

Northern Lancaster County Authority
Minutes of Meeting Held
July 18, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Thursday, July 18, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Roger Sauder, and Jesse Martin. Also in attendance were Jason Coyle, Plant Superintendent and Fred Ebert, Authority Consulting Engineer. Missing from the meeting was board member Grant Wise.

1. Community Open Session

- a) No guests

2. Minutes

- a) Motion to approve minutes for the June 2019 meeting passed unanimously, with Mr. Martin abstaining as he was absent from the June 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 0.337 MGD with 5.35" of rain through July 18, 2019
- Annual DEP Inspections came back very clean with minor suggestions. Mr. Coyle reported the staff has already implemented the suggestions into the daily routines.
- Mr. Coyle reported the staff had trouble locating some of the manholes along the interceptor lines due to the high vegetation. Mr. Coyle has ordered a GPS to waypoint the sites. Mr. McHenry would also like the staff to mark each manhole with elevated reflective markers.
- Total Sanitary Sewer Main Footage Inspected by Staff in June = (867) feet of 8-inch sewer mains from Basins BG.
- No Lateral Leaks Detected:
- Lateral Leaks Repaired to Date:
 - A. See chart within Board Packet
 - I. To date 8 laterals have been repaired in 2019

b) Delinquent Account List:

- #83 Filed for Bankruptcy. Sheriff Sale is on hold.
- #1160 (page 9) Sheriff Sale has been continued to Sept 25, 2019
- Liens prepared for #1184 and #1245 (not provided by Tony, will bring next month)
- Civil Complaint was prepared for #257

c) Monthly/Quarterly QuickBooks Budget Review

- Current QuickBooks Board Reports were emailed for review. There were no Board comments or questions.
- 2018 Year-End Financial Activity Report arrived July 11, 2019. Info was forwarded to Herbein to complete the 2018 Financial Audit.
- The concise financial statements of the Authority were publically advertised on June 19, 2019 ahead of the June 30, 2019 requirement

- d) New Chevy 1500 Update
- Mr. Coyle reported the truck arrived on July 10, 2019.
 - Tool Box on either side of bed was quoted at \$1,376 from Reading Truck Equipment.
 - The Authority will investigate a Tool Box/Cap combination to give the Authority enclosed option, as the Authority already has 2 open bed trucks. This will allow for tools to be stored in the truck and ready for an emergency
- e) Process Water Strainer
- Discussion was tabled at the June meeting until August meeting.
 - Received final material pricing to replace our original process water strainer. Riordan Material Corporation price using Co-Stars is \$10,975 for the new strainer.
 - Blooming Glen updated their quote to \$7,627.00 for material and installation
 - AC Schultes quote is \$21,850.00 for the combined project
- f) Residence with combined Commercial Use on a Common Well
- Motion passed unanimously, in May, for Tony to update our Resolution of Rate and Sewer Charges to include wording eliminating the requirement for commercial applicants to immediately purchase a second EDU for commercial use, at the time of application, when combined with an existing residential use. The second EDU would be required once metered readings showed use beyond the allotted 1 EDU (16,000 gallons per quarter of metered water consumption). Mr. Schimaneck has prepared an updated Draft Resolution for review. Mr. Coyle and Mrs. Homan are compiling a list of accounts affected by the update. Will provide an update at the August 2019 Authority meeting.
- g) Reed Bed Inspection by Construction Wetland
- Mr. Coyle reported new reeds were installed in five sub-cells on July 1, 2019. These were just to fill in the existing bare spots. This was provided under warranty by Construction Wetland at no cost to the Authority.
 - Mr. Coyle will email the Board of Supervisors to invite them to tour the 4th Reed Bed Project. A date will be shared with the Authority should anyone like to attend.
 - Rep from Tomlinson Bomberger was onsite July 17, 2019 to inspect the aphids. We have established a natural combatant in Lady Bugs and see a large reduction in Aphids. No chemical treatment is necessary at this time.
- h) JBT 24 Month CD
- CD is ready for signature. This is the 12 Month CD that was not renewed in 2018 to assure we had adequate funding for the Reed Bed Project. The new 24-month CD is dated 7/19/19 for \$310,997.89 with an annual percentage yield of 2.55%. We will now have two CDs, each renewing in offsetting years.
 - Mr. Coyle reported our General Accounts; we are receiving 2% interest.
- i) Minutes included on Website
- Have a request from the Township Supervisors and a Resident to add our approved minutes to the Authority Website. Motion passed unanimously.
- j) NASSCO TRAINING
- Mr. Coyle reported employees Matt Ross and Norm Eaton are scheduled for the Oct 29 to 31 trainings at the Bensalem Hotel, Philadelphia.

