

# Weaverland Valley Authority

## Meeting Minutes

November 11, 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 November 11, 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, Gene Pierce, Randy Miller, Tom McDermott, Scot Ash and Scott Marburger. Also present were Gary Martin, Becker Engineering; Charles Haley, ELA; Grant Hummer, ELA; and Denise Bensing, Administrator.

**MINUTES:** A motion was made by Gene Pierce, seconded by Scot Ash, that the minutes of the October 14, 2019 meeting be approved as submitted. The motion carried unanimously.

### **PUBLIC COMMENT:**

Kenneth Hubik, Sharp Septic, LLC - Mr. Hubik would like to be able to haul his waste to the new treatment facility. Currently, he has to take his waste to facilities far away even though many of his customers are local. He is hoping the system is set up right from the beginning to handle septage receiving. It was explained to Mr. Hubik that the septage receiving will remain at Terre Hill. It was also explained that one of the reasons there is only one hauler is because there is a relationship with the hauler and the operators know what is being discharged. It was also explained that the completion of the plant is about 2 ½ years away. Gene explained that right now there is a balance with one hauler and if there is room for another hauler the Authority would be open to it. The Authority will discuss this with Bruce and review the Rules and Regulations.

### **CORRESPONDENCE:**

1. M.J. Reider lab reports (Shady Maple) October - There will not be a surcharge for October.
2. L.A.B.S. – October lab results for Terre Hill, Blue Ball, and Twin Springs. All results were normal.
3. New Holland Borough – 2020 estimated sewer treatment costs. Gary noted that there is a slight increase.
4. RGS – Development plans for Blue Ball Commons, lots 66 & 67. Gary explained that the plans are being reviewed by Bruce and Becker.
5. PA DEP – Notice of Technical Deficiencies for Terre Hill WWTP. Gary explained that this letter is a result of trying to change the ownership name from Terre Hill Borough to Weaverland Valley Authority. Becker will be following up on this letter.
6. PA DEP – The subdivision plan for the Harting subdivision is exempt from the requirement to revise the Official Plan. Harold noted that this subdivision still hasn't been approved by Terre Hill Borough.
7. Blakinger Thomas – Easement Agreement for Dale & Barbara Zimmerman, 1445 Main St. Gene Pierce made a motion to approve the Easement Agreement and proposal for Dale & Barbara Zimmerman, 1445 Main St., seconded by Scot Ash. Motion carried unanimously.
8. Blakinger Thomas – Easement Agreement for Clifford Nolt, 795 Terre Hill Rd. This is a standard easement for his grinder pump. Harold Kilhefner made a motion to approve the Easement Agreement, seconded by Jason Firestine. Motion carried unanimously.

### **ADMINISTRATIVE REPORT:**

Denise reported that now that the lines in the street in Cheltenham have been dedicated, the escrow accounts can be closed. Gene Pierce made a motion to close the Creek LLC water escrow account in the amount of \$1,033.30 plus some interest, seconded by Tom McDermott. Motion carried unanimously. Gene Pierce made a motion to close the Creek LLC sewer escrow account in the amount of \$3,132.61 plus some interest, seconded by Randy Miller. Motion carried unanimously.

Denise also reported that Brad had settlement on the easement with Loren & Barbara Zimmerman today. She will need Ken and Tom to stop in the office when Connie is available to sign the papers and get them notarized. Denise was also supposed to receive the loan documents today for signatures but they didn't arrive. She will need Ken and Tom to sign them also.

Gene Pierce made a motion to proceed with the process for Denise to become a notary, seconded by Scott Marburger. Motion carried unanimously.

**FINANCIAL REPORT:**

The Financial report was read with \$123,493.82 (Sewer \$92,074.88 Water \$31,418.94) in bills for approval.

Water & Sewer Collection Fund	\$79,213.57
Business Checking Water Fund - ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$738,524.55
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$2,345,134.98
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$228.46
FDIC Insured Sweep Account – Fulton	1,016,819.91
Joint WWTP Business Checking – Fulton Bank	2,500.00
Fulton Bank Loan Balance	\$987,910.00

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

**ENGINEERS' REPORT:**

**Charles Haley**

Regional WWTP: ELA has been working on addressing comments from the constructability review and has prepared a preliminary review response. They also met with the Construction Committee and discussed the comments. Several comments will require additional input from WVA and Becker.

