

# Weaverland Valley Authority

## Meeting Minutes

January 8, 2018

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on January 8, 2018. Chairman Ken Witmer called the meeting to order following the conclusion of the East Earl Sewer Authority meeting and informed all present that the meeting was being recorded by a resident.

The following Board members were present: Ken Witmer, Harold Kilhefner, Randy Miller, Scott Marburger, Scot Ash, Thomas McDermott & Jason Firestine. Also present were Bradford J. Harris, Good & Harris LLP; Jeff Sweater, ELA; Gary Martin, Becker Engineering & Denise Bensing, Administrator.

**MINUTES:** A motion was made by Scot Ash, seconded by Harold Kilhefner, that the minutes of the December 4, 2017 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

County of Lancaster – Notification that the land development plans were accepted by the Lancaster County Planning Commission for the two pump station sites and the WWTP site.

### **ADMINISTRATIVE REPORT:**

**QuickBooks set up** – Denise explained that she has Mary Coble scheduled to set up WVA on QuickBooks. Ms. Coble provided her Independent Contractor Agreement for her to complete this work. Brad noted that he would typically want the agreement to say that the independent contractor is responsible for paying taxes but it does state that the Authority will not withhold the taxes. Brad was ok with accepting the agreement. Scot Ash made a motion to accept and sign the agreement, seconded by Scot Marburger. Motion carried unanimously.

### **FINANCIAL REPORT:**

The Financial report was read with \$85,176.68 in bills for approval and one check issued between meetings for which approval for payment was made at the last meeting.

Business Checking – Fulton Bank	\$45,168.12
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A motion was made by Scot Ash to approve the financial report and pay the bills, seconded by Harold Kilhefner. Denise also explained that a transfer from the LOC will be necessary to pay the bills just approved. Harold Kilhefner made a motion to transfer \$50,000 from the LOC to the checking account and to pay the bills, seconded by Jason Firestine. Motion carried unanimously.

### **ENGINEER’S REPORT:**

**Jeff Sweater** – Jeff noted that after the assets have been transferred he would not need to attend all the meetings. He could still provide a report to the board and only attend as necessary. Gary noted that he would also be able to serve as an intermediary. The board agreed that Gary would serve as an intermediary and that Jeff will only attend when necessary.

**Regional WWTP:** The Water Quality Permit Application has been submitted. Jeff will be meeting with DEP next week to review the erosion control.

**Land Development Planning:** The land development plan was submitted Dec. 19th. ELA will attend the Feb. 6<sup>th</sup> meeting and the Feb. supervisors meeting.

**Geotechnical Assessment:** There are at least two additional geotechnical borings that will be needed for the headworks building.

**Terre Hill Regional Pump Station:** Scott received an estimate to demo the plant of \$78,741. This quote was with keeping all the fill material on site.

USDA Funding – ELA has had numerous communications with USDA regarding the permit.

Bruce asked if Jeff is working on the Terre Hill NPDES permit that will expire the end of June and if the change in ownership will affect the renewal of the permit. Jeff reported that he talked with the WQM group and the permit must be renewed. Bob told Bruce that the renewal application has been submitted. Gary said he and Bruce can take care of getting the change in ownership taken care of. Gary also requested that if a signature is needed between meetings that the board allow Ken to sign. Scott Marburger made a motion to allow Ken Witmer to sign documents to transfer ownership of permits, seconded by Scot Ash. Motion carried unanimously.

**Gary Martin –**

Water:

SRBC/DEP Aquifer Test Plan: Gary reported that the Twin Springs well is almost ready to be tested but the extreme cold presents a problem because the test springs and streams are frozen. Jeff Bologna has everything else lined up. Bruce will be meeting with New Holland Borough (NHB) to discuss NHB supplying water during the test.

Tapping Fee Update: Gary explained that there will be tapping fees that will need to be paid in the near future and he does not have all of the information he needs to complete an Act 57 tapping fee evaluation. For this reason, Gary would recommend keeping the service area tapping fee already in place until possibly next year. Gary will need the Terre Hill asset values in order to complete the Act 57 documentation. Randy Miller made a motion to maintain the existing tapping fee structures for the two separate areas, seconded by Scot Ash. Motion carried unanimously.

Water Tower Subsidence in Parking Lot: Gary explained that there was a spot in the paved area that subsided. The Authority has been keeping an eye on it. There has been no additional subsidence.

BBC Lot 63: There are nine townhouses being built. Becker continues to be on-site to observe the construction. Gary also gave a synopsis of other water projects in the works.

