

WEAVERLAND VALLEY AUTHORITY

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

BOARD MEETING AGENDA

September 13, 2021

1. **OPEN MEETING**
 - A. **Minutes approval (August 9th)**
 - B. **Public Comment** (public comment otherwise at time of each agenda item)

2. **REPORTS OF COMMITTEES & OTHERS**
 - A. **Correspondence**

Action Items:

 - a. Danco Lateral Installation Agreement
 - b. Penalty Waiver Request – Esh (4 properties)
 - c. Wildflower (Phase 2) review letter
 - d. Danco review letters (8/12/21 & 8/14/21)
 - e. Burkholder Trailers review letter
 - f. Earl Township Sewer Authority Cost Sharing – Septage Receiving Station & Upgrade Evaluation
Kinzer Rd Pump Station
 - B. **Administrative Report**—*Denise Bensing*

Action Items:

 - a. Accessibility Self-Certification required by Code Administrators
 - C. **Financial Report**—*Denise Bensing*
 - D. **Engineer's Report**—*Gary Martin & Charles Haley*
 - E. **Solicitor's Report**—*Frank Mincarelli*
 - F. **Operations Report**—*Bruce Crabb*
 - G. **Day-to-Day Committee Report** – *Harold Kilhefner*

Action Items:

 - a. Capital Budget Item – Move EQ Generator Outside Cost
 - b. K. Kirkner post-90-day raise (Started 8/16/21)
 - c. Certification/License Raises (Operator certifications & Notary license)

3. **NEW BUSINESS**
 - A. Fidelity Bond Coverage as required by USDA
 - B. Cybersecurity Webinar

4. **OLD BUSINESS**
 - A. **Sensenig, 53 Gentle Dr.** – Easement Encroachment & No Trespassing sign
 - B. **Sunset Ave. Line Replacement** (Water)
 - C. **196 Broad St. meter for water tower** (former Flower and Home Marketplace)

5. **ADJOURN**

Weaverland Valley Authority

Meeting Minutes

September 13, 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 September 13, 2021. Chairman Kenneth Witmer called the meeting to order at 6:30 p.m.

The following Board members were present: Kenneth Witmer, Harold Kilhefner, Gene Pierce, Scott Marburger, Scot Ash, Jason Firestine and Terry Zook. Also, present were Dan Becker, Becker Engineering; Bruce Crabb, Operations Supervisor and Denise Bensing, Administrator.

MINUTES: A motion was made by Gene Pierce, seconded by Jason Firestine, that the minutes of the August 9, 2021 meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE:

1. M.J. Reider lab reports (Shady Maple) August. There will be no surcharge for August.
2. Conestoga Wood letters regarding farmer’s crops and notifications. It was noted that Conestoga is willing to reimburse the Authority a reasonable amount for the resurveying of the property.
3. Lateral Installation Agreement for Danco (Twin Springs Lot 7) – The agreement which was drafted by Frank states that the property owner will abide by the Authority Rules and Regulations. Becker recommends that the board execute the Lateral Installation Agreement.
4. Richard Esh Penalty waiver request – Mr. Esh is requesting the penalties be waived on three of his properties. He paid through online banking with BB&T and the payments were not sent. He feels it was due to the transition from BB&T to Truist. It was noted that he has never been late in the past. Gene Pierce made a motion to waive the penalties on the four accounts, seconded by Jason Firestine. Motion carried unanimously.
5. Becker Engineering – Wildflower Phase 2 review letter. There are still some comments to be addressed.
6. Becker Engineering – Danco Review Letter. Dan pointed out that there are some administrative issues to be addressed but no further submissions are needed.
7. Becker Engineering – Burkholder Trailers Review Letter. Dan pointed out that no further submissions are needed.
8. Earl Township Sewer Authority cost sharing for septage receiving station – The Authority questioned why they were not notified in advance so they could budget for this expense. It was also discussed why the Authority would be expected to share in the cost when the Authority will not be using the equipment. Dan explained that both Authorities will benefit from the revenues received. Dan also pointed out that the Earl plant is organically underloaded so the plant will benefit from the additional BOD’s. Dan will have somebody run the numbers to show the profitability and get more information for the next meeting. It was also discussed that the late notification was due to a staff issue. Gene Pierce made a motion to table until the next meeting, seconded by Jason Firestine. Motion carried unanimously.

