Bank Loan Balance	\$987,910.00

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

ENGINEERS’ REPORT:

Gary Martin

Timberline Estates: The lines were re-televised to locate the laterals. Gary reported that there are some trees planted over the laterals and some electrical boxes. The re-televising did verify that the line was not under the one house but it is close. It was suggested that Frank draft something that will protect the Authority in the future.

Fire Line Record Plans: Review and comment letter issued. Waiting for response.

Churchtown Woodcraft: Review and comment letter issued. Waiting for response.

Twin Springs Lot 13: Gary explained that a swale was placed in the Authority easement. There were some discussions with the property owner previously regarding the accessibility of the manhole. The easement needs to be changed and the cost to do so would be the owner’s responsibility.

Transfer of Terre Hill WWTP NPDES Permit to WVA: This has been submitted to DEP. Waiting for a response from DEP.

Capital Improvement Plan: ELA has requested a Capital Improvement Plan for USDA. At the April meeting the board was asked to give some thought to items for the plan. This plan needs to be finalized so it can be provided to USDA. The board discussed a few additional items. Gary will finalize the plan.

SRBC/DEP Permitting: The Terre Hill Wells #1 and #3 have been registered with SRBC. Becker will work with the WVA Administrative staff to gather data that is required. The Terre Hill facilities were toured to determine equipment layout for the lead and copper water treatment upgrades. The cost is still being determined. Becker is still working with Suez Water to determine the most efficient method to add anti-corrosion chemicals to the Terre Hill water system. After the treatment feasibility study is approved by PADEP, a major modification will need to be made to the public water supply permit.

Sauder Hardscape: A letter was sent to Sauder Hardscape regarding the line over the adjoining property. The board decided that if there is no response to just let it go and it can be addressed if one of the properties is ever sold.

Twin Springs Water Maintenance Guarantee: A site meeting was held May 8th to discuss the correction items and final paving which will be done May 30th and 31st. The Maintenance Guarantee for the water facilities will expire on May 20, 2019. The developer and contractor were informed that the skewed water blow off in front of Sauder Hardscape does not need to be addressed because it will be addressed when the line is extended to Route 23.

Jeff Sweater

Regional WWTP: The PA DEP Part 1 (NPDES Permit # PA0266469) and Part 2 (WQM Permit #3617408) were approved and issued. The construction schedule will be updated once long term funding is approved.

Land Development Planning: Land development plans should be recorded within the next couple of weeks. The recording fees will be around \$100 to \$200.

Highway Occupancy Permit (HOP): -The requests have been submitted to the Borough and Township to utilize local roads during the detours. ELA will address PennDOT's comments and resubmit the plans once the letter of approval for the use of Precast Rd. is provided by the Township. Scott asked if there could be weight restrictions for Conestoga Creek Rd.

Construction Documents/Bidding: Bid documents are now expected to be released in October. Although, this date is dependent on USDA funding. DEP has been notified that the dates will be modified after the funding is received. Terry Kauffman, asked if there is any way to put pressure on USDA because the Township is concerned about the continuous delays and the increasing costs. Has anybody reached out to any senators? Jeff said they do plan on getting the senators involved later. Terry offered to contact Senator Pat Toomey because they work with these projects all the time.

USDA Funding: The USDA had a last minute request for a short-lived asset list. Bruce and Jeff worked on the list today. Gary will work on finalizing the Capital Improvement Plan. The GIS mapping that was requested from ARRO was received within a couple of hours. ELA submitted a revised EJCDC E-500 Agreement to USDA for review and approval prior to submitting to WVA. Jeff reported that USDA recommended that ELA develop a master agreement for the design and construction phase services all in one agreement. Jeff noted that full-time inspection will be required. Jeff would estimate the cost to be about 5%-5 ½% of the bid. Terry Kauffman asked if the draft contract would include the scope of work. Jeff it would include some of the scope of work. Terry suggested this be looked at very closely. Jeff said that USDA prefers the design engineer also do the construction management. Gene feels it might be better to have the construction management be independent. Scott thought that Becker Engineering would be doing the construction management. Gary noted that construction management will be a major effort going forward. Jeff said that ELA has a person that would be able to do this work. It was noted that it would not have to be bid because it is a professional service. Terry agreed that it would make sense for the appointed engineer to do the construction management. Scot Ash also thought that Becker Engineering would be handling the construction management. Jeff noted that it is only a draft and would not need to be signed. He also noted that USDA does not require the same engineers for the design and construction management but they do recommend it. The board asked Jeff to provide a draft at the next meeting

