

Northern Lancaster County Authority
Minutes of Meeting Held
November 11, 2019

The regular monthly meeting of the Northern Lancaster County Authority took place Monday, October 14, 2019 at 7:00 PM. In attendance were board members Mike McHenry, Steve Tomasko, Grant Wise and Jesse Martin. Also in attendance were Jason Coyle, Plant Superintendent, Fred Ebert, Authority Consulting Engineer and Tony Schimaneck, Authority Solicitor. Guest present, Mr. Jim Singleton with Glatfelter Insurance. Roger Sauder was excused from the meeting.

1. Community Open Session

- a) No Guests from the Community

2. Glatfelter Insurance Policy Review

- a) Mr. Singleton presented the Coverages for the Plant, Vehicle and Workers Comp for 2020.
- b) Mr. Tomasko requested a terminology correction on page 7 to include "Package Plant", not "Pump House".
- c) Mr. Singleton reviewed "potential pipe break" coverages. He noted we have \$25,000 to \$100,000 for remediation work at any of our facilities to perform clean up. Should an operator overflow a sludge bed and pollute local field or steams, we are covered under Pollution Liability Coverage. Should a pipe break within the collection system, we are only covered within a 1000 feet of any of our facilities. Mr. Singleton will provide a summary of coverages, noting there is a way to fill the void with a "beefed up package" starting at a minimum of a \$5,000 policy. Mr. Tomasko asked if employees should be bonded. Mr. Singleton noted our current coverages are superior within the current policy.
- d) Upon Completion, Mr. McHenry expressed his appreciation for the thorough explanation and for keeping the rates in check for the upcoming year.

3. Minutes

- a) Motion to approve minutes for the October 2019 meeting passed unanimously

4. Check Record and Approval of Bills

- a) Motion to pay bills passed unanimously

5. Plant Operator's Report

- a) Review Plant Operator's Report on Flows, EDUs and Plant Performance.
 - Current monthly flows were reported at 0.378 MGD with 0.2" of rain through November 11, 2019
 - Mr. Coyle reported Brubacher Excavating updated their EDU Capacity to 5.1 EDUs in 2009, they are using upwards of 9 EDUs over the summer. They are installing a meter on an outdoor hydrant to subtract from the total meter use (Hydrant is used to fill water trucks on a daily basis over the summer). They are buying 2 EDUs now to cover their min. use and will readdress additional use after historical data is collected without the hydrant use.
 - Total Sanitary Sewer Main Footage Inspected by Staff in October = (671) feet of 8 inch mains in Basins BF, additionally staff reinspected 5 laterals the week of 10/28/19

- Lateral Leaks located this month:
 - A. No leaks detected
 - Lateral Repairs to Date:
 - A. To date, 13 laterals have been repaired in 2019.
- b) Delinquent Account List:
- Liens prepared for Acct# 257
 - Civil Complaint prepared for Acct# 729, filed on Acct #859, 595 and 920 last month.
 - Constable Service approved for Acct#595 to serve the Civil Complaint as first attempt was unclaimed
 - Acct#859 has asked for a payment plan to halt the Civil Complaint. Letter was mailed on 10/31/19 for signature. Mr Coyle will update next month.
 - Acct#83 update - Attorney Fleischer indicated that he would be proceeding but it would probably be 60-90 days.
- c) Monthly/Quarterly QuickBooks Budget Review
- Current QuickBooks Board Reports were emailed for review. There were no Board comments or questions.
 - Budget Line item questions were handled within the Engineer's Items
- d) Process Water Strainer
- Mr. Coyle reported Riordan and Blooming Glen were onsite to review the installation/order on October 31, 2019. The project is tentatively scheduled for December at this time.
- e) Garvey Resources, Inc.
- Mr. Coyle reported he spoke to Dianne Garvey and the Land Owner on October 22, 2019 to discuss the analytical requirements. Mr. Coyle will schedule a visit to the site to review the existing Manure Management Plan and property layout.
- f) Ford Pick Up
- The inspection will expire at the end of November. Board gave direction for Mr. Sauder to review the vehicle for potential inspection and his recommendation on the future condition.
- g) Capital Blue Insurance Direction
- Lengthy discussions were held on options within the Health Care Coverages for 2020. UPMC is offering a 21% (\$16,975) savings over the current coverages provided by Capital Blue. At the request of the Board, a representative from Power Kunkle will attend the December meeting to discuss the proposals in greater detail.
- h) Gehman School Duplex Omega Blower Update
- Mr. Coyle reported the repair quote was higher by \$54 to rebuild than to purchase a new blower. This was the original blower installed in 2010. Rebuild was to include 4 new labyrinth sleeves, causing a higher than projected rebuild quote. Last rebuild quote was on a blower in 2017 for \$2972.00. New blower is \$4,236 and the current rebuild is \$4,292. Motion passed unanimously to replace with a new blower as quoted.

- i) Office Computer Tower Update
 - Mr. Coyle reported Lynx provided a quote at \$600 for a new tower, there are several available for just under \$200 that are reconditioned with Windows installed. Board directed Mr. Coyle to proceed with an option utilizing the Staples Account for something in the \$400 to \$500 range. Mr. Tomasko wanted to verify it would have Windows 10, the latest software.

