

Northern Lancaster County Authority  
Minutes of Meeting Held  
July 13, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, June 8, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise, Jesse Martin and Steve Tomasko. Also, in attendance were Matt Ross, Interim Plant Superintendent; Kathy Homan, Bookkeeper/Administrative Assistant; Fred Ebert, Authority Consulting Engineer; Jason Hess from Morgan Hallgren Crosswell & Kane PC, solicitor representing the Authority, Steve Vaughn representing the PA Municipal Retirement System and resident Aaron Hoover.

1) Community Open Session

a) A & A Enterprises

- Discussion with Aaron Hoover regarding the proposal of constructing two buildings with offices and an additional storage building for an in-home business. He has a total of 5 part-time employees. Aaron Hoover explained that some of the buildings were future. The Board explained to him that if they are on the plans and he is seeking full Township approval for all of the buildings that they must be considered in the approval process.
- The Board and Mr. Ebert reminded Mr. Hoover that the review letter states that he does not have to purchase any additional edus at this time but must sign an agreement that requires a water meter and that if he uses more than one edus he will be required to purchase the required total number of edus based upon his actual water consumption.
- The Board also stated that he could purchase one additional edu for the business that will be required to be metered but that he could keep the existing edu for his house that would not need to be metered.
- The Board would like to see a more detailed drawing of the utilities on the land development plans that clearly shows how water will be provided to each building, where the water will be metered and how the sanitary sewer flows from each building with water will be conveyed back to the sanitary sewer system. The Board stated to Mr. Hoover that the plans that he submitted to the Authority now are significantly different from the plan originally discussed with the Board.

b) PMRS Presentation on Retirement Options

- Steve Vaughn from PMRS explained to the Board the options to define a new retirement plan to be offered for new employees that provide the best fiscal responsibility to the Township. The plans that offer the least risk to the Authority would be a 401A or 457B plan.
- Jason Hess from Morgan, Hallgren, Crosswell & Kane, PC will collect information for the Board to review regarding 401A and 457B retirement plans as PMRS does not offer those types of plans.

## 2) Minutes

- a) Motion to approve minutes for the June 2020 meeting was approved with a vote of 4-0 with Jesse Martin abstaining as he was not present at the June meeting.

## 3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 5-0.
- b) After lengthy discussion, the Board authorized making a double payment on the next JBT loan payment by a 5-0 vote.

## 4) Plant Operator's Report

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

- June's monthly average daily flows were 0.302 MGD with 3.35" of rain.
- No sanitary sewer main filming was performed this month due to dry conditions and low flows.

- b) Flygt Pumps and Channel Monster Update

- Matt reported that the NLCA staff removed the existing channel monster and installed the new unit. The field observations showed instant results in the treatment process.
- Optimum Controls Corporation (OCC) performed a sight visit to confirm the compatibility of the existing control set up for the new Flygt pump installation. All controls were in place and ready to go with the exception of needing to change a few explosion proof fittings to accommodate the 1 cable Flygt pump from the 2-cable Myers pump.

- c) Reed Bed Valves

- NLCA staff replaced two valves and four relays on Reed Bed #2 due to water getting into a conduit junction box. NLCA staff is checking to ensure that all junction boxes are fully closed.
- The reed bed I/O panel was also slightly damaged and would not communicate with the affected valves.
- Garden Spot Electric was contacted to troubleshoot the issue. They ordered two new modules for the I/O panel.

- d) Cintas Uniform Company

- Matt reported that we are currently under contract with Cintas through December 2022 for uniforms and paper products. The uniform service provided by Cintas has been less than ideal with complete uniforms frequently not being returned to staff or in some instances, some other company's uniform being delivered. NLCA staff would like to eliminate the Cintas uniform service and continue the paper product service until the contract expires. The Authority is currently invoiced approximately \$172 a month. Eliminating the uniform service would bring the cost down to about \$43 per month.

- The staff would prefer to receive an annual employee stipend for clothing/boots eliminating NLCA from buying gloves and boots etc.
- NLCA currently provides long and short-sleeve high visibility T-shirts.

5) Administrative Report

a) Delinquent Account List

- Kathy Homan reported that account delinquencies are maintaining an average of 3% which is the historical norm.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks Board Reports were emailed for review.

6) Engineer's Items

a) PA Small Water and Sewer Project Grant

- Fred Ebert reported the grant has been delayed until September. He recommends reaching out to local politicians the first two weeks in August.

b) Long Term Plan

- Fred Ebert recommended that the Board begin to consider the Authority's long-term plan for items and equipment that may need repaired, replaced or newly purchased.

c) 2021 Operating Budget

- Fred Ebert discussed the need for a workshop to discuss the 2020 Operating Budget. The Board is going to review their schedule and provide Matt Ross with some proposed dates for the work session in September. Fred Ebert, Matt Ross and Kathy will prepare the draft budget and distribute it prior to the work session.

7) Attorney's Items

a) No Update

8) Old Business

a) No Updates

9) All checks were signed as per the approved bill list

10) Executive Session

a) The board had an executive session to discuss personnel.

11) Appointment of Superintendent

a) The Board appointed Matt Ross as Superintendent filling the position that was formerly held by Jason Coyle. Matt Ross was previously appointed as the interim Superintendent.

Meeting Adjourned at 8:40 PM