

WEAVERLAND VALLEY AUTHORITY

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

BOARD MEETING AGENDA

March 13, 2023

1. OPEN MEETING

- A. **Minutes approval (February 13th)**
- B. **Public Comment** (public comment otherwise at time of each agenda item)

2. REPORTS OF COMMITTEES & OTHERS

- A. **Correspondence**
- 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. Approve 2022 Chapter 94 Report and authorize submission to PADEP
- E. **Solicitor's Report**—*Frank Mincarelli*
Action Items:
 - a. Verizon Water Tank Facilities – Tank Painting Schedule
 - b. Resolution 2023-__ - Second Amendment to Tapping Fee
- F. **Operations Report**—*Bruce Crabb*
- G. **Day-to-Day Committee Report** – *Harold Kilhefner*
Action Items:
 - a. Discuss Existing Unknown Grinder Pump Easement Encroachments

3. NEW BUSINESS

- Action Items:
- A. Independent Contractor Agreement – Mary Coble (QuickBooks Advisor)
 - B. County Mapping Project – GIS Data Sharing Agreement

4. OLD BUSINESS

- A. **Sunset Ave. St. - Line Replacement** (Water)
- B. **Frogtown Rd. Pump Station Property** – Farm lease Loren Zimmerman
Action Item:
 - a. Right of First Refusal contract and Buy Back Cost

5. ADJOURN

Weaverland Valley Authority

Meeting Minutes

March 13, 2023

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 13, 2023. Chairman Kenneth Witmer called the meeting to order at 6:30 p.m.

The following Board members were present: Kenneth Witmer, Harold Kilhefner, Scott Marburger, Gene Pierce, Jason Firestine, Terry Zook and Randy Miller. Also, present were Dan Becker, Becker Engineering; Rob Hallman, Becker Engineering; and Denise Bensing, Administrator.

MINUTES: A motion was made by Harold Kilhefner, seconded by Gene Pierce, that the minutes of the February 13, 2023 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M.J. Reider lab reports (Shady Maple) February - There will be BOD surcharge for February.
2. Becker Engineering – PA Auction Center notification that they are not in compliance with the backflow regulations.

ADMINISTRATIVE REPORT:

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

FINANCIAL REPORT:

The Financial report was read with \$86,590.03 (Sewer \$49,327.12 Water \$37,262.91) in bills for approval.

Water & Sewer Collection Fund	\$11,184.91
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$946,717.26
FDIC Insured Sweep Account - Sewer	\$3,476,971.41
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton	\$1,030,184.23
Joint WWTP Business Checking – Fulton Bank	\$2,383.20
Joint WWTP Business Checking – Ephrata National Bank	\$0.00

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

Denise presented Payment Requisition #10 for the WWTP and Conveyance System project. The amount of the requested loan advance is \$427,289.03. Gene Pierce made a motion to approve the WWTF & System Project Payment Requisition #10 in the amount of \$427,289.03, seconded by Jason Firestine. Motion carried unanimously.

ENGINEER’S REPORT:

Rob presented current drone footage of the construction site for the wastewater treatment facility (WWTF). Pact Two completed the concrete pours for the subgrade walls and floor slab at the headworks building. The handrails

have been installed and the stairs will be set this week. Leakage testing has been completed on all four tanks. The post EQ tank will be retested because Dutchland did some repairs.

Gravity sewer lines continue to be installed by HRI. Installation progress moving south has been a little quicker now that they have moved out of some of the rock. North progress continues to be slow due to rock.

Dan Becker reported:

Lighthouse Assembly of God: The financial security has been established and the church is in the progress of addressing the remaining administrative items.

PA Auction Center: Becker issued correspondence dated Feb. 24, 2023 recommending that the Authority close the valve at the street since the adequate backflow and metering facilities are not in place.

LCPC GIS Project: The original agreement has been revised and has been reviewed by Becker and Frank. Becker has no objection to executing the agreement.

Sauder Hardscapes: Becker received revised sanitary sewer and water facility design drawings and issued a review letter March 6, 2023.

Verizon: Becker is waiting on detailed design drawings for review. Verizon has indicated that they would like the Authority to paint the tank before they install any facilities and proposed to contribute toward the cost of the tank painting through “rent abatement”. The Authority is currently scheduled to paint the tank in 2025. Becker is currently gathering a more accurate cost estimate.

2022 Chapter 94 Report for PADEP: Becker prepared the Authority portion of the report for review by the Authority. Gene Pierce made a motion to approve the 2022 Chapter 94 Report and authorize submission to PADEP, seconded by Jason Firestine. Motion carried unanimously.

Terre Hill Water System: Becker installed the required monitoring weirs. The Authority staff will also complete short term pump testing in mid to late March 2023.

SOLICITOR’S REPORT:

Frank presented a report via email. He noted in his report that he worked on finalizing the dedication documents for Wildflower Ridge. He also spoke with the attorney for the developer of Timberline Estates to learn the status of the facilities in that development with regard to dedication. He has been working closely with Becker regarding Contractor #2’s change order requests and commented on the engineer’s proposed reply to the requests. Frank has had conversations with Loren Zimmerman’s attorney concerning the farm lease and the right of first refusal.

Frank provided Resolution 2023-05 for the second amendment to the water tapping fee. Gene Pierce made a motion to adopt Resolution 2023-05 for the Second Amendment to the Water Tapping fee, seconded by Randy Miller. Motion carried unanimously.

DAY-TO-DAY COMMITTEE:

The Day-to-Day committee met on March 7th. The committee discussed easement encroachments that are existing without encroachment agreements. In some situations, the encroachments do not allow the operators to safely access the equipment. The committee would like to send a letter to property owners making them aware of the encroachments because they feel many property owners may not realized there is an easement encroachment issue. Harold noted some key points to include in the letter. The board agreed that sending a letter by certified mail regarding existing issues would be best. The board also agreed that Frank should prepare the letter to be put on Authority letterhead. Denise will contact Frank to draft the letter.

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. Gene Pierce made a motion to execute the Independent Contractor Agreement with Mary Coble, seconded by Jason Firestine. Motion carried unanimously.

County Mapping GIS Data Sharing Agreement: Dan noted that the original agreement wording has been revised and he has no objection to signing it. Jason Firestine made a motion to execute the agreement, seconded by Terry Zook. Motion carried unanimously.

UNFINISHED BUSINESS:

Frogtown Rd. Pump Station Property. – Frank was contacted by Loren Zimmerman’s attorney because Mr. Zimmerman would like the Right of First Refusal provision to state that the amount, he pays the Authority is the same as what the Authority paid him for the land not fair market value. The board discussed this but are concerned that it would be perceived as favoritism. Harold Kilhefner made a motion to offer the Right of First Refusal Provision at the fair market value of the property at the time it would be sold, seconded by Gene Pierce. Motion carried unanimously.

Having no further business, Jason Firestine moved to adjourn the meeting at 8:10, seconded by Harold Kilhefner. The next meeting will be held on April 10, 2023 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