Highway Occupancy Permit (HOP): The HOP will be resubmitted upon the resolution of the reroute of the proposed low-pressure main north of Cedar Creek Bridge. The GP-5 for stream crossing is being prepared and is expected to be submitted by Nov. 15<sup>th</sup>. Gene Pierce made a motion for a representative from the board to sign the GP-5, seconded by Jason Firestine. Motion carried unanimously.

USDA Funding: The E-500 was previously prepared. Chuck would like to modify it by pulling out the figures for bidding and construction management. He will then submit it to USDA for approval and hopefully be able to have it to the board for approval in December. Ken asked Chuck when he thinks the project will be ready to bid. Chuck explained that the GP and HOP will be submitted this week. The Environmental Assessment will be submitted as soon as DEP approves the design. He would estimate it would be ready to bid in March or April. Gary said he will be talking to Judith at USDA and he will also ask her what her estimate would be for bidding.

**Gary Martin**

Constructability Review.: Gary, Rob and Bruce met with the Construction Committee on Nov. 6<sup>th</sup>. There were a few items that need board input. Can the Construction Committee make decisions that do not require full board approval or expenditures? For items that affect the cost, the committee would make recommendations to the board. Gene Pierce made a motion authorizing the Construction Committee to have the capability to make decisions that do not affect the scope or cost of the project and to provide a report of any recommendations, seconded by Scott Marburger. Motion carried unanimously.

Becker recommends the valve room and the electrical room be consolidated all on grade level to eliminate lifting 250-350 lb. valves or fittings up and down the stairs for servicing. Gene Pierce made a motion to approve the change in design to consolidate the valve and electrical room to grade level, seconded by Scott Marburger. Motion carried unanimously.

There was discussion about eliminating Contract 3 for the grinder pumps and laterals. Becker highly recommends eliminating Contract 3 and incorporating it into Contract 2. Gene Pierce made a motion to eliminate Contract 3 and incorporate it into Contract 2, seconded by Scot Ash. Motion carried unanimously.

There was discussion about whether an easement was procured for 1513A Main St. It was later determined that an easement isn't needed for this property. It was found that the easements procured are 20 feet instead of the normal 30 feet. Gene Pierce made a motion to make an exception to the 30 foot easement and allow 20 feet in this situation, seconded by Jason Firestine. Motion carried unanimously.

The final restoration of Creek Rd. is a concern. Gary will discuss the situation with Judith. Scott also noted that core samples were taken. Recon will be making a recommendation on what needs to be done to rebuild the road. Chuck recommended that the Authority place 3 ½ feet of stone on either side of the road to get through construction. The Township can then decide how to finish the road. A decision on this subject will be made at a later date.

The well currently being used by Conestoga Wood at the WWTP will be used at the new WWTP but there is no mention of the well in the agreement with Conestoga Wood. The well is on the plans to be used but there needs to be more information. Ken recommended the well also be tested to make sure the well is suitable for potable use. Chuck will reach out to Julian to get more information.

CA/CM: USDA is looking for an E-500 to be completed for all engineering services and reviewed by USDA so they can be considered part of the funded project. Becker needs the construction duration as it will be in the construction documents. Gary stressed that the key is both engineering firms need to be on the same time frame. Chuck will look into it.

Timberline Estates: Frank is working on the easement conflicts.

Blue Ball Commons (Lot 63): Denise noted that John's attorney is redrafting the dedication paperwork.

SRBC/DEP: There hasn't been a response from PA DEP on the Lead Copper Feasibility Study and Recommendations. Jeff is working on getting Docket approval for Well 6. Well 3 in Terre Hill needs a new well pump and DEP is requiring a minor modification to the public water supply permit in order to do this work.

Water Tower Footers: A new survey was completed and there is no change.

Gary asked Chuck when there will be another submission from ELA. Chuck estimated in the next couple of weeks.

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

Frank Mincarelli (via email)

Mandatory Connection: The low pressure/grinder pump easement agreements have all been completed. Two of the signature pages need corrected before they are ready to be recorded. Denise noted that the paperwork has been completed for all the properties but there are still a couple that need to complete their connections.

