

Minutes of Suburban Lancaster Sewer Authority

February 27, 2020

The Board of Suburban Lancaster Sewer Authority met at the offices of CDM Smith at 280 Granite Run Drive, Suite 160, Lancaster, Pennsylvania, on February 27, 2020 at 4:00 P.M.

The following members of the Board were present: James Witman, Randal E. Moyer, Devin Groff, Ruth Hocker and Cynthia Evans-Herr. Also present were Frank P. Mincarelli, Esquire, of Blakinger Thomas, PC, Solicitor; and Thomas C. Donahue, P.E. and Byrne Remphrey, P.E. of CDM Smith, Consulting Engineer.

The minutes of the January meeting were read and, upon motion made by Devin Groff, seconded by Randal E. Moyer, were unanimously approved as submitted.

CORRESPONDENCE: Chairman James K. Witman reviewed all of the items of correspondence received since the last meeting, copies of which are filed with and incorporated into these minutes by reference.

PUBLIC COMMENT:

1. William C. McCarty, Esquire, bond counsel, presented for signature the Municipal Assurance Corporation's binder for its bond insurance policy. He then announced that closing will be on March 18th with a pre-signing on March 16th. He noted that the Debt Service Fund was replaced by a bond insurance policy on an earlier financing.

a. KFG Holdings representatives were in attendance to discuss their plans for the property at 1004 Willow Street Pike, which will include five (5) truck bays, one of which is a truck wash. KFG will not need to obtain an industrial waste discharge permit from the City according to City personnel. Floor/trench drains in the truck bays will drain to a grit-oil interceptor, prior to connecting to the sanitary sewer service line. The engineers indicated that Plan notes and/or some form of agreement would be needed to explain how the truck wash will be operated and how the grit-oil interceptor will be maintained since the City is not requiring an industrial waste permit. KFG indicated that there will be regular maintenance of the interceptor tank and trucks will be rinsed not washed. Michael Hartman, P.E. of dH Enterprises, discussed planned revisions to the land development plans to address the engineer's comments and his communications with the City regarding the proposed truck wash bay.

CONSULTING ENGINEER'S REPORT: Thomas C. Donahue P.E. and Byrne Remphrey, P.E. of CDM Smith reviewed the monthly Engineer's Report, a copy of which is filed with and incorporated into these minutes by reference and discussed the following:

1. Capacity Requests/Developments: Meadows of Strasburg: CDM Smith reported being contacted by Rettew Associates on February 11, 2020 regarding this proposed residential development in Strasburg Township which will consist of 79 single-family homes. Along with seeking capacity approval from Strasburg Borough, Rettew will be seeking input from the Authority and the City on the Component 3 Sewage Facilities Planning Module as currently required by the PADEP for all development projects within the service area of the City's wastewater treatment plant.

2. Review of Developer's Plans: CDM Smith reported reviewing development plans (initial or revised) for three development projects (Sheetz in Willow Street, Penn Grant Commons West, and KFG Holdings). Developer's agreements for Sheetz and the Leaman Subdivision (1891 Windy Hill Road) were signed and presented for counter signature by the Authority.

3. Municipal Partners: CDM Smith reported that the City issued an email to the Municipal Partners on February 26, 2020 with documentation pertaining to the City's purchase of nutrient credits for total nitrogen and the cost share for each Partner. The Authority was the only partner that did not exceed its nutrient loading allocation and will receive a payment (\$6,433) from the City for the internal purchase of total nitrogen credits from the Authority.

