

Northern Lancaster County Authority
Minutes of Meeting Held
April 8, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, April 8, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Roger Sauder and Grant Wise. Also in attendance were Jason Coyle, Plant Superintendent, Fred Ebert, Authority Consulting Engineer and Tony Schimaneck, Authority Solicitor.

1. Community Open Session
 - a) No Guests
2. Minutes
 - a) Motion to approve minutes for the March 2019 meeting passed unanimously.
3. Check Record and Approval of Bills
 - a) Motion to pay bills passed unanimously with Roger Sauder abstaining from check #3861.
4. Plant Operator's Report
 - a) Review Plant Operator's Report on Flows, EDUs and Plant Performance.
 - Current monthly flows were reported at 0.382 MGD with 0.40" of rain through April 8th
 - Nitrification Update: Current NH₃-N readings are 0.58 mg/l, down from 17.4 mg/l on March 4th
 - Total Sanitary Sewer Main Footage Inspected by Staff in March = 5,282 feet of 8-inch sewer mains from Basins BE, BG, and KA
 - Lateral Leaks located:
 - A. 129 Olde School Ln
 - B. 19 Oakmont Ct
 - C. 200 Pleasant Valley Rd
 - b) Delinquent Account List:
 - #302 Sheriff Sale is scheduled for July 31st by mortgage company We have moved the account to the default page within our monthly report, as he has not paid in over two months.
 - #1260 (page 9) has proposed a \$100 monthly payment plan. Will update
 - #560 (page 7) Payment Plan Proposal of \$156.99 due by the 15th
 - #83 (page 8) Tony has established the Sheriff Sale proceedings.
 - c) Monthly/Quarterly QuickBooks Budget Review
 - Current QuickBooks Board Reports were emailed for review.
 - Herbein was onsite last month and complimented us on our preparation. What used to take their staff 3 days in our office, was reduced to 1.5 days.
 - d) VLR #3 Update
 - Mr. Coyle reported OCC was onsite to install the VFD Electrical Panel and run wire to the VLR
 - e) Land Application of Biosolids
 - Mr. McHenry opened discussion on preparing the Authority for our future Land Application Permitting. Mr. Coyle has begun the process by ordering the analytical sampling on the biosolids for the week of April 29th. The beds must sit dormant for 2 months prior to sampling. Once we have the results, Mr. Coyle can prepare the application process.

f) UTV/ENCLOSED TRAILER

- Mr. Coyle updated the Board the Trailer was delivered on April 2nd. Staff will begin the interior layout on rainy days in our garage. We are currently concentrating on filming our mains.

g) 95 Jeep in on last year of inspection

- Municibid final bid came in at \$3,300.00 for the Jeep and the Plow. Motion passed unanimously to approve the sale.

h) Existing and Future Vehicle Update

- CoStar price for Crew Cab is \$31,516.80
- CoStar price for the Tool Box on either side of the bed is \$1,376. Motion passed unanimously to approve the purchase of the new truck and with the bed tool box package.
- Motion also passed unanimously to keep future Ford F150 repair invoices below \$500 until we sell it.
- The Authority will try to run a fleet of three vehicles for a year to see if a fourth vehicle is required to service the collection system and perform daily operations.

i) Process Water Strainer

- Mr. Ebert was onsite for discussion with Strainer Rep, we do not have enough head pressure to put the pump before the process water strainers. Mr. Coyle will provide prices on the costs to replace the existing strainer as well as costs to install a new system with less mechanical components for the May 2019 Authority meeting.

5. Engineer's Items

a) Engineer's Report

- The Authority Engineer's written report was reviewed.

b) Fourth Sludge Bed Updated Schedule

- The work on the additional programming was authorized on March 12, 2019. EE, Inc. received an updated from Essex Engineering Corporation on April 3, 2019 that they are continuing to work on the programming changes. They are doing additional internal testing at their office since the system is already operational. It is anticipated that the upgrades will be installed this month.
- EE, Inc. provided the Eastern Environmental Contractors, Inc. with a preliminary punch list of items to be addressed prior to performing a site walk through with the contractor on March 19, 2019. The contractor has agreed to address all of the items identified during the site walk through. These items were then documented in the final punch list letter dated April 3, 2019.

c) Chapter 94 Update

- Dharmendra Kumar of the PA DEP has completed his review of the Chapter 94 Reports. The PA DEP approved all three Chapter 94 Reports with no comments that require a resubmission.
- EE, Inc. reviewed preliminary analysis of Beam Road WWTP 2018 Flows with the Authority Board. Mr. Ebert expressed concerns about the impact that the high flows in the spring of 2019 will have on our 2019 Chapter 94 Flows Reports.

