

Northern Lancaster County Authority  
Minutes of Meeting Held  
September 14, 2020

The regular monthly meeting of the Northern Lancaster County Authority took place on Monday, September 14, 2020 at 7:00 PM. In attendance were board members Mike McHenry, Roger Sauder, Grant Wise, Jesse Martin and Steve Tomasko. Also, in attendance were Matt Ross, Superintendent; Kathy Homan, Bookkeeper/Administrative Assistant; Fred Ebert, Authority Consulting Engineer; Mike Gillette from Edward Jones; Brenna Gould (via Zoom) from John Hancock and Rodney McCowan, NLCA staff member.

1) Community Open Session

a) New Retirement Plan

- Mike Gillette and Brenna Gould proposed a retirement plan for new employees. The plan consists of a 457 Plan for employee contributions and a 401A Plan for employer contributions.
- The Board will take the proposed plan into consideration to be approval to be determined at a later date.

2) Minutes

- a) Motion to approve minutes for the August 2020 meeting was approved with a vote of 4-0. Jesse Martin abstained as he was not present at that meeting.

3) Check Record and Approval of Bills

- a) Motion to pay bills was approved by a vote of 5-0.

4) Plant Operator's Report

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

- August's monthly average daily flows were 0.325 MGD with 8.8" of rain.
- No sanitary sewer main filming was performed this month due to low flows and semi-dry conditions. Staff plan to begin filming in September (conditions permitting).

b) Joe Weaver residence at 1349 Woodland Circle

- Joe Weaver purchased an EDU in 2018 for construction of a residence. Residence was connected in July 2018 but the Authority was not informed of construction completion or connection and has not been charged or remitting payments for sewer service.
- Board instructed that the resident be charged the appropriate quarterly sewer service rates dating back to July 2018 without penalty or interest being assessed.

c) Ivan Reiff lot on Route 625

- Ivan Reiff owns a vacant lot on 625 as well as the farm behind the lot. While he is having some improvements made on the lot, he is requesting to extend the lateral stub through that property to the farm for a future home to be constructed.

- Motion was made to have Authority counsel draft a letter to allow the extension of the sewer lateral by 150 feet according to township standards with the understanding that additional requirements such as easements for the lateral may be necessary should he decide to subdivide and sell the two connecting properties. Motion passed with a 4-0-1 vote. Mike McHenry abstained due to having a social connection with Ivan Reiff.

d) New Employee Hire Discussion

- Authority approved extending a conditional offer of employment to Michael Giacomelli to fill the vacant position with a starting salary of \$18/hour to be increased to \$20/hour after successful completion of a three-month probationary period.
- Employment offer is conditional upon the new retirement plan being finalized.

5) Administrative Report

a) Delinquent Account List

- Kathy Homan reported that accounts 10273.01, 1054.01 and 11359.01 have paid their account balances in full. The combined payments of these three accounts was \$3,909.96.

b) Monthly/Quarterly QuickBooks Reports

- Current QuickBooks Board Reports were emailed for review.

c) PMRS MMO Worksheet

- MMO Worksheets were provided for review by email on 9/10/20.
- 2021 PMRS MMO Worksheet for the plan's expected financial obligation was calculated to be \$31,755.00 and was unanimously approved.

6) Engineer's Items

a) PA Small Water and Sewer Project Grant

- Fred Ebert reported the Authority did not receive the grant.
- Discussion was held on performing some of the work that the 2021 grant outlined with sag repairs receiving priority.

b) Update on 2021 Operating Budget

- The work session for the budget is scheduled for 5:00 PM on September 30, 2020 to begin with a tour of the plant.
- Fred indicated that the budget will be distributed to the Board on September 24, 2020.

c) Discussion on WWTP Tour

- It was decided to have a tour of the plant immediately prior to the 2021 budget workshop on September 24, 2020 to aid in future improvement considerations.

d) Emergency Preparedness Plan

- Matt will update the current emergency preparedness plan to present to the board at a future date.

7) Attorney's Items

a) No Update

- 8) Old Business
  - a) No Updates
- 9) Sign Checks
  - a) All checks were signed as per the approved bill list
- 10) Executive Session
  - a) No discussion

Meeting Adjourned at 8:30 PM