

Northern Lancaster County Authority  
Minutes of Meeting Held  
June 10, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, June 10, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Roger Sauder, and Grant Wise. Also in attendance were Jason Coyle, Plant Superintendent, Fred Ebert, Authority Consulting Engineer, Tony Schimaneck, Authority Solicitor and Chris Turtell with Herbein Consultants. Missing from the meeting was board member Jesse Martin.

1. Community Open Session

- a) No guests

2. Minutes

- a) Motion to approve minutes for the May 2019 meeting passed unanimously, with Mr. Tomasko abstaining as he was unable to read the draft prior to the meeting.

3. Check Record and Approval of Bills

- a) Motion to pay bills passed unanimously
- b) Mr. Coyle will look into reestablishing the 12 month cd with JBT that was not renewed in May of 2018. Rather than renew the CD in 2018, funds were transferred to our Operating Account for potential 4<sup>th</sup> Reed Bed Project invoicing. As the final project payments have been met, we will reestablish the CD as a 24 month CD.

4. 2018 Financial Statement of the Business

- a) Mr. Turtell presented a clean opinion for 2018 Final Audit Draft. An updated report will be available after we receive the PMRS Annual Activity Report. As the PMRS Report is not included within the mandatory public audit notice requirements, motion to proceed with the advertisement as presented passed unanimously.
- b) Mr. Turtell commended the Authority within our Capital Reserve Accounts, noting they do not see such forethought within many Authorities they represent. Mr. Sauder questioned financing the capital accounts versus paying higher annual principal payments to lower our existing debt. Mr. Turtell noted by funding our capital accounts, we are able to self-finance our long term assets. By refinancing our long term debt to low interest rates in 2016, we have positioned the Authority to Self-finance our current construction projects. Example, paying cash from allocated capital accounts for the 4<sup>th</sup> Reed Bed generated substantial savings within the project. Mr. McHenry would like Herbein to provide a letter for our files noting their opinion on the Authority's management within the Capital Accounts.
- c) Mr. McHenry would also like a letter detailing each account within the public notification to help legally define each account as advertised.

5. 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 0.95" of rain through June 10th
  - Total Sanitary Sewer Main Footage Inspected by Staff in May = (1,020) feet of 8-inch sewer mains from Basins BF.
  - Lateral Leaks located:
    - A. 142 Abbey Ln (Letters were mailed out the week of June 3<sup>rd</sup>)

- B. 144 Abbey Ln (Letters were mailed out the week of June 3<sup>rd</sup>)
  - C. 150 Abbey Ln (Letters were mailed out the week of June 3<sup>rd</sup>)
  - D. 152 Abbey Ln (Letters were mailed out the week of June 3<sup>rd</sup>)
  - Lateral Leaks Repaired to Date:
    - A. See chart within Board Packet
      - I. To date 7 laterals have been repaired in 2019
- b) Delinquent Account List:
- #83 Filed for Bankruptcy. Sheriff Sale is on hold.
  - #1160 Sheriff Sale has been continued to July 31, 2019
  - #717 Tony has been given direction to begin Sheriff Sale Proceedings
  - Acct #1269 Civil Complaint has been prepared and listed within the Check Record:
  - Accts # 260 and 256 paid their accounts in full
- c) Monthly/Quarterly QuickBooks Budget Review
- Current QuickBooks Board Reports were emailed for review. There were no Board comments or questions.
- d) VLR #3 Update
- OCC has VFD installed and wired. Mr. Coyle reported they were onsite on June 6<sup>th</sup> to perform the final programming and Start Up. The VFD is now in full operation.
- e) New Chevy 1500 Update
- Mr. Coyle reported the truck should be ready for delivery this month.
- f) Process Water Strainer
- Mr. Sauder would prefer to table the discussion until August.
- g) Summer Hire Discussion
- Mr. Coyle discussed the option for a summer hire to handle the light duties around the plants while Employee #3 is out recovering from surgery (till September). Motion was approved to hire via a temp service should flows remain high enough to merit lateral/main filming by our staff.
- h) Residence with combined Commercial Use on a Common Well
- Motion passed unanimously 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 of 16,000 gallons per quarter.
- i) Lateral Camera
- Mr. Coyle reported the staff ordered and repaired the lateral camera that was purchased in 2017. The line developed a kink within the storage housing and required a splice kit.
- j) Reed Bed Inspection by Construction Wetland
- Mr. Davis, with Construction Wetland, was onsite June 10 to inspect the current conditions of the 4<sup>th</sup> Reed Bed. He was very satisfied with existing growth, noting he will send some additional root structure to fill in the bare areas.

- Mr. McHenry asked our long term position within utilizing the Four Reed Beds. Will the four beds handle our long term growth? Mr. Ebert provided some forethought as some long term planning to update our 3<sup>rd</sup> Clarifier to operate in a series with our existing two clarifiers or to increase our Digester Capacity. Currently we can only run two clarifiers at one time. We will need to update our RAS Pumping by adding an additional two pumps, allowing each clarifier to run off individual pumps, and having a fourth as our backup pump. Mr. Ebert added we should really be looking towards upgrading our digesters by increasing our digested sludge capacity. Mr. McHenry asked to provide a long term plan to handle max plant flows to include studies on our biggest bang for our buck. The plan should include increased digested sludge capacity, including actual numbers that show how increased digested time increases our rate of return, a 5<sup>th</sup> Reed Bed, Buying neighboring property, updating our emergency generator or improving the RAS Pumping from the Clarifiers.

k) Pa Bidding Threshold Discussion

- Mr. Coyle reported the Current Pa Bidding Requirements
  1. Purchases and contracts below \$11,100 require no formal bidding or written/telephonic quotations
  2. Purchases and contracts between \$11,100 and \$20,600 require three written/telephonic quotations
  3. Purchases and contracts over \$20,600 require formal bidding
- Motion passed unanimously to keep the Authority Thresholds at the same requirements set by the State.

