

Northern Lancaster County Authority
Minutes of Meeting Held
May 10, 2021

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, May 10, 2021 at 7:00 PM. In attendance were board members Mike McHenry, Jesse Martin, Roger Sauder, Grant Wise and Steve Tomasko. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Administration; Blake Romanowski, Authority Consulting Engineer; Anthony Schimaneck, Authority Solicitor; Rodney McCowan, NLCA plant operator and Ben Ried, Bond Attorney from Mette, Evans & Woodside.

1) Community Open Session

- a) No comments.

2) Minutes

- a) Motion to approve minutes for the April and May 2021 meetings was approved with a vote of 5-0.

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 5-0 with Roger Sauder abstaining from check 4746 to Sauder's Garage.

4) Plant Operator's Report

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

- April's monthly average flows were 0.361 MGD with 2.00" of rain.
- One new EDU was added in April.
- NLCA staff televised 641 feet of 8" sewer main in basin BB.

- b) Bobcat UTV and Enclosed Trailer

- Following up on a discussion from the April board meeting, the Board made a motion to sell the Bobcat UTV and enclosed trailer. Motion passed with a 5-0 vote.
- Brecknock Park and Rec board expressed interest in purchasing the UTV. They would allow the Authority to borrow the UTV whenever needed. The Board agreed to offer the UTV to the Park and Rec Board for \$12,000 with right to use.

- c) Sludge Truck Quote

- Matt updated the Board on his research for the purchase of a sludge truck. The sludge truck currently being used is 41 years old. Matt indicated that it would be beneficial to keep under the CDL requirements (26,000 lbs).
- The Board discussed the pros and cons of a gas truck vs diesel truck. Recognizing that gas would be more economical than a diesel engine but would slightly decrease the tank size from what we currently have. The maximum tank size for gas is 1200 gallons for a 7.3 liter gas engine. The current diesel sludge truck is 1500 gallons.

d) Pager Week/Weekend Work

- Currently Employee #2 is picking up the fourth week of holding the pager and working the weekend. Although we now have a fourth full-time employee, he would like to continue doing this. The other staff agreed to give up one of their pager weeks on a rotating basis in order to accommodate Employee #2. The employee would continue receiving his usual second pager week pays and the staff member releasing his pager week would not receive the additional comp time. The Board unanimously voted to allow this agreement.

5) Administrative Report

a) Delinquent Account List

- The delinquent account report was emailed to the Board for review. Kathy provided an update on account 10082.01. The rate payer made a payment of \$2,500 on her outstanding balance and signed a payment agreement agreeing to make monthly payments of \$400.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

6) Engineer's Items

a) 2021 Interceptor Sag Replacement

- Blake informed the Board that he extended the due date for bids a couple of days at the Board's approval and the request of a couple of bidders to May 18, 2021. He indicated he is expecting at least 4 bids on the project with a potential of 3 to 4 more.
- Project will be awarded on Tuesday, May 25, 2021 at 4:00 via Zoom virtual meeting.
- Kathy will have this meeting advertised through LNP.

b) Brecknock Township Act 537 Plan

- Blake indicated that the Act 537 Plan was provided to the Township Board of Supervisors. It is currently under the 30-day public comment period and then will be ready for Adoption.

c) Five and Ten Year Capital Plan

- No discussion

d) A&A Enterprises

- Plan Review No. 3 recommended conditional approval of plans has been issued.
- The draft developer's agreement is under review.
- The Board approved conditional approval subject to entering into the developer's agreement in a format acceptable to the engineer.

e) Hawk Valley

- Blake informed the Board that he received Phase II plans and have reviewed them. Plan Review No. 1 was issued by letter dated May 6, 2021.
- A developer's agreement will need to be prepared and signed.

7) Attorney's Items

a) Liens on Delinquent Accounts

- Lien paperwork is being prepared for accounts 11155.01 and 11642.01.

8) Refinance JBT Loan Rate Reset

a) Ben Ried from Mette, Evans and Woodside (bond counsel, public finance attorney) presented the Board with some options regarding the refinancing of the current JBT loan.

b) The Board received generalized information on the procedures of refinancing the current loan and developing requests for proposals. Ben will follow up with references as well as possible conditions/options the Authority may want.

9) Old Business

a) No update

10) Sign Checks

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

11) Executive Session

a) An executive discussion was held at the end of the meeting regarding professional services.

The General meeting adjourned at 8:20 PM and the Board reconvened to enter into an Executive Session. The executive session meeting adjourned at 8:30 PM.