

WEAVERLAND VALLEY AUTHORITY

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

BOARD MEETING AGENDA

November 14, 2022

REVISED

1. **OPEN MEETING**
 - A. **Minutes approval (October 10th)**
 - B. **Public Comment** (public comment otherwise at time of each agenda item)

2. **REPORTS OF COMMITTEES & OTHERS**
 - A. **Correspondence**
 - * a. Maher Duessel – 2022 Audit Engagement letter
 - * b. Glick, 329 Broad St., Terre Hill – Water & Sewer Capacity Request
 - * c. Garden Spot Fire & Rescue – Water & Sewer Capacity Request
 - B. **Administrative Report**—*Denise Bensing*
 - C. **Financial Report**—*Denise Bensing*

Action Items:

 - a. Approval of Financial Report and pay the bills
 - b. Approve WWTF & System Project Payment Requisition
 - D. **Engineer's Report**—*Becker Engineering*

Action Items:

 - a. Change Order 1 for Contract 5 for \$35,612.94
 - b. Turkey Hill – Water Capacity Request for 7 EDU's
 - E. **Solicitor's Report**—*Frank Mincarelli*
 - F. **Operations Report**—*Bruce Crabb*
 - G. **Budget Committee** – *Denise Bensing*

Action Items:

 - a. 2022 Water & Sewer Rates
 - b. 2022 Budgets

3. **NEW BUSINESS**
 - A. **2022 Christmas Bonuses**
 - B. **Twin Springs – Reimbursement for 5 water EDU's (\$50,000)**

4. **OLD BUSINESS**
 - A. **Sunset Ave. Line Replacement** (Water)
 - B. **Frogtown Rd. Pump Station Property** – Farm lease Loren Zimmerman

5. **ADJOURN**

Weaverland Valley Authority

Meeting Minutes

November 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 November 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, Scot Ash, Scott Marburger, Gene Pierce, and Jason Firestine. Also, present were Dan Becker, Becker Engineering; Rob Hallman, Becker Engineering; Bruce Crabb, Operations Supervisor; and Denise Bensing, Administrator.

MINUTES: A motion was made by Harold Kilhefner, seconded by Gene Pierce, that the minutes of the October 10, 2022 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M.J. Reider lab reports (Shady Maple) October.
2. New Holland Borough – 2023 Estimated Treatment Costs.
3. Becker Engineering – Turkey Hill Review letter #1
4. Becker Engineering – Shady Maple RV Review letter #3.
5. Becker Engineering – Sauder Hardscape Review letter #1
6. Maher Duessel - 2022 Audit Engagement Letter – Audit fees for 2022 Audit will be \$14,030 and a single audit fee of \$5,500. Gene Pierce made a motion to approve the 2022 Audit Engagement Letter, seconded by Jason Firestine. Motion carried unanimously.
7. Garden Spot Fire and Rescue (GSFR)– Water and sewer capacity request for 1 EDU each for their future property which is being subdivided from the ELANCO property. The final design will be completed at a future date and will establish the exact capacity needed. Scot Ash made a motion to grant GSFR’s request for 1 EDU each of water and sewer capacity, seconded by Jason Firestine. Motion carried unanimously.
8. Glick, 329 Broad St., Terre Hill – Water and sewer capacity request for 1 EDU each for a residential dwelling. The property is being subdivided and a dwelling is being proposed for the subdivided lot. Harold made a motion to grant the requested EDUs for the Glick, 329 Broad St. property, seconded by Jason Firestine. Motion carried unanimously.

ADMINISTRATIVE REPORT:

Denise reported that she was contacted by County with some questions and clarifications for the Lancaster County ARPA Application.

Denise also reported that a representative from Verizon contacted her to discuss putting an antenna on the Blue Ball water tower. There were discussions with Verizon around 2014-2017 to install an antenna. One of the sticking points at that time was due to this property being an easement from John Stoltzfus and the enclosure they needed. Denise was told a large enclosure is no longer needed. Only a cabinet would be needed. Frank is checking if John Stoltzfus still needs to sign off on an easement before anything moves forward.

FINANCIAL REPORT:

The Financial report was read with \$319,773.26 (Sewer \$283,092.21 Water \$37,681.05) in bills for approval.

Water & Sewer Collection Fund	\$20,163.30
Business Checking Water Fund – ENB	\$100,000.00

FDIC Insured Sweep Account – Water	\$940,733.81
FDIC Insured Sweep Account - Sewer	\$3,293,696.49
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton	\$1,027,275.75
Joint WWTP Business Checking – Fulton Bank	\$2,500.00
Joint WWTP Business Checking – Ephrata National Bank	\$0.00

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

Action on Payment Requisition #6 for the WWTP and Conveyance System project will be taken during the Engineer’s Report.

ENGINEER’S REPORT:

Rob presented current drone footage of the construction site for the wastewater treatment facility (WWTF). Pact Two has started cutting in the new driveway. They have also completed pouring the concrete base slab and the first 20 feet of wall concrete for the headworks building. Rob explained that a leakage test was completed for the first wall pour and it passed. Dutchland is scheduled to commence base slab pouring for the SBR tanks Nov. 28th or 29th.