ADMINISTRATIVE REPORT:

Denise reported that Daryl Peck will be contacting Fulton Bank to extend the maturity date on the first interim loan. Daryl will also be requesting a lower interest rate.

Denise reported that letters have been sent to East Earl Township and Terre Hill Borough requesting an allocation of the ARP funds. Denise has not heard from either municipality. Harold is planning on attending the Terre Hill Borough meeting on Sept. 14th.

Denise also reported that one of the items required by USDA prior to construction starting is to perform an accessibility self-certification with the assistance of a group familiar with accessibility requirements. Code Administrators, who will be providing code compliance for the project, will assist with the self-certification and they have agreed to do it at no charge. Gene Pierce made a motion to have Code Administrators perform the accessibility review as required by USDA, seconded by Jason Firestine. Motion carried unanimously.

FINANCIAL REPORT:

The Financial report was read with \$290,165.47 (Sewer \$264,167.73 Water \$25,997.74) in bills for approval.

Water & Sewer Collection Fund	\$4,205.77
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$757,312.79
FDIC Insured Sweep Account - Sewer	\$2,295,257.62
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton (June balance)	\$1,026,419.44
Joint WWTP Business Checking – Fulton Bank	\$2,500.00
Joint WWTP Business Checking – Ephrata National Bank	\$2,500.00

A motion was made by Scott Marburger to approve the financial report and pay the bills, seconded by Harold Kilhefner. Motion carried unanimously.

ENGINEERS’ REPORT:

Dan Becker reported:

CA/CM: The project was posted on PENNBID on Aug. 30th and the bid opening is scheduled for Oct. 25th. The corn that was planted by the farmer has been removed and the pumpkins can remain for now. Bidders will have access to the site but need to schedule an appointment. There are currently 4 bidders signed up to visit the site. The Township staff installed rip rap along the low-lying areas of the lane to the site. An overall schedule has been prepared. A summary schedule will also be prepared for DEP. The schedule for DEP will have completion dates that are a little later to account for potential construction delays.

Regional WWTP NPDES & WQM Permitting: The renewal permit was received and Becker provided one comment to PADEP. The post EQ is listed at a height of 23” instead of 23’. Dan also reviewed previous changes.

Horst Farm Market – The construction is complete and the market is operating. Becker is waiting for the Grinder Pump Start-Up Report and Record Plans. Denise has been in touch with them. They also need to complete their sewer permit and purchase capacity.

322 Properties (Pyle Tract) – Dan explained that when the casing pipe was installed, the boring was not aligned with the Authority sewer main. Becker does not recommend accepting what they are proposing. The contractor is expected to re-bore the casing pipe and connect to the Authority sewer main either Sept. 13th or 20th.

Danco (Twin Springs Lot 7) – Review letters #3 & #4 were sent and only administrative items are outstanding. Becker recommends the Authority approve the sewer and water facilities design. Gene Pierce made a motion to approve the sanitary sewer and water facility design as outlined in Becker’s Aug. 14, 2021 letter, seconded by Harold Kilhefner. Motion carried unanimously.

Becker also recommends the Authority take action on Sewer Lateral Agreement as prepared by the Authority Solicitor. Harold Kilhefner made a motion to sign the Sewer Lateral Agreement for Danco Twin Springs Lot 7, seconded by Gene Pierce. Motion carried unanimously.

Terre Hill Water System – Becker plans on submitting a Well 6 aquifer test waiver in the next couple of weeks. A groundwater elevation monitoring plan was submitted for Well No. 3. Well No.1 upgrades and associated monitoring plans must be submitted to SRBC by Sept. 19th. A \$1,500 grant was received from SRBC for the monitoring equipment in Well No. 1.

Blue Ball Water System: A \$1,500 grant was received from SRBC for the monitoring equipment in Well No. 4.

Burkholder Trailers: Dan reported that there are only administrative issues to be addressed. Jason Firestine made a motion to approve the water facility design as outlined in Becker’s August 16, 2021 letter, seconded by Harold Kilhefner. Motion carried unanimously.

