

# WEAVERLAND VALLEY AUTHORITY

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

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## BOARD MEETING AGENDA

February 14, 2022

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### REVISED

#### 1. OPEN MEETING

- A. **Minutes approval (January 10th)**
- B. **Public Comment** (public comment otherwise at time of each agenda item)

#### 2. REPORTS OF COMMITTEES & OTHERS

##### A. Correspondence

Action Items:

- a. Easement Encroachment Agreement – Jordan & Abby Sensenig, 53 Gentle Dr.
- b. Easement Encroachment Agreement – Susan Carkoski, 574 Red Run Rd.

##### B. **Administrative Report**—*Denise Bensing*

Action Items:

- a. Vote on conditional approval to the amendment to the USDA letter of commitment.

##### C. **Financial Report**—*Denise Bensing*

##### D. **Engineer's Report**—*Becker Engineering*

Action Items:

- a. Conditionally approve awarding Contract 1 pending USDA additional funding approval
- b. Conditionally approve awarding Contract 2 pending USDA additional funding approval
- c. Conditionally approve awarding Contract 3 pending USDA additional funding approval
- d. Conditionally approve awarding Contract 4 pending USDA additional funding approval
- e. Conditionally approve awarding Contract 5 pending USDA additional funding approval
- f. 2021 Chapter 94 Report New Holland Borough Authority – Approve and Submit
- g. 2021 Chapter 94 Report Earl Township Sewer Authority – Approve and Submit
- h. Terre Hill Water System Tapping Fee
- i. Blue Ball Water System Tapping Fee

##### E. **Solicitor's Report**—*Frank Mincarelli*

Action Items:

- a. Resolution #2022-01 - Refinance 2016 ENB loan with USDA

##### F. **Operations Report**—*Bruce Crabb*

##### G. **Day-to-Day Committee Report** – *Harold Kilhefner*

#### 3. NEW BUSINESS

- A. Action Item: Application (SR-424) for additional funds from USDA – Ratify the signing of the application for additional funding from USDA.

#### 4. OLD BUSINESS

- A. **Sunset Ave. Line Replacement** (Water)
- B. **196 Broad St. (PA Auction Center) meter for water tower** - Water storage tank repairs and metering.

5. **ADJOURN**

# Weaverland Valley Authority

## Meeting Minutes

February 14, 2022

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on February 14, 2022. 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, Terry Zook, Jason Firestine, and Randy Miller. Also, present were Dan Becker, Becker Engineering; Frank Mincarelli, Blakinger Thomas; Bruce Crabb, Operations Supervisor and Denise Bensing, Administrator.

**MINUTES:** A motion was made by Gene Pierce, seconded by Randy Miller, that the minutes of the January 10, 2021 meeting be approved as submitted. The motion carried unanimously.

### **CORRESPONDENCE:**

1. M.J. Reider lab reports (Shady Maple) January. There will be no high-strength surcharge for January.
2. Becker Engineering – Lighthouse Assembly of God – Plan Review letter #4.
3. Fry Surveying – Timberline Estates – Response to review letter, revised plans, legal descriptions & Exhibit.
4. PA DEP – Public Water Supply Operation Permit for Terre Hill Chlorine Analyzer Replacements
5. Easement Encroachment Agreement – Sensenig, 53 Gentle Dr. Gene Pierce made a motion to approve and sign the Easement Encroachment Agreement with Jordan & Abby Sensenig, 53 Gentle Dr., seconded by Jason Firestine. Motion carried unanimously.
6. Easement Encroachment Agreement – Carkoski, 574 Red Run Rd. Gene Pierce made a motion to approve and sign the Easement Encroachment Agreement with Susan Carkoski, 574 Red Run Rd., seconded by Terry Zook. Motion carried unanimously.

### **ADMINISTRATIVE REPORT:**

Denise reported 799 Camp Meeting Rd connected to the public sewer on Dec. 10, 2021. They still need to complete the service application and pay the tapping fee. 815 Camp Meeting Rd. has been sent the service application and notification that the tapping fee is required prior to connection.