5. Engineer's Items

a) Engineer's Report

- The Authority Engineer's written report was reviewed.

b) Fourth Sludge Bed Updated Schedule

- EE, Inc. has received all of the closeout documentation and the contractor has installed the stainless steel support plate. EE, Inc. is completing their review of the documentation and will transmit an additional electronic copy and a hard copy for the Authority files to complete this project.
- Mr. Hertzog, the neighbor, has installed a new swale on their property to help divert the storm water away from the new reed beds. The operations staff will monitor the effectiveness of the new swale during the next rain event.

c) Annual Lining Project

- Mr. Ebert will provide a Lining Review at the August meeting to incorporate into the 2020 Projected Budget. Budget is to be sent out a week prior to the September Board Meeting

d) Act 537 Plan Update

- Mr. Ebert reported an update on the Draft 537 Plan, indicating focus has now transitioned into the future industrial areas in the western portion of the Township, near the Gehman School WWTP.

e) Rules and Regulations and Standard Specification Update

- EE, Inc. distributed the draft Rules and Regulations to the Authority at the June Board Meeting. This will allow the Authority to review the documents for question and answer discussions in the coming months

f) Developer Status Spreadsheet

- Letters were sent out on June 10, 2019 to the developers requesting As Built Plans. Once the final inspections have been performed and the As-Built plans received, we can release escrows held within the appropriately dedicated accounts. Update will be provided at the August meeting.

g) Uncle Henry's Sewer Capacity Request for 4 EDUs Outside our Service Area

- Capacity certification letter provided on July 18, 2019

h) Horst Power Equipment Sewer Capacity Request

- Plan approval (with conditions) by letter dated June 6, 2019
- Update plans received on June 28, 2019 and are under review

i) Robert Landis Sewer Capacity Request for 1542 Dry Tavern Rd---Outside our Sewer Service Area

- Capacity Certification Letter issued on June 12, 2019
- Exemption Approval Letter arrived July 23, 2019

j) A&A Enterprises, Inc. - 1529 Reading Road

- Mr. Coyle will update Mr. Hoover on his connection options to the lateral serviced by the Beam Rd WWTP.

k) RJS LLC. Developers Agreement

- The preconstruction meeting was held and all shop drawings were reviewed and approved. Construction has been completed over the week of July 9, 2019, on the sanitary sewer main. The testing of the sanitary sewer main still needs to be completed.
- As a follow up from last month, the Developers Agreement was signed on February 11, 2019.

l) Lateral Regulations at Time of Home Transfer

- The lateral ordinance is to be a topic of discussion at the August Planning Commission meeting. No additional information or questions have been asked to date.

m) 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. The following items are to be included in the evaluation.

1. 3rd Clarifier working in series
2. 4th Digester
3. Emergency Generator
4. Possible 5th Reed Bed/Purchase Property
5. Flow Equalization Tank

6. Attorney Items

- Mr. Coyle reported he has not heard any news on data provided within the last Right to Know Request

7. Old Business

a) Kramer Mill Rerate

- No Update

b) Maple Ridge North Additional Lot

- No update or additional communication with Developer this month.

8. Sign Checks

9. Executive Session

- Annual Staff Salary Reviews will be discussed in August
- Mr. Coyle reported a projected return date for Employee #3

Meeting Adjourned at 8:00 PM