6. Engineer's Items

a) Engineer's Report

- The Authority Engineer's written report was reviewed.

b) Fourth Sludge Bed Updated Schedule

- EE, Inc. performed the final inspection of the mechanical contract of the fourth sludge bed on June 3, 2019. The contractor has completed the majority of the work. The remaining items include the following:
  - Installation of stainless steel corner support plate
  - Epoxy and bolt down fiberglass cover for vault
  - Supply required pictures of construction
  - Verification of all certified payrolls
  - Verification of red line drawings showing as-built conditions
  - Verification of their Maintenance Bond

EE, Inc. has processed their final payment request in the amount of \$32,609.57. EE, Inc. is however recommending that the payment be held until all of the above items are completed. This will provide both incentive to the contractor to complete all of the work and also allow them to be paid promptly for completing the work and not having to wait another month.

EE, Inc. is also working with the electrical contractor on the remaining items to close out the electrical contract and release the retainage.

c) Three Year I&I Contract and NLCA Inspections

- No update

d) Annual Lining Project

- No update
- e) Act 537 Plan Update
- Another work session has been scheduled for June 13<sup>th</sup> with representatives of the Township to refine the flow projections provided within the last two work sessions. Township is looking for very aggressive ways to maximize our capacity. Mr. Ebert provided 5 options on how to handle the additional flows, noting he has used each of the five recommendations with DEP in the past but has never submitted all 5 options within one 537 Plan. Mr. Tomasko asked Mr. Ebert to verify the zoning around the Gehman School WWTP to verify we are not located in Ag Preservation and we were not installed under a consent order allowing the plant to get installed. Mr. Ebert will verify the base zoning.
- f) Rules and Regulations and Standard Specification Update
- EE, Inc. distributed the draft Rules and Regulations to the Authority at the board meeting. This will allow the Authority to review the documents. EE, Inc. also offered to email a copy to the board if they would like to review it electronically. This is only a first draft and most Rules and Regulations take several reviews until all questions and concerns can be addressed.
- g) Developer Status Spreadsheet
- Letters will be sent out requesting As Built Plans. Once received, we can release escrows held within the appropriately dedicated accounts. Update will be provided at the **July** meeting.
- h) Uncle Henry's Sewer Capacity Request for 4 EDUs Outside our Service Area
- This capacity certification is conditioned upon both Brecknock Township and the PA DEP approving the addition of this property into the existing public sanitary sewer service area for the Beam Road WWTP and the property owner purchasing the capacity in accordance with the then in effect tapping fee of the Authority. Upon approval of the PA DEP Sewage Facilities Planning, the property owner must purchase the tapping fees and sign a developer's agreement prior to commencing construction on the said mentioned lot, 1550 Bowmansville Rd.
- i) Horst Power Equipment Sewer Capacity Request
- EE, Inc. issued Plan Review No.1 for this development by letter dated May 13, 2019. EE, Inc. received revised plans dated May 21, 2019 back from the developer addressing the review comments. EE, Inc. issued Plan Review No.2 by letter dated June 6, 2019. EE, Inc. is recommending approval with two conditions.
- j) Robert Landis Sewer Capacity Request for 1542 Dry Tavern Rd---Outside our Sewer Service Area
- This capacity certification is conditioned upon both Brecknock Township and the PA DEP approving the addition of this property into the existing public sanitary sewer service area for the Gehman School Road WWTP and the property owner purchasing the capacity in accordance with the then in effect tapping fee of the Authority. Upon approval of the PA DEP Sewage Facilities Planning, the property owner must purchase the tapping fee and sign a developer's agreement prior to commencing construction on the said mentioned lot, 1542 Dry Tavern Rd.
- k) 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.
- l) Lateral Regulations at Time of Home Transfer
- EE, Inc. and the superintendent met with the Brecknock Township Planning Commission on May 29, 2019. It was a very productive and informational meeting. The planning commission and member

of the audience asked many good questions. The planning commission wants to consider the information and they will discuss it again at the July 2019 Planning Commission meeting. Overall the planning commission understood the importance of the ordinance and was in general support. If they have any additional questions they may ask either the superintendent and/or EE, Inc. to also attend that meeting.

7. Attorney Items

- a) Right to Know Request Update

8. Old Business

- a) Kramer Mill Rerate

- No Update

- b) Nasco Training

- Mr. Ebert provided additional Classes to Mr. Coyle as potential options within the scheduling for staff.

- c) Maple Ridge North Additional Lot

- No update or additional communication with Developer this month.

9. Sign Checks

10. Executive Session

- a) No Executive Session

Meeting Adjourned at 9:15 PM