

# WEAVERLAND VALLEY AUTHORITY

4610 Division Highway  
East Earl, PA 17519  
(717) 354-5593

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## BOARD MEETING AGENDA

March 14, 2022

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REVISED\*

### 1. OPEN MEETING

#### A. Minutes approval (February 14<sup>th</sup> & March 7th)

#### B. Daryl Peck, Concord Pike Financial Advisors & William McCarty, Barley Snyder (Bond Counsel)

Action Item:

a. Resolution 2022-04 - Authorize the Approval, Execution and Delivery of a Note Purchase in the amount of \$10,000,000

#### C. Public Comment (public comment otherwise at time of each agenda item)

### 2. REPORTS OF COMMITTEES & OTHERS

#### A. Correspondence

Action Item:

a. Penalty Waiver Request – 247 Wildflower Dr. Check mailed but not received.

#### B. Administrative Report—*Denise Bensing*

a. USDA Accessibility Self- Evaluation

#### C. Financial Report—*Denise Bensing*

#### D. Engineer's Report—*Becker Engineering*

Action Items:

a. Revised Right of Entry and Access Agreement – Dependable Realty

b. Sewer Easement Agreement – Marvin Lee Zimmerman (Twin Springs Lot 13)

\* c. Lighthouse Assembly of God Sanitary Sewer Design

\* d. WVA Chapter 94 Report to DEP

\* e. \$500.00 payment to Commonwealth of PA for PWS permit

\* f. Execute PWS permit application

#### E. Solicitor's Report—*Frank Mincarelli*

Action Item:

a. Resolution #2022-03 – First Amendment to Water Tapping Fee

#### F. Operations Report—*Bruce Crabb*

#### G. Day-to-Day Committee Report – *Harold Kilhefner*

Action Item:

a. Certification Raise Structure

### 3. NEW BUSINESS

#### A. Action Item:

a. Independent Contractor Agreement – Mary Coble (QuickBooks Advisor)

4. **OLD BUSINESS**

A. **Sunset Ave. Line Replacement** (Water)

B. **196 Broad St. (PA Auction Center) meter for water tower** - Water storage tank repairs and metering.

5. **ADJOURN**

# Weaverland Valley Authority

## Meeting Minutes

March 14, 2022

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on March 14, 2022. Chairman Kenneth Witmer called the meeting to order at 6:30 p.m.

The following Board members were present: Kenneth Witmer, Harold Kilhefner, Gene Pierce, Scott Marburger, Scot Ash, Terry Zook, Jason Firestine, and Randy Miller. Also, present were Dan Becker, Becker Engineering; Frank Mincarelli, Blakinger Thomas; William McCarty, Barley Snyder; Daryl Peck, Concord Public Financial Advisors; Bruce Crabb, Operations Supervisor and Denise Bensing, Administrator.

**MINUTES:** A motion was made by Gene Pierce, seconded by Jason Firestine, that the minutes of the February 14, 2022 meeting be approved as submitted. The motion carried unanimously. Gene Pierce Made a motion to approve the March 7, 2022 special meeting minutes, seconded by Scott Marburger. Motion carried unanimously.

### **PUBLIC COMMENT:**

Daryl Peck, Concord Public Financial Advisors/William McCarty, Barley Snyder – Daryl distributed the summary of the proposals received for the third interim financing. Ephrata National Bank is the most favorable proposal with a fixed rate of 2% with no additional terms or conditions. Bill McCarty presented resolution 2022-04 to authorize the approval of the ENB note. Gene Pierce made a motion to adopt Resolution 2022-04 to Authorize the Approval, Execution, and Delivery of a Note Purchase in the amount of \$10,000,000 from ENB with an interest rate of 2%, seconded by Terry Zook, motion carried unanimously.

