

# Weaverland Valley Authority

## Meeting Minutes

April 12, 2021

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on April 12, 2021. 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 Gene Pierce, seconded by Harold Kilhefner, that the minutes of the March 8, 2021 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

1. M.J. Reider lab reports (Shady Maple) March. Gary noted that there will be no surcharge.
2. Terre Hill WWTP NPDES permit application. Gary reported that Becker had applied for a name change when the Authority took over operations. DEP was going to hold off on renewing the permit because a new plant was being built but they have decided to renew the permit. After a quick review, Gary noted that a couple minor samples were added. Becker and Bruce will be reviewing the permit in more detail. Gary also noted that the plant and outfall will need to be posted and there will be a 30-day comment period.
3. Independent Contractor Agreement – Mary Coble (QuickBooks Advisor). Denise reported that the terms are the same as previous years. Gene Pierce made a motion to approve the agreement, seconded by Jason Firestine. Motion carried unanimously.

### **ADMINISTRATIVE REPORT:**

Denise reported that the new meter reading equipment was used during the last round of readings and everything went well with one small glitch. The new equipment has some capabilities that the other equipment didn’t have and she and Ellie plan on using some of them. The new equipment is also capable of reprogramming the meters to read in 100’s or 1,000’s and this feature has already been useful.

The 1<sup>st</sup> quarter Budget to Actual was distributed. Denise noted that the 2020 Audit is scheduled to begin May 3<sup>rd</sup>. Denise also noted that the 2021-2022 Insurance renewal proposal was received and there is a 7% increase. She noted that this is a fair increase because the market is seeing 10%-20% increases.

### **FINANCIAL REPORT:**

The Financial report was read with \$111,681.95 (Sewer \$79,937.90 Water \$31,744.05) in bills for approval.

Water & Sewer Collection Fund	\$3,165.06
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$747,930.92
FDIC Insured Sweep Account - Sewer	\$1,869,750.08
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton	\$1,026,336.62
Joint WWTP Business Checking – Fulton Bank	\$2,500.00
Joint WWTP Business Checking – Ephrata National Bank	\$2,500.00

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

## **ENGINEERS' REPORT:**

**Chuck Haley** reported there were no comments received from the Seneca-Cayuga tribe. We are currently waiting on USDA to issue a Conclusion letter to SEC then the Availability notice can be prepared for publication in the newspaper. Chuck feels the Authority should be on a good track to go out to bid in August.

The USDA review of the specs and drawings resubmitted on 3/19/21 was received on 3/25/21. ELA reviewed the comments and requested clarifications from Judith prior to her retirement on 4/2/21. Most of the comments are easily addressable. The drawings are scheduled to go back to John Brady at USDA prior to the end of April. Chuck noted that ELA's electrical/mechanical subcontractor isn't able to start on the comments until the end of April due to their work load. Prior to going out to bid, the resolution for the mitigation measures will need to be included in the specs. The final Closing Documents are one of the last major items that remains open. Gary also pointed out that USDA has still not approved the Becker E-500. Tom McDermott made a motion to allow Denise to run all notices as needed when necessary, as requested by the engineering team, seconded by Harold Killefner. Motion carried unanimously.

## **Gary Martin** reported:

**CA/CM:** Rob has been trying relentlessly to get in touch with the Tribes for training. The Tribes are not able to get emails to Becker. Kelly Greene is going to act as a go between to try and get Becker the information.

**Chapter 94 Reporting:** All Chapter 94 reports have been submitted. Submittals this year to DEP were completely electronic and Gary reported that it was the easiest submittal ever.

**Wildflower Development:** Videoining of the lines has been completed but it may need to be redone.

**Horst Farm Market:** Currently under construction.

**Timberline Estates:** Build out is moving along and they are almost ready for street dedication. After the streets are dedicated, the Authority can consider dedication of the sewer facilities.

**Terre Hill Water System:** SRBC issued their recommendations on a monitoring plan for Well 6. Becker completed a technical review and drafted changes to the SRBC conceptual model. Jeff is working with SRBC on this.

**Blue Ball Water System:** It's anticipated that all will be permitted at the June SRBC quarterly meeting. Becker has submitted PENNDOT Highway Occupancy Permits for connection of Well 4 to the water main at Rt. 23. Once a green light is received from DEP, it will be ready to bid. Scott asked if anybody contacted Sauder Hardscape regarding the valve box that will be located in the area. Becker and Scott will work on contacting Sauder Hardscape.

**Burkholder Trailer:** Lots 4, 5, & 6 of the Robert Martin project. Only lot 5 will be connected to water for the office. Lots 4 & 6 will be for trailer display. Gary reported that the sewer for this project is from Earl Township. The initial submission was made electronically on March 25, 2021. After paper copies are received, Becker and the Authority will review.

**Combined Spec/ Rules & Regulations:** Becker is actively working on updating the Specifications & Rules and Regulations. There were multiple forms called for in the original Rules & Regulations that have now been narrowed down. Gary also reported that the 20-year warranty for manholes is no longer available. He suggested removing the 20-year warranty requirement but instead requiring HDPE manholes. Gary also suggested requiring all water and sewer facilities be inspected whether they will be dedicated or not. Developers could have their consultant inspect and provide verification to the Authority if they prefer. The requirement for liability insurance is currently \$1,000,000. After contacting some insurance carriers, this requirement should be increased to \$5,000,000 and this would be included in the bid limits. Also, to be clarified in the Rules and Regulations, is that grinder pumps for properties that could be served by gravity but need a grinder pump due to the location of the building will not be owned by the Authority.

## **SOLICITOR'S REPORT:**

Frank Mincarelli distributed his report via email which included discussions regarding the status of the USDA funding and also alternative financing. He also sent follow-up correspondence to Ivan Martin requesting a reply to the Authority's request that he consent to a common law dedication of the easement. Gary also reported that he reached out to Daryl Belz at Spotts, Stevens & McCoy (SSM). SSM received permission on April 8, 2021 from the Borough to look in their files to see if they have any information on the easement.

**OPERATIONS REPORT:**

Bruce's report was distributed. He specifically wanted to look at the Chapter 110 water allocations. Although the Blue Ball percentage of pumped vs. billed dropped slightly from 92% in 2019 to 88% in 2020, 88% is very good. Bruce believes the drop is due to a leak that was found. Terre Hill which was 68% in 2018 and 81% in 2019 improved in 2020 to 87%. Gene thanked Bruce for his hard work.

**OLD BUSINESS:**

Alternate Financing: The board discussed whether to move forward with alternate financing now that USDA has made a little progress. The board decided to continue to assess the situation month by month.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 7:55., seconded by Jason Firestine. The next meeting will be held on May 10, 2021 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