

Northern Lancaster County Authority
Minutes of Meeting Held
December 14, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, December 14, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Grant Wise, Steve Tomasko (via teleconference) and Jesse Martin. Roger Sauder was excused from the meeting. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Bookkeeper/Administration; and Fred Ebert, Authority Consulting Engineer.

1) Community Open Session

- a) No guests from the community.

2) Minutes

- a) Motion to approve minutes for the November 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.

4) Plant Operator's Report

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

- November's monthly average daily flows were 0.358 MGD with 3.95" of rain. Matt indicated that the Authority treated 10.7 million gallons last month.
- One new EDU was added this month.
- No televising was performed in November. The staff continued to review footage of the 2019 televising by Sewer Specialties in the area of Bowmansville Road to Turnpike and from Turnpike to Lauschtown Road.

b) Bypass Channel Monster

- Channel Monster was delivered 11/23/20. OCC was on site 12/7/20 to look at equipment and review the electrical panels and channel for install. OCC will return on 12/15/20 to further review things to prepare for install.
- Permission to resell the three Myers raw sewage pumps was approved with a unanimous vote.

c) Sewer Main R.O.W. clearing update

- Quotes to clear the Right Of Way were emailed to the Board on Thursday, December 3rd. After discussion Board approved to move forward with the process.
- Matt met with representatives from Reading Equipment and Maple Ridge North development. All parties are willing to assist in accessing the Right of Way. The Board voted with a 4-0 decision to award the clearing project to Leon Ray Martin with a proposal to clear both sides of the Turnpike at a quote of \$8,100.

d) Cintas Cancellation

- Matt indicated that the Cintas Uniforms service will be terminated 12/31/20.
- Employee clothing expense checks were prepared and will be issued this month in order to allow employees time to purchase new work clothes before service is cancelled.

5) Administrative Report

a) Delinquent Account List

- The delinquent account report was emailed to the Board for review. There were no large outstanding accounts paid off this month.
- Account 11155.01 was not sold at the Sheriff Sale on November 18, 2020. Tony informed Kathy that he is preparing the paperwork necessary to petition the court for a judicial sale free and clear of all liens and mortgages.
- Account 10082.01 has been scheduled for Sheriff Sale on May 26, 2021.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

c) Insurance Renewal

- Matt and Kathy virtually met with James Singleton from Glatfelter Insurance for a final review of the insurance renewal. There are a couple of revisions needed as a former employee was still listed on some of the paperwork. Kathy informed the Board that the new documents were received this afternoon.

d) Reservation of Capacity

- Landmark Builders made a reservation of capacity payment for 25 EDUs. This meets the requirement per the agreement.

e) New Retirement Plan Documents

- The Authority received the documents necessary for the new retirement plan. Mike McHenry signed the necessary documents and Kathy will forward a digital copy to Todd Henry (PA Retirement Solutions), Mike McHenry and Jason Hess (Morgan, Hallgren, Crosswell & Kane, PC).

f) Jonestown Bank & Trust

- The Authority received a document from JBT updating the authorization agreement for online banking. Mike McHenry signed the agreement and Kathy will mail to JBT.

6) Engineer's Items

a) Sag Repair Project

- Fred informed the Board that he reviewed the video of the area under the Turnpike and determined that there is asbestos concrete pipe that appears to have been repaired twice and is in relatively poor condition. Other footage of asbestos concrete pipe was in reasonably good shape.
- Fred recommends digging up and replacing the upper section and lining the section under the turnpike based on the number of sags visible on the footage.

b) A&A Enterprises

- Fred informed the developer that the discussed and agreed upon items that are needed for his construction project need to be on paper as opposed to electronic communication via text or email before Authority approval can be provided.

c) PA Turnpike Force Main Dedication

- The Turnpike requested to have the Authority accept dedication of a proposed sewer main project. The Turnpike would like to construct a sewer main from the maintenance building, running parallel to the turnpike into a sewer lateral along Bowmansville Road. After lengthy discussion, the Board decided the need to have a meeting with the Turnpike to discuss options.

7) Attorney's Items

- a) No Update

8) Old Business

- a) No update

9) Sign Checks

- a) All checks were signed as per the approved check record

10) Executive Session

- a) The Board held an executive session to discuss personnel issues.

Meeting Adjourned at 8:33 PM