Denise also reported that she received a call from Sean McElroy today regarding the additional financing the Authority requested from USDA. Sean will be meeting with the senior loan committee on Feb. 16, 2022. He has some concern with the timing but he is looking into ways to meet our deadlines. In order to save time and avoid the expense and inconvenience of a special meeting, the board may want to consider conditionally approving and authorizing the execution of Letter of Conditions Amendment. Gene Pierce made a motion to add to the agenda an action item for Conditional Approval of the Letter of Conditions Amendment, seconded by Harold Kilhefner. Motion carried unanimously. Gene Pierce made a motion to conditionally approve and authorize execution of the Letter of Conditions Amendment if the terms of the new loan are acceptable to the finance team and in keeping with the representations made to date by USDA to the members of the finance team, seconded by Harold Kilhefner. Motion carried unanimously.

**FINANCIAL REPORT:**

The Financial report was read with \$112,725.48 (Sewer \$66,668.21 Water \$46,057.27) in bills for approval.

Water & Sewer Collection Fund	\$39,441.94
Business Checking Water Fund – ENB	\$100,000.00
FDIC Insured Sweep Account – Water	\$842,321.15
FDIC Insured Sweep Account - Sewer	\$2,402,613.08
Business Checking Sewer Fund - ENB	\$250,000.00
FDIC Insured Sweep Account – Fulton	\$1,026,462.34
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 Scott Marburger. Motion carried unanimously.

**ENGINEERS’ REPORT:**

**Dan Becker** reported:

CA/CM: USDA informed Becker that the Authority must take action to award the construction contracts to USDA authorizing construction contract award.

**Contract 1 (General Construction)** – Jason Firestine made a motion to conditionally approve awarding Contract 1 pending USDA additional funding approval and concurrence from the Authority solicitor and Authority staff, seconded by Gene Pierce. Motion carried unanimously.

**Contract 2 (Collection & Conveyance)** – Randy Miller made a motion to conditionally approve awarding Contract 2 pending USDA additional funding approval and concurrence from the Authority solicitor and Authority staff, seconded by Jason Firestine. Motion carried unanimously.

**Contract 3 (Electrical Construction)** – Gene Pierce made a motion to conditionally approve awarding Contract 3 pending USDA additional funding approval and concurrence from the Authority solicitor and Authority staff, seconded by Terry Zook. Motion carried unanimously.

**Contract 4 (Mechanical Construction)** – Jason Firestine made a motion to conditionally approve awarding Contract 4 pending USDA additional funding approval and concurrence from the Authority solicitor and Authority staff, seconded by Scott Marburger. Motion carried unanimously

**Contract 5 (Plumbing Construction)** – Terry Zook made a motion to conditionally approve awarding Contract 5 pending USDA additional funding approval and concurrence from the Authority solicitor and Authority staff, seconded by Randy Miller. Motion carried unanimously

Dan distributed a DRAFT cash flow/user rate analysis for the board to review for the March meeting. Dan also noted that a letter was drafted for the sewer customers impacted by the project. This letter will be mailed after the contracts are awarded. After the letters are sent, public meetings will be scheduled (evening and Saturday morning). After the general meeting, stations will be set up to discuss specific properties with the owners.

Wildflower Ridge: The developer’s contractor anticipates starting the sanitary sewer lateral corrections in mid-February. Revised Record Drawings were received and Becker will markup the drawings in the field as the sanitary sewer work is complete.

Timberline Estates: Becker received revised Record Drawings on Feb. 3<sup>rd</sup> and is in the process of reviewing the drawings.

Route 322 Properties (Pyle Tract): The developer’s consultant indicated that record drawings will be submitted in Summer 2022.

Millstream Landscaping (Twin Springs Lot #8): Becker attended a preconstruction meeting on Jan. 6, 2022 and has been reviewing sanitary sewer and water shop drawings for the project.

Twin Springs Lot #13: Becker hand delivered the access easement agreement to the property owner on Jan. 28, 2022. Becker will pick the agreement up after execution by the property owner.

Lighthouse Assembly of God: Becker received revised plans and issued a review letter dated Jan. 14, 2022. Becker is working with the design consultant to address the outstanding review comments.

Lancaster Pole Building: Becker emailed the developer's consultant again on Feb. 1, 2022 regarding the termination of the extra water and sewer laterals on the part of Lot 3 added to Lot 2. The consultant has acknowledged that they do not have a construction schedule to date.

Twin Springs Lot 6 (Ebenezer Holdings): Becker emailed the developer's consultant again on Feb. 1, 2022. The consultant acknowledged that they do not have a construction schedule to date.

