

Northern Lancaster County Authority
Minutes of Meeting Held
August 9, 2021

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, August 9, 2021 at 7:00 PM. In attendance were board members Mike McHenry, Jesse Martin, Roger Sauder, Grant Wise and Steve Tomasko. Jesse Martin was excused from the meeting. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Blake Romanowski, Authority Consulting Engineer and Ben Ried, Bond Counsel.

1) Community Open Session

a) Presentation by Ben Ried of Mette, Evans and Woodside

- Ben Ried presented the documents to finalize the Loan Rate Refinance. All paperwork was signed.

2) Minutes

- a) Motion to approve minutes for the July 2021 meeting was approved with a vote of 4-0.

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 4-0.

4) Plant Operator's Report

a) Plant Operator's Report on Flows, EDUs and Plant Performance.

- July's monthly average daily flows were 0.317 MGD with 5.45" of rain. Staff treated 9.8 million gallons.
- Four new EDUs were added in July.
- No televising was performed in July due to low flows.
- Matt stated that while he is performing the PA-1 calls, he is making note of low spots within the township that he would like to film when flows pick up again.
- Steve Tomasko requested Matt to look at manhole covers to determine if any need raised and put them out to contract.

b) Bobcat UTV

- The Bobcat UTV sold on Municibid on July 21 for \$18,800. The Authority paid \$14,500 when purchased.
- The purchaser picked up the UTV and transaction was completed on July 21.

c) New Water Truck

- Matt and Rodney visited Robinson Vac Tanks on August 4 to tour the plant and view the truck and tank configurations. Robinson Vac did not have an F600 onsite, but they did have an F550 with 7.3-liter gas engine. Upon returning, staff presented their findings to Roger Sauder. Matt indicated the truck can be ordered after Robinson receives a payment for 10% down on the cost of the tank (\$4,100). The truck is not expected to be available until next year.

5) Administrative Report

a) Delinquent Account List

- Delinquent accounts report was emailed to the Board for review. Kathy asked the Board if they wish to continue waiving penalty and interest (which was suspended due to COVID-19) or begin assessing the charges. Motion passed to resume assessing penalty and interest charges beginning October 1, 2021, by a 4-0 vote. The September 30, 2021 bill will inform the ratepayers of this change.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.
- A \$327,079.15 CD matured on July 19, 2021. The Board previously decided not to renew the CD. Kathy indicated the funds were transferred into the Operating account upon maturity and will be placed against the loan on August 12, 2021 per Ben Ried's direction.

c) Act 65 of 2021 – Amendment to Sunshine Law

- An amendment to the Sunshine law has passed and takes effect August 29, 2021. This amendment requires all local government boards to post meeting agendas for all advertised public meeting at least 24 hours before each meeting. Agendas must be posted at the site of the meeting as well as the Authority's website.
- The agenda must include a listing of each matter of business that the Authority expects to act on or deliberate at the upcoming meeting.
- The Board may add new items to the agenda by a majority vote after first stating the reason for the change. The vote to add the item to the agenda is required before voting on the new issue. Act 65 does not require that the agenda be amended to discuss any issues in which the Board does not take official action.
- If an agenda gets amended, the revised agenda must be posted on the Authority's website as well as the Township office (location of the meeting) by the first business day following the meeting. Minutes must also include the substance of the item added to the agenda, the vote on adding the item to the agenda and the announced reasons for the addition as well as the final vote on the added item.
- With the enactment of this amendment, Kathy informed the Board that our procedures will need to be adjusted. Typically, the agenda identifying the Operator's Report and Administrative items gets emailed to Ebert Engineering on the Wednesday before the meeting. EE Inc adds their topics and then distributes the agenda to the Board on Friday along with the Engineers Reports. Kathy contacted Bill McCue of McQ Web Design for instructions on uploading the agenda to the NLCA website. However, with Kathy not in the office on Fridays, Matt would need to upload the agenda and post it at the Township office, or the agenda will need to be finalized Thursday so Kathy can upload and post.

d) Website Minute Retainage

- Bill McCue of McQ Web Design wanted to know how many months of minutes were to be retained on the website. The Board unanimously agreed to maintain rolling 12-month agendas and minutes on the website.

e) 2020 Audit Notice Advertisement

- The 2020 Audit Notice was advertised in Lancaster County Weeklies on July 21, 2021.