Sewer:

ETSA WWTP Upgrades: The work is still progressing, although, it has slowed because of the extreme cold. Startup has been pushed to February, weather dependent, but the project is still ahead of schedule.

BB&T Office Building: Construction is underway for the owners to separate the single service line and install a separate line for the office building. Becker has been on site to oversee the project. Gary explained that it is proposed to be a long lateral but he also noted that the project is constantly changing.

Timberline Estates: Gary explained to the board that there is concern the original easements and where some of the structures have been placed in the development. The updated Record Plans have been reviewed. He will be looking for clarification from Roger Fry regarding the easements.

Keystone Custom Decks (Toddy Drive): Plans have been submitted for review.

Gary gave a synopsis of the other sewer projects in the works and an explanation of monthly reporting items.

Scot requested that Gary include information on the Terre Hill facilities in his report next month.

**SOLICITOR'S REPORT:**

Brad distributed a copy of the Mandatory Connection Ordinance that Terre Hill Borough will consider at the January meeting. He is not sure if East Earl Township was able to advertise soon enough for the ordinance to be considered at the January meeting or if it will have to wait until the February meeting.

Brad also discussed the Interim Assignment and License Agreement. The agreement would allow the rates adopted by the Authority to be charged beginning Jan. 1<sup>st</sup> and for the Authority to operate all the facilities. Scot Ash made a motion to sign and adopt the Interim Assignment and License Agreement with Terre Hill Borough, seconded by Scott Marburger. Motion carried unanimously. Scot Ash made a motion to sign and adopt the Interim Assignment and License Agreement with Blue Ball Water Authority and East Earl Sewer Authority, seconded by Scott Marburger. Motion carried unanimously.

Brad presented a Resolution that will allow the appropriate officers to be able to sign the necessary documents at closing. Harold Kilhefner made a motion to sign the Resolution authorizing appropriate officers to sign the necessary documents at closing, seconded by Jason Firestine. Motion carried unanimously. Brad explained that closing will need to be postponed from the 11<sup>th</sup>. The board is looking a new tentative date of Jan. 30<sup>th</sup>.

Brad reported that the Rules and Regulations are ready to adopt except for the Rates & Fees Schedule (Schedule D). He explained that a resolution approving the rates exclusive of the user rates can be approved later. Harold Kilhefner made a

motion to adopt the Sewer Rules and Regulation, seconded by Jason Firestine. Motion carried. Scott Marburger made a motion to adopt the Water Rules and Regulations, seconded by Jason Firestine. Motion carried unanimously.

Brad did some research regarding officer compensation. He found that, under the Municipal Authorities Act, the complete power for setting compensation for board members lies with the governing bodies. If the Authority would like board members to receive compensation, it would need to be approved by the governing bodies and whatever is established cannot take effect until the following term. Brad would suggest coming up with a compensation amount and taking it to the Township and Borough. Harold reported that the Day-to-Day committee discussed compensation of \$100.00 per meeting. The board decided the recommendation should be to request compensation for officers of the board of \$100.00 per meeting and compensation of non-officer board members of \$100.00 per meeting when their terms renew.

**DAY-TO-DAY COMMITTEE:**

Harold reported the committee met and finalized the job descriptions. It came to their attention that Denise's job description does not accurately describe what she does and the committee is recommending her title be changed to administrator. He also reported that along with the title change and the fact that Denise now supervises somebody, the committee would recommend increasing Denise's compensation to \$22.00/ hour. Ken also explained that the change in title and recommended increase was raised by the Township Manager, Randy Heilman, when Ken was working with Randy on annual performance reviews. Harold made a motion to increase Denise's salary to \$22.00/hour, seconded by Scott Marburger. Motion carried unanimously.

**NEW BUSINESS:**

Bruce was present and was looking for direction for when he should start overseeing the operations in Terre Hill. Brad suggested that the Terre Hill operations continue as is until the actual closing date. Scot also feels somebody should notify the employees and officials about the change. The board asked Denise to draft a letter and have it reviewed by the Day-to-Day committee regarding the change in supervision. Denise will email the letter for review to the committee so that the letter can be sent out as soon as possible. It was also noted that Bruce will determine who will work what hours.

Harold Kilhefner moved to adjourn the meeting at 9:52 p.m., seconded by Jason Firestine. The next meeting will be held on February 12, 2018, 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  
Bradford J. Harris, Attorney  
East Earl Township  
Terre Hill Borough  
Robert Rissler  
Jeff Sweater, Consulting Engineer  
Gary Martin, Becker Engineering  
Frank Mincarelli, Blakinger Thomas  
John Stoltzfus