

Northern Lancaster County Authority  
Minutes of Meeting Held  
March 9, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, March 9, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise, Steve Tomasko and Jesse Martin. Also, in attendance were Matt Ross, Interim Plant Superintendent, Kathy Homan, Bookkeeper/Administrative Assistant, and Fred Ebert, Authority Consulting Engineer and Authority staff member Rodney McCowan.

1) Community Open Session

- a) No guests from the community.

2) Minutes

- a) Roger Sauder requested a revision to the February 10, 2020 minutes to state that Matt Ross is Interim Plant Superintendent as opposed to Plant Superintendent. The Board will approve the February minutes at the April Board Meeting.

3) Check Record and Approval of Bills

- a) Motion to pay bills passed unanimously with Roger Sauder abstaining from check #4270.

4) Matt Ross 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 0.386 MGD with 2.9" of rain through February 29, 2020.
- No sanitary sewer main or lateral filming was performed in February.

- b) Reed Beds

- Matt Ross reported that due to the mild winter the beds never froze solid enough to allow access to cut the reeds. He also pointed out that this has happened in the past and new growth emerged without any issues.
- The staff were able to trim and clean up the edges of the beds.
- Bed No. 4 is offline for one month for the biosolids test on April 3, 2020. If the bed dries out enough, the staff will cut it.

- c) Plant Security

- Matt Ross indicated that Ken's Locksmith changed the locks and provided new padlocks for gates at all three facilities. The electronic gate at Beam Road was also reprogrammed with a new code. Matt Ross will deliver a set of keys along with the gate code to the Township Office at the direction of the Board.

- Matt Ross informed the Board that NLCA computer access and passwords have been changed and updated since former superintendent's resignation.

d) World Auto Transport

- World Auto Transport is a trucking business located at 109 Andrews Way. The owner, Art Demyantsev, is inquiring about connecting to the sewer system. He is installing a bathroom in the southeast corner of the building and wants to install a holding tank instead of connecting to the sewer system. The property is within the sewer service area and approximately 240 feet to 6-inch tie-in on his property.
- This property does have an existing stub to a gravity line. According to the Township, DEP will require connection if the property is within the service area.

5) Kathy Homan led the discussion on the Administrative Report

a) Delinquent Account List

- Account #717 made a payment of \$1,100 and indicated they would make another payment after receipt of tax refund. Tony Schimaneck recommended to postpone the sheriff sale proceedings for 30 days to see if the customer makes an additional payment. Kathy Homan indicated that after the \$1,100 payment, the account balance is now \$2,778.10.
- Account #1245 made a \$900 payment after the Authority filed a Civil Complaint. The current balance is \$313.44. The Board unanimously agreed to withdraw the Civil Complaint.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks Board Reports were emailed for review.

c) QuickBooks software upgrade

- Kathy Homan informed the board that the Authority will be losing software support for QuickBooks 2017 and will need to upgrade to QuickBooks 2020 before May 31, 2020. The Board approved upgrading to QuickBooks 2020.

d) 2019 Year End Financial Audit

- Herbein CPAs and Consultants will be performing their annual audit the week of March 23, 2020.

e) AT&T and Windstream Account Cancellation

- Kathy Homan informed the Board that since the landlines for both package plants and the cell phone for Rodney McCowan was switched to Verizon that the accounts the Authority held with AT&T and Windstream have been cancelled.

f) Chase credit card

- Jason Coyle has been removed from the Chase credit card account. New credit cards and numbers have been issued to both Kathy Homan and Matt Ross.

6) Engineer's Items

a) PA Small Water and Sewer Program Grant

- Fred Ebert reported that grant award is being delayed until July 2020. In addition, Fred Ebert indicated he has not received any review comments or contact by the grant reviewer. He will forward an example letter for Board Members to use when contacting politicians.

b) 2019 Chapter 94 Reports

- Fred Ebert reviewed the information contained in the Chapter 94 Reports for the three treatment facilities with the Board. Fred Ebert stated that all three Chapter 94 Reports will be submitted prior to the March 31, 2020 submission deadline.

c) Long Term Plan – WWTP Next Steps

- Fred Ebert started the discussion on the long-term planning for the Beam Road WWTP beginning with a review of the existing facilities and potential locations for future facilities. He reviewed the overall site plan, potential future tank locations and review of yard piping. One topic that needs farther discussion is if the Authority needs to purchase additional lands as part of its long term plan and what space is available on the existing property given the environmental restraints on the existing property.

d) A&A Enterprises

- The owner plans to build two shops with offices and a storage garage. He would like to move the grinder pump and a grease trap. The plans do not show piping, location of grease trap, or the new location for the grinder pump. The owner is requesting a connection to the public sanitary sewer system instead of using a holding tank he previously requested. Due to limited jurisdiction, Fred Ebert requested permission from the Board to solicit more detailed building plans. Fred Ebert will prepare a review letter on behalf of the Authority requesting this information.

e) Ader Property

- Mr. Richard Ader requests capacity certification for one EDU at 1289 Reading Road. Mr. Ader would like to subdivide the property. The Board discussed the approval of EDU and Mr. Ebert will provide the Will Serve Letter.

7) Old Business

a) No Updates

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

9) Executive Session – No Discussion

Meeting Adjourned at 8:30 PM