

Northern Lancaster County Authority
Minutes of Meeting Held
April 13, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, April 13, 2020 at 7:00 PM via teleconference due to COVID-19 restrictions. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise, Steve Tomasko and Jesse Martin. Also, in attendance were Matt Ross, Interim Plant Superintendent, Kathy Homan, Bookkeeper/Administrative Assistant, and Fred Ebert, Authority Consulting Engineer and Anthony Schimanek, Authority Solicitor.

1) Community Open Session

- a) No guests from the community.

2) Minutes

- a) Motion to approve revised minutes for the February 2020 meeting was approved at a vote of 3-0-1, with Steve Tomasko abstaining due to his absence from the meeting.
- b) Motion to approve the minutes for the March 2020 meeting was approved with a vote of 5-0.

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.

- Matt Ross reported that the current monthly flows for the month of March was 0.400 MGD with 5.3 inches of rain through March 31, 2020. There was a 1.5 inch rain event on March 28, 2020 which increased the monthly flows.

- b) Manhole Riser Order

- Matt Ross reported that sixteen manhole risers were ordered and delivered for the township's future paving projects that are scheduled to take place over the summer. The Authority has not yet received the invoice for this order.

- c) Plant Generators

- Cleveland Brothers performed their annual service and load test on Beam Road, Gehman School and Kramer Mill generators. These generators were deemed sufficient; however, it was noted that the Beam Road generator can only handle 64% of its rated capacity. While this is enough capacity to service the Beam Road WWTP, it is losing more power each year.
- Fred indicated that the generator motor had been rebuilt just a few years ago so the loss of power is disconcerting .

- Matt indicated that he will make note of the generator capacity during the regular generator test this week.

d) Coronavirus Update

- Authority staff has had numerous discussions as a group on the topic and encouraged everyone to express comments or concerns.
- Staff is practicing social distancing and driving separate vehicles.
- Staff is regularly disinfecting frequently handled objects, switches, knobs etc.
- Authority staff is currently maintaining all facilities and operations as normal with the exception of field work, collection system work and filming. This is to minimize the operations staff's exposure to the general public.

e) 1261 Horning Road

- Mr. William Holder, homeowner of 1261 Horning Road contacted Matt last week and is requesting connection to public sewer due to a failing on-lot septic system. The property is located in the existing public sanitary sewer service area but was not required to tie in to the system.
- The homeowner is hoping to expedite the situation due to his failing system. Matt has already spoken to Mr. Holder about tapping fees and connection permit. Mr. Holder told Matt that he has sufficient slope to reach the gravity line. Matt wants to film the main and verify the information to determine the requirements to hook up to the system.
- Fred Ebert indicated that there is no PA DEP Sewage Facilities Planning required as the connection meets the criteria for an no planning required. The criteria being that it is a lot on record in an existing public sanitary sewer service area as well as the fact that it has a failing system. The Authority will need to confirm gravity flow, film the line and if the homeowner needs to connect to the road the resident will need to obtain a road opening permit and as well as obtain a plumbing permit from the Township. Matt will make sure the homeowner is informed of these requirements.
- Motion was made to authorize Matt to reach out to Mr. Holder regarding connection/tapping fee and to make sure compliance with all township rules and regulations regarding permits to be completed by the township prior to construction. The motion was approved with a 5-0 vote.

5) Administrative Report

a) Delinquent Account List

- Kathy Homan reported that accounts #76 and #1245 have paid their accounts in full paying \$971.48 and \$313.44 respectively.

- Follow up on account #83. Per Tony, all sheriff sale work has been placed on hold due to COVID19. The Authority will need to postpone legal action on this account until services open again.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks Board Reports were reviewed and the Board had no additional questions.

c) 2019 Year End Financial Audit

- Herbein CPAs and Consultants performed their year-end audit electronically due to COVID-19. Herbein provided a secure link to upload requested documentation to them. Herbein has received all documentation requested. The auditors will be completing the audit once they receive the report from the PA Municipal Retirement System.

d) Customer Inquiries

- Kathy Homan informed the Board that NLCA has received several inquiries from customers concerning their sewer payments. A few customers voiced concern over their job being furloughed and maintaining their agreement plan commitment. Others have inquired if we are offering any assistance to those whose jobs have been lost.
- Tony advised the Authority to not get involved with offering assistance as a practical matter being that it is impossible to administer and will be time consuming. Residents can contact the county, state, or federal government for assistance.
- After lengthy discussion, motion was made and approved to suspend assessing late fee penalties and interest retroactive to March 5, 2020 to be reassessed on a monthly basis by the Authority.

6) Engineer's Items

a) Act 537 Plan Update

- The plan update will be submitted electronically to the township committee for review and will be followed up via phone or will be postponed until the committee can meet again.

b) 2019 PA Small Water and Sewer Project Grant

- No updates received as to any delays in the award of the grants due to potential COVID-19 impacts. No comments or contacts have been received from the CFA on our application. However, local politicians have indicated there is a discussion of extending and/or increasing the program based upon any increased funds from future stimulus packages.

c) Long Term Planning for Beam Road WWTP

- This discussion is being postponed until the Authority Board can meet in person.

d) Chapter 94 Reports

- All Chapter 94 reports were submitted on March 27, 2020 and hard copies were sent to the Authority for their records.

e) Robert Landis Connection

- A conditional connection approval letter was sent to Mr. Landis. The conditions include payment of tapping fees and connecting to the low pressure main directly and not at the existing manhole. Mr. Landis is trying to have settlement in July. The Board previously approved the capacity for this connection. The Authority is waiting for compliance on the identified conditions.

f) A & A Enterprises Update

- A review letter was sent to the applicant's engineer and developer requesting additional information. No response received to date.

7) Attorney's Items

- a) No Items

8) Old Business

- a) No Updates

9) All checks were signed as per the approved bill list

10) Executive Session – No Discussion

Meeting Adjourned at 7:37 PM