4. Financial Matters:

a. Budget Updates: As requested by the Authority, a mid-year update to Authority's Operating/Administrative Budget for fiscal year 2020 was presented for discussion at February meeting. CDM Smith will revise the format of the budget table to provide the additional detail requested by the Authority. After these revisions are completed, they will engage Trout, Ebersole & Groff about moving the Authority's financials to QuickBooks, which CDM Smith believes would be worthwhile for providing budget updates, preparing the annual audits, and other activities (invoicing, bills, etc.). CDM Smith will also check with East Lampeter Township about possible QuickBooks discounts for municipalities.

b. Discussion of Sharing of Costs for Capital Expenses: As requested by the Authority, CDM Smith completed preparing a summary tabulation of the Authority's capital expenses for the past five years to determine costs that may be appropriate to share with Strasburg Borough. The Board generally concurred with the cost tabulation and directed CDM Smith to contact the Borough to discuss this matter, after first notifying West Lampeter Township. The Board expressed a desire for CDM Smith to invoice the Borough regularly in the future for its share of applicable capital expenses.

c. Increasing Funding in the 2016 Construction Fund (Trustee Account): CDM Smith reported contacting Fulton Bank and reviewing the Trust

Indenture regarding possible mechanisms for increasing funding in the 2016 Construction Fund to prepare for anticipated capital expenses. The solicitor will discuss this with bond counsel (Barely Snyder) and provide guidance to CDM Smith.

5. Pre-SLSA Sewer Line Replacement Project: CDM Smith reported that it will be meeting with a pipe bursting contractor on March 25, 2020 for preliminary discussion of the application of this trenchless technology to replace the pre-SLSA sewer lines.

6. Annual Chapter 94 Report: CDM Smith presented a draft version of the Authority's 2019 Chapter 94 Report. Key points from this report were discussed with the Board. Most importantly, there are no overloads projected for Authority's system. Upon motion made by Randal E. Moyer, seconded by Devin Groff, the Board unanimously approved the Report for submittal to the City of Lancaster in early March. CDM Smith will also review the procedures for conducting drawdown testing (pumping capacity testing) at the stations.

7. Infiltration/Inflow Evaluation: CDM Smith presented an outline of a suggested approach for an I/I program for the Authority's system. As discussed with the Board, CDM Smith will proceed with the desktop assessment portion of the suggestion I/I program.

8. Operation and Maintenance Issues:

a. Grease: CDM Smith reported on grease cleaning at the pumping stations, particularly at Sterling Place, Conard Road, and Lyndon Pimp Stations. CDM Smith also reported on the trial use of a proprietary biological additive from Kroff Chemical ("Kroff") and its partner, Microbial Discovery Group ("MDG"), for grease (FOG) and odor (H₂S) control within SLSA's system, as an alternative to SLSA's current use of Bioxide. CDM Smith is proceeding with implementing the 2-month trial with Kroff/MDG, including coordinating with the City and evaluating its effectiveness. Baseline wastewater monitoring was conducted in late-January and the 2-month trial commenced on February 4, 2020. The four dosing locations where the biological product is being added to the system are Hans Herr, Conard, Summer Breeze, and Sterling Place pump stations. During the 2-month trial, CDM Smith will collect wastewater samples weekly at seven monitoring locations (pumping stations) for laboratory analyses of key wastewater parameters. A change order from Kroff for additional costs in the amount of \$19,148.50 attributable to increased scope of the contract, was presented by CDM Smith. A motion was made by Cynthia Evans-Herr, seconded by Devin Groff, to approve Change Order #1 to the contract with Kroff Chemical. The motion carried unanimously.

b. Engleside Siphon: CDM Smith reported that it arranged with Pipe Data View and JG Environmental to investigate (televise) this line upstream of the Engleside Siphon to verify its condition. This televising revealed that grease buildup seems to be the problem in the siphon, rather than sediment as previously

suspected. To address this problem, the frequency of cleaning of this siphon will be increased from annually to quarterly.

c. Mechanical Pipe Painting (Lyndon, Mill Creek & Goods Run Pump Stations): In late February, I.K. Stoltzfus began the mechanical pipe painting work at Authority's three largest pumping stations along with several valve vaults at these stations and others. So far, Stoltzfus has painted valve vaults at Marticville and Millstream Village Pump Stations and has begun preparation work at Goods Run Pump Station.