6) Engineer's Items

a) 2022 Budget

- Blake reminded the Board to hold a budget workshop meeting in September or October.

b) Brecknock Township Act 537 Plan

- The Act 537 Plan was submitted to DEP and is still in review.

c) Five- and Ten-Year Capital Plan

- The Authority Staff is working with Blooming Glen to get an installation quote for the installation for the valves and piping manifold for the sludge return lines allowing operators to utilize both pumps on a temporary basis to allow sludge to be removed from each clarifier at the same rate.
- Reserve account expenses were clarified as follows:
 1. The 5- and 10-year capital reserve account designates funds set aside for expenses post-plant upgrade (2013-2023).
 - ◆ Pumps
 - ◆ Mixers
 - ◆ Unit Heaters
 - ◆ Lighting
 - ◆ Meters
 - ◆ Valve operators (not the valve itself)
 - ◆ Paving
 - ◆ Muffin Monsters
 2. 11- to 30-year capital reserve account expenses are all big-ticket items costing between \$150,000-\$200,000
 - ◆ Vehicles
 - ◆ Roofs
 - ◆ Electrical
 - ◆ Blowers
 - ◆ Aeration Diffusers
 - ◆ Clarifiers
 - ◆ Emergency Generator

- ◆ Most Electrical Equipment
- ◆ Reed Bed Media
- ◆ Valves
- ◆ HVAC Controls
- ◆ Screening Grit Removal

3. 50 Year Capital Reserve expenses

- ◆ Tanks
- ◆ Concrete Tanks
- ◆ Control Building Structures

d) 2021 Interceptor Sag Replacement

- Preconstruction meeting was held on July 21, 2021. Blake indicated the meeting was very positive and the contractor is still on track for a mid-September (possibly early September) start. It is anticipated that it will take approximately three weeks for project completion (four to five days for pipe placement, two days for lining, a day of prep, another day of cure-time and the remaining time for restoration).
- Blake just received the cured-in-place pipe shop drawing. He will review it this week and send it out.
- Last week Blake sent out a proposal for construction administration per the Board's request.
- Grant questioned Blake about the preconstruction meeting minutes. The minutes did not mention a lateral that goes to Reading Body. The contractor informed Grant that there was no lateral on the plans but, in fact, Grant knows a lateral is there. Grant is requesting that the issue be addressed before construction begins. Blake acknowledged the request and will reach out to the contractor for a cost and breakdown for a change order.

e) Hawk Valley

- The easements were reviewed and approved; however, the developer needs to send signed and sealed copies and prove that they were recorded.
- Blake informed the Board that they received the escrow certificate for Phase II. After review, it was determined that the costs weren't high enough as there was a substantial number of things left out that Ebert added and considered other costs to be a little low. Ebert Engineering adjusted these figures and added 10% on top as allowed.

f) Package Plant Permit Renewal

- The question was asked at last month's meeting regarding any new limits required by DEP. Blake said there are no new limits in Southeast/South Central Pennsylvania at this time.
- Blake indicated there are three cycles for permits with each cycle lasting five years. The package plant permits will need to be renewed in 2023. The first cycle consists of monitoring and reporting limits. During the second cycle, if any new limits are required, the Authority will need to design and indicate how

they will address remedying the requirement with full compliance in the third cycle.

- Fred Ebert believes DEP may require a change from external aeration denitrification to anoxic aeration necessitating adding a tank.

7) Attorney's Items

- a) Tony reached out to the tax assessment office regarding the tax invoice received for 983 Beam Road. Matt was able to provide additional requested information. Tony indicated that only part of Beam Road was listed as tax exempt. He doesn't know why the other part is not. He is waiting to hear back from them.

8) Old Business

- a) No update

9) Sign Checks

- a) All checks were signed as per the approved check record

10) Executive Session

- a) No discussion.

Meeting Adjourned at 7:47 PM