

Northern Lancaster County Authority  
Minutes of Meeting Held  
February 11, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, February 11, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Roger Sauder, Grant Wise and Jesse Martin. Also in attendance were Jason Coyle, Plant Superintendent, Fred Ebert, Authority Consulting Engineer and Tony Schimaneck, Authority Solicitor.

1. Community Open Session
  - a) No Guests
2. Minutes
  - a) Motion to approve minutes for the January 2019 meeting was approved at 4-0-1, with Mr. Wise abstaining as we was not present for the January meeting.
3. Check Record and Approval of Bills
  - a) Motion to pay bills passed unanimously.
4. Plant Operator's Report
  - a) Review Plant Operator's Report on Flows, EDUs and Plant Performance.
    - Current monthly flows were reported at 0.409 MGD with 0.10" of rain through February 6th
  - b) Delinquent Account List:
    - Mr. Coyle provided an update on Acct #302. Payment was not received for the month of January.
    - Acct 1160 Sheriff Sale has been put on hold from the previous scheduled date of March 27, 2019. Mr. Schimaneck updated the Board the owner has filed for Chapter 13.
    - Acct 1601 lien was processed with signatures.
  - c) Monthly/Quarterly QuickBooks Budget Review
    - Current QuickBooks Board Reports were emailed for review.
    - Herbein will be onsite collecting data the week of March 11<sup>th</sup> for the 2018 audit.
  - d) VLR #3 Update
    - OCC was onsite reviewing the VFD Specifications for VLR #3 on 2/7/19. Mr. Coyle gave approval to begin the project as per the specifications.
  - e) UTV/ENCLOSED TRAILER
    - Mr. Coyle updated the Board he has ordered a Bobcat 3400 in Diesel, as they offered over \$3,000 in incentives to meet our price range. Unit comes with front and rear glass windshields, hard poly doors and roof, internal heating within the cab (this is needed to keep the camera lens warm during transport to prevent fogging) and full wiring for the Authority to install a front winch.
    - The Authority has ordered a trailer for the UTV from MGS which should be available next month.

- f) Statement of Financial Interests Forms
  - Mr. Coyle provided the members their forms to fill out and return to Carol at the Township Office.
- g) Confined Space Training
  - As per Board recommendation, Mr. Coyle has located a Confined Space Refresher Course for the staff. Elk Environmental will provide the training onsite.

5. Engineer's Items

a) Engineer's Report

- The Authority Engineer's written report was reviewed.

b) Fourth Sludge Bed Updated Schedule

- There has been some issues with the automatic valves freezing during the past cold weather events. Some of the issues were resolved by allowing the valves to remain in the open position after they are drained. There are, however, some programming changes that may need to be made to the system to improve the operations. The first is that if one valve does not operate properly or is taken out of service that the system will not operate in automatic. This needs to be changed so that we can operate the system in automatic and lock out valves for maintenance or to dry out a bed. The system most likely had this as a safe guard to ensure that all valves are operational to ensure that a full dose could be delivered.

The other issue is that water could get caught in the valve body and not be totally drained. As a result there were issues with a valve freezing sometimes but not always. The solution may be to add a second open and close operation to ensure that all of the water is being drained out. This will also have to be done to each cell during the dosing operation of an entire bed. The issue is that during extreme cold weather that it may take four to five hours to fully dose a complete bed. This would mean that the first pipe would remain full of water for this time and during extreme cold weather it could freeze during that time period.

EE, Inc. has worked on a list of programming changes with the operational staff and sent this list to the system integrator to provide his input on the changes as well as a price for the additional programming.

- The final inspection walk through will be scheduled this month. There is a significant amount of final grading and seeding so the punch list work will not be able to be completed until the spring when the grass can grow.

c) Brecknock Township Act 537 Plan Update

- EE, Inc. was waiting for end of year flow calculations to provide the township with an update on the available capacity. Once the flow projections are completed as part of the Chapter 94 Report process, EE, Inc. will schedule a meeting with the Township to present the flow projections and the impacts of the projected flows.

d) Chapter 94 Update

- Dharmendra Kumar of the PA DEP has completed his review of the Chapter 94 Reports. The PA DEP approved all three Chapter 94 Reports with no comments that require a resubmission.
- EE, Inc. reviewed preliminary analysis of Beam Road WWTP 2018 Flows with the Authority Board.

e) Tapping Fee

- EE, Inc. has updated the tapping fee calculation to include the additional principal payment that has been made in November of 2018. The result is that the tapping fee can be increased to \$6,125.00. The overall tapping fee is comprised of two major components. First is the Capacity Part with a cost of \$4,300.00 and secondly the Collection Part with a cost of \$1,825.00 for a total Tapping Fee of \$6,125.00 per EDU. A copy of the tapping fee calculation was provided for review. Pending final review, a Resolution could be adopted at the March or April Meeting.

f) Three Year I&I Contract and NLCA Inspections

- EE, Inc. has begun the preparation of a new contract for bid. Once the Staff and Board have reviewed the details, it may go out for bid for the 2020-2022 term. Contract is to include I&I locating and repair, interceptor and lateral lining.
- Sewer Specialties Services, Inc. is currently televising the interceptor system. There have been no major leaks identified so far. However every little leak that is repaired will have a long-term impact on our overall program. EE, Inc. believes the majority of issues could be in the laterals that are located on private property. We are currently experiencing 100,000 gallons per day of additional flow to the Beam Road WWTP.
- Mr. Coyle noted the NLCA staff is televising sanitary sewer mains every Thursday and Friday. To date we have filmed 3200 feet since the January meeting. Upon inspection, we have located 2 lateral issues on Meadowlark Lane. Mr. Coyle noted in a perfect scenario, staff has been able to televise roughly 1,500 feet per day.

g) 1399 Bowmansville Road Development Agreement - RJS Investments

- The developer has proposed to construct an eight-unit townhouse development on the site. The site previously contained one existing residential house. It is our understanding that all of the units will initially be owned by one entity and will be utilized as rental units. The project will involve the conversion of the existing six inch sanitary sewer connection into a sanitary sewer main that will extend through the site, utilizing two new manholes for access. Each unit will be required to have an individual lateral connection. This is required so that if the units are ever individually sold, the lateral will be able to be inspected in accordance with the proposed lateral ordinance.

