

Northern Lancaster County Authority
Minutes of Meeting Held
June 13, 2022

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, June 13, 2022 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Jesse Martin, Grant Wise and Steve Tomasko. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Blake Romanowski, Authority Consulting Engineer; Anthony Schimaneck, Authority Solicitor and Megan Thompson of Herbein CPAs and Consultants, Authority Auditor.

1) Community Open Session

a) Herbein 2021 Audit Review

- Megan Thompson of Herbein CPAs and Consultants presented the 2021 audit findings to the Board.
- Megan stated that the audit is once again a qualified audit opinion for only the pension amounts due to the Pennsylvania Municipal Retirement System's (PMRS) reporting backlog of prior year statements. The 2021 pension liability was measured at the 2019 liability (latest statement provided by PMRS). With the issuance of the 2019 PMRS report, the 2020 audit could now be restated to accurately show the true pension liability for that year. Megan stated that everything else on the audit is a clean opinion.
- There was a slight increase in operating revenues compared to budgeted amount (4%) due to additional EDUs connected during the year as well as resuming penalty and interest charges in 2021 that had been suspended in 2020 due to COVID.
- Actual operating expenses were slightly under budget.
- Megan commended the Authority for identifying future expenditures and setting aside funds to accommodate those expenses. She indicated there were no disagreements or concerns with management and suggested that due to the small staff there is not much room for segregation of duties recommending the Board continue to review the financial statements monthly and question anything unusual.

2) Minutes

- a) Motion to approve the minutes from the May 9, 2022 meeting was approved with a 4-0 vote (Jesse Martin abstained as he was absent from the May meeting).

3) Check Record and Approval of Bills

- a) Motion to pay bills was unanimously approved.

4) Plant Operator's Report

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

- May's monthly average daily flows were .430 MGD with 4.55" of rain. A total of 13.316 million gallons was treated last month.
- 3 EDUs were added in May.

b) Turnpike Sewer Main Lining Repair

- NLCA staff filmed this section to verify the lining integrity and to check for leaks. The two leaks prior to the repair were no longer there.

c) Sewer Specialties Quote for Televising 12" Section of Interceptor

- Matt was provided a quote of \$2.55 LF @ 13,000 feet to equal \$33,150. There is a \$1500 mobilization fee and an additional \$475 per hour for deep cleaning if necessary.
- Matt suggested waiting until the fall when the flows will be up to film. He will check with Sewer Specialties to see how long the quote is valid.

d) Gehman's Mennonite School Site Visit

- Matt provided findings from his visit to the school on 5/27/22. Currently the school has 180 students and 22 faculty. The Main building contains kitchen facilities and has 18 toilets, 8 urinals, 13 sinks and 3 water fountains. The campus also has a modular building that may possibly be removed. This building has 4 sinks, 1 urinal and 1 toilet. The gym expansion will include a new kitchen area and will have random gym rentals other than just school functions. The school is planning on adding 6 toilets, 2 urinals, 4 sinks and 2 kitchen sinks.
- Testing still needs to be performed on the influent to determine organic loading. The School was informed that they would probably have to add an oil/grease separator to their lines. Hydraulically the Authority should be able to handle the additional flow.
- The Board requested to determine when their flow meter was last calibrated and the capacity of the gym.

e) New Water Truck Update

- The truck is still on schedule to be ready by June 30th.

5) Administrative Report

a) Delinquent Account List

- Delinquent accounts report was emailed to the Board for review. The Board requested Anthony Schimaneck to prepare legal proceedings on accounts 10441.01, 10713.01 and 10915.01 as deemed appropriate.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review. Kathy stated that the matured CD was closed with those monies being used to open a new 12-month CD at an interest rate of .45%.

c) JBT New Escrow Accounts

- Kathleen Stoner of JBT dropped off the paperwork for signatures opening the two new escrow accounts (Hawk Valley Phase II and 128 W Maple Grove Road).

6) Engineer's Items

a) Interceptor Upgrade Update

- Blake informed the Board that he is still waiting for one item on the punch list to be completed. The area requiring reseeding has not been dry enough for the equipment to be brought in. The contractor is anticipating that by the end of June this can be accomplished.

b) Gehman School Road WWTP and Kramer Mill WWTP NPDES Renewal

- The Board was emailed a proposal for Ebert Engineering to renew the NPDES permits which are due 6 months ahead of expiration of current permit. Board approved the renewal unanimously.

c) Hawk Valley Phase II Update

- The developer plans to build Phase II in 2 phases. The sewer lines have been pressure tested and all have passed.

d) Paper Rerate

- The Authority requested Ebert Engineering for a paper rerate proposal for the Beam Road WWTP.
- Blake stated that the 537 plan needs to be amended prior to the rerate showing justification of the increased flows and be approved by the BOS. This process should take approximately 6-9 months. It will take another 6-9 months for the paper rerate going through the Susquehanna River Basin Commission to be approved.

7) Attorney's Items

a) Commercial Users in Excess of Owned EDUs

- Tony recommended that the Authority mail letters to those metered customers going over the allowed gallons per quarter from the amount of EDUs the customer owns. Information contained in the letter should state the necessity to either purchase the additional EDUs to bring the customer in compliance or allow a substantial amount of time for the customer to decrease the amount of water being sent to the treatment plant.

8) New Business

a) Rate Increase

- The Board began a discussion on a 2023 rate increase to help offset the increased inflationary expenses. Staff will begin to work on the budget to provide the Board with projected expenditures to assist in this decision.

b) Future Projects

- Discussion was started on potential equipment/operations/maintenance concerns and solutions to avoid unexpected major expenditures.

9) Old Business

a) No update

10) Sign Checks

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

11) Executive Session

- a) The board adjourned the monthly board meeting at 8:27 and went into an executive session at 8:28 to discuss upcoming personnel reviews.

Executive session adjourned at 8:44 PM.