### **CORRESPONDENCE:**

1. M.J. Reider lab reports (Shady Maple) February. There will be no high-strength surcharge for February.
2. Lighthouse Assembly of God – Revised plans and Plan Review letter #5.
3. Blakinger Thomas – Liens satisfied for L. Martin, 1223 Main St., East Earl
4. Blakinger Thomas- 30-day Intent to lien letter sent to K. Esh, 1011 Sunset Ave., East Earl
5. SRBC – Notice of Violation – Bruce reported that there were communication issues between the water tower and the wells resulting in the wells being run longer than normal. This caused the wells to pump more than the permitted amount for a 30-day average. The communications have been repaired. Bruce and Jeff will make sure any necessary paperwork is take care of.
6. Penalty Waiver request – Calli Norgaard, 247 Wildflower Dr. The tenant mailed a check on Feb. 13, 2022 for the bill due on Feb. 21, 2022. The payment was not received. Gene Pierce made a motion to waive the penalty, seconded by Jason Firestine. Motion carried unanimously.

### **ADMINISTRATIVE REPORT:**

Denise discussed the USDA Accessibility Self-Evaluation. She explained that this needs to be completed before construction starts. Denise proposed submitting the Self-Evaluation which was completed by Code Administrators, as well as the Accessibility Transition Plan and the reasonable accommodations which were completed by Denise to USDA. The Authority will need to install additional ADA signs directing customers to the handicap entrance into the Township building. A drive-up drop box will also need to be purchased and

installed at the Township building. Before taking action to approve the necessary purchases, Denise will submit this to USDA for review.

Denise reported that the Earl Township septage receiving station has generated revenue of \$6,661.50 so far this year. Denise also reported that Sam Ringler (sludge removal) mentioned that with the increasing gas prices, he may need to add a fuel surcharge. He is estimating the surcharge to be \$10.00/load.

The East Earl Township supervisors approved at their March 8<sup>th</sup> meeting to distribute \$100,000 of the ARP funds to the Authority toward the Twin Springs water project. These funds can be put toward the instrumentation which is in need of upgrading for this project.

Denise distributed the Statements of Financial Interest for the board members to complete and return to her. Denise must provide them to the Township by May 1<sup>st</sup>.

**FINANCIAL REPORT:**

The Financial report was read with \$120,138.65 (Sewer \$82,518.00 Water \$37,620.65) in bills for approval.

Water & Sewer Collection Fund	\$8,712.19
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$843,372.91
FDIC Insured Sweep Account - Sewer	\$2,536,458.95
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton	\$1,026,470.19
Joint WWTP Business Checking – Fulton Bank	\$2,500.00
Joint WWTP Business Checking – Ephrata National Bank	\$2,500.00

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

**ENGINEERS' REPORT:**

**Dan Becker** reported:

CA/CM: Dan reported that the contracts were reviewed by Becker and forwarded to USDA for review. Frank has also reviewed the documents and there were some issues that need to be addressed. Once Frank's review is complete, he will prepare a certificate for USDA. Becker and Frank have received and reviewed the Right of Entry and Access agreement for Conestoga Wood (Dependable Realty Properties). Jason Firestine made a motion to approve and execute the Right of Entry and Access Agreement with Dependable Realty Properties and Services, LLC conditioned upon the solicitor's concurrence, seconded by Scott Marburger. Motion carried unanimously.

Wildflower Ridge: The developer's contractor has addressed some of the punch list items. The contractor anticipates completing the remaining work in Spring 2022.

Timberline Estates: Becker received revised Record Drawings on Feb. 3<sup>rd</sup> and is in the process of reviewing the drawings.

Horst Farm Market: The record drawings were received March 9<sup>th</sup>.

Timberline Estates: Becker received revised Record Drawings. A review letter is being finalized.

Twin Springs Lot #13: Becker picked up the Sewer Easement Agreement from the property owner and recommends the Authority sign it. Gene Pierce made a motion to execute the Sewer Easement Agreement conditioned on the Solicitor's concurrence, seconded by Jason Firestine. Motion carried unanimously.

Lighthouse Assembly of God: Becker received revised plans and issued a review letter dated Feb. 17, 2022. Becker recommends the Authority approve the sanitary sewer design. Gene Pierce made a motion to add Lighthouse Assembly of God sanitary sewer design to the agenda due to a clerical oversight and to allow the developer to proceed with construction, seconded by Scot Ash. Motion carried unanimously. Gene Pierce made

a motion to approve the sanitary sewer design for Lighthouse Assembly of God as outlined in Becker's Feb. 17, 2022 review letter, seconded by Scott Marburger. Motion carried unanimously.

