

Northern Lancaster County Authority  
Minutes of Meeting Held  
June 12, 2023

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, June 12, 2023 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Jesse Martin, Grant Wise and Steve Tomasko. Also, in attendance was Norm Eaton, Superintendent; Blake Romanowski, Authority Consulting Engineer; Anthony Schimaneck, Authority Solicitor and resident Bob Thompson.

1) Community Open Session

a) 2022 Audit of Financial Statements

- Megan Thompson from Herbein CPAs and Consultants presented a clean opinion on the 2022 audit findings to the Board.
- Herbein was able to restate pension figures from the 2021 audit now that Pennsylvania Municipal Retirement System has caught up with their backlog and has issued the pension statements for 2021 and 2022.
- Megan stated that the staff does a great job but recommends that the Board continue to review the financial statements monthly questioning anything unusual due to the inability to segregate duties because of the small staff.
- The Board was commended on being forward thinking with plans to set aside fundings for future projects which helps to minimize the amount of debt needed to take out and smooth rate increases. Herbein indicated there were no disagreements or concerns with management during the audit and there were very few proposed journal entries most of which were to reclassify expenditures.
- The Board approved the audit.

b) Acct 10450.01

- Resident of account 10450.01 expressed the intention to address the Board during the June meeting to request a second chance at a payment agreement with the Authority after having defaulted on her prior agreement. The resident did not attend the meeting and no discussion was held.

2) Minutes

- a) Minutes from the May meeting was approved.

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 average monthly daily flows were .377 MGD with .4" of rain. A total of 11.177 million gallons was treated last month.
- 2 EDUs were added in May.

b) VLR VFD Replacement

- The VFD was replaced and the equipment is running normally again.
- The staff is obtaining quotes for future upgrade/replacement.

c) RAS Pump #1 Replacement

- RAS pump has been ordered with a lead time of 12-14 weeks.
- Staff is obtaining quotes for future upgrade

d) 2007 Chevy

- There are no mid-size or full-size trucks that the Authority is considering on the lots and no estimate of when any would become available. Costars allows a \$6,400 off MSRP on the 2023 Chevy Silverado and 2024 Costars discount is \$2,900. Costars does not offer any discounts on the Chevy Colorado. Base model on the Colorado is priced in the mid-30's. Ford F150 does not have Costars pricing until the Fall. Ford Ranger is also mid-30s. A full-size newer truck will cost around \$50,000.
- The Board decided to retain the 2007 Chevy and replace the tires. The truck replacement will be reviewed again in a couple of years.

e) Sag Review

- Matt and Norm watched the video of the sags filmed in 2016, 2019 and 2022. The 2016 and 2019 footage shows no noticeable difference between sags filmed between 2016 and 2022. Discussion was tabled to a future date.

f) New Effluent Sampler at Beam Road

- A new effluent sampler was installed.

g) Beam Road Influent Sampler

- Additional sampling equipment
- Organic loading review
- There was a lengthy discussion on ways to improve efficiency considering what improvements can be made and which processes can be fine-tuned.

h) PennDOT

- PennDOT requested a meeting with staff to review the location of the sanitary sewer line in connection with their stream underpass storm crossing replacement project on West Maple Grove Road.
- Staff will be onsite when excavation takes place. The project is scheduled to begin July 5<sup>th</sup>.
- PennDOT also mandated that the Authority repair the sunken roadway between NLCA manholes on a section of Route 625 that they determined was created by the sanitary sewer line. Ebert Engineering estimates the cost to repair approximately 100 feet of the road to be around \$50,000 however PennDOT considers this repair work an emergency which negates the bidding requirement for the work to be performed. The Authority will require PennDOT to verify in writing that this is an emergency repair.

5) Administrative Report

a) Delinquent Account List

- Delinquent accounts report was emailed to the Board for review.
- Acct 11155.01 was sold through sheriff sale. NLCA received the payoff of \$3,509.44 and the lien will be released.
- Signatures are needed to file liens on accounts 10004.02 and 10006.01.

- Requesting sheriff sale authorization for account 10713.01. Motion was made to proceed with filing for sheriff sale passed unanimously.
- b) Monthly/Quarterly QuickBooks Reports
- Current QuickBooks board reports were emailed for review.
- c) Capital Blue Medicare Status Form
- Request Chairman to sign the annual Medicare Status form for Capital Blue.
- d) CD Maturity
- The 12-month CD matured May 18, 2023 and \$334,190.25 was transferred into the Operating Account.
  - JBT provided current CD options of 13-month CD with an interest rate of 3.93%, 12-month flex CD with a rate of 5.00% and a 19-month CD with a rate of 4.35%. All CDs require a minimum deposit of \$5,000.
  - Kathy will contact PLGIT to see what rates they are offering.
- 6) Engineer's Items
- a) Beam Road
- Blake started a discussion on organic loading, maximizing flows and optimizing performance of the plant. More data will be obtained to aid the Authority to make an informed decision regarding increased capacity for a paper re-rate.
- b) Beam Road NPDES Renewal
- The NPDES permit expires December 31, 2023. The renewal needs to be submitted by July 4. A draft was sent to Norm for his review. The Board authorized Norm to sign the application pending his review for the permit renewal.
- c) PennDOT Repairs (625 and East Maple Grove Road)
- Discussed during Operator's report
- d) PennDOT Storm Sewer Project
- Discussed during Operator's report
- 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) After the regular monthly board meeting, an executive session was held to discuss personnel
- b) Executive session adjourned at 8:40 PM
- Meeting Adjourned at 8:15 PM.