

Northern Lancaster County Authority
Minutes of Meeting Held
December 9, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, December 9, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Grant Wise and Roger Sauder. Also in attendance were Jason Coyle, Plant Superintendent, Rick Dunn, Authority Consulting Engineer for the excused Fred Ebert. Guest present, Mr. Andrew Schreffler, Power Kunkle V.P. Employee Benefits. Board Member Mr. Jesse Martin was excused from the meeting.

1. Community Open Session
 - a) No Guests from the Community
2. 2020 Health Insurance Renewal Options
 - a) Mr. Schreffler, Authority Benefits Broker, was onsite to discuss packages offered for the employee 2020 health insurance renewal. After lengthy discussions, Board unanimously voted to renew with Capital Blue.
3. Minutes
 - a) Motion to approve minutes for the November 2019 meeting passed unanimously with Roger Sauder abstaining due to his absence from the November meeting.
4. Check Record and Approval of Bills
 - a) Motion to pay bills passed unanimously with Roger Sauder abstaining from Check #4158.
 - b) Check #4160 had an incorrect coding, code #558 was used for the amount of \$2,097 and listed as Glaltfelter for Workers Comp, Mr. Coyle noted the correct code should have been #855 and listed as Vehicle Insurance.
5. Plant Operator's Report
 - a) Review Plant Operator's Report on Flows, EDUs and Plant Performance.
 - Current monthly flows were reported at 0.335 MGD with 0.85" of rain through December 9, 2019
 - Mr. Coyle reported Quickbook Timesheets would cost \$45/month to import employee hours directly into our current payroll software. No motion was taken.
 - Mr. Coyle reported the staff attended the EPWPCOA Annual Awards Banquet on November 15th to receive two awards from the Association.
 - Total Sanitary Sewer Main Footage Inspected by Staff in November = (824) feet of 8 inch mains in Basins BA and BG, including footage under the Turnpike
 - Lateral Leaks located this month:
 - A. No leaks detected
 - Lateral Repairs to Date:
 - A. To date, 13 laterals have been repaired in 2019.

- b) Delinquent Account List:
 - Acct #1160 Sheriff's Sale was continued until January 29, 2020
 - Acct#859 has signed on to a \$70/month payment plan.
 - Acct #920 will defend against the Civil Complaint on December 19th. Kathy and Tony will represent the Authority.
 - Acct #595 was unable to be served by the Sheriff Dept. Will update next month.
- c) Monthly/Quarterly QuickBooks Budget Review
 - Current QuickBooks Board Reports were emailed for review. There were no Board comments or questions.
- d) Process Water Strainer
 - Mr. Coyle reported the strainer has arrived at Blooming Glen. Blooming Glen reportedly has a meeting set for December 13th to schedule the installation.
- e) Ford Pick Up
 - Mr. Sauder noted the truck will require 2 tires and a fuel pump, but recommends replacing all 4 tires at a complete cost of \$750. Board approved unanimously to inspect the vehicle and readdress in 10 months.
- f) Brubacher Excavating EDU Update
 - Two new EDUs were added for a total of 7 EDUs to meet their minimum usage for the year. Will readdress next Fall to see if additional EDUs will be required.
- g) 30 Year Capital Budget Preparations
 - Time was spent updating the spreadsheets to present to the Engineer.
 - Mr. Coyle has a request in with Ebert Engineering to schedule a meeting to discuss the spreadsheets.
- h) Uniform Allowance
 - Discussion was held on the current uniform package. Mr. Coyle will present a spreadsheet within the monthly Board Report updating any purchases.

6. Engineer's Items

- a) Engineer's Report
 - The Authority Engineer's written report was reviewed.
- b) Fourth Sludge Bed Update
 - Mr. Dunn reported the As-Built Drawings are still under review. He expects them complete very early in 2020.
- c) Annual Lining Project/2019 Pa Small Water and Sewer Projects Grant
 - Mr. Dunn reported we received a letter of Recommendation from Lancaster Planning Commission. An updated Resolution was presented for signature to include the Manhole Replacement with a total application of \$426,621.55. Mr. McHenry had put a request into Mr. Dunn to please provide the Board with an update once the application is submitted.

d) Rules and Regulations and Standard Specification Update

- No Update

e) Developer Status Spreadsheet

- Mr. Dunn reported they were performing Plan Review #2 for Maple Ridge North and The Robert Landis Residence Property.
- Mr. Coyle also noted that the Gehman School has also updated their request to 17 EDUs

f) 2020 Proposed Budget Approval

- The 2020 Operating Budget was unanimously approved, including the Capital Blue renewal as presented by Mr. Schreffler.

g) Long Term Plan to Handle Max Flows

- The Authority is looking to develop a long term plan over the next several months to define options for how the Authority can increase the capacity of the Beam Road WWTP in order to handle future flows, are we budgeting enough and plan for our future.
 1. 4th Digester
 2. Possible 5th Reed Bed/Purchase Property
 3. 3rd Clarifier working in series
 4. Emergency Generator—Discussion on Resale Value
 5. Flow Equalization Tank
- No Update

7. Attorney Items

- No Items for Discussion.

8. Old Business

a) Kramer Mill Rerate

- No Update

b) Maple Ridge North Additional Lot

- No update or additional communication with Developer this month.

c) Sewer Capacity Flow Chart

- No Update, waiting on Twp Review and Comments

d) Lateral Ordinance

- No Update. Will follow up after the Holidays

e) Brecknock Twp. Rezoning/ Act 537 Plan Update

- No Update

f) Chevy Tool Box

- No Update

9. Sign Checks

10. Executive Session

- No Executive Session

Meeting Adjourned at 8:15 PM