

# *Weaverland Valley Authority*

## **Meeting Minutes**

### July 8, 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 July 8, 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, Randy Miller and Tom 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 June 10, 2019 meeting be approved as submitted. The motion carried unanimously.

#### **CORRESPONDENCE:**

1. M.J. Reider lab reports (Shady Maple) June - Gary noted that there will not be a surcharge for June.
2. M.J. Reider - Lab results for Twin Springs SOC's
3. W. G. Malden – Shady Maple quarterly meter calibration report. All ok.
4. SRBC – SRBC determined that only one Water Use Registration form is required for the Terre Hill system; therefore, also only requiring one registration fee to be paid. A refund was received from SRBC in the amount of \$1,000 for the second registration fee submitted.
5. East Earl Township – Zoning Officer, Judy Muckle, copied the Authority on a letter sent to the Huyard's, 1086 Sunset Ave. The Huyard's applied for a building permit for a fence which was denied because it appeared to be on the Authority property.
6. Becker Engineering – Edge Investments Plan Review #1 Gary noted that there was nothing significant noted in the plan review.
7. Becker Engineering for ETSA– 2019 flow projections and a \$13,638 credit due for 2018.
8. Diehm & Sons (Edge Investments LLC) – Response letter to Review Letter #1.
9. ELA – A letter from Jeff Sweater regarding some concerns he has with the direction of the project. Frank also responded regarding some comments in the letter.

#### **ADMINISTRATIVE REPORT:**

Denise reported that Bob Rissler has requested a payment plan over a one year period for the Bobbagoy accounts instead of execution. The balance for both accounts is \$14,071.36. This would make the payments \$1,172.61 a month. The board questioned if the Writ is still in effect if he defaults on the payment plan. Jason Firestine made a motion to approve a payment plan over 1 year for the Bobbagoy accounts, seconded by Tom McDermott. Motion carried unanimously.

Denise also discussed an invoice received from the Township for the new server and related upgrades. The Township is allowing the Authority the choice to hold off on paying the invoice in the amount of \$2,933.35 until 2020 because the Authority didn't budget for the expense because they were not notified of the Township's intentions. Denise explained that she would expect to be over budget in this account but she isn't sure how much over budget. Jason Firestine made a motion to pay the server invoice in the amount of \$2,933.35 with the August invoices, seconded by Scott Marburger. Motion carried unanimously.

**FINANCIAL REPORT:**

The Financial report was read with \$222,593.53 (Sewer \$186,666.43 Water \$35,927.10) in bills for approval.

Water & Sewer Collection Fund	\$1,000.00
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$672,449.50
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$2,835,236.50
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$236.46
FDIC Insured Sweep Account – Fulton	1,010,160.37
Joint WWTP Business Checking – Fulton Bank	2,500.00
Fulton Bank Loan Balance	\$987,910.00

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

**ENGINEERS’ REPORT:**

**Gary Martin**

Projected flow to NHBA: The annual flow letter is due in August. Gary asked if anybody was aware of any development with flow that would go to the New Holland Borough facility.

SRBC/DEP Permitting: Jeff is continuing to evaluate lead and copper treatment techniques. He is on schedule for the consent order deadlines. SRBC also asked for an update on Well #4 (Twin Springs). The well withdrawal data has been tabulated for Terre Hill wells #1 and #3. Jeff is now working with the data to establish a grandfathering determination quantity with SRBC.

**Jeff Sweater**

Regional WWTP: All permits have been approved by DEP. There was a conference call with Frank Mincarelli, Bill Cassidy, Daryl Peck, Gary Martin, Denise Bensing, and Jeff Sweater to discuss how to proceed with funding. Frank and Bill requested something in writing from DEP that ELA’s approach to update the schedule is ok with them.

Land Development Planning: The plans are only waiting for signatures from the Board of Supervisors. Jeff expects them to be recorded this week.

Highway Occupancy Permit (HOP): The Township is requesting permanent restrictions for trucks on Conestoga Creek Rd., Spring Grove Rd., Turkey Hill Rd. and Center Church Rd. The Township will most likely approve this by resolution.

Construction Documents: The construction documents are expected to be completed by the end of the month.

USDA Funding: The Authority needs to decide what expenses they want included in the funding. The board would like to request funding for all past and future expenses for the project. Jeff also recommended setting up a meeting with USDA and the Authority to discuss the funding process. The Authority will also need to complete form SF 424 and provide it to USDA.

**SOLICITOR’S REPORT:**

Frank Mincarelli (via email)

Mandatory Connections: With the deadline to connect quickly approaching, Frank would like to send a reminder letter to the property owners reminding them of the requirement to connect. Denise will send Frank information on the status of the properties.

Main Extensions: Frank prepared a Developer’s Agreement with LPB Real Estate, LLC for the extension of the water and sewer service to its Lancaster Pole Buildings project. Please advise Frank of any corrections or revisions to the agreement. Also, the Twin Springs attorney was contacted regarding the condition of the manholes and valve boxes.

