

Northern Lancaster County Authority
Minutes of Meeting Held
August 10, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, August 10, 2020 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 were Matt Ross, Superintendent; Kathy Homan, Bookkeeper/Administrative Assistant; Fred Ebert, Authority Consulting Engineer and Rodney McCowan, NLCA staff member.

1) Community Open Session

- a) No guests from the community

2) Minutes

- a) Motion to approve minutes for the July 2020 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 4-0. Roger Sauder abstained from check #4426 to Sauder's Garage LLC.

4) Plant Operator's Report

- a) Plant Operator's Report on Flows, EDUs and Plant Performance.
 - July's monthly average daily flows were 0.282 MGD with 5.75" of rain.
 - Ten EDUs were added this past month.
 - No sanitary sewer main filming was performed this month due to dry conditions and low flows.
- b) Uniform/Clothing Allowance
 - Discussion was held to eliminate Cintas Uniform Service for employee uniforms and provide an annual allowance check to cover clothing expenses. Motion was made and passed by a 4-0 vote to issue a \$750 check to each operator on January 1, 2021 and then review the annual amount after the initial year.
- c) New Employee Hire Discussion
 - Matt informed the Board that he received a resume for an entry level position to fill the vacant position. He will forward the resume to the Board members.

5) Administrative Report

- a) Delinquent Account List
 - Kathy Homan reported that accounts 10438.01 and 10591.01 have paid their account balances in full.
- b) Monthly/Quarterly QuickBooks Reports
 - Current QuickBooks Board Reports were emailed for review.

c) Online Payment Vendor

- Kathy was contacted by John Prodan from Invoice Cloud. She will have a zoom meeting with him on August 11, 2020 to learn about Invoice Cloud's online payment system. The Authority has been experiencing some issues with Xpress Bill Pay (the current provider) over the past six months. Kathy indicated that she would only recommend changing providers if Invoice Cloud offered a far superior product than Xpress Bill Pay to warrant any inconvenience to making a switch.

6) Engineer's Items

a) PA Small Water and Sewer Project Grant

- Fred Ebert reported the grant may potentially be awarded August 17, 2020. A Commonwealth Financing Authority special meeting is scheduled for that date. Fred still has received no questions regarding the Authority's application for the grant.

b) 2020 Operating Budget

- Fred Ebert recommended to the Board to decide on a date to hold the 2021 budget workshop. The workshop will be held on Wednesday, September 30, 2020 at 6:00.

c) Act 537 Plan Update

- Fred proposed that we begin to consider what future improvements may be needed in the next couple of years.

d) Emergency Preparedness Plan

- In light of the significant rainfall event at the end of last week, Fred recommended to the Board that it would be a good time to make sure there is an emergency preparedness plan for employees to follow. The plan should include what steps to follow in case of flooding, fire, lightning, electrical short and virus protection.
- Matt indicated that he has a reminder on his desk since February regarding updating the current plan.

e) Messner Tree Service

- The Authority has been contacted by Messner Tree Service regarding sewer connection. The property owner indicated that he would like to remove the existing house already connected to the interceptor and initially locate tree service business on the property and then in the future build a new house. Fred indicated that there is no subdivision or new connections but recommends that the owner sign an agreement that he will purchase additional EDUs if needed.

7) Attorney's Items

a) No Update

8) Old Business

a) No Updates

9) Sign Checks

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

10) Executive Session

a) The board had an executive session for employee evaluations.

Meeting Adjourned at 8:40 PM