

Weaverland Valley Authority

Meeting Minutes

May 11, 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 May 11, 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; Charles Haley, ELA; Bruce Crabb, Operations Supervisor; and Denise Bensing, Administrator.

MINUTES: A motion was made by Harold Kilhefner, seconded by Tom McDermott, that the minutes of the April 13, 2020 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

Ken recognized the following correspondence as being received:

1. General Permit for Cedar Creek crossing
2. Public Water Supply Permit Major Amendment Application (for corrosion control for Terre Hill system)
3. 322 Properties (Pyle Tract) – Sewer and Water plans submission
4. 322 Properties (Pyle Tract) – Becker Review letter #1
5. H.R Ewell – Plan review #1 response
6. Liens filed for unpaid water/sewer charges:
 - a. 1223 Main St., East Earl
 - b. 1272 Martin St., East Earl
 - c. 1263 East Earl Rd., East Earl

ADMINISTRATIVE REPORT:

Denise reported that the 2019 audit began offsite last week and is going smoothly.

FINANCIAL REPORT:

The Financial report was read with \$215,345.16 (Sewer \$133,626.98 Water \$87,718.18) in bills for approval.

| | |
|--|----------------|
| Water & Sewer Collection Fund | \$14,537.37 |
| Business Checking Water Fund – ENB | \$100,000.00 |
| FDIC Insured Sweep Account – Water | \$818,232.84 |
| Construction Account – ETSA Upgrades | \$984.99 |
| FDIC Insured Sweep Account - Sewer | \$2,517,578.00 |
| Business Checking Sewer Fund - ENB | \$250,000.00 |
| Business Checking – Fulton Bank | \$216.46 |
| FDIC Insured Sweep Account – Fulton | \$1,024,268.07 |
| 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 |

Denise noted there was also a check for \$1,000.00 issued between meetings to the Commonwealth of Pennsylvania for the corrosion control application. A motion was made by Jason Firestine to approve the financial report and pay

the bills including the check to the Commonwealth of Pennsylvania, seconded by Randy Miller. Motion carried unanimously.

ENGINEERS' REPORT:

Chuck Haley distributed his report via email. ELA is continuing to work with Becker on the constructability comments. There is a link on the ELA site to view amended drawings and a response letter for comments 1-52.

ELA is finishing up the construction documents. They are still waiting on Judith's (USDA) review. The C-Docs were provided to Judith in January and at that time they indicated they may need until June or August 2020 to finalize on their end. It is unclear how the mandatory stay-at-home order, furloughs, and layoffs will impact the bid scheduling.

Tim Strayer from Conestoga Wood has reached out for updates on construction. ELA has requested temporary construction easements within 30 feet of the WVA property at no cost if needed. Tim will verify if this is feasible.

Gary Martin distributed his Engineer's Report via email. Gary reported that last week, Sean McElroy asked if Becker is going to submit their E-500. Gary replied to Sean that their E-500 was submitted to Judith on March 18, 2020 and forwarded the March submission to Sean on May 7, 2020.

Gary noted some updates to the Standard Specifications to reflect the current materials available, Authority policies, and changes. Gene Pierce made a motion to adopt the May 2020 updates to the Standard Specifications, seconded by Harold Kilhefner.

Gary also noted that the flows from Shady Maple are significantly lower due to the closure of the smorgasbord.

SOLICITOR'S REPORT:

Frank Mincarelli distributed his report via email and did not participate in the conference call. Ken noted the amounts of the liens recognized in correspondence.

Frank communicated with Denise regarding the builder's risk insurance for the project. Denise noted that the Authority insurance agent recommended that the Authority carry the builder's risk insurance. Gary noted that he has never worked on a project that the Authority carried the builder's risk insurance. Typically, the contractor carries the builder's risk insurance. Frank was in agreement with the engineers. Chuck noted that Judith also said that the builders risk policy is typically carried by the contractor. The decision was made to include the builders risk insurance as a requirement in the construction documents.

Frank also assisted Denise in a billing error matter. Denise reported that after Turkey Hill purchased Martin's Trailside last April, their billing was not changed properly. Due to this error, they were under charged by approximately \$4,000. Since this error occurred over 10 months, the customer must be allowed 10 months to repay. Denise will be billing them approx. \$410 per month until the balance is paid.

OPERATIONS REPORT:

Bruce distributed his report via email. Bruce reported that one of the two reed bed cells has been completely cleaned out. They will now let the other cell dry out. Part of the Usner Excavating bill will be invoiced to hauler for cleaning out the debris tank. After cleaning out the reed bed they found a manhole with two visible holes. SWERP was called in to make the repairs.

They are currently cleaning the wet wells at the pump stations. This is typically done every 6 months. Bruce pointed out that in the past the Fairview pump station that had some issues with grease and rags. This cleaning found it to be noticeably better. A letter was sent last year reminding residents in that area what should not be disposed of in the drains and toilets.

Bruce reported that there are loose wires hanging at the Blue Ball water tower and they seem to be related to the ELANCO internet antennas. The school's IT personnel were not familiar with any equipment on the tower. Bruce received the agreement with the school from Denise and will contact the school again.

SOC's were sampled for the Blue Ball and Terre Hill systems. They will also probably be required to be tested for Twin Springs.

NEW BUSINESS:

USDA Legal Services Agreement with Brad Harris – Gene Pierce made a motion to execute the USDA Legal Services Agreement for Brad Harris, seconded by Harold Kilhefner, motion carried unanimously

Resolution 2020-03 – Resolution Approving Legal Services Agreements with Counsel. Gene Pierce made a motion to adopt Resolution 2020-03, seconded by Tom McDermott. Motion carried unanimously.

OLD BUSINESS:

Billing Penalties: The board asked if there were any questions with this policy. Denise reported that there were not many customers calling about the due date and payments seemed to be about normal. The information was posted on the website and on the door.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 7:15 p.m., seconded by Tom McDermott. The next meeting will be held on June 8, 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