2021 Chapter 94 Report to DEP: Dan reported the report has been prepared and is ready to be submitted to DEP. Gene Pierce made a motion to add WVA Chapter 94 Report to the agenda due to a clerical oversight and so it can be submitted to PADEP by the due date, seconded by Harold Kilhefner. Motion carried unanimously. Gene Pierce made a motion to approve the 2021 Chapter 94 Report and authorize submission to PADEP, seconded by Scott Marburger. Motion carried unanimously.

Terre Hill Water System: A PADEP Public Water Supply Operations Permit for modification of the chlorine analyzer instrumentation at Wells 1, 3, & 6 was received.

Blue Ball Water System: Becker prepared the PADEP Public Water Supply Permit (PWSP) Application for the Blue Ball chlorine analyzers and chlorine feed equipment and recommends the Authority authorize payment and execution of the application. Gene Pierce made a motion to add authorizing payment of \$500 to the Commonwealth of PA for the Public Water Supply Permit application to the agenda due to a clerical oversight, seconded by Scott Marburger. Motion carried unanimously. Gene Pierce made a motion to authorizing payment of \$500 to the Commonwealth of PA for the Public Water Supply Permit application, seconded by Jason Firestine. Motion carried unanimously. Randy Miller made a motion to add authorizing execution of the Public Water Supply Permit Application to the agenda due to a clerical oversight, seconded by Terry Zook. Motion carried unanimously. Randy Miller made a motion to authorize execution and notarization of the Public Water Supply Permit Application, seconded by Scot Ash. Motion carried unanimously.

**SOLICITOR'S REPORT:**

Resolution 2022-03 – Frank presented Resolution 2022-03 to amend the water tapping fee to \$7,700 for the Blue Ball System and \$4,300 for the Terre Hill System. Jason Firestine made a motion to adopt Resolution 2022-03 for the 1<sup>st</sup> Amendment to the Water Tapping fee, seconded by Gene Pierce. Motion carried unanimously.

Frank also reported that liens that were filed for 1220 Shetland Circle have been satisfied and a 30-day intent to lien notice has been sent to Kevin Esh, 1011 Sunset Ave.

**OPERATIONS REPORT:**

Bruce reported that the clarifier drive at the Terre Hill treatment plant has been fixed. The Authority staff rebuilt the worm shaft, replaced the shaft end bearing, shaft inner races, shaft pin bearings, tension safety shaft and oil seal for less than \$800. As of Mar. 11, 2022, the drive is operational. The board commended Bruce and team for the great job! Bruce noted that there was one week while the clarifier was not operational that the numbers were high but they stayed within the permit.

**DAY-TO-DAY COMMITTEE REPORT:**

The committee met on March 8<sup>th</sup> and discussed operations employee positions. A list of proposed positions was provided to the board which included wage ranges. The board liked the positions listed. A new certification raise structure was also presented. The new structure would give raises when tests for certain water or wastewater classes/subclasses are passed as well as the general test. The new structure would provide a total increase of \$4 when all certifications and subclasses have been obtained which is \$0.40 more than the previous rate structure. Approving the new rate structure would not require any immediate change in wages. Scot Ash made a motion to adopt the new certification raise structure, seconded by Jason Firestine. Motion carried unanimously.

New Certification Raise Structure:

Wastewater:

\$0.50 for Wastewater E Class

\$1.00 for Wastewater General

\$0.50 for Wastewater Subclass 4

Total \$2.00

Water:

\$1.00 for Water General

\$0.50 for Subclass 12

\$0.50 for Subclass 7

Total \$2.00

**NEW BUSINESS:**

Independent Contractor Agreement – Mary Coble (QuickBooks Advisor): Denise noted that Mary Coble has been the QuickBooks advisor. She is not usually needed but in case she is needed the agreement should be executed. Jason Firestine made a motion to execute the Independent Contractor Agreement with Mary Coble, seconded by Terry Zook. Motion carried unanimously.

Having no further business, Jason Firestine moved to adjourn the meeting at 7:52, seconded by Scot Ash. The next meeting will be held on April 11, 2022 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  
Terry Zook  
East Earl Township  
Terre Hill Borough  
Robert Rissler  
Dan Becker, Becker Engineering  
Frank Mincarelli, Blakinger Thomas  
Terry Kauffman