EE, Inc. performed a plan review and issued Plan Review No. 1 by letter dated February 6, 2019. The project will also need to receive PA DEP Sewage Facilities planning approval through the exemption process. There will also need to be easements provided for the sanitary sewer main.

The developer will need to have a Developer's Agreement signed with the Authority to post the construction security, Engineering and legal escrow and for the payment of seven tapping fees.

The Developer's Agreement was provided in a draft form to the Authority to review prior to the Authority meeting. The Developer requested that the development agreement be considered by the Authority Board as he was ready to sign the agreement, pay for the tapping fees and fund the escrow account.

A motion was made and passed with a vote of 4-0, Mr. Sauder abstaining, to approve the Developers Agreement. The developer also signed the agreement and provided checks for all required fees and escrow.

h) Maple Ridge North Additional Lot

- Mr. Ebert had discussions with the Township Engineer on this project. Mr. Ebert will reach out to the Developer and provide input on the requirements for individual laterals for each unit. No update or additional communication with Developer this month.

i) Annual Lining Project

The Authority requested that EE, Inc. identify the total length and pipe sizes of the existing sanitary sewer interceptor system and establish a budget for the complete lining of the overall interceptor system. This would include the original eight inch sanitary sewer main that was installed. The requested budget to utilize was \$100,000 per year. The goal of the analysis is to determine how long it will take to completely line the existing interceptor.

The existing interceptor system consists of the following sanitary sewer main sizes and lengths:

- 4,059 linear feet of 15 inch pipe
- 13,211 linear feet of 12 inch pipe
- 13,581 linear feet of 8 inch pipe

The current unit costs for the installation of the cured in-place liners including bypass pumping were provided from Mr. Rehab, Inc. a well-known lining company that has recently completed several lining projects for EE, Inc. for other clients.

- 15 inch pipe \$75.00/LF
- 12 inch pipe \$60.00/LF
- 8 inch pipe \$40.00/LF

The cost to line the various size sections would be as follows:

• 15 inch pipe	4,059 LF x \$75.00/LF	=	\$304,425.00
• 12 inch pipe	13,211 LF x \$60.00/LF	=	\$792,660.00
• 8 inch pipe	13,581 LF x \$40.00/LF	=	<u>\$543,240.00</u>
	TOTAL	=	\$1,640,325.00

If the Authority were to budget a total of \$100,000.00 per year and increased the allocation to keep up with inflation and construction costs, it will take the Authority approximately 16.4 years ( $\$1,640,325.00 / \$100,000.00/\text{yr}$ ) to completely line the entire interceptor system. The Authority would be able to line the 15 inch portion of the interceptor in 3 years ( $\$304,425.00 / 100,000.00/\text{yr}$ ), the 12 inch portion in 8 years ( $\$792,660.00 / \$100,000/\text{yr}$ ) and the eight inch portion in 5.4 years ( $\$543,240.00 / \$100,000/\text{yr}$ ).

This would also assume that the Authority performs all of their own television inspections and the board budgets an additional \$30,000 a year to perform spot remains on the major leaks or in other portions of the overall system.

While this may seem like a long period of time, this issue has been discussed for almost eight years already and we could be almost half done with the project. This should also avoid any major emergency work due to a collapsed pipe.

- EE, Inc. and the Superintendent waked the site with a contractor (Mr. Rehab, Inc.) on Friday February 8, 2019. The purpose of the site visit was to determine how and if they can access the

interceptor for the installation of the liner. This will allow us to come up with a better overall game plan of what areas we can utilize liners and what sections we will need to either seek additional access or use another technology. EE, Inc. will provide the board with an update of the site visit.

j) Act 537 Plan Update

- EE, Inc. provided a general update on the status of the Act 537 Plan. The increase in flows during 2018 were discussed as this will have an impact on the available capacity to service an expanded public sanitary sewer service area. Once the projected flows for the expanded are presented to the Board of Supervisors it was discussed that a joint meeting between the Board of Supervisors and Authority should be considered to discuss long term planning goals. The Authority wants to ensure that they are able to meet long term public sanitary sewer needs of the community.

k) Developer Status Spreadsheet

- Letters will be sent out requesting As Built Plans. Once received, we can release escrows held within the appropriately dedicated accounts.

l) Payment Requests

A) REED BED CONTRACT 17-1 A

- Contractor request for partial retainage release prior to completing punch list. Motion passed unanimously to release 5% of the 10% being held.

B) REED BED CONTRACT 17-1 B

- No payment request

6. Attorney Items

7. Old Business

a) Kramer Mill Rerate

b) Performance Evaluation Forms update

- No Update

c) Lateral Regulations at Time of Home Transfer

- Mr. McHenry asked Mr. Ebert to get an update. Mr. Ebert indicated he would reach out to the township solicitor.
- There has been no movement on the Township on this issue. The solicitor will again bring it up for discussion. EE, Inc. will provide any additional updates as we receive them.

d) Standard Specification Meeting

e) 1529 Reading Rd Project (Tapping Fee Agreement Contingent Upon 537 Update)

- Planning Module?
- Relocate the Curb box
- May not subdivide the Property or a separate grinder will be required

8. Sign Checks

9. Executive Session

a) No Discussion

Meeting Adjourned at 8:40 PM