SOLICITOR’S REPORT:

Frank Mincarelli distributed his report via email which included discussions regarding the potential for bids in excess of the loan amount and the alternatives for financing. Frank also weighed in on the fidelity bond required by USDA. Frank gave his opinion on the timing for payment to the contractors recommending a timing scheme keyed on the requisition approval date.

Frank reviewed the engineer’s review letter for the Wildflower Phase II Development. He also discussed the interconnection of the water system with Twin Springs as well as the final payment to Twin Springs.

Frank replied to emails from ELA and their legal counsel regarding the disclaimer form and their reasons for requesting it. A letter from ELA’s legal counsel was reviewed and they agreed not to press the matter of the disclaimer form but they did stress the limitations to the Authority’s use of the files.

OPERATIONS REPORT:

Bruce reported that there were numerous callouts to pump stations due to Hurricane Ida (5.25” rain). Both the WWTP and the EQ station and Witmer Rd. pump station over flowed. The over flows were reported to DEP. They were out of compliance at the plant for phosphorus. The heavy rain caused a lot of stress on the pumps which has caused more callouts to the pump stations. Bruce believes there is an issue with properties having their sump pumps going into the sewer system. It may be a good idea to send letters to property owners advising them that discharging sump pumps and drains into the sewer system is illegal.

DAY-TO-DAY COMMITTEE:

Capital Budget Item – Move Generator Outside – The committee discussed that the corrosive atmosphere inside the EQ station is not good for the generator but the current cost to do this is more than is budgeted. Bruce is waiting on a quote to repair the existing generator, which is currently not working, and moving it outside the building instead of replacing it with a new one. There was also discussion about the possibility of increasing the daily flow to New Holland. Dan noted that the question was posed to New Holland but they have not yet received a straight answer. Dan will pursue this possibility again.

K. Kirkner post 90-day raise – Kenny started Aug. 16th and he is doing well. Bruce proposed a \$1.00 raise after he completes 90 days. Harold Kilhefner made a motion to give Ken Kirkner a \$1.00/hour raise after 90 days, seconded by Jason Firestine. Motion carried unanimously.

Certification/License Raises (Operator & Notary License) – The committee discussed if operators should receive pay increases for only operator licenses or also subclasses. In the past, pay increases were given when an operator was licensed to operate the system. For each license received, an operator received \$1.20/hour. Bruce feels with the amount of work it takes to pass the tests that raises should also be given for subclasses. Scot feels that increases after receiving a license to operate a system would warrant a raise but if a subclass is required to be licensed that should not receive an additional raise. There was also discussion about handling it on a case-by-case basis. Bruce noted that Mike received his water license recently. Gene Pierce made a motion to award Mike Boley a \$1.20/hour raise for obtaining his water license, seconded by Jason Firestine. Motion carried unanimously.

Harold also reported that Denise received her notary license. Harold Kilhefner made a motion to give Denise a \$1.00 increase for receiving her notary license and for all the work she does, seconded by Scot Ash. Motion carried unanimously.

NEW BUSINESS:

Fidelity Bond Coverage – Denise explained that USDA requires fidelity coverage of a minimum the amount of the total annual debt service payment (approx. \$1,000,000). Denise received a quote from Travelers for a \$1,000,000 at a cost of \$813.00. Scot Ash made a motion to accept the terms of the fidelity policy as required by USDA, seconded by Jason Firestine. Motion carried unanimously.

Cybersecurity Webinar – Denise received information from Becker regarding a Cybersecurity webinar being done by PMAA. Denise and Harold would be interested in participating. Terry would also be interested in it. Gene Pierce made a motion to participate in the webinar at a cost of \$40.00, seconded by Jason Firestine. Motion carried unanimously.

Having no further business, Jason Firestine moved to adjourn the meeting at 8:37, seconded by Harold Kilhefner. The next meeting will be held on October 11, 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
Terry Zook
East Earl Township
Terre Hill Borough
Robert Rissler
Dan Becker & Gary Martin Becker Engineering
Frank Mincarelli, Blakinger Thomas