

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

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, November 9, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Grant Wise, Steve Tomasko and Jesse Martin. Roger Sauder was excused from the meeting. Also, in attendance was Matt Ross, Superintendent (via teleconference); Kathy Homan, Bookkeeper/Administrative (via teleconference); Anthony Schimaneck, Authority Counsel; and Fred Ebert, Authority Consulting Engineer.

1) Community Open Session

- a) No guests from the community.

2) Minutes

- a) Motion to approve minutes for the October 2020 meeting was approved with a vote of 3-0 (Steve Tomasko abstained as he was not in attendance).

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 4-0.

4) Plant Operator's Report

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

- October's monthly average daily flows were 0.323 MGD with 3.30" of rain.
- No televising was performed in October.
- The staff and some board members reviewed footage of 2019's televising by Sewer Specialties in the area of Bowmansville Road to Turnpike and from Turnpike to Lauschtown Road.
  - ◆ The stretch of pipe from Manhole 17011 to Manhole 17010 was identified as needing attention. At approximately 100' in the video footage a sag was noted and at approximately 122' there was prior repair work and pipe delamination. Grease was also noted within the pipe. A sag was noted at 170'. Between 196'-198' there is a repair in the area of a swale. At 212'-214' a sag and some intrusion was observed. Both manholes were in good shape.
  - ◆ The pipe between Manhole 17010 and 17009 were noted to have sags and grease. There was a portion of the footage where the camera was under water impeding analysis of the pipe integrity at the area.
  - ◆ The pipe between Manhole 17011 and 17011A indicated a sag but the pipe looks good. There is little to no flow in this section due to minimal tie-ins.
  - ◆ Manhole 17011 to Manhole 17012 indicated a prior repair, sag and grease.
  - ◆ Sags, high water, grease, delamination and separation was observed between Manhole 17008 and Manhole 17007.
  - ◆ Between Manhole 17007 and Manhole 17006 there were sags and heavy grease. There was also an area of approximately 20' where the camera was underwater.

- ◆ There were a couple of small sags observed between Manhole 17005 and Manhole 17006. A possible repair was noted but upon discussion it was determined that the anomaly may be a result of a development tie in and not a repair.
- ◆ Due to the finding of grease in the pipes, the Board requested that staff check the commercial connections to determine if the grease traps are working accurately.
- No new EDUs were added this month.

b) Bypass Channel Monster

- Channel Monster was ordered and is currently in production. Matt received a ship date of 11/18/20.
- O.C.C. was notified that their quote for Channel Monster installation was accepted.

c) Sewer Main R.O.W. clearing update

- All manholes have been marked with GPS and surveyor's tape.
- Currently reaching out to all property owners affected by the R.O.W.
- Matt is trying to identify potential access areas. He contacted the Plant Manager at Reading Body to potentially gain access through their property and to use as a staging area. The Plant Manager does not anticipate any problems but is running it past the Corporate Office. Matt and the Manager will walk the area next week.
- Matt will meet with Contractors and get a minimum of three quotes. The Board authorized Matt to obtain the three necessary quotes and if quote is less \$10,500 (the amount required for bidding), Matt may follow up via email with the Board and upon Board agreement, move forward with the R.O.W. clearing with a vote of 4-0.

5) Administrative Report

a) Delinquent Account List

- The delinquent account report was emailed to the Board for review. There were no large outstanding accounts paid off this month.
- Account 11155.01 is scheduled for Sheriff Sale on November 18, 2020.
- Sheriff Sale paperwork is being prepared by Authority Counsel for Account 10506.01.
- Tony Schimaneck indicated that the Sheriff Sale paperwork for account 10082.01 is ready to be filed at the courthouse.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

c) Online Payment Vendors

- Kathy contacted Xpress Bill Pay regarding the minimum balance requirement. She was informed that there is no requirement to maintain a balance of at least \$25,000. Xpress Bill Pay explained that the funds coming in to XBP go into an ACH clearing account. This XBP clearing account is an interest bearing account. However, XBP does not pass on the interest received to the Authority. XBP uses the interest received to offset some of their costs. There is a \$19 monthly

statement fee associated with this account. If a minimum of \$25,000 is kept in this clearing account, XBP waives the \$19 statement fee.

- John Prodan from Invoice Cloud prepared a proposal and cost analysis regarding a possible switch from XBP to Invoice Cloud. The proposal and cost analysis were emailed to the board for review.
- After discussion, it was determined the benefits of changing online payment vendors was not sufficient to warrant the disruption of switching services from Xpress Bill Pay. However, the Board did maintain that it was in the Authority's best interest to forego maintaining the minimum balance and have the \$25,000 at the Authority's disposal and pay the monthly statement fee than to have those monies remain stationary in the vendor's account.

d) Insurance Renewal

- James Singleton from Glatfelter Insurance reviewed the insurance renewal package with Matt and Kathy. The package was emailed to the Board for review. Kathy informed the board that she was trying to receive a quote for flood insurance for the Beam Road facility. Mr. Singleton indicated at the meeting with Matt and Kathy that only the package plants have flood insurance. After follow up communication between Kathy and James Singleton in preparation for the meeting, Mr. Singleton indicated he did not yet have quotes to present. The Board directed Kathy to research past Board minutes as they believed Beam Road was already covered by flood insurance.
- Matt and Kathy met with Andrew Shreffler from Power Kunkle (via Zoom) to discuss the health insurance renewal. The package was emailed to the Board for review. After discussion, the Board approved the renewal of our current health insurance coverage with a vote of 4-0.

6) Engineer's Items

a) 2021 Operational Budget Approval

- The Board unanimously approved the proposed 2021 budget.

b) Tapping Fee Update

- Answer any questions prior to Solicitor's Report

c) Scope of Contract for Sag Repairs

- Discussion on Clearing of Easement
- Discussion on Notification of Property Owners
  - ◆ Matt spoke with all property owners with the exception of one owner that will be affected with the easement clearing.

7) Attorney's Items

a) Tapping Fee Resolution

- Tapping fee resolution 11-9-20-1 was established to increase the tapping fee to \$6,400 prepared for signature. The Board approved the resolution with a unanimous vote and was signed.

b) Retirement Plan and New Hire

- PMRS retirement plan amendments were signed. The amendment will freeze the enrollment on the retirement plan.

8) Old Business

a) New employee retirement plan

- Counsel indicated he would like a few minor revisions to the agreement plan. He recommended to have the Chairman sign the new retirement plan agreement via DocuSign after some minor revisions are made. The Board approved authorizing the Chairman to sign the agreement with Edward Jones/John Hancock with a vote of 3-0 with Chairman Mike McHenry abstaining.

9) Sign Checks

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

10) Executive Session

- a) No discussion

Meeting Adjourned at 8:33 PM