

Weaverland Valley Authority

Meeting Minutes

June 8, 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 June 8, 2020. Chairman Ken Witmer called the meeting to order at 6:30 p.m.

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

MINUTES: A motion was made by Gene Pierce, seconded by Harold Kilhefner, that the minutes of the May 11, 2020 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M.J. Reider lab reports (Shady Maple) May – There will be a surcharge for phosphorus.
2. DEP possible violations – The Authority received a few notifications from DEP for possible violations. Bruce explained that there were some submission errors from the lab. The errors were corrected and resubmitted. There were also two samples submitted for two separate weeks with the same date. The correction was made and resubmitted. Bruce noted that there were no fines and all errors were corrected.
3. David Miller and Associates (Tower Rd. project) – Water capacity request for three properties:
110 Short St. (currently has 2 EDU’s) – 2 additional EDU’s
103 Spartan Dr. – 2 EDU’s
171 Tower Rd. – 2 EDU’s
Gene Pierce made a motion to approve the requested water capacity, seconded by Jason Firestine. Motion carried unanimously.

ADMINISTRATIVE REPORT:

Denise distributed a budget to actual for the 1st quarter of 2020. She explained that for the most part accounts are within budget. There are some that are over budget slightly but there are no significant differences.

Denise also reported that a USDA requirement that is necessary to bid is to verify that the Authority has a Vulnerability Assessment/Emergency Response Plan in place. Blue Ball Water Authority had a plan in place for the water system. After it is updated, the Authority can adopt it for the Blue Ball water system. Terre Hill should also have a plan that was adopted for the Terre Hill system. Denise will check with Valerie. USDA has said that the water plan can be modified for the sewer system and adopted. Gary noted that Bruce will work with Rob to develop a plan.

FINANCIAL REPORT:

The Financial report was read with \$85,175.97 (Sewer \$67,217.59 Water \$17,958.38) in bills for approval.

Water & Sewer Collection Fund	\$8,727.83
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$793,996.69
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$2,604,442.01
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank	\$214.46
FDIC Insured Sweep Account – Fulton	\$1,024,833.63
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 Harold Kilhefner to approve the financial report and pay the bills, seconded by Randy Miller. Motion carried unanimously.

ENGINEERS' REPORT:

Chuck Haley reported that they are working on uploading the plans on the ELA FTP site. The mechanical plans should be complete this week.

Chuck also reported that he hasn't heard from USDA's engineer, Judith, on the status of the review of the C-docs. A coordination meeting with USDA is scheduled for June 9th.

The GP-5 for the revised stream crossing has been approved and now all the permits are in place.

Gary Martin reported that his E-500 was submitted on March 18, 2020. He received an email from Sean May 7 asking if the submission was made. The March submission was resent to Sean on May 7.

Construction is underway on lot 66 in Blue Ball Commons. Becker is on call for inspections as requested by the operators. The contractor has made some changes to the plans but Becker is on top of it.

The flows at Revelation of Freedom have increased. Denise will contact Elwood regarding the additional flow.

The Public Water Supply Construction has been submitted and after it is approved, the Authority will have 90 days to install the equipment. The equipment, calibration, and training are expected to cost approximately \$8,000. Jason Firestone made a motion to authorize obtaining the necessary equipment, calibration and training for corrosion control after construction is approved by DEP at a cost not to exceed \$10,000, seconded by Randy Miller. Motion carried unanimously.

Bruce mentioned that in Timberline Estates the property where the lateral runs under the transformer now has a house built and connected to the system. He is concerned about taking ownership of the line. Gary noted that Frank is working on easement infringement agreements and the owner would be responsible for the additional costs if the line would need to be accessed.