Earl Township Septage Receiving Station: As of Jan. 11, 2022, the receiving station has generated approximately \$18,700 in revenue. Becker has requested ETSA provide periodic updated to WVA regarding the revenue generated.

2021 Chapter 94 Report for NHBA: Becker prepared the Authority portion of the report for review by the Authority. Gene Pierce made a motion to approve the 2021 Chapter 94 Report and authorize submission to NHBA, seconded by Scott Marburger. Motion carried unanimously.

2021 Chapter 94 Report for ETSA: Becker prepared the Authority portion of the report for review by the Authority. Gene Pierce made a motion to approve the 2021 Chapter 94 Report and authorize submission to ETSA, seconded by Jason Firestine. Motion carried unanimously.

2021 Chapter 94 Report to DEP: Dan reported that the draft will be provided in March.

Terre Hill Water System Tapping Fee: Dan reported that the Terre Hill Water System Tapping Fee was updated and the maximum allowable Tapping Fee that can be imposed is \$4,326.00. Harold Kilhefner made a motion to increase the Tapping Fee to \$4,300, seconded by Randy Miller. Motion carried unanimously. The Authority Solicitor will prepare a resolution for the Tapping Fee increase for the March meeting.

Blue Ball Water System Tapping Fee: Dan reported that the Blue Ball Water System Tapping Fee was updated and the maximum allowable Tapping Fee that can be imposed is \$7,724.00. Scot Ash made a motion to increase the Tapping Fee to \$7,700, seconded by Gene Pierce. Motion carried unanimously. The Authority Solicitor will prepare a resolution for the Tapping Fee increase for the March meeting.

PA Auction Center: Dan and Bruce met with representatives of the Auction Center on Jan. 20, 2022 to discuss metering and backflow requirements. The property owner will provide a proposal to the Authority for review based on the field discussions.

Terre Hill Water System: A PADEP Public Water Supply Operations Permit for modification of the chlorine analyzer instrumentation was received.

### **SOLICITOR'S REPORT:**

Resolution 2022-01 – Frank presented Resolution 2022-01 to refinance the 2016 ENB loan with USDA. The board was polled regarding refinancing this loan and the results were to go ahead with refinancing. Gene Pierce made a motion to adopt Resolution 2022-01 to refinance the 2016 ENB loan with USDA, seconded by Terry Zook. Motin carried unanimously.

Frank reported that the temporary power agreement with Conestoga Wood (CWS) was revised and CWS has offered to pay the electric bill as long as it remains under \$800. This agreement will be finalized and acted on at the March meeting. Frank also reported that the sewer liens for Lonnie & Karen Martin, 1223 Main St. have been satisfied.

### **OPERATIONS REPORT:**

Bruce reported that the clarifier drive at the Terre Hill treatment plant has failed. They are working on finding a contractor to look at the unit and possibly repair it. Worst case scenario, it would need to be replaced. A contractor is scheduled to come out this week to look at it and one quote was received for \$30,000. Bruce is not sure how long we can operate without the clarifier working.

### **DAY-TO-DAY COMMITTEE REPORT:**

The committee met on January 18<sup>th</sup>. The committee discussed operations employee positions. Ken and Bruce met two more times to work on a proposal. They plan on finalizing a proposal for the next Day-to-Day meeting which is scheduled for March 8<sup>th</sup>.

Justin Sauder, East Earl Township Manager, and Terry Kauffman, consultant for the Township, attended the January 18<sup>th</sup> meeting. The Township is interested in having Terry be a liaison for the project for the supervisors. This would be at no cost to the Authority. The committee didn't really understand the need and had concerns in doing this. The main concern was residents going to Terry with questions regarding the project and not being directed to the Authority staff or Authority representatives. Another main concern was inaccurate information being shared if residents are not directed to the Authority. Ken spoke with Nelson Groff after the committee meeting and Nelson clarified what they are looking for. They would like Terry included in the distribution of the minutes, emails, plan changes, and emails to the board. Although the board had some concerns, there were no objections to including Terry in the communications regarding the project.

**NEW BUSINESS:**

Application (SR-424) for additional funds from USDA: Gene Pierce made a motion to ratify the signing of the application, seconded by Randy Miller. Motion carried unanimously.

Having no further business, Harold Kilhefner moved to adjourn the meeting at 8:00, seconded by Jason Firestine. The next meeting will be held on March 14, 2022 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, Becker Engineering  
Frank Mincarelli, Blakinger Thomas  
Terry Kauffman