

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

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, February 10, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise and Jesse Martin. Also, in attendance were Jason Coyle (left meeting at 7:20), Plant Superintendent, Fred Ebert, Authority Consulting Engineer and Tony Schimanek, Authority Solicitor. The Authority staff including Matt Ross, Norm Eaton, Rodney McCowan and Kathy Homan attended the meeting starting at 7:30. Excused was Board Member Steve Tomasko.

1. Community Open Session

- a) Jim Arms of Caselle was present to discuss the annual maintenance agreement for the billing software as well as the billing software issue. Mr. Arms was not fully aware of the billing software issue as it was handled directly by the software manufacturer. Mr. Arms discussed the need for frequent backups to the billing system and that he would be speaking with Kathy Homan on the frequency. Mr. Arms recommended that the Authority perform tests of the backup system multiple times per year to ensure that the back up system was working properly and the Authority staff understood the procedures in a non-emergency situation.

2. Minutes

- a) Motion to approve minutes for the January 2020 meeting was approved at a vote of 3-0-1, with Mr. Wise abstaining due to his absence from the meeting.

3. Check Record and Approval of Bills

- a) Motion to pay bills passed unanimously.

4. Acceptance of Jason Coyle's Resignation

- a) The Authority Board thanked Mr. Coyle for his seventeen years of service to the Authority and accepted his letter of resignation dated January 27, 2020 to take a position in the private sector. Mr. Coyle's final day will be February 12, 2020. Mr. Coyle thanked the board for the opportunities that they and past board members have provided him. Mr. Coyle informed the board that he would be available to answer any questions and assist the Authority during the transition. Mr. Coyle left the meeting at 7:20 after shaking all of the board members hands.

5. Mr. Ebert led the discussion on the Plant Operator's Report

- a) Review Plant Operator's Report on Flows, EDUs and Plant Performance.
 - Current monthly flows were reported at 0.382 MGD with 1.15" of rain through February 10, 2020.
 - Total Sanitary Sewer Main Footage Inspected by Staff in January = 1,836 feet of 8 inch mains in Basins BE
 - Lateral Leaks located this month:
 - A. No leaks detected
 - B. Total of 13 Laterals were repaired in 2019

b) Delinquent Account List:

- Account No. 1160 Sheriff's Sale was performed on January 29, 2020. The final payoff amount was \$14,088.02. This account had delinquency dating back to September of 2011.
- Account No. 717 was served warning on a Sheriff Sale proceedings by the Authority Solicitor via email dated February 4, 2020.
- Account No.(s) 1001, 468 and 1429 were paid in full and the Solicitor's office was notified to remove the liens on those properties.
- Account No. 1245 had a civil complaint prepared against it as noted in the check records

c) Monthly/Quarterly QuickBooks Budget Review

- QuickBooks Board Reports were reviewed by the board.

d) Process Water Strainer Update

- The work on the process water strainer replacement project was completed on January 17, 2020. The payment for this work was included in the check records.

6. Engineer's Items

a) PA Small Water and Sewer Program Grant

- Mr. Ebert reported that he has not been contacted by the DCED to date on any questions on the application. Mr. Ebert also stressed the importance of contacting the politicians in the month before the award. Mr. Ebert will reach out to his contacts prior to next month and confirm the date of the award.

b) Long Term Plan – WWTP Next Steps

- Mr. Ebert explained that the he will review the overall plan of the existing WWTP and the facilities located on the property at next months meeting. The objective is for the board to understand the available areas for upgrades to the existing WWTP. This will help establish the background for an informed decision on either the Authority needs to purchase additional lands as part of its long term plan and what space is available on the existing property and the environmental restraints on the existing property.

7. Discussion with Authority Staff on the Transition with Mr. Coyle Leaving

- a) The Authority board discussed the transition with all of the employees and gave all of the employees the opportunity to address any concerns that they had with the Board. All of the employees expressed their excitement about the opportunity and that they would like to see Matt Ross take over the role as Superintendent.
- b) The Authority Board voted to authorize Matt Ross to be the Interim Authority Superintendent and that they would evaluate the staffing needs of the Authority after a few months based upon input from the Authority Staff.
- c) The short and long term staffing needs of the Authority were discussed including the potential need to hire some temporary help or outsource some work such as lawn maintenance once the current employees adjust to the work load with the staff being reduced by one person.

The Authority Board and the Authority Staff will monitor the workload and address any issues after the initial transition period. The Authority Board also discussed the long term staffing of the Authority and the requirements for any additional employees to meet the long term needs of the Authority.

- d) The Authority Board discussed the need for pager and weekend coverage of the fourth week of each month. It was noted that all three employees are currently responsible for carrying the pager and operation of the WWTPs during the weekend one week per month. Mr. McCowan stated that he would like to cover the fourth week each month for a cost of \$200.00. It was noted that this was an increase from the cost of \$150.00 that he was previously paid for weekend coverage but that he would now have the additional responsibility of the carrying the pager for the whole week that was previously done by Mr. Coyle during the fourth week of the month. The Authority Board voted 4-0-0 to authorize Mr. McCowan to carry the pager and perform the WWTP operation during the fourth week of each month for a payment of \$200.00 per week of additional duty.
- e) The Authority Board encouraged all employees to attend future meetings so that they could ask any questions as well as to create an open line of communication with the Authority Board.

8. Verizon Phone Service

- a) The Authority Board was informed that the landlines for both package WWTPs and Mr. McCowan's cell phone were switched from Windstream and AT&T to Verizon. This will result in a savings of approximately \$140.00 per month

9. Discussion on Payment of Mr. Coyle's Vacation Time

- a) The Authority Board discussed Mr. Coyle's request to be paid for three weeks of vacation time for 2020. The Authority board voted 4-0 to authorize the payment of three weeks of vacation to Mr. Coyle.

10. Attorney's Items

- a) Mr. Schimanek reported that the Authority had received a full release from Mr. Leonard Lausch concerning the settlement involving a vehicle accident on January 25, 2020 with an Authority vehicle in the Turkey Hill parking lot. The Authority agreed to pay for the damages to Mr. Lausch's vehicle in the amount of \$281.29.

11. Old Business

- a) Kramer Mill Rerate—No Update
- b) Maple Ridge Additional Lot Update—No Update
- c) Land Application Update – No Update
- d) Gehman School Inquired on Capacity Request for 8 EDUs for the School – No Update

12. Sign Checks

13. Executive Session – No Discussion

Meeting Adjourned at 8:30 PM