SOLICITOR'S REPORT:

Frank Mincarelli

Consent Order and Agreement with DEP: Six copies of the agreement along with a check in the amount of \$2,800 were sent to DEP for countersignature along with the WVA and Terre Hill Borough's resolutions authorizing execution of the COA. A copy of the fully executed COA was provided to Denise and Terre Hill Borough.

Mandatory Connections: Frank corresponded with the East Earl Township solicitor regarding their decision to waive the requirement that the Wide Hollow School connect to public water and sewer systems. Frank has received no response to date. Terry noted that it is on the Township agenda to be discussed at their meeting. Terry explained that other local municipalities were contacted and they do not require one room school houses to connect. Gene asked if the wording in the mandatory connection ordinance allows for this. Terry explained that the Township solicitor said it is within the Township's right to do this. Gene asked if the ordinance will be revised. Terry said he would ask.

Accounts Receivable: Frank prepared a resolution to foreclose on properties where the liens total more than \$3,000 or have been on the record for at least 3 years. Notices of intent to initiate lien foreclosure proceedings were sent to Chadni, LLC, Marie Binsfield Estate, and Robert and Candace Innes.

OPERATIONS REPORT:

The pump, motor, wiring, piping and dual check valves were replaced at well 6. Bruce reported that there were multiple calls to well 6 for PLC issues. The Meter Guy has it figured out now. There were also PLC issues for the Twin Springs well house. Slaymaker upgraded the software and added VFD's to see if it corrects the issues. The costs for the PLC issues at Twin Springs will be billed to the developer.

There was a water main break on Red Run Rd. and a 2" curb stop was replaced in Terre Hill. They ended up hitting a lateral when working of replacing the 2" lateral due to the odd configuration but using pipe freezing to make the repair worked well.

Bruce is working on compliance with Method 334.0. This is a new requirement. It requires all operators to be certified to take chlorine residuals. Handheld analyzers must be calibrated quarterly and inline analyzers must be calibrated weekly.

NEW BUSINESS:

Resolution 2019-08 Disposal of Records – Denise explained that there are records going back to the beginning of the water system and they are taking up too much room. When the records are disposed, Shred-It will need to be called in. Scott estimated with the amount of records that the Authority has it that it could cost between \$600-\$1,000 for the Shred-It services. Terry also recommended taking the documents to the Lancaster incinerator. Gene Pierce made a motion to adopt Resolution 2019-08, seconded by Jason Firestine. Motion carried unanimously.

Resolution 2019-09 Disposition of Certain Records – Denise explained that she would like to dispose of certain records dated prior to 2011. Gene Pierce made a motion to adopt Resolution 2019-09, seconded by Scott Marburger. Motion carried unanimously.

Resolution 2019-10 Policy of Enforcement of Municipal Lien Claims – This will establish a policy to initiate lien foreclosure proceedings when the municipal lien claims remain open for three consecutive years or equal or exceed \$3,000. Gene Pierce made a motion to adopt Resolution 2019-10, seconded by Scott Marburger. Motion carried unanimously.

UNFINISHED BUSINESS:

Wide Hollow School, 596 Red Run Rd. – Waiting on the Township to take official action.

Wide Hollow/Red Run Connections – Denise noted that one property owner has connected and there a couple others in the process. Denise explained that one of the property’s principal buildings is not within the required distance of the mandatory connection ordinance. The property owner was in to discuss the letter received. The board agreed that a letter should be sent to that property owner telling them they are not required to connect.

Having no further business, Scott Marburger moved to adjourn the meeting at 9:10 p.m., seconded by Harold Kilhefner. The next meeting will be held on June 10, 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