

Weaverland Valley Authority

Meeting Minutes

October 12, 2020

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on October 12, 2020. Chairman Ken Witmer called the meeting to order at 6:30 p.m.

The following Board members were present: Ken Witmer, Harold Kilhefner, Gene Pierce, Tom McDermott, Scot Ash, Scott Marburger, Randy Miller, and Jason Firestine. Also present were Gary Martin, Becker Engineering; Charles Haley, ELA; Bruce Crabb, Operations Supervisor; and Denise Bensing, Administrator.

MINUTES: A motion was made by Scot Ash, seconded by Tom McDermott, that the minutes of the September 14, 2020 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M.J. Reider lab reports (Shady Maple) September – Gary noted that there is no surcharge for September.
2. W. G. Malden – Shady Maple quarterly meter calibration. It was noted that there was a meter error and the flows needed to be estimated for Sept. 1st.
3. East Earl Twp. letter to Stanley Good, 415 Fairview St. – Notice of construction without a permit. Also, a follow up letter regarding the construction was cosmetic for the in-law quarters in the basement and that an in-law quarter is not an approved use and never has been an approved use for that district. Mr. Good was advised to stop construction until he is heard by the Zoning Hearing Board. He was also advised to contact the Authority to discuss water and sewer capacity requirements for in-law quarters. Denise spoke with Mr. Good and he will be applying to the Zoning Hearing Board and will then contact the Authority about the capacity. Denise contacted Valerie to find out if additional capacity for this type of situation was required when the utilities were owned by Terre Hill. Valerie said that Terre Hill did not require additional capacity. It was noted that the current Authority Rules and Regulations require capacity for each dwelling unit.
4. Impact Engineering (Horst Farm Market Store) – Preliminary/Final Land Development Plan revised 9/14/2020. Gary noted that the plans were reviewed.
5. Hershey Engineering (322 Properties/former Pyle Tract) – Response and updated plans based on August review letter. Gary reported they are to be reviewed.
6. Blakinger Thomas – Letter to developers regarding record plans. Letters were sent to Edge Investments, Fire Line, Esh Mgmt. (Keystone Custom Decks), and Carl Zimmerman (Churchtown Woodcraft). Gary noted that each property owner representative has already contacted Becker to address the outstanding Record Plans.
7. PA DEP – Notice of Violation for the Terre Hill WWTP. A letter will be sent acknowledging the violations and how the Authority plans to address them. Bruce explained that he needs to do a lot of investigating to determine where the problem is coming from. The problem appears to be an issue of an organic slug because the problem happens suddenly then by the next day it is gone. The issues may be because of septage receiving. Gene asked if we would stop accepting septage if it would satisfy DEP. Gary felt it would be a good start. Bruce noted that there were letters from DEP from 2016 and 2017 that said to stop septage receiving. It was never stopped and DEP didn't say anything. The board discussed a possible moratorium on septage receiving for a quarter. This could allow us to get a handle on things. Gene asked if we are likely to get a fine for the violation. Both Bruce and Gary don't think a fine will be received. Bruce will check with Bob on historical information.
8. Blakinger Thomas – The liens for Bobbagoy are satisfied.

ADMINISTRATIVE REPORT:

Denise distributed the budget to actual through the 3rd quarter and asked if there were any questions.

Denise also reported that she contacted Bob Watts with Chester County Solid Waste Authority about the escrow account. Mr. Watts said he understood that the Authority wasn't interested in continuing the project and said the account can be closed. Tom McDermott made a motion to close the account, seconded by Scot Ash. Motion carried unanimously.

Denise filed a Right to Know Request with the PA State Police on Sept. 29 for the incident at the College Ave. pump station. She received notification that they need an additional 30 days (11/5/20).

FINANCIAL REPORT:

The Financial report was read with \$141,816.40 (Sewer \$120,986.20 Water \$20,830.20) in bills for approval.

Water & Sewer Collection Fund	\$3,747.54
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$747,909.36
Construction Account – ETSA Upgrades	\$984.99
FDIC Insured Sweep Account - Sewer	\$1,504,535.22
Business Checking Sewer Fund - ENB	\$250,000.00
Business Checking – Fulton Bank CLOSED	\$0.00
FDIC Insured Sweep Account – Fulton	\$1,025,825.09
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 with the acceptance of the FDIC Insured account information to be added after the statements are received, seconded by Tom McDermott. Motion carried unanimously.

ENGINEERS' REPORT:

Chuck Haley reported that updated plans were sent to Becker last week. ELA is still waiting on a review from Judith from USDA. Chuck noted that once the Authority authorizes it, the plans should be submitted to the Township for permit and code review. ELA as well as Becker recommended using ABI as the 3rd party code review agency.

Gary Martin reported that the ERM flows were at maximum capacity every day in the month of September. When the property was developed, the owner chose to purchase two EDU's and install a flow restrictor, overflow tank, a meter and shut off. When the flow reaches 497 gallons, the discharge is shut off and the flow goes into the overflow tank. Gary noted that if there were to be an overflow of the overflow tank, it would not be the responsibility of the Authority. Gary suggested that it may be time to suggest that the property owner purchase additional capacity. Gene made a motion to have the Authority send a letter regarding additional capacity, seconded by Scott Marburger. Motion carried unanimously.

Gary has been contacted by each of the developers who received letters from Frank regarding their record plans. The record plans from Revelations of Freedom Ministries have been received. Gary also reported that as of this meeting, 16 of 26 lots in the Timberline development have been permitted and 12 are active.

