

**Minutes**  
**North Lebanon Township Municipal Authority**  
**March 11, 2021**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, March 11, 2021 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people were present:

Gary Heisey	Chair
Dawn Hawkins	Vice Chair
Tod Dissinger	Treasurer
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Henry and Beaver, LLP
Scott Rights	Engineer-Steckbeck Engineering
Lori Books	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor

Molly Lum, Sewer Billing Clerk, was also in attendance.

The meeting was called to order by Chair Heisey and the pledge to the flag was recited.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public as they were no public in attendance.

Chair Heisey asked for a motion to approve the February minutes.

**MOTION: Motion was made and seconded to approve the February minutes. Motion approved.**

Chair Heisey asked for a motion to approve the invoices and requisitions for payment all subject to audit.

**MOTION: Motion was made and seconded to approve invoices and requisitions for payment all subject to audit. Motion approved.**

**SOLICITOR'S REPORT – Atty. Amy Leonard**

Orange Lane Sewer Extension – NLTMA will be constructing a portion of the sewer extension on the property located at 1625 Heilmandale Road. The developer will be constructing their portion which upon completion and approval will be dedicated to the Authority. As a result, both temporary construction easements and permanent easements will be needed. Amy has provided a draft of the Easement Agreement and Exhibits to the developer's counsel for their review. These should be ready for the next meeting.

Rebecca Alley Sewer Easements – Two more agreements have been signed, notarized, and returned to Amy for the Rebecca Alley Easements. Gary and Lillian Heisey returned

their agreement as well as Judy and Brenda Reigle. There are four (4) properties who have yet to sign and return their agreements. Amy will send a follow-up letter to these property owners.

Delinquent Sewer Accounts – Amy provided an updated copy of her lien report. #18 has been paid in full and will be coming off the list. #19, #20, #21 will be receiving liens.

**ENGINEERS’ REPORT – Scott Rights**

Orange Lane Sewer Extension – H & K returned the signed agreements as well as the Performance and Payment Bonds. All documents were reviewed by both Scott and Amy and everything appears to be in order. Scott is recommending the Municipal Authority Board award the contract to H & K as the low bidder contingent upon the Easement Agreements being executed. This would allow H & K to start ordering materials. Scott recommends the Municipal Authority Board only make the motion for the “Notice to Proceed” at their April meeting. We may have to grant a 90-day extension for completion if they are not finished within the deadline outlined in the agreements.

**MOTION: Motion was made and seconded to Award the Contract to H & K as the low bidder for the Orange Lane Sewer Extension contingent on the execution of the Easement Agreements. Motion approved.**

Nolt, Weaver & Stoltzfus, LLC Sewer Plan – Two parcels located on Quarry Road within Swatara Township have failing on-lot septic systems and the property owner expressed an interest in connecting to the NLTMA public sewer if possible. Lori responded to Matthew & Hockley’s initial request with the fees regarding capacity, tapping fees, etc. We believe there are 18 total units between the two properties, which would need to be verified so we can confirm the number of EDU’s needed. We will also need written confirmation from Swatara Township that they are agreeable to allowing Mr. Nolt to connect to the NLTMA sewer system and that they are agreeable to amending our current agreement with them.

Matthew & Hockley has informed Scott that the property owner is still interested and would like to know the amount for the required escrow. The minimum escrow amount is \$5,000.00. Amy and Lori agree that this amount should cover the expenses to move forward. This would be used for things like plan review, legal fees, amending the agreement, inspections, etc. This fee will be required up front. Scott informed the Municipal Authority Board that Swatara was interested and were meeting tonight to discuss.

**MOTION: Motion was made and seconded to require the \$5,000.00 escrow up front for the Nolt property in Swatara Township. Motion approved.**

**MOTION: Motion was made and seconded to amend the Rockwood agreement between North Lebanon Township Municipal Authority and Swatara Township, pending Swatara Township’s formal approval. Motion approved.**

Wasteload Management Report for 2020 has been completed. Scott is asking for approval from the Municipal Authority.

**MOTION: Motion was made and seconded to approve the 2020 Chapter 94 Annual Wasteload Management Report. Motion approved.**

Plan Review – Steckbeck continues to work with the Municipal Authority staff in reviewing plans for the following projects:

1. AutoSuds Car Wash – A land development plan was submitted to construct a car wash on the NW corner of W Cumberland Street and N 25<sup>th</sup> Street. A new grinder pump will be installed and connected to the existing 3-inch low pressure sewer line in N 25<sup>th</sup> Street. This property currently has 5 EDU's and will be purchasing 2 more. The property will be monitored for one year to confirm that 7 EDU's is sufficient or whether they will need to purchase additional capacity. The comment letter has been sent to their engineer.
2. 1715 E. Cumberland Street – Land development plans have been submitted for storage units along E Cumberland Street. A lateral connection will be made for the office restroom. The draft of the initial review is in progress.
3. 1214 Lochwood Drive (Artz) – A 2-acre lot is being subdivided off the Artz farm at the end of Lochwood Drive for a proposed single-family dwelling. The draft of the initial review is in progress.
4. 891 Kathleen Street – This property is an existing lot of record. We received a proposal to construct a single-family dwelling along with associated utilities. Public sewer does not front this property. The developer is proposing to install a private sewer lateral within the Township's ROW to the manhole at the corner of N 9<sup>th</sup> Street and Laurel Street which is approximately 200' south of this property. This will require a street cut permit to be obtained from the Township. The draft of the initial review is in progress.