SOLICITOR'S REPORT:

Frank Mincarelli distributed his report via email. Frank reported that he reviewed and replied to comments regarding the resolution for mitigation measures for environmental concerns and the emergency response plan. Frank also provided his opinion on the matter of builders risk insurance and reviewed the engineer's review letter and sewer plans for the development of the Pyle tract. For collections, Frank prepared and filed with the court a Proof of Claim for the delinquent account owed by Frontier Communications following their bankruptcy filing. Municipal lien claims were filed against properties owned by the Martin's and the Duncan's. In regards to general matters, Frank prepared the annual letter to the auditors regarding the non-existence or legal claims, both made and threatened, against the Authority for the 2019 audit.

OPERATIONS REPORT:

Bruce reported that the muffin monster at the treatment plant stopped working. Bruce received a quote of \$13,176 to replace it with a new one but he has reached out to the sales rep to see if there is any way to repair it. Bruce is concerned that a repair may cost almost as much as a new one because the parts are hard to find. Gene Pierce made a contingent motion to authorize the purchase a used muffin monster or a new one if the used option doesn't pan out by the end of the week and back-fitting it at a cost of up to \$14,000, seconded by Harold Kilhefner. Motion carried unanimously.

TH Well #3 construction has been completed and the well has been started up again. Kohl Bros. did an amazing job and the well is now producing 65-75 GPM. Bruce would not suggest doing anything with Well #1 at this time but instead he would suggest looking at getting the Clyde Martin well up and running.

The loose communication wires on the Blue Ball water tower have been removed. They did not remove any other equipment. Bruce suggested reviewing the contract to see what they are responsible for if they are no longer using the equipment.

DAY-TO-DAY COMMITTEE:

Flower & Home Market Place water tower – Bruce informed the committee that the business is doing work on their fire suppression system. They have been filling the water tower and when they do Bruce notices it in the well readings. Currently the water used to fill the tank is not metered. The committee suggests the property owner be notified that a meter needs to be installed. Since the company Jason works for has been assisting with the fire suppression system, Jason will discuss the need for a meter with the property owner.

Nuisance Calls – The committee discussed if customer calls for issues that are not due to the Authority system and if they should be charged. Harold Kilhefner made a motion allowing one call in a twelve month period and after that charging the customer \$75/hr. with a minimum of 2 hours if the problem is found not to be an issue with the Authority system, seconded by Gene Pierce. Motion carried unanimously.

Grinder Pumps on Gravity System – The committee discussed the ownership of grinder pumps if the property owner will need a grinder pump on a gravity portion of the system because of where they chose to build their house. The board agreed that in this kind of situation, the property owner should be responsible for the grinder pump. Gary will develop wording to add this to the Rules and Regulations.

Employee Reviews – Due to being Township employees, the Authority employees were reviewed by the Township Supervisors. The past couple of years there has been some confusion and Bruce and Denise were not reviewed. Denise talked with Justin Sauder and he agreed that he and a representative from the Authority will review Bruce and Denise and all reviews will be done in the month of January.

USDA Funding and Fulton Loan: Denise explained that the 2016 Fulton loan needs to be paid by mid-December 2020. The costs not associate with the project will need to be paid with the Authority reserves and are approximately \$240,000. The costs associated with the joint WWTP, which are approximately \$745,000, can be rolled into the 3rd interim financing but if bidding gets delayed and the Authority doesn't settle on the 3rd interim financing before the loan is due it will have to be handled some other way. Denise contacted Daryl Peck to discuss asking Fulton Bank if they would extend the due date. Daryl checked with Bill McCarty to make sure from a legal standpoint that this could be done. Bill and Daryl feel requesting an extension from Fulton is a possibility but there will be some costs involved. Harold Kilhefner made a motion to have Daryl Peck request extending the loan with Fulton Bank, seconded by Jason Firestine. Motion carried unanimously.

NEW BUSINESS:

Lease Agreement with Netlinx: After some discussion, the board asked Denise to send the agreement to Frank to review. The main concern is liability because the antenna is on a freestanding tower that is not owned by the Authority.

OLD BUSINESS:

Wide Hollow Connections: Bruce reported that all properties are now connected.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 8:16 p.m., seconded by Scot Ash. The next meeting will be held on July 13, 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