

Weaverland Valley Authority

Meeting Minutes

March 12, 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 March 12, 2018. Chairman Ken Witmer called the meeting to order at 6:30 p.m. and informed all present that the meeting was being recorded by a resident.

The following Board members were present: Ken Witmer, Harold Kilhefner, Scot Ash, Thomas McDermott, Gene Pierce, Jason Firestine & Randy Miller. Also present were Gary Martin, Becker Engineering & Denise Bensing, Administrator.

MINUTES: A motion was made by Gene Pierce, seconded by Jason Firestine, that the minutes of the February 12, 2018 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M. J. Reider lab reports (Shady Maple) February – Gary noted there will be no surcharge for February.
2. Cawley Environmental/Goodville Treatment Plant: January 2018. Gary noted that there was a malfunctioning meter and Cawley submitted a revised report.
3. L.A.B.S.: Sample results for February for Terre Hill, Twin Springs, and Blue Ball water systems. All results were normal
4. L.A.B.S. Costs of Analytical Services for 2018 for both water and sewer testing. A motion was made by Scot Ash to accept the proposed prices, seconded by Randy Miller. Motion carried unanimously
5. Becker Engineering – NHBA 2017 Chapter 94 Report.
6. East Earl Township – Letters to ELA approving the waiver requests for WVA WWTP, Terre Hill pump station, and Frogtown Rd. pump station.
7. Becker Engineering – Approval of Preliminary/Final Plan for Keystone Custom Decks.
8. Becker Engineering – First review comments for Preliminary/Final Plan for Twin Springs Lot 6 (Ebenezer Holdings).
9. Earl Township Sewer Authority – Response to Diehm & Sons for sewer capacity request for Petra Christian Church. Diehm & Sons were informed by Earl Township that purchase requirement for capacity should be verified with Weaverland Valley Authority.
10. PA DEP – Approval of sewer planning module for Keystone Custom Decks.
11. PA DEP – Preliminary technical review of WQM permit for the regional WWTP.
12. W. G. Malden – Shady Maple quarterly meter calibration report. All ok

ADMINISTRATIVE REPORT:

Rate & Fee Schedule – Denise discussed the Rate & Fee Schedule. She explained that the Day-to-Day committee reviewed the draft schedule at their last meeting and recommended a few changes. A motion was made by Gene Pierce to approve the Rate & Fee Schedule, seconded by Scot Ash. Motion carried unanimously.

FDIC Insured Account for Water Funds – Denise reported that at last month’s meeting, the board asked if the water funds would also be able to be invested in an FDIC Insured account. Denise contacted Ephrata National Bank and has received the paperwork to create the account. Denise would recommend maintaining a balance of \$100,000.00 in the Water Fund Operating account. Gene Pierce made a motion to establish an FDIC Insured account for the water fund with Ephrata National Bank, seconded by Jason Firestine. Motion carried unanimously.

Water Tower Interior & Exterior Inspection – Denise explained that she was contacted by Liquid Engineering about performing an inspection of the water tower. It was discussed that there was a visual inspection of the interior by the person hired to change the light at the top and an exterior inspection when the footers were inspected a couple years ago. It is Gary’s opinion that an inspection is not needed at this time. Jason noted that some water towers are required to be inspected every five years. Gary explained that public water suppliers are not under that requirement. The board would like this subject to be included in old business so it can continue to be explored.

PMAA Membership – Denise explained that Blue Ball Water was a member of PMAA. Denise contacted them regarding changing the membership to Weaverland Valley Authority. They will change the name on the account to Weaverland Valley Authority and said the Authority can pay what Blue Ball Water would have paid and the membership fee next year will change when a new gross revenue is determined. Denise explained that the new gross revenue will increase the membership and recommended the Authority join this year and reevaluate in 2019. Gene Pierce made a motion to join PMAA for 2018, seconded by Jason Firestine. Motion carried unanimously.

PPL Electric Accounts under contract – Denise explained that she transferred all PPL accounts to the Authority. After doing so, Valerie was notified that the Terre Hill accounts were still under contract with Hudson Energy as the electric supplier until Nov. 2019 and termination would result in an early termination fee of \$10,019.63. If the Authority agrees to assume the balance of the contract, this early termination fee can be avoided. Gene Pierce made a motion to go through the process for the Authority to assume the contract with Hudson Energy, seconded by Scot Ash. Motion carried unanimously.

FINANCIAL REPORT:

The Financial report was read with \$30,035.16 in bills for approval for the water fund and \$87,159.85 in bills for approval for sewer.

Water & Sewer Collection Fund	\$68,150.24
Business Checking Water Fund - ENB	\$1,388.56
Money Market Account Water - ENB	\$787,442.20

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

Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$0.00
Business Checking Sewer Fund - ENB	\$4,096,152.71
Business Checking – Fulton Bank	\$9,487.44
Fulton Bank Loan Balance	\$937,910.00

Denise explained that the paperwork for the FDIC Insured account was not processed in February. Matt Long with ENB notified Denise that the bank credited the Authority \$2,850.44 in interested due to their error. A motion was

made by Harold Kilhefner to approve the sewer financial report and pay the bills, seconded by Jason Firestine. Motion carried unanimously.