The question was raised about the possibility of an on-lot septic system. Lori and Scott both agreed that with the size of the lot, it would be difficult for them to have both a primary and a replacement area as required to install an on-lot system. Scott stated that if there is an opportunity to get a property connected to public sewer, that is the preferred choice by DEP.

Gary commented that the neighbor closer to the manhole, whose property would be impacted by this work, should receive a courtesy letter regarding the project.

Sewer Specs – Preparation of the updated administration procedures has commenced. This included input from both Lori and Ed. Additional updates will occur during March.

Pertinent Issues – Tod asked if the property at 2629 W Cumberland Street is connected to public sewer or has an on-lot septic system. Lori will look into this and report back to the Board.

**ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books**

Permanent Easement Agreement – Lori received a permanent easement agreement back from Gary and Lillian Heisey for 322 and 324 Ebenezer Road. She is asking for a motion to approve this agreement. Gary noted a conflict of interest and abstained from the vote.

**MOTION: Motion was made and seconded to approve the permanent easement agreement between the Municipal Authority and Gary and Lillian Heisey, homeowners of 322 and 324 Ebenezer Road. The Board authorized Gary to sign as Chairman of the Board. Motion approved.**

Permanent Easement Agreement – Lori received a permanent easement agreement back from Brenda and Judy Reigle for 2116 Water Street. She is asking for a motion to approve this agreement.

**MOTION: Motion was made and seconded to approve the permanent easement agreement between the Municipal Authority and Brenda and Judy Reigle, homeowners of 2116 Water Street. Motion approved.**

Illegal Discharge – During heavy rain events, our Water Street Pump Station experiences very high flows. As a result, the wastewater crew have been videoing our sewer lines to determine where the infiltration is coming from. Two properties on Hunters Chase Lane were notified of broken laterals back in 2019 and again in 2020. These laterals were videoed again in 2021 and are still broken, allowing groundwater into the lines. Lori mailed a final notice to both property owners giving them thirty days to repair their broken line. If the laterals are not repaired within thirty days, Amy will begin pursuing them.

A third break was discovered on Sandhill Road. The video shows there are two breaks within a private lateral. The second break showed the entire lateral is full of water and the force of the water is allowing the rocks the pipe is laid within to push up into the pipe which will eventually cause a blockage and backup in their line. Lori mailed the first notice to the property owner last week.

Sewer Billing – Lori informed the Municipal Authority of a recent sewer billing complaint. Elijah Roeder called in and spoke with a few different employees, ultimately being transferred to Lori. He received his February bill and noticed the 10% late fee being charged to his account on 12/11/20. This was due to his November quarterly payment being received on 12/14/20 which was past the due date of 12/10/20. Mr. Roeder told Lori he has never been late before, which is true, and that he should not be penalized for the slow mail service. He stated he had mailed his November payment the same week he received it.

The Municipal Authority Board Members referred to their written policy that states we are not responsible for the mail system. If a customer uses the mail and it does not end up in the office on time, that is the homeowner's responsibility. Other options are offered such as dropping the payment off in our office, using our 24/7 drop box, or paying online. The late fee will not be waived and will continue to accumulate if not paid.

**WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

February Activity Report – The Authority Board members were provided with a copy of Tommy's report.

There were 35 PA One Calls. Two (2) were emergencies after hours. Tony completed 5 grease trap inspections and there were 7 new homes connected to the sewer system.

Lori reported that we sent letters to three (3) properties that have a break in their private laterals which is allowing groundwater into the sanitary sewer system. This produces I & I which can be harmful to the system. The Water Street pumps have been running more than normal which was a huge indicator to the wastewater crew. The typically run time for these pumps are between 1.2 and 1.5 hours each per day. Due to these breaks, each pump has been running about 6.6 hours daily, which is a huge increase.

Ed explained why finding these breaks is crucial for the sewer system. He presented a quote to the Municipal Authority Board to show how costly replacing these pumps and parts can be. Due to the additional wear and tear from the excess run times, the parts go bad much sooner than they normally would. To replace these parts, the cost came in around \$14,000.00. This is why it is so important to reduce the factors that negatively affect the pumps.

MicroSprings – After the Municipal Authority meeting last month, Ed informed MicroSprings that the Municipal Authority Board is not interested in the product at this time. The owner then offered a 2-month free trial of the product. Ed is asking the Municipal Authority Board if this would change or sway their decision.

Dawn answered no, it is still not something she feels we need to be spending money on every month. Our wastewater crew is very proactive in cleaning our lines and our wet wells. There have not been enough grease back-up issues within the Township to see this product as a necessity.

Brian stated he still thinks this product could be a good direction for the Municipal Authority to use in the areas where there have been known grease issues.

The remaining board members did not comment much different than last month's meeting. The decision was to postpone using this product for now.

**Additional Comments and Questions**

With no more business for the good of the Authority, the meeting was adjourned at 8:22 p.m.

Respectfully Submitted,

Molly Lum  
Recording Secretary