6. Engineer's Items

- a) Engineer's Report
 - The Authority Engineer's written report was reviewed.
- b) Fourth Sludge Bed Update
 - No Update
- c) Annual Lining Project/2019 Pa Small Water and Sewer Projects Grants
 - Motion passed unanimously to sign Resolution 11-11-19-1 Requesting the Grant from PA Small Water and Sewer.
- d) Rules and Regulations and Standard Specification Update
 - No Update
- e) Developer Status Spreadsheet
 - Mr. Ebert reported we are having success updating the Easement Requirements
- f) Budget Review
 - The 2020 Operating Budget has been revised per the direction of the Board. Mr. Coyle updated to include the actual proposal for the Glatfelter Insurance Policy provided on 11/11/2019. Final approval will be discussed after the 12/9/2019 presentation provided by Power Kunkle on the Health Insurance Options provided within the renewal.
 - Motion passed unanimously to approve a one time fee of \$300 to update our website to an encrypted connection (https vs http)
- g) Long Term Plan to Handle Max Flows
 - The Authority is looking to develop a long term plan over the next several months to define options for how the Authority can increase the capacity of the Beam Road WWTP in order to handle future flows, are we budgeting enough and plan for our future.
 - Mr. Ebert discussed the following in chronological order of importance to present to the Board on a monthly basis starting in January.
 1. 4th Digester
 2. Possible 5th Reed Bed/Purchase Property
 3. 3rd Clarifier working in series
 4. Emergency Generator—Discussion on Resale Value
 5. Flow Equalization Tank

PAYMENT REQUESTS

A. Contract No. 15-2 Sewer Main and Lateral Video Inspection, Grouting and CIPP

Payment Request No. 3, RETAINAGE YEAR 1 and FINAL

Sewer Specialty Services Co., Inc. has requested a payment for work completed to November 6, 2019 as part of the Northern Lancaster County Authority’s Sewer Main and Lateral Video Inspection, Grouting and CIPP Repair Project. The scope of work for this payment request is to release project retainage. We have reviewed this request and find it to be consistent with the work completed under the contract for the project.

Payment Request

Total Amount of Contract	\$63,675.00
Net Change By Change Orders	\$0.00
Contract Sum to Date	\$63,675.00
Total Completed to Date	\$51,436.00
Total Retainage to Date	(\$0.00)
Amount Eligible to Date.....	\$51,436.00
Less Previous Payments.....	(\$46,292.40)
Amount Due This Application	\$5,143.60
Balance to Finish, Plus Retainage	\$0.00

TOTAL AMOUNT OF RECOMMENDED PAYMENT.....\$5,143.60

Thus, Ebert Engineering, Inc. recommends to Northern Lancaster County Authority to pay \$5,143.60. The amount of money remaining on year one of the contract after this payment is \$0.00.

B. Contract No. 15-2 Sewer Main and Lateral Video Inspection, Grouting and CIPP

Payment Request No. 2, RETAINAGE YEAR 2 and FINAL

Sewer Specialty Services Co., Inc. has requested a payment for work completed to November 6, 2019 as part of the Northern Lancaster County Authority’s Sewer Main and Lateral Video Inspection, Grouting and CIPP Repair Project. The scope of work for this payment request is to release project retainage. We have reviewed this request and find it to be consistent with the work completed under the contract for the project.

Payment Request

Total Amount of Contract	\$74,885.00
Net Change By Change Orders	\$4,777.29
Contract Sum to Date	\$79,662.29
Total Completed to Date	\$49,741.29
Total Retainage to Date	(\$0.00)

Amount Eligible to Date.....	\$49,741.29
Less Previous Payments.....	(\$44,767.16)
Amount Due This Application	\$4,974.13
Balance to Finish, Plus Retainage	\$0.00
TOTAL AMOUNT OF RECOMMENDED PAYMENT	\$4,974.13

Thus, Ebert Engineering, Inc. recommends to Northern Lancaster County Authority to pay \$4,974.13. The amount of money remaining on year two of the contract after this payment is \$0.00.

C. Contract No. 15-2 Sewer Main and Lateral Video Inspection, Grouting and CIPP

Payment Request No. 3, RETAINAGE YEAR 3 and FINAL

Sewer Specialty Services Co., Inc. has requested a payment for work completed to November 6, 2019 as part of the Northern Lancaster County Authority’s Sewer Main and Lateral Video Inspection, Grouting and CIPP Repair Project. The scope of work for this payment request is to release project retainage. We have reviewed this request and find it to be consistent with the work completed under the contract for the project.

Payment Request

Total Amount of Contract	\$76,305.00
Net Change By Change Orders	\$0.00
Contract Sum to Date	\$76,305.00
Total Completed to Date	\$106,939.00
Total Retainage to Date	(\$0.00)
Amount Eligible to Date.....	\$106,939.00
Less Previous Payments.....	(\$96,245.10)
Amount Due This Application	\$10,693.90
Balance to Finish, Plus Retainage	\$0.00

TOTAL AMOUNT OF RECOMMENDED PAYMENT\$10,693.90

Thus, Ebert Engineering, Inc. recommends to Northern Lancaster County Authority to pay \$10,693.90. The amount of money remaining on year three of the contract after this payment is \$0.00.

7. Attorney Items

- Mr. Schimanek provided an update on the Retirement Package for future hires.

8. Old Business

a) Kramer Mill Rerate

- No Update

b) Maple Ridge North Additional Lot

- No update or additional communication with Developer this month.

- c) Sewer Capacity Flow Chart
 - No Update, waiting on Twp Review and Comments
- d) Lateral Ordinance
 - No Update
- e) Brecknock Twp. Rezoning/ Act 537 Plan Update
 - No Update

9. Sign Checks

10. Executive Session

- An executive session was held at the end of the meeting to discuss legal and personnel matters. Board will review again in six months

Meeting Adjourned at 9:30 PM