

# Weaverland Valley Authority

## Meeting Minutes

April 13, 2020

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on April 13, 2020. Chairman Ken Witmer called the meeting to order at 6:30 p.m. *via phone conference*.

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

**ADOPT RESOLUTION (#2020-01) RATIFYING DISASTER EMERGENCY DECLARATION:** Ken reported that on March 19<sup>th</sup> he signed Resolution 2020-01 for Emergency Declaration due to the COVID-19. Harold Kilhefner made a motion to adopt Resolution 2020-01, seconded by Randy Miller. Motion carried unanimously.

**MINUTES:** A motion was made by Harold Kilhefner, seconded by Randy Miller, that the minutes of the March 9, 2020 meeting be approved as submitted. The motion carried unanimously.

### **ADMINISTRATIVE REPORT:**

Denise reported to the board that due to the COVID-19, many people are out of work. Many banks and credit card companies are waving penalties and allowing customers to defer mortgage payments. There are also some utility companies and municipal authorities waiving penalties. New Holland Borough has extended the due date for their April 1st bill to June 30th without penalty and East Cocalico Twp. and Upper Leacock Twp. are offering flexible payment options with no additional penalties and will not discontinue service. Denise suggested extending the due date for the East Earl bills from April 30, 2020 to June 15, 2020 and the Terre Hill bills from May 18, 2020 to June 30, 2020. Harold Kilhefner made a motion to extend the due date for the East Earl bills from April 30, 2020 to June 15, 2020 and the Terre Hill bills from May 18, 2020 to June 30, 2020, seconded by Jason Firestine. Motion carried unanimously. Harold also requested putting this topic on the agenda for next month to discuss again.

### **FINANCIAL REPORT:**

The Financial report was read with \$114,743.33 (Sewer \$82,389.78 Water \$32,353.55) in bills for approval.

Water & Sewer Collection Fund	\$1,670.49
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$798,282.55
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$2,391,269.60
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$218.46
FDIC Insured Sweep Account – Fulton	\$1,023,721.03
Joint WWTP Business Checking – Fulton Bank	\$2,500.00
Joint WWTP Business Checking – Ephrata National 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 Randy Miller. Motion carried unanimously.

## **ENGINEERS' REPORT:**

**Chuck Haley** distributed his Engineer's report via email.

**Gary Martin** distributed his Engineer's Report via email. He noted that it does not appear that project will be ready to bid by the end of April. There has been no word back from USDA on the review of the plans. It was also noted in ELA's report that the Environmental Assessment amendment for the Cedar Creek stream crossing is only expected to be completed by the end of April.

It was asked if there were any more comments to be resolved between ELA and Becker. Gary noted that Becker is still waiting on updated plans reflecting the comments and the initial submission of the specifications. It was also noted that although most construction isn't allowed now, after this project is bid it will be at least six months before construction will begin.

## **SOLICITOR'S REPORT:**

Frank Mincarelli (via email)

Frank assisted with the preparation of the Emergency Declaration resolution. He also finalized the Developer's Agreement for Blue Ball Commons Lots 66 & 67. Frank assisted Bruce regarding a question about hiring a subcontractor to remove sludge from the reed beds at the WWTP. This work is considered essential work and Frank advised Bruce to have the work done immediately because failure to do so could result in stream contamination. The board advised Denise to draft a letter to the subcontractor authorizing them to do the work.

## **OPERATIONS REPORT:**

Bruce distributed his report via email. Bruce reported that the plant was "slugged" with an undetermined substance which created issues with efficiency and higher than normal sampling results. He spoke with DEP and they said it is not going to be an issue.

During the removal of the pump and piping at Well 3 in Terre Hill, they discovered a hole in the well casing. This hole was allowing the introduction of surface water which is not good. To address the hole, a casing was placed inside the pipe and material was added to fill the void between the casings and fill the hole. Kohl Bros. is scheduled to install the replacement pump at the end of the week.

The Chapter 110 Water Allocation was completed for East Earl and Terre Hill. Blue Ball is operating at 92% billed/pumped and Terre Hill is operating at 81% billed/pumped. The allocation for East Earl has been consistent. Terre Hill's allocation increased from 67% to 81% (14%) from 2018. This was mainly from finding water leaks but also finding areas that are not being metered. There are still locations that Bruce would like to add meters just to have an idea how much water is being used. Gene commended Bruce on the good job he is doing.

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

The committee did not meet since the last Authority meeting.

## **NEW BUSINESS:**

**Resolution 2020-02** - Rescind Resolution 2019-13 that authorized the condemnation of the easement on the Dale Zimmerman property. Gene Pierce made a motion to adopt Resolution 2020-02 rescinding Resolution 2019-13, seconded by Tom McDermott. Motion carried unanimously.

**Rate Study** – Denise reported that after meeting with Sean from USDA it was suggested to reach out to David Busch for a proposal to prepare an updated Rate Study. The proposal is for \$13,500 for both water and sewer or \$9,500 for just sewer. It was noted that the original Rate Study was for 2017-2021. The board decided to wait and see if an updated study is needed.

**Developer's Agreement** – Denise received a signed Developer's Agreement from Rick Stauffer for Blue Ball Commons Lot's 66 & 67. It was noted that although the agreement only states water facilities, the OPC includes both water and sewer. Harold Kilhefner made a motion to authorize Ken to sign the Developer's Agreement with Premier R & G Properties, seconded by Jason Firestine. Motion carried unanimously.

## **OLD BUSINESS:**

**Conestoga Creek Rd.:** Scott reported that he discussed this with the Township manager and decided that if the contractor damages the road that they will be responsible for repairing it. If the Township does any

improvements to the road for construction, they will want to be reimbursed. Gene Pierce made a motion to authorize Scott to represent the Authority to discuss the road maintenance expectations after construction with ELA, seconded by Harold Kilhefner. Motion carried unanimously.

Hydrosoft/Netlinx : Denise received a revised agreement from Hydrosoft. The agreement was changed to reflect the current agreement of \$100.00 per month for the antenna on the Terre Hill water tank. Gene Pierce made a motion for Denise to enter into the agreement with Hydrosoft, seconded by Scot Ash. Motion carried unanimously.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 7:47 p.m., seconded by Jason Firestine. The next meeting will be held on May 11, 2020 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  
East Earl Township  
Terre Hill Borough  
Robert Rissler  
Charles Haley, ELA  
Gary Martin, Becker Engineering  
Frank Mincarelli, Blakinger Thomas