

Northern Lancaster County Authority
Minutes of Meeting Held
April 12, 2021

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, April 12, 2021 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise and Steve Tomasko. Jesse Martin was excused from the meeting. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Fred Ebert, Authority Consulting Engineer; Blake Romanowski from Ebert Engineering and Anthony Schimaneck, Authority Solicitor and resident Aaron Hoover.

1) Community Open Session

a) A & A Enterprises

- Discussion with Aaron Hoover regarding the submitted plans of proposed construction on his property. Fred Ebert informed the Board that his concerns were addressed and included on the plans. The proposed construction includes a water meter to Mr. Hoover's residence and two meters to business buildings. It also includes outside hydrants.
- The Board questioned Mr. Hoover regarding plans for any floor drains and expressed some concerns regarding any hydrant flows near floor drains.
- The Board recommends the design engineer identify the make and model of the grinder pump to be used to ensure the pump can handle the demand.
- The Board reminded Mr. Hoover that an agreement will be required indicating his understanding that the purchase of additional EDUs based on his water consumption will be necessary if his meter readings show he is using more than the allotted 16,000 gallons a quarter. The agreement will also acknowledge the private line as a shared lateral owned by Mr. Hoover and Mr. Robert Homan Sr III. An agreement between Mr. Homan and Mr. Hoover per the Township attorney for 1529 Reading Road (Hoover) and 1521 Reading Road (Homan) will be prepared and signed.
- Matt will provide Mr. Hoover with information regarding the purchase of a meter.
- The Board provided conditional approval of the proposed plans noting the above requirements are met with a vote of 4-0.

2) Minutes

- a) Due to the absence of two board members at the March meeting and one absence at the April meeting a quorum could not be met to approve the minutes.

Motion to defer approval of the minutes for the March 2021 meeting was approved with a vote of 4-0.

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 3-0-1 with Roger Sauder abstaining from check 4705 to Sauder's Garage.

4) Plant Operator's Report

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

- March's monthly average daily flows were 0.451 MGD with 3.05" of rain.
- Eight new EDUs were added last month.
- NLCA staff televised 650 feet of 8" sewer main in basin BB in March.

- b) Plant Generators

- Cleveland Brothers was on site on March 11th and 12th to service and inspect all three generators. They also performed an inspection of the Beam Road transfer switch.

- c) Flygt Pump #2

- The new pump that was installed last August started having issues in December. The staff pulled the pump and replaced it with a spare. The pump was taken to Flygt for inspection. After several phone calls and tests Flygt was unable to find any issues with the pump.
- Steve Tomasko asked if the issue could be a result of a voltage drop. Staff will look into this possibility.

- d) Raw Sewage Pump "shelf spare" VFDs

- The spare VFDs have been delivered and inspected. The staff is researching proper handling and storage of VFDs to ensure they will be in proper working order should the need to use them should arise.

5) Administrative Report

- a) Delinquent Account List

- The delinquent accounts report was emailed to the Board for review. Acct 10082.01 contacted the Authority asking for an agreement on her outstanding balance of \$9,781.99 to halt the sheriff sale filed against the property. Customer history for this rate payer was also emailed to the Board. The property owner suggested a payment of \$2,000 up front and then monthly payments of \$400. The Board agreed with a 4-0 vote. Kathy will inform the resident and prepare an agreement for signature. The Board will re-evaluate the agreement after 6 months for compliance.

- b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

- c) Sewer Connection Audit

- Matt and Kathy are continuing to fine-tune the sewer connections controls. Matt drove past the properties which we have listed as having purchased a

permit but not yet connected to the sewer. This resulted in several properties that were tied into the sewer but were not being charged. Kathy informed the Board that the property owners were notified and charged for service dating back to time they were provided keys to the property.

- Staff determined one issue with these missed connections is when a lot is purchased by someone and the construction has not been started. We are not being notified upon final construction and owners move in. Kathy requested Landmark Builders to notify her in the future. Some settlement companies do not contact us either. Steve Tomasko recommended that Kathy ask Carol Martin at the Township office if any occupancy permits have been issued on a monthly basis.

6) Engineer's Items

a) 2021 Interceptor Sag Replacement

- Fred Ebert informed the board that he, Matt and Blake walked the easement after clearing was performed. They found some asbestos concrete pipe but it was in good condition.
- Fred indicated the project will be ready for public bid on April 14, 2021 via Penn Bid. A pre-bid meeting is scheduled for April 27, 2021 at the job site. Bids will be due May 6, 2021 and awarded May 10, 2021. Matt will be the administrator on Penn Bid. Grant asked Fred to have a copy of the specification and plan emailed to him before the bidding. Fred will make sure the Board members will receive it.

b) Brecknock Township Act 537 Plan

- The Act 537 Plan was recommended for adoption by the Planning Commission. There will be a 30-day public comment period before adoption by the Board of Supervisors.
- Fred offered to attend a meeting with the Township regarding the Act 537 Plan for approval but was told it would not be necessary.

c) Five and Ten Year Capital Plan

- Fred provided an update on progress. Fred and Matt walked the interceptor line and not many items were found that were not already covered.
- The 1980 sludge truck is 42 years old. It was recommended to the Board that they may want to consider replacing it in the not too distant future. Matt told the Board that the 1992 Ford truck was in relatively good shape for what it will be used for. He recommended foregoing replacing the 1992 Ford Truck (Authority's oldest pickup truck) and purchase a used sludge truck instead.

d) A & A Enterprises

- Fred just reminded everyone regarding the policy of purchasing additional EDUs as necessary for water usage for commercial properties and to have signed agreements stating the property owner will make said purchases as mandated.

e) Hawk Valley

- Landmark Builders will begin the second phase of homes in the Hawk Valley subdivision. Fred expressed the need for a PSA agreement including an escrow account for Phase II. An agreement specifying the schedule to purchase of a percentage of necessary EDUs while reserving the remainder must be prepared. Phase II plans are to build 88 homes.

f) Meeting Conflict Discussion

- Pennsylvania Governor Tom Wolf tapped Ebert Engineering for a project. This will result in a board meeting conflict as the Authority's board meetings are scheduled for the same date as the other municipality's meeting. Fred proposed having Blake Romanowski run the sag replacement project and attend the monthly meetings. Fred will still be available for consulting should the need arise. The meeting conflict is expected to last 6 – 12 months. The board approved this recommendation with a 4-0 vote.

7) Attorney's Items

a) Authority Policies

- It was suggested to the Board that policies be written regarding the determination of what is and is not a home business with a recommendation that the Board adopt the same policy consistent with that used for Township zoning.
- Tony mentioned to the Board that it would be a good time to re-evaluate the loan financing with Jonestown Bank as interest rates have dropped and the current note is due for a rate reset in 2023. Tony also indicated that Paul Lundeen from Rhoads and Sinon (the attorney who handled the bond transactions for the authority) has retired and the law firm has dissolved. Tony will contact a colleague of Mr. Lundeen (Attorney Ben Ried of Mette, Evans & Woodside) for bond counsel.

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 8:45 PM