Rob explained that although the official permit has not yet been received from PennDOT, HRI is planning on closing SR 625 between Main St. and Union Grove Rd. beginning Dec. 5, 2022 until approximately April, 2023. The road will be open to local traffic during this closure. Throughout the month of December, HRI will be probing for rock depths. In January, HRI plans to begin excavating and installing the sewer facilities. The next project letters are ready to go out and they include information about the detour as well as a listing of local contractors. Denise will also make sure the detour information is put on the Authority, East Earl Township, and Terre Hill Borough websites as well as the East Earl Township Facebook page. The board also discussed putting something in the Penny Saver and posting information in the post offices.

Dan Becker reported:

WWTP & Collection System: Dan reported that the majority of shop drawings have been received/reviewed. Becker continues to receive RFI’s and to date, the RFI responses have led to a total contract savings of \$874,836 which includes the elimination of the Frogtown Rd. Pumping Station and the addition of the WWTF Blower Room. The Substantial Completion date for the project is August 28, 2023 and Final Completion date is Feb 25, 2024. Updated construction schedules were provided to Becker by all contractors and it appears the Substantial Completion date may need to be extended to Oct. 6, 2023 due to estimated lead times of materials. Becker continues to meet with property owners.

Rogers Mechanical provided a Change Order request for the installation of additional control building vent piping, cleanouts and floor drains/associated piping that were missing from the bidding documents. Becker recommends the approval of the change order in the amount of \$35,612.94. Gene Pierce made a motion to approve Change Order No. 1 for Contract 5 in the amount of \$35,612.94, seconded by Harold Kilhefner. Motion carried unanimously.

Denise presented Payment Requisition #6 for the WWTF and Conveyance System project. The amount of the requested loan advance is \$812,351.42. Gene Pierce made a motion to approve the WWTF & System Project Payment Requisition #6 in the amount of \$812,351.42, seconded by Harold Kilhefner. Motion carried unanimously.

ETSA Septage Receiving Station - The installation of the grit removal facility has been completed.

Turkey Hill – Becker issued a review letter for the sanitary sewer and water design drawings on Oct. 9, 2022. Becker recommends granting the additional water capacity requested for this project. Gene Pierce made a motion to grant an additional 7 EDUs of water capacity, seconded by Harold Kilhefner. Motion carried unanimously.

Sauder Hardscape – Becker received sanitary sewer and water facility design drawings and issued a review letter dated Nov. 11, 2022.

Blue Ball Water System – The Authority received a PennVEST funding offer on Oct. 20, 2022 for up to \$899,739. A conference call is scheduled with PennVEST for Nov. 16, 2022 regarding bidding requirements.

SOLICITOR’S REPORT:

Frank presented a report via email. He noted in his report that he completed a Water and Sanitary Service Agreement for the Shady Maple RV Expansion Project. He also communicated with David Zimmerman regarding the Authority’s request for execution of a sewer easement and assignment of the existing easements to the Authority in order to enable the sewer mains in Timberline Estates to be dedicated. He prepared a draft Deed of Dedication for the developer of Wildflower Ridge for dedication of the sewer mains located within the dedicated streets of the development.

Frank also prepared a Water Lateral Installation Agreement for the Aaron Hurst property located at 1340 Union Grove Rd. as well as reviewing the Loan Offer and supplemental documents from PennVEST.

Frank spoke with Loren Zimmerman concerning the draft Farm Lease Agreement that was sent to him.

OPERATIONS REPORT:

Bruce reported that the valve at Broad and Main in Terre Hill has stopped leaking. The project has been pushed back until further notice since the valve stopped leaking and there are issues with isolating the main.

BUDGET COMMITTEE REPORT:

Denise distributed proposed water and sewer rates for 2023 as well as 2023 draft budgets. Denise explained that the committee discussed two options for increasing rates for 2023. The first option would be to increase both the service charge and the consumption charge proportionately. The other option would be to keep the service charges the same as 2022 and only increase the consumption charge. Denise explained that the committee looked at the option of keeping the service charge the same because she has received numerous complaints that the current rate structure doesn’t encourage customers to be conservative with water usage. The board will review the proposed rates and the draft budgets and be prepared to take action at the December meeting.

NEW BUSINESS:

2022 Christmas Bonuses: Denise asked the board if they would like to give the Authority employees Christmas bonuses as they have in the past. She noted that in the past, the board has approved bonuses of \$100.00 for each Authority employee. Gene Pierce made a motion to approve \$100.00 Christmas bonuses for all WVA staff, seconded by Scott Marburger. Motion carried unanimously.

Twin Springs – Reimbursement for 5 water EDU’s (\$50,000) – Denise explained that the sales agreement for the purchase of the Twin Springs well requires the Authority to reimburse the developers for the five water EDU’s they purchased in the amount of \$50,000. This is due to the developers five years after the Authority took ownership of the well which was Nov. 20, 2017. Jason Firestine made a motion to reimburse Twin Springs \$50,000 for the five water EDU’s, seconded by Harold Kilhefner. Motion carried unanimously.

Having no further business, Jason Firestine moved to adjourn the meeting at 8:05, seconded by Harold Kilhefner. The next meeting will be held on December 12, 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