

Northern Lancaster County Authority
Minutes of Meeting Held
November 8, 2021

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, November 8, 2021 at 7:00 PM. In attendance were board members Mike McHenry, Jesse Martin, Roger Sauder, Grant Wise and Steve Tomasko. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Blake Romanowski, Authority Consulting Engineer and Rodney McCowan, NLCA plant operator.

1) Community Open Session

- a) No one from the community attended the meeting.

2) Minutes

- a) Motion to approve minutes for the September 2021 meeting by a vote of 3-0-2 (both Steve and Jesse abstained as they were not in attendance). Motion to also approve minutes for the October 2021 meeting was approved with a vote of 4-0-1 with Roger abstaining as he was not in attendance.

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 5-0.

4) Plant Operator's Report

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

- October's monthly average daily flows were 0.373 MGD with 4.25" of rain.
- Five EDUs were added in October.
- No televising was performed in October.

b) Future Sewer Interceptor Lining

- Matt identified 20 creek crossings for potential lining projects. Seventeen of those interceptors are asbestos concrete pipe (ACP) and the remaining three are PVC pipes. Pipes are 8", 12" or 15".
- Staff are currently locating what could be considered wet, swampy areas.
- A detailed list will be made that includes manhole numbers, pipe size and length from manhole to manhole.

c) 1992 Ford F-150

- Motion was made and approved to sell the 1992 Ford F-150 with a vote of 5-0.
- The truck was placed on the Municibid auction website on Monday, November 1 and ended at 10:00 AM on Monday, November 8.
- The winning bid was for \$3,100. The purchaser is from New Jersey and will pick up the vehicle next week.

d) Electric Power Savers

- Matt spoke with Tom Wolf from Electric Power Savers (EPS) and received a quote to replace the interior lighting to LED bulbs. EPS installed the exterior LED lighting at Beam Road in 2013.
- There are two options to perform this replacement. The first is to replace all lights to LED at a cost of \$6 per bulb (240 bulbs) for \$1,440. The ballasts will remain in place.
- The second option is to replace all lights to LED at a cost of \$7 per bulb (240 bulbs) for \$1,680 which includes removing the existing ballasts.
- After discussion with the electrician, Matt determined the electrician and NLCA staff could perform the installation of LED bulbs and removal of ballasts which would cost less than hiring someone to do it.
- The board approved replacing all lights to LED with removal of the existing ballasts by electrician and NLCA staff with a unanimous vote.
- Matt will research the requirements for hazardous waste removal of the ballasts.

5) Administrative Report

a) Delinquent Account List

- Delinquent accounts report was emailed to the Board for review.
- Kathy informed the board that a final sewer certification request was just made regarding account 10569.01. This customer has a current balance of \$2,020.20.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

c) Retirement Contribution

- Kathy was looking for board direction regarding the contribution percentage to the Authority's 407A retirement plan.
- Motion was made and approved to contribute 4% of employee wages for the period July 2021 – December 2021 and all of 2022. The contribution percentage will be revisited on an annual basis moving forward.

d) 2022 Budget

- Kathy revised the budget proposal according to recommendations made at the budget workshop and presented the budget to the Board.
- After a lengthy discussion, the Board made a few more changes to the proposed budget and determined a rate increase was necessary to avoid an underfunded budget.
- The Board unanimously approved a rate increase of \$1.50 per quarter resulting in a quarterly rate of \$211.00 (\$844 per EDU per year).
- The proposed budget with the discussed changes was approved by a 5-0 vote.
- Kathy is preparing a capital budget for the Board.

6) Engineer's Items

a) Sludge Beds

- Fred would like bed measurements to be made in December to compare with the information obtained last December.

b) Interceptor Upgrade

- Progress Update
 - ◆ Blake informed the Board that all installation South of the turnpike has been completed. There is 160' feet and one manhole remaining on the North side. Pipe work is expected to be completed Thursday (November 11) with restoration work being performed Monday and Tuesday (November 15 and 16, respectively).
 - ◆ It is estimated that on December 2nd the lining portion of the work will be begin and should take approximately two days to finish.
 - ◆ A no-cost change order to extend the substantial completion date through November 30 and the lining project to December 14 was unanimously approved.
 - ◆ A \$5,000 change order for unexpected issues regarding the stream bank adjacent to Manhole 17008. This manhole was trenched open multiple days resulting in a significant leak and caused a cracked barrel section that required replacement. In addition, the stream banking did not hold necessitating replacement of the stream bank. In addition, the contractor installed an additional 20 linear feet of pipe at the unit cost of \$69 per linear foot.
 - ◆ The \$6,380 change order was approved by a vote of 5-0.
- Payment Request No 1
 - ◆ Payment Request No 1 was requested for \$94,860. A unanimous decision was made to accept the payment request.

c) Hawk Valley Update

- Shop drawings for Phase II were reviewed and approved.

7) Attorney's Items

a) No Update

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 8:23 PM