

Northern Lancaster County Authority
Minutes of Meeting Held
November 14, 2022

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, November 14, 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; and Blake Romanowski, Authority Consulting Engineer.

1) Community Open Session

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

2) Minutes

- a) Motion to approve the minutes from the October meeting was approved.

3) Check Record and Approval of Bills

- a) Motion to pay bills was unanimously approved with Roger abstaining from Check #5360 issued to Sauder's Garage.

4) Plant Operator's Report

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

- October's monthly average daily flows were .340 MGD with 3.8" of rain. A total of 10.191 million gallons was treated last month.
- 1 EDU was added in October.

b) 1980 Chevy Water Truck

- The board granted permission for Matt to place the 1980 Chevy water truck on Muncibid for \$3,000 OBO.

c) Sewer Specialties Service

- Sewer Specialties began filming the 12" interceptor line. They should be finished in a couple of days.
- The project start was delayed due to Sewer Specialties staff with Covid.

d) Penn DOT / Road Issues

- Penn DOT was emailed and meetings were requested by NLCA to go over the repair work requested by Penn DOT. Penn DOT indicated to Matt that they are really busy and will reach out to NLCA when they are able to review the road issues.

5) Administrative Report

a) Delinquent Account List

- Delinquent accounts report was emailed to the Board for review.
- Daughter of account 11155.01 requested a payment agreement. The Board agreed to an arrangement of \$100 monthly along with maintaining current quarterly bills as they are assessed.

- b) Monthly/Quarterly QuickBooks Reports
 - Current QuickBooks board reports were emailed for review.
- c) 128 W Maple Grove Road
 - Ulrich Construction submitted a payment of \$6,000 to be placed into a PSA account. The Board unanimously approved opening a 128 W Maple Grove Road PSA Account with JBT.
- d) PHFA Billing Assistance
 - Kathy was contacted by Patricia Greer from IEM (Innovative Emergency Management). PHFA contracted with IEM to provide billing assistance for utility payments to customers experiencing a hardship. Ms. Greer indicated that a customer has applied for PHFA assistance. The Authority would only need to provide a W-9 form to IEM in order to receive payments on behalf of the customer. The Board approved this assistance.
- e) 2023 Budget
 - The Board approved the budget for 2023 with an 8% increase in sewer rates beginning January 1, 2023. This results in a new quarterly rate of \$228.
- f) 401A Retirement Plan Contribution
 - The Authority is required to determine the contribution percentage annually for those employees in the 401A Retirement Plan. The Board agreed to remain with the 6% contribution rate.
- g) Insurance Renewal
 - Matt and Kathy had a teleconference with James Singleton at Glatfelter Insurance to go over the insurance package. Steve Tomasko signed the insurance renewal.
- 6) Engineer's Items
 - a) Interceptor Televising
 - Fred and Blake will come up with options based on the results of the interceptor filming.
 - b) 128 W Maple Grove Road
 - The developer agreement is finished and shop drawings were approved.
 - c) Hawk Valley Phase I Escrow Release
 - The developer has required an escrow release for Phase I. The as-builts need signed and sealed before releasing the escrow.
 - d) Plant Rerate
 - Ebert Engineering is setting up a meeting with Evoqua regarding the plant rerate.
- 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 7:29 PM.