Financing the Wastewater Collection and Treatment Project: Bond counsel will be providing Frank with the loan documents for the 2019 note issuance for Frank's review.

Accounts Receivable: The Crosson property, 1263 East Earl Rd. is scheduled to be sold at sheriff's sale on March 25, 2020. The lien foreclosure process against Chadni and Innes is still in process.

Earl Township Sewer Authority (ETSA): Frank spoke to Bill Cassidy on Oct. 28<sup>th</sup>. Solicitor Cassidy will be revising the invoices to delete conversations conducted between him and the engineer and will look into two other matters on the invoices.

WWTP Project: Frank revised the Sewer Easement Agreement with Mr. and Mrs. Dale Zimmerman to increase the compensation to the agreed amount. If the board approves the agreement, Frank will provide a resolution for the December meeting. The resolution will rescind the authorization to condemn a right of way across their property.

ELA Contract Addendum: Frank reviewed the addendum to the ELA agreement for design of the sewer project.

Brad Harris (via email)

Frogtown Rd. Pumping Station Land Purchase and Force Main Easement: The options that Zimmerman had with third parties have been resolved. The Zimmermans signed the necessary documents today. Ken and Tom need to sign the documents in front of a notary so they can be recorded.

Regional WWTP and Access Drive: The last easement to record for emergency access is being distributed for signatures. It was noted that this document was not provided.

### **OPERATIONS REPORT:**

Bruce provided his report via email in his absence. There were ten service callouts and the treatment plant was out of compliance for Total Phosphorus one time. There were three callouts to pump stations due to I/I issues. The blower was replaced at the treatment plant. The operations staff assisted with one sewer hookup on Wide Hollow Rd. and five sewer hookups in the Wildflower development. The electric at the pump stations are currently being updated.

There was one callout to the Blue Ball well house for low chlorine. The operations staff assisted with one water hookup on Wide Hollow Rd. and five water hookups in the Wildflower development. Bruce is currently working on a minor permit amendment for TH well 3 so the pump can be replaced. The lead and copper testing was completed in Terre Hill with the same results as historical samples. The electric is currently being updated at the water facilities.

### **NEW BUSINESS:**

Printer/Copier – Denise explained that a new printer/copier will be needed for her and Ellie because the number of bills printed quarterly is proving to be taxing for the printer. They received quotes from Stratix Systems for a copier. The copier that would be the most suitable would be \$3,092.00 to purchase outright or \$61.51/month to lease. Stratix also provided a quote for a maintenance agreement of \$21.60/month for 2,000 black and white pages/month. Denise explained that she calculated that they purchased over \$1,000 in printer toner so far in 2019. Gene Pierce made a motion to purchase

the copier for \$3,092.00 and enter the maintenance agreement for \$21.60/month, seconded by Scott Marburger. Motion carried unanimously.

2020 Rates – Water, Sewer, & Septage Receiving. – The budget committee is proposing the following rates effective Jan. 1, 2020.

Water: Service Charge \$60.79 + \$2.64/1,000 gallons

Sewer: Service Charge \$98.79 + \$6.65/1,000 gallons or for customer with unmetered water \$232.48/quarter

Septage Receiving: \$0.035/gallon for septage and \$0.030/gallon for holding tank waste

Denise noted that the water and sewer rates are from the 2016 Rate Study. Gene Pierce made a motion to approve the proposed rates, seconded by Randy Miller. Motion carried unanimously.

2020 Budgets – Denise reported that the budget committee met on two occasions since the last meeting. The budget committee not only prepared an expense budget but also a capital budget. The capital budget will continue to be refined each year and will be used to assist in developing the expense budget. Gene Pierce made a motion to approve the 2020 budget for water and sewer, seconded by Scot Ash. Motion carried unanimously.

Christmas Bonuses – Denise asked if the board would like to give Christmas bonuses to the Authority employees. She noted that in the past, each employee was given \$100.00. Gene Pierce made a motion to pay \$100.00 Christmas bonuses to the Authority employees, seconded by Scott Marburger. Motion carried unanimously.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 9:10 p.m., seconded by Jason Firestine. The next meeting will be held on December 9, 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  
Charles Haley, ELA  
Gary Martin, Becker Engineering  
Frank Mincarelli, Blakinger Thomas  
John Stoltzfus