d) Tapping Fee Resolution 3-11-19-1

- The updated tapping fee was adopted by the Authority at their March 2019 Authority meeting. The new tapping is \$6,125.00 per EDU.

e) Three Year I&I Contract and NLCA Inspections

- EE, Inc. is waiting for direction within the Lining Project, before proposing the new Three Year I&I Contract. Once the Staff and Board have reviewed the details, it may go out for bid for the 2020-2022 term. Contract is to include I&I locating and repair, interceptor and lateral lining.
- EE, Inc. reviewed the updated I/I Plan with the Authority. The flows have continued to increase again this month. It is recommended that the Authority address the need for a lateral inspection ordinance with the BOS. This will be one of the keys to really start to address the I/I issues.
- Mr. Ebert recommended that the Authority have all of the leaks that were identified by Sewer Specialty Services repaired. The Authority staff provided an update on the additional leaks that they have identified. Discussion was held on how we will budget for the repairs of any additional leaks on an ongoing basis. This can be accomplished through the new three year I/I contract that should be specifically targeted towards performing repair work now that the Authority has a new camera and UTV to be able to access the majority of our system.

f) Maple Ridge North Additional Lot

- No update or additional communication with Developer this month.

g) Annual Lining Project

- The Authority staff is continuing to explore access to all of the interceptors. It does, however, appear that the majority of the interceptors can be accessed during good weather conditions.
- EE, Inc. discussed the next steps with the Authority on how they want to approach the long-term lining project. Due to the fact that the access will be weather dependent, it is recommended that a multiyear contract be considered but the budget for each year will need to be confirmed by the Authority board so that a contract can be created around the available funds. It is noted that the purpose of this program will be to protect the pipes from further corrosion and potential collapse as well as I/I removal.
- Mr. McHenry would like to dig up a few sags within the system to test the pipe integrity. Mr. Ebert recommends digging a few locations at different locations within the full length of the interceptor. Once we know the integrity, we can better determine our future within the Lining Project
- Mr. McHenry asked Mr. Ebert to provide a cost estimate on total sag removal using a price per foot estimate.

h) Act 537 Plan Update

- Mr. Ebert reported that a workshop was held with representatives of the BOS and Township. This is the first of numerous working sessions. The Authority will be updated on the projected flows once the BOS is in agreement with the projected flows.
- Steve Tomasko informed the Authority board that he informally met with Jerry Long and discussed the methodology of projecting flows as part of the Act537 Planning process. They also discussed the high flows at the WWTP and the importance of the lateral inspection program to provide a long term program that will reduce the I/I into the WWTP and maintain the capacity in the WWTP to service future customers. They also discussed the information contained in the Chapter 94 Report and the methodologies that the PA DEP uses to project future flows.

i) Developer Status Spreadsheet

- Letters will be sent out requesting As Built Plans. Once received, we can release escrows held within the appropriately dedicated accounts.

j) 1529 Reading Rd Project (Tapping Fee Agreement Contingent Upon 537 Update)

- Has proposed a holding tank rather than hook to the existing sanitary sewer system.

k) Uncle Henry's Pretzels Sewer Capacity Request for 2 EDUs

l) Horst Power Equipment Sewer Capacity Request for 1 EDU

m) Nasco Training Update

- Motion passed unanimously to send 2 employees now and a third this Fall

6. Attorney Items

a) 1980 Rules and Regulations Ordinance Discussion

There have been internal discussions with the staff and consultants that the Rules and Regulations of the Authority should be updated since the last time that they were reviewed and adopted was in the 1980s. This has been a task that many other Authorities have recently completed so that they can rely upon them when dealing with both existing customers as well as developers. Motion passed unanimously for EE, Inc to review and begin to update for Mr. Schimaneck's review.

7. Old Business

a) Kramer Mill Rerate

- No Update

b) Lateral Regulations at Time of Home Transfer

- The Authority Board discussed how we can reach out to the BOS to move this ordinance forward in a way that is acceptable to the BOS. The importance of this ordinance was discussed and several members of the Authority stated that if the opportunity presented itself that they would talk to the Township Supervisors.

c) Standard Specification Meeting

- No Update

8. Sign Checks

9. Executive Session

a) No Executive Session

Meeting Adjourned at 8:45 PM