

WEAVERLAND VALLEY AUTHORITY

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

BOARD MEETING AGENDA

December 9, 2024

1. OPEN MEETING

A. Minutes approval (November 11th)

B. Public Comment (public comment otherwise at time of each agenda item)

Action Item:

- a. Jason Sensenig, 1636 Main St. – Request waiver of additional EDU for seasonal produce stand

2. REPORTS OF COMMITTEES & OTHERS

A. Correspondence

Action Items:

- a. Vetterlein, 73 Gentle Dr. – Penalty waiver request
- b. Maher Duessel 2024 Audit Engagement Letter
- c. Rettew - 529 Ranck Rd. – Water and Sewer Capacity Request
- d. Steve Huyard, 925 E. Main St. – Request explanation for requirement of additional EDU's

B. Administrative Report—*Denise Bensing*

Action Item:

- a. Cyber Liability Coverage

C. Financial Report—*Denise Bensing*

Action Items:

- a. Approval of Financial Report and pay the bills.
- b. Approve WWTF & System Project Payment Requisition

D. Engineer's Report—*Becker Engineering*

Action Items:

- a. Discuss and potentially act on WWTF final paving issue
- b. Recommend East Earl Township issue connection notices
- c. Authorize BSI Final Completion Certificate
- d. Approve BSI Final Payment
- e. Approve Payment Application for Twin Springs Project – Contract 1 Pmt. 4 \$64,501.07

E. Solicitor's Report – *Susan Peipher*

Action Items:

- a. Resolution to Ratify 2025 Budget adopted at the Nov. 11, 2024 meeting
- b. Resolution to Ratify 2025 Sewer Rates adopted at the Nov. 11, 2024 meeting
- c. Resolution to Ratify 2025 Water Rates adopted at the Nov. 11, 2024 meeting

F. Operation's Report—*Bruce Crabb*

3. NEW BUSINESS

Action Items:

- a. 2025 Meeting Dates – Motion to approve and advertise

4. OLD BUSINESS

A. Miller, 108/110 Spring Grove Rd. – Requesting waiver of additional sewer EDU

B. Sunset Ave. St. - Line Replacement (Water)

5. ADJOURN

Weaverland Valley Authority

Meeting Minutes

December 9, 2024

The Board of the Weaverland Valley Authority (“Authority”) met at the East Earl Township building 4610 Division Hwy, East Earl, Lancaster County, Pennsylvania on December 9, 2024. Chairman Harold Kilhefner called the meeting to order at 6:30 p.m.

The following board members were present: Harold Kilhefner, Craig Tomlinson, Gene Pierce, Terry Zook, Ken Witmer and Scott Marburger. Also, present were Dan Becker, Becker Engineering; Rob Hallman, Becker Engineering (via Zoom); and Denise Bensing, Administrator.

MINUTES: A motion was made by Gene Pierce, seconded by Craig Tomlinson, that the minutes of the November 11, 2024, meeting be approved as submitted. The motion carried unanimously.

PUBLIC COMMENT:

Jason Sensenig, 1636 Main St. – Mr. Sensenig requested a waiver of the additional EDU required for his seasonal produce stand. Mr. Sensenig explained, in addition to a house on his property, there is also a seasonal produce stand. There is a single unisex bathroom at the produce stand which is used minimally in the summer months. The produce stand is operated mainly by family members. Gene Pierce made a motion to approve a waiver for the additional tapping fee due to this being a small family run business, seconded by Craig Tomlinson. Motion carried unanimously. It was noted that if the produce stand would expand, capacity requirements would be reevaluated.

CORRESPONDENCE:

1. Vetterlein, 73 Gentle Dr. Penalty waiver request – Mr. Vetterlein explained in a letter that he came to the Authority office on Friday, Nov. 15th to drop off his payment. Since the office is closed on Fridays, he didn’t drop off his payment. Gene Pierce made a motion to waive the penalty of \$30.13, seconded by Craig Tomlinson. Motion carried unanimously.
2. Maher Duessel - 2024 Audit Engagement Letter – Audit fees for 2024 Audit will be \$21,900. Gene Pierce made a motion to approve the 2024 Audit Engagement Letter, seconded by Craig Tomlinson. Motion carried unanimously.
3. Rettew, 529 Ranck Rd. – Vistablock is proposing the construction of a light-industrial development at this location. Dan noted that although the Authority doesn’t have water or sewer facilities in this exact location, the Authority may want to consider it, at least for sewer. Dan needs to review the request. Gene Pierce made a motion to table this request until the January 2025 meeting, seconded by Craig Tomlinson. Motion carried unanimously.
4. Huyard, 925 E. Main St. – Mr. Huyard was notified in February 2024 that he needs to purchase additional water and sewer capacity for the apartment that the Authority had been recently informed is on the property. Mr. Huyard was sent a second letter including an invoice for the additional tapping fees in June 2024. Denise has also explained to Mr. Huyard on two other occasions why he is required to purchase the additional capacity. The letter from Mr. Huyard was asking for another explanation why he was required to purchase the additional capacity. Gene Pierce made a motion to have the solicitor provide the explanation and issue a notice of enforcement, seconded by Craig Tomlinson. Motion carried unanimously.
5. M.J. Reider lab reports (Shady Maple) November weekly lab results.
6. Becker Engineering – 2025 Hourly Rates. The 2025 rates represent an average 3.2% increase.