Becker has submitted the Public Water Supply Construction Permit to implement the Corrosion Control Treatment Feasibility Study. Once the permit is approved, the Authority will have 90 days to install the equipment. DEP has indicated they hope to start review of the permit in November.

Wildflower Ridge development is looking to dedicate their water and sewer facilities. In a walk through, it was discovered that there are areas where two properties are connected with one lateral. This is not permitted by the Authority. The developer has been advised to televisive the lines to determine where the lines actually are.

SOLICITOR'S REPORT:

Frank Mincarelli distributed his report via email. Frank reported that he reviewed the revised easement map prepared by ELA and the Certification of Easements/Rights of Way. He also prepared a draft of the solicitor's opinion regarding all necessary easements for the project.

Frank worked with Denise regarding the fire set at the Terre Hill pump station and how the Authority can obtain sufficient information from the police in order to pursue a claim for damages. A draft Developer's Agreement was prepared for the Lighthouse Church project and was forwarded to the church for review. A Temporary Construction

Easement was prepared for the property belonging to Elizabeth Hahn. The Bobbagoy liens were satisfied and the unused sheriff's sale costs for the Crosson property were refunded.

OPERATIONS REPORT:

Bruce reported that they were called out to the Blue Ball Commons pump station for high amperage due to pump #1 not working. While trying to replace the pump, they noticed it would not seat properly because the pump base which the pump sits on was broken. Becker Engineering is coordinating a repair to the wet well piping and guide rails system. The estimate for the repair parts is approximately \$6,000 for both sides to be replaced with type 30 cast which is less susceptible to the environment. The plan is to set up a standby pump station and hopefully the work can be done in a day.

There were no compliance issues. There were 4,357,500 gallons of sewage treated (average 142,250 GPD) and 72,000 gallons wasted/hailed. The number of gallons of septage received was not available and will not typically be available prior to the meeting.

During the budget committee meeting, it was discussed about the possibility of the EQ station being a smaller pump station. There were some recent discussions with Tina at New Holland about the flow restrictions to New Holland. She made it sound like the restrictions may not be necessary. If the board would be interested in moving forward with this, a formal request to New Holland Borough to eliminate the discharge limits would be necessary. Gene Pierce made a motion to have Becker or Bruce contact New Holland Borough regarding the discharge limits, seconded by Randy Miller. Motion carried unanimously.

Two water curb stops were replaced in Terre Hill in areas where the sidewalks will be repaired. The operations staff also assisted on two water lateral repairs.

DAY-TO-DAY COMMITTEE:

Harold reported that the committee met and discussed requests to fill swimming pools. Harold explained how Terre Hill would handle it and Denise explained how some other municipalities handle it. The committee recommends allowing residents to fill pools and can request a waiver of the sewer fees. If the amount of the waiver request is in line with the quarterly usage, then the board could waive the sewer fees. Scott also recommended providing instructions for draining pools. It was also suggested that the property owner notify the Authority that they will be filling their pool prior to doing so. This would alleviate the possible issue of multiple property owners filling at the same time. The board felt the committee should revisit this topic.

The committee discussed how to handle water shut offs and liens for delinquent accounts in light of COVID-19. Denise explained that many of the customers who are delinquent are always delinquent. The committee agreed that shut off notices and lien notices should be sent to those customers who have not paid since the 4th quarter 2019 billing (due 1/30/20 and 2/17/20).

The committee also discussed the possibility of Ellie moving to full-time in January. The Township would like to have additional help to cross train and prepare for future retirements. It has been discussed that Ellie could work for both the Township and the Authority and her time and benefits would be split 50/50. The Authority's share of the cost for benefits would be approximately \$8,500. If it seems that she is spending more time for one entity than the other, the proportion can be evaluated. The board agreed that keeping Ellie as an employee is a good idea, but it was suggested that since the need is driven by the Township's need maybe they should pay a larger portion of the additional costs. Ken will meet with the Township manager to discuss the split.

BUDGET COMMITTEE:

Denise distributed revised Capital Budgets and a list of the changes made to the Capital Budgets. Denise explained the reason for the changes. This capital budget will be used when developing the yearly operational budget.

One thing Denise noted was that there is \$6,000 in the budget to replace the meter reading equipment and at budget meeting time, the equipment was working fine so the replacement was scheduled for 2022. This gave time to put back the additional funds needed (Approximately \$3,000). When Ellie was reading meters the previous week, the machine that captures the readings stopped working and is stuck on a screen. Fortunately, Ellie was able to download the readings that were already taken. She did have to go out and write down the readings that were still needed. Support will be called after the bills are in the mail to see if the machine can be reset but if not, the replacement may need to happen sooner than expected. Denise will get quotes for any options they may have.

OLD BUSINESS:

196 Broad St. meter for the water tower: Jason was contacted by the owner. The property is now owned by Leon Stoltzfus and is now PA Auction Center. There was an inspection of the fire suppression system and there were

several deficiencies. The inspector has agreed to work with the owner to get everything taken care because the former owner didn't inform him of the deficiencies prior to the sale. Jason discussed the with the property owner the need for an additional meter. Gary also noted that if the building is more than 100' from the main the Authority requires a meter pit. A backflow preventer or an air gap is also required in this situation. Jason will continue working with the property owner, but he suspects that the property owner will be in touch with the Authority regarding he meter.

Having no further business, Jason Firestine moved to adjourn the meeting at 8:56 p.m., seconded by Tom McDermott. The next meeting will be held on November 9, 2020 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
East Earl Township
Terre Hill Borough
Robert Rissler
Charles Haley, ELA
Gary Martin, Becker Engineering
Frank Mincarelli, Blakinger Thomas