

Northern Lancaster County Authority
Minutes of Meeting Held
October 12, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, October 12, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise, and Jesse Martin. Steve Tomasko was excused from the meeting. Also, in attendance was Matt Ross, Superintendent; Kathy Homan, Bookkeeper/Administrative Assistant; Anthony Schimaneck, Authority Counsel; Fred Ebert, Authority Consulting Engineer; and Rodney McCowan, NLCA staff member.

- 1) Community Open Session
 - a) No guests from the community.
- 2) Minutes
 - a) Motion to approve minutes for the September 2020 meeting was approved with a vote of 4-0.
- 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.
 - September's monthly average daily flows were 0.317 MGD with 5.65" of rain.
 - NLCA staff televised 400' of sanitary sewer main this month in basin BE.
 - Three new EDUs were added this month.
 - b) Quotes for Bypass Channel Monster Installation
 - Matt Ross collected quotes for a Bypass Channel Monster for \$35,700. The bar screen that sits in the bypass channel is outdated, antiquated and doesn't function properly. The staff would like to have the ability to alternate from one Channel Monster to the other. This will provide the Authority with a backup in the event one of the Channel Monsters breaks down and allows staff to shut one down for routine maintenance. Motion passed to purchase the Bypass Channel Monster through Costars by a 4-0 vote.
 - Quotes were received for the installation of the Bypass Channel Monster. Optimum Controls Corp (OCC) provided the best quote at \$10,443. Motion passed unanimously to have OCC install the new Bypass Channel Monster.
 - c) Account 10293.01 sewer charge adjustment.
 - Account 10293.01 (a metered customer) had a major leak due to a faulty plumbing fixture using 170,000 gallons of water since the prior meter reading last quarter. Upon being informed by NLCA staff about the issue, the customer promptly repaired the leak. The customer asked if the Authority would consider reducing the charge.
 - After discussion, the board made a motion to charge the customer a lesser amount in good faith since they promptly repaired the leak. Motion passed 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.
- The Board will move forward with efforts to collect those larger outstanding debts through legal means.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks board reports were emailed for review.

c) Invoice Cloud

- John Prodan of Invoice Cloud presented his proposal for switching the online customer payments from Xpress Bill Pay to Invoice Cloud.
- Kathy provided the Board with highlights of the presentation. It was decided to verify some information with Invoice Cloud before proceeding with the discussion.

d) Postage Meter

- Kathy researched the cost of getting a postage meter for the office. Approximately 150-200 pieces of mail is sent every month. The postage meter monthly fee is offset by a discounted postage rate. It appears that the cost of using the meter will be approximately the same as purchasing stamps from the post office.
- The Board recommended to have Kathy see if the Authority can purchase the postage meter outright instead of being charged a monthly fee.
- Motion was made and passed unanimously to allow the change to postage meter if the cost is comparable to purchasing stamps.

e) Audit Notice Publication

- The 2019 Audit Notice was published by Lancaster County Weeklies on September 30, 2020.

6) Engineer's Items

a) Tapping Fee Update

- Fred Ebert has updated the tapping fee calculation to include the additional principal payment that was made in August 2020. The result is the tapping fee can be increased to \$6,401.96. The overall tapping fee is comprised of two major components. First is the capacity part with a cost of \$4,416.97 and secondly the collection part with a cost of \$1,984.99 for a total tapping fee of \$6,401.96 per EDU. A copy of the tapping fee calculation was provided for review. A motion was passed to make a resolution to adopt a new tapping fee of \$6,400.00.

b) Scope of Contract for Sag Repairs

- Fred provided the Board with a review of the cost estimates for the five sag repairs underneath the Turnpike project along with a plan to repair those sags.
- After lengthy discussion, it was decided that Fred, Matt and any Board member who is available will walk the easement area to determine what site clearing work and access needs to be done prior to fixing the sags.

7) Attorney's Items

a) Tapping Fee Resolution

- As covered under the Engineer's Report, a Resolution will be prepared to amend the tapping fee to \$6,400.00.

b) Retirement Plan

- Resolution 11-9-20-1 was prepared to amend the pension plan administered by Pennsylvania Municipal Retirement System adopting a new contract to keep current and former enrolled employees in the plan but freeze any new enrollments. Motion to sign the resolution passed 4-0.
- Motion was made to enter into an agreement with PMRS keeping current and former enrolled employees in the plan but amend the contract that no new employees be covered. Motion passed 4-0.
- Authorization for Chairman or Vice Chairman to enter into a contract to be reviewed by Solicitor and staff with Edward Jones/John Hancock and the Third Party Administrator for a new retirement plan for the Authority for new employees. Motion passed unanimously.

8) Old Business

- a) 2021 budget approval was tabled until the November meeting to allow all Board Members the opportunity to voice their opinion on the budget.

9) Sign Checks

- a) All checks were signed as per the approved bill list

10) Executive Session

- a) No discussion

Meeting Adjourned at 8:26 PM