ADMINISTRATIVE REPORT:

With the project almost at final completion, Denise met with the Authority’s insurance representative, Andrew Nichols, to discuss the Authority’s coverages, including cyber liability coverage. John Styer has implemented some additional security measures and when the new server is installed, he will add a few more. Travelers provided their pricing for \$1M of cyber liability coverage. The annual premium would be \$2,135.

Andrew has offered to come out and review the quote. This could be reviewed with the Personnel and Operations Committee.

The board asked Denise to get a few details regarding the coverage. Dan will also reach out to some of his other clients regarding their coverage.

FINANCIAL REPORT:

The Financial report was read with \$89,482.03 (Sewer \$436,647.87 Water \$22,853.53) in bills for approval.

Water & Sewer Collection Fund	\$14,826.32
Business Checking Water Fund – ENB	\$100,081.97
FDIC Insured Sweep Account – Water	\$1,138,608.20
ENB Checking – Twin Springs Project	\$0.03
FDIC Insured Sweep Account - Sewer	\$5,403,729.29
Business Checking Sewer Fund - ENB	\$250,204.92
FDIC Insured Sweep Account (Debt Reserve Acct.) – ENB	\$1,299,782.95
Short-Lived Asset Account - ENB	\$70,314.36
Joint WWTP Business Checking (Construction Acct.) – ENB	\$51,471.91

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

Denise presented Payment Requisition #31 for the WWTP and Conveyance System project. The amount of the requested loan advance is \$102,016.03. Scott Marburger made a motion to approve the WWTF & System Project Payment Requisition #31 in the amount of \$102,016.03, seconded by Terry Zook. Motion carried unanimously.

ENGINEER'S REPORT:

Dan Becker reported:

CA/CM: Pact offered a credit of \$7,290 if the Authority wants to repair the paving themselves. Becker estimates the actual cost to remediate the paving would be closer to \$25,000. Becker will contact three contractors for pricing.

Becker noted that HRI has pulled off site and informed Becker that restoration items will be addressed in the Spring of 2025. Susan received correspondence from HRI's attorney today. She will work on setting up a meeting. It was noted that 203 of the 230 grinder pump startup reports have been received. Dan noted that Becker provided the Authority with a list of properties where the installed LPSS lateral exceeded 150' from the road right-of-way to the grinder pumping station. The additional lateral length that exceeds 150' is an additional cost to the property owner at a cost of \$38.00 per foot. Becker will provide a sample letter for the Authority to use as a template for this notification. Becker has provided 70 of 163 sewer lateral diagrams to the Authority. Dan also noted that Authority personnel will be making the connection from the house to the grinder pump control panel.

Becker recommends the Authority recommend the Township issue an additional 70 connection notices and allow 270 days to connect. Gene Pierce made a motion to recommend East Earl Township issue 70 connection notices to properties along SR023 (Main St.), Union Grove Rd., Brendle Rd., Bridgeville Rd., Valley View Dr., and Spring Grove Rd. and allow 270 days for connection, seconded by Scott Marburger. Motion carried unanimously.

Brendan S. Stanton, Inc. (BSI) completed the Contract 3 Final Completion Certificate. It was noted that BSI is still responsible for placing some heat tracing wire. Gene Pierce made a motion to authorize execution of the Final Completion Certificate contingent on the completion of the installation of the heat tracing wire, seconded by Scott Marburger. Motion carried unanimously.

PA Auction Center: Becker contacted Elmer Stoltzfus to coordinate the abandonment of the water service line. Since the gate valve isn't installed on the existing water main, the water line abandonment will require a main tee fitting, the tee fitting capped, and a concrete thrust block poured. This abandonment will take place in Spring 2025.

Twin Springs Project: Pact is working with their contractor to finish up this project. Pact is anticipating the completion by the end of December 2024.

Water Storage Tank Rehab: The Authority is waiting to receive the grant documents.

SOLICITOR'S REPORT:

Susan presented the following resolutions for execution:

Resolution 2024-03 - 7th Amendment to the Sewer Rates – Gene Pierce made a motion to execute Resolution 2024-03, seconded by Craig Tomlinson. Motion carried unanimously.

Resolution 2024-04 - 7th Amendment to the Water Rates – Gene Pierce made a motion to execute Resolution 2024-04, seconded by Craig Tomlinson. Motion carried unanimously.

Resolution 2024-05 - 2025 Budget – Gene Pierce made a motion to execute Resolution 2025-05, seconded by Terry Zook. Motion carried unanimously.

OPERATION'S REPORT:

Bruce presented his report via email. It was noted that there was a water main break in the Blue Ball area. The break was and estimated water loss of 45 GPM.

NEW BUSINESS:

2025 Meeting Dates - Denise distributed the meeting dates for 2025. Terry Zook made a motion to approve the 2025 Meeting dates for advertisement, seconded by Scott Marburger. Motion carried unanimously.

UNFINISHED BUSINESS:

Miller, 108/110 Spring Grove Rd.: Susan reported that the agreement is not quite ready.

Harold announced that this is Ken Witmer's last meeting. He thanked Ken for his many years of service to Weaverland Valley Authority and also Blue Ball Water Authority and East Earl Sewer Authority.

Having no further business Ken Witmer moved to adjourn the meeting at 7:55 p.m., seconded by Terry Zook. The next meeting will be held on January 13, 2025, beginning at 6:30 p.m.

Respectfully submitted,

Denise A. Bensing

Cc: Harold Kilhefner
Scott Marburger
Randy Miller
L. Eugene Pierce
Jason Firestine
Terry Zook
Craig Tomlinson
East Earl Township
Terre Hill Borough
Robert Rissler
Dan Becker, Becker Engineering
Susan Peipher, Appel, Yost & Zee