d. Mill Creek Pump Station: For the new controls (PLC) recently installed at Mill Creek Pump Station, CDM Smith conducted a training session with City maintenance staff on February 12. In February, Eastern Environmental Contractors, Inc. began work to replace Pump No. 1 at the station. Demolition work to prepare for installation of the new pump, base, and appurtenances was completed in February.

e. Bypassing Availability at Pumping Stations: CDM Smith reported that the City expressed a concern with resiliency at pumping stations that do not have bypass connections available on associated force mains (particularly the Lyndon Pumping Station). This type of station bypass could be utilized during construction of major station upgrades/repairs, or during an unforeseen catastrophic event at a pumping station. The City has a trailer-mounted, diesel powered pump that could be utilized with these types of connections. As discussed with the Board, CDM Smith will prepare conceptual designs and budgetary cost estimates for installation of bypass connections at the Authority's three largest pump stations.

f. Infrared Thermography: CDM Smith reported that the pumping stations are due for biannual infrared thermography inspection in 2020 for the purpose of identifying potential electrical defects. The City will schedule this work soon.

9. Grounds Maintenance Estimates: CDM Smith reported receiving two estimates from Clean Cut Landscape, one was for tree and access road maintenance at Goods Run Pumping Station. A motion was made by Randal E. Moyer, seconded by Cynthia Evans-Herr, to accept the estimate from Clean Cut, Inc. for this work at the price quoted. The motion carried unanimously. The other estimate was for annual mowing of the pumping stations. The Board requested that the estimate be revised to provide a total estimated cost, rather than just costs per mowing at each station.

SOLICITOR'S REPORT: Frank P. Mincarelli of Blakinger Thomas, PC delivered the following report:

1. He presented a Resolution approving an amendment to the By Laws which will change the filing deadline with DCED for the Annual Report of Municipal Authorities from 90 days to 180 days following the close of the fiscal year. A motion was made by Evans-Herr, seconded by Randal E. Moyer, to adopt the Resolution. The motion carried unanimously. Frank indicated that the amended By Laws are now consistent with the reporting requirements of the Trust Indenture which provides for the same filing deadline in the Fourteenth Amendment to that Indenture.

2. He reported on all collection activity undertaken since the January meeting as reflected in the updated cumulative Lien Schedule, the Monthly Summary and the Lien Foreclosure Report which he reviewed and discussed with the Board.

3. He reviewed the following requisitions for payment from the Authority's trust accounts for the Board's consideration:

a) Construction Fund Requisition C-02-674 payable to CDM Smith, for Invoice No. 90091945 in the amount of \$6,675.92;

b) Construction Fund Requisition C-02-675 payable to Eastern Environmental Contractors, Inc. for Pump #1 Replacement at Mill Creek in the amount of \$11,070; and

c) Revenue Fund Requisition #R96-247 payable to SLSA's administrative checking account for administrative expenses in the amount of \$120,000.

A motion was made by Randal E. Moyer, seconded by Cynthia Evans-Herr, to approve the foregoing requisitions as presented. The motion carried unanimously.

TREASURER'S REPORT: Tom Donahue reported that the balance in the administrative checking account as of February 27, 2020, with all bills paid and requisitions processed, was \$106,979.67 and the balance in the escrow account as of that date was \$71,525.66.

A motion was made by Devin Groff, seconded by Ruth Hocker, to approve payment of all the bills and to accept the report as presented. The motion carried unanimously.

There being no further business, a motion was made by Devin Groff, seconded by Cynthia Evans-Herr, to adjourn the meeting at 6:50 p.m., to meet again in regular session on Thursday, March 26th, at 4:00 P.M. at the offices of CDM Smith at 280 Granite Run Drive, Suite 160, Lancaster, PA. The motion carried unanimously.

(Asst.) Secretary

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