Financing of Wastewater Collection and Treatment Project: Bond Counsel requested a conference call regarding plans for moving forward with the issuance of a sewer revenue note in 2019.

Lateral Installation: A short-form Developer's Agreement was prepared with Edge Investments LLC. It was noted that the road will not be opened in order to do this work.

Accounts Receivable: Collection action continues against Innes, Crosson, McCarty and Bobbago. Writs have been issued and Frank is in the process of obtaining judgments after which sheriff's sales will be scheduled.

Brad Harris (via phone call to Denise)

Brad requested the status of the land development plans. Jeff noted they will be recorded this week.

Brad is expecting to be able to settle with Loren Zimmerman, the Hahn's, and Dependable Realty mid to end of August. He requested the availability of the Chairman/Vice-Chairman and the Secretary/Asst. Secretary. Ken is available any time after 2:15 and Tom would be available the week of August 12<sup>th</sup> and August 26<sup>th</sup>.

### **OPERATIONS REPORT:**

Bruce reported that there were no violations at the treatment plant (there is still one sample that needs to comeback). The operations staff installed new chlorine and alum lines at the treatment plant. There was 1 call out to the treatment plant and 2 call outs to pump stations due to power failures. It was discovered that Clean Energy, 280 Earland Dr., has two grinder tanks with both connecting to the Authority main but they are only billed for one EDU. It was noted that they have minimal flow. What is the policy regarding the number of grinder pumps? Denise will check with the Township to see if this was ever two separate properties.

There was a call out for the BB water system due to a power failure. A new chemical feed pump and level transducer were installed at TH Well #6. The plan is to install level transducers on TH wells 1 & 3 when the pumps are replaced (hopefully next year). A leaking water main valve on Center Ave. was sealed. Lead and copper samples were taken. All lead samples were good but there were 4 copper samples that were above the MCL which is about average. Jason asked if the water meter was installed at the Borough office. Bruce reported that as of 7/3 it was not but he spoke with Bob who said he was going to install it 7/5/19. Tom McDermott made a motion to begin billing for average consumption effective 7/1/19 each quarter until it is confirmed that the water meter has been installed and communicate this with Terre Hill Borough, seconded by Gene Pierce. Motion carried unanimously.

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

2018 Audit – Harold reported that the committee met with Tracey Rash. The committee felt it was a good audit. There are a few issues due to it being a small office but there isn't much that can be done about them because there are too few people for proper oversight.

USDA communications oversight – Terry Kaufmann offered to be an advocate for the Authority regarding the progress with USDA at no cost to the Authority. Terry works for ARRO and was the interim manager for East Earl Township. Terry has offered these services at the East Earl Supervisors request. He is very knowledgeable and the committee would like to see this happen. In a letter emailed to the board, Jeff explains that he feels this involvement will just cost more. Jeff was asked how it would cost more. Jeff explained that he feels getting Terry involved would just end up taking more time which costs money. Ken explained that he would like to see it happen because if the WVA fails, then the project falls in the hands of the Township and the Borough. Ken sees Terry as somebody the Township put in place not somebody employed by ARRO. Harold explained that he only expects Jeff's responsibility to include Terry in the emails and conference calls with USDA. Jeff is not expected to answer to Terry or take direction from him. Gene noted that he feels Terry would be an asset to act as an advocate to influence funding and grants but to put him in now in the midst of things may just make things more complicated. Scott feels that Terry could be helpful by looking over the situation and if he has questions, he would be able to contact the chairman. Tom asked how long before the application is accepted. Jeff expects the application to be accepted within the month. Tom suggested tabling a decision on Terry's involvement until a meeting was held with USDA. Scott has worked with Terry for about a year and he doesn't feel he is out to get anybody and Scott doesn't see a problem with including Terry in communications with USDA. It was agreed that Terry should not communicate directly with Jeff but should instead report back to the board. Jeff will arrange a meeting with USDA, Gene, Tom, Ken, and Harold. Randy is available as an alternate if necessary. The meeting will be scheduled for 2:30 pm or later.

### **NEW BUSINESS:**

Sunset Ave. Well house property – Recently the property owner at 1086 Sunset Avenue installed a propane tank and was in the process of installing a fence on what appears to be the Authority property. There is concern because of the water lines on the Authority property. Bruce recently found the pin at the front of the property and both the fence and the tank are on the Authority property as well as some other items. Gene Pierce made a motion to send a letter requiring the property owner to remove the tank within 30 days of the date of the letter, second Tom McDermott. Motion carried unanimously.

**UNFINISHED BUSINESS:**

Wide Hollow Rd./Red Run Rd. Connections – Bruce asked the board if the property owners are allowed to use their existing wells for the outdoor spigots. It was noted that there must be an air gap. Gary will review the Rules and Regulations.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 8:36 p.m., seconded by Tom McDermott. The next meeting will be held on August 12, 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