A payment request of \$133,344.70 was received from Earl Township Sewer Authority for costs involved in the WWTP upgrades. A motion was made by Tom McDermott to transfer \$133,344.70 from the loan account to the construction account and send a check to Earl Township, seconded by Gene Pierce. Motion carried unanimously.

Denise also received a bill for the manhole rehab project which was not included in the list of bills to be approved. The invoice is for \$3,651.60 and Denise requested payment of this invoice. A motion was made by Gene Pierce to approve payment of the invoice for the manhole rehab project, seconded by Scot Ash. Motion carried unanimously.

ENGINEER'S REPORT:

Gary reported that he reached out to Bob and Valerie for information on the Terre Hill system and received information late last week as reflected in his updated handout.

Sewer:

ETSA WWTP Upgrades: The biological process was started up March 6th and the first discharge was March 8th. The vehicle storage is now under roof and under wall. The finishing work is now being done. Gary would like to plan another walkthrough in early April (7th or 15th). It was requested that the start time be 8:00 a.m. Gary will let the board know closer to the time which date it will be held.

Timberline Estates: Gary met with Roger Fry and discussed the easement conflicts and plan details. Roger will investigate further.

Chapter 94 to ETSA: Gary reviewed the projections last month. He feels there is no concern and there are currently 216 EDU's available after the five year projection and taking into account wet weather. Scot Ash made a motion to authorize the Chairman to sign the Earl Township Sewer Authority Chapter 94 report for submission to the Earl Township Sewer Authority, seconded by Gene Pierce. Motion carried unanimously.

Chapter 94 to DEP for Terre Hill WWTP: Gary reported there is very little growth in Terre Hill. The information he received shows quite a bit of infiltration and inflow which is to be expected with an older system. Gene Pierce made a motion to sign the Chapter 94 report to be issued to DEP, seconded by Harold Kilhefner. Motion carried unanimously.

Twin Springs (Lot 9 – Churchtown Woodcraft) – The initial review has been completed.

Transfer GIC NPDES Permit to WVA – Gary is working with DEP to obtain the paperwork to transfer ownership. Gene Pierce made a motion to allow the chairman to sign any necessary paperwork and issue any necessary checks between meetings, seconded by Tom McDermott. Motion carried unanimously.

Water:

SRBC/DEP Aquifer Test Plan: All monitoring points are being monitored and nothing out of the ordinary has been discovered. Jeff Bologna learned that SRBC must have proper documentation for the transfer of the water systems to WVA within 90 days of change in ownership.

Gary also reported that of the 57 lots in Wildflower Ridge, 27 lots have been permitted and 24 are active. Gary noted that he and Denise track this monthly for the yearly Chapter 94 reports.

Specifications & Rules and Regulations – It was noted that the Rules and Regulations refer to the East Earl Sewer Authority and Blue Ball Water Authority specifications. There are some changes that need to be made and they will need to be formally adopted. Gary will try to have the changes made so they can be adopted next month. The Specifications are one document for both water and sewer. It was pointed out that the Rules and Regulations which were adopted are two separate documents for water and sewer. Gary recommended that this be one document. The board agreed that it would make sense to have only one document. Gary reported that he estimates the cost to update the Specifications to be approximately \$1,500.00 and the cost to merge the Rules and Regulations approximately \$2,500.00. Harold Kilhefner made a motion to authorize the engineer to combine the Rules and Regulations and attached the Specifications into a unified document for an amount not to exceed \$4,000.00 without prior approval, seconded by Gene Pierce. Motion carried unanimously.

SOLICITOR’S REPORT:

It was reported that the board received an update from Attorney Harris.

OPERATIONS REPORT:

Denise distributed Bruce’s report to the board and read it out loud.

Bruce also requested the board consider bidding on a used vac. truck through Municibid. The truck was owned by Manheim Township and they are just replacing with a new truck. A new truck like this would cost \$300,000+. Gene Pierce made a motion to allow Bruce to bid on the truck up to \$35,000, seconded by Scot Ash. Motion carried unanimously.

Bruce would also like to purchase shop rags through Cintas. The cost of \$20.00 per week would be split with the Township. As noted in an email from Cintas, the price would be fixed and the Township/Authority would be able to opt out at any time with 60 days’ notice. Gene Pierce made a motion to contract Cintas for shop towels at a cost of \$10.00 per week, seconded by Randy Miller. Motion carried unanimously.

OLD BUSINESS:

David Zimmerman Connection/Tapping Fee – Jeff Sweater is still looking into this. Denise explained that she discussed this with Valerie and was told that the Borough received a Community Block Grant which did not allow tapping fees to be collected. Valerie will send Denise a list of all properties that have capacity allocated due to grants.

Gene Pierce moved to adjourn the meeting at 9:14 p.m., seconded by Harold Kilhefner. The next meeting will be held on April 9, 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