

NORTHERN LANCASTER COUNTY AUTHORITY
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The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, June 14, 2021 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise and Steve Tomasko. Jesse Martin was excused from the meeting. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Blake Romanowski, Authority Consulting Engineer and Ben Ried from Mette Evans & Woodside, Bond Counsel.

- 1) Community Open Session
 - a) No one from the community attended the meeting.
- 2) Discussion on Loan Refinancing
 - a) Mike McHenry reaffirmed that the Authority is looking to refinance the current loan with 10 to 12 year options preferably with a fixed interest rate and would like to know what the approximate cost to refinance the loan would be.
 - b) Potential fees associated with the refinance would be Authority Counsel, Bond Counsel, the financial institution and financial institution's counsel and possibly the Authority Engineer. Ben Ried, Bond Counsel of Mette Evans & Woodside (ME&W) informed the Board that ME&W does not get paid until (or if) the loan closes. The estimate for bond counsel costs would be \$18,500 plus expenses. Authority counsel fees are usually less than half of the bond counsel's fees. Bank fees and bank solicitor's fees are estimated to be around \$2,500 each and a minimal engineering fee if a certificate is required at closing.
 - c) The board approved a motion with a vote of 4-0 to permit Mike McHenry to sign the Bond Counsel Services for Sewer Revenue Note, Series of 2021 authorizing Ben Ried to solicit financial institutions for a loan refinance.
 - d) Kathy will provide Ben with the last loan statement as well as the prior 3 years of audits and current year budget.
 - e) Ben Ried will solicit proposals from financial institutions and summarize each one for the Board.
- 3) Minutes
 - a) Motion to approve minutes for the May 2021 regular monthly board meeting was approved with a vote of 4-0.
 - b) Motion to approve the May 25, 2021 Special Project Bid Meeting minutes was approved with a vote of 4-0.
- 4) Check Record and Approval of Bills
 - a) Motion to pay bills was approved by a vote of 4-0.

5) Plant Operator's Report

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

- May's monthly average daily flows were 0.306 MGD with 4.05" of rain.
- One new EDU was added in May.
- No televising was performed in May due to low flows.

b) Enclosed Trailer

- Matt informed the Board that the trailer was posted on Municibid and sold for \$5,200.
- The sale of the trailer was completed on June 8, 2021.
- Matt also indicated that the Authority initially paid \$4,700 in 2019 for the trailer.

c) Auger Brush Replacement

- NLCA received 3 quotes to replace the auger brush. The quotes were:
 - Derstine Co, \$5,800
 - Eastern Environmental \$2,650
 - Blooming Glen \$200/hr.
- Blooming Glen performed the brush replacement on May 11, 2021 and it took 4 hours to finish the job.
- A new auger brush was purchased as a shelf spare.

d) Bobcat UTV Discussion

- After discussion it was decided with a 4-0 vote to place the Bobcat UTV up for bid on the PRWA website with a reserve price of \$12,000.

5) Administrative Report

a) Delinquent Account List

- Kathy informed the Board that the delinquent accounts report was emailed to the Board for review and that warning/default letters had been mailed based on Authority policy.

b) Monthly Quickbooks Reports

- Current QuickBooks reports were emailed to the Board for review.

c) 2020 Audit

- Kathy stated that she and Matt will meet with Herbein on June 17 to review the financial statements/audit.

6) Engineer's Items

a) 2021 Interceptor Sag Replacement

- Blake reported that the Solicitor reviewed all the documentation and came back with one revision regarding a 30-day notice before cancellation of insurance. Barrasso will submit a new certification notice on the insurance. In the meantime Blake is requesting permission to submit the notice to proceed.

A motion was made to proceed based on the Engineer recommendation on the Interceptor Sag Replacement. Motion passed with a 4-0 vote.

- Matt will sign the agreement with Barrasso so everything can be submitted.
- Projected start date is mid-September with the expectation that it will take approximately 2 weeks to complete. The overall concern is the ability to get the materials needed for the project.

b) Brecknock Township Act 537 Plan

- Blake told the Board that the Township adopted the Act 537 Plan at their May meeting. And he is working with the Township to get everything ready to submit to DEP.

c) A&A Enterprises

- The Developer's Agreement has been executed by the developer. The agreement includes revised verbiage regarding the requirement to purchase an additional EDU if needed. The Agreement has been reviewed by Tony.
- Motion made to accept the Developer's Agreement for execution was passed unanimously.

d) Hawk Valley

- The Developer requested a Developer's Agreement for Phase II. Blake is working with Tony to get the agreement completed and prepared for signatures. The Developer's Agreement is similar to the Agreement used for Phase I.

e) RAS Pumping System

- Fred met with Matt to discuss issues with the RAS pumping system from the three clarifiers not performing as they should to drain the sludge evenly. Staff need the ability to adjust the flow to balance out the blankets on the clarifiers equally. Blake stated that there are two pumps but no valves separating the pumps. Currently Clarifier #1 and #3 cannot be run at the same time. The first option is to throttle Tank 1 down and run the second pump on full speed for Clarifier #3. If that won't work then option 2 is to look at VFDs.
- The Authority will have valves installed in between each line to separate the two pumps. Matt received quotes of approximately \$2,500 per valve. Blooming Glen is coming on Thursday, June 17 to look at installing the valves. Matt explained that they are isolation valves as all three clarifiers run separately. There are 3 six-inch lines that go down into 2 lines to the RAS pumps. Only one pump is used at a time. The final outcome would be to have the ability to run both pumps at the same time or any combination of the 3 clarifiers at the same time.
- Future consideration would be to install a third RAS pump.

7) Attorney's Items

a) No Update

8) Old Business

a) No update

9) Sign Checks

a) All checks were signed as per the approved check record

10) Executive Session

a) No discussion.

Meeting Adjourned at 8:05 PM