

**Minutes**  
**North Lebanon Township Municipal Authority**  
**May 13, 2021**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, May 13, 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 no public was in attendance.

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

**MOTION: Motion was made and seconded to approve the April 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**

Rebecca Alley Sewer Easements – The 3 remaining properties who have not returned their easement agreements along Rebecca Alley were all sent a follow-up letter.

Brian asked if the improvements to Rebecca Alley will be on hold until all easement agreements are returned. Ed responded yes; it will remain on hold. The agreement states that improvements will be made if the documents are signed and returned. If the work is completed prior to their return, the motivation to return them would no longer exist.

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 Municipal Authority. As a result, both temporary construction easements and permanent easements will be needed. The easement agreement has been signed by all parties with confirmation of the revised exhibits and it has been recorded.

Nolt, Weaver & Stoltzfus Sewer Connection – There are two lots located in Swatara Township with failing on-lot septic systems. They would like to connect to the North Lebanon Township Municipal Authority’s public sewer lines. The Municipal Authority agreed to this potential connection as the property owner would be responsible for all construction costs and tapping fees. The current inter-municipal agreement with Swatara Township would need to be modified to include these lots. Amy is waiting on confirmation from Swatara’s Solicitor that they are agreeable to amending the agreement. Costs to amend the agreement would be the responsibility of Mr. Nolt for which an escrow has been set up. Swatara Township is hesitant to amend the agreement unless both lots are serviced by public water. If both properties utilize private wells as their water supply and the property owner would not pay the sewer bills, Swatara Township would then be stuck paying for the sewer bill out of their escrow as per our agreement with them. Amy is waiting for a final decision from Swatara Township before proceeding.

891 Kathleen Street – This project will be the first project where the financial security is posted directly with the Municipal Authority for the sewer work rather than with the Lebanon County Planning Department. Amy is working on a new agreement to include language regarding the Municipal Authority holding the financial security. The Sewer Extension Agreement will be drafted outlining the process and will be signed by the developer and the Municipal Authority Board just as was done with the Developer’s Agreement. This new agreement will create a more reliable security for sewer work being done within the Township that is to be dedicated to the Municipal Authority. The Developer will install the lines at their cost and once completed, inspected, and approved the lines will be dedicated to the Municipal Authority as part of their sewer system. An 18-month maintenance bond will also be required at the time of dedication.

Delinquent Sewer Accounts – Amy provided an updated copy of her lien report. #21 was purchased at Sheriff’s Sale.

### **ENGINEERS’ REPORT – Scott Rights**

Orange Lane – The revised plans and profiles for the sewers to be dedicated to the Municipal Authority between Orange Lane and Elias Avenue were finalized. Scott, Lori, and Ed participated in a Zoom meeting with H&K and Project TV representatives on 4/28/21 to review the revisions. The revised easement exhibits have been added to the easement agreement. The Notice to Proceed was issued to H&K with an effective date of 4/19/21. H&K submitted shop drawings covering the materials they propose to use on the project to Steckbeck Engineering on 5/7/21. The review should be completed by the end of this week which will allow H&K to place material orders for the fabrication and delivery. The work is expected to commence sometime in early July. An inspector from either the Wastewater Crew or Steckbeck Engineering will be present.

Plan Review – Steckbeck Engineering continues to work with the Municipal Authority staff

in reviewing plans for the following projects:

1. AutoSuds Car Wash – The plan for AutoSuds West, LLC has been officially withdrawn.
2. 1214 Lochwood Drive (Artz) – Revised plans were submitted to the Municipal Authority on 4/20/21. All review comments were satisfactorily addressed. Scott is recommending approval of the sanitary sewer design.

**MOTION: Motion was made and seconded to approve the sanitary sewer design for 1214 Lochwood Drive. Motion approved.**

3. 1715 E. Cumberland Street – Revised plans were submitted to the Municipal Authority on 4/19/21. All review comments were satisfactorily addressed. Scott is recommending approval of the sanitary sewer design.

**MOTION: Motion was made and seconded to approve the sanitary sewer design for 1715 E Cumberland Street. Motion approved.**

4. 891 Kathleen St – Revised plans were submitted to the Municipal Authority on 5/10/21. All technical review comments have been satisfactorily addressed. The agreements between the Municipal Authority and the developer have not been completed at this point. Lori will keep the board members up to date with any changes. Approval is not necessary at this time.
5. Mapledale Estates – Final Subdivision and Lane Development Plans were submitted for Mapledale Estates. The sewer design appears to be identical to the Preliminary Plans previously approved by the Municipal Authority Board on 2/13/2020. The review letter for this plan includes updating the sewers on Lantern Drive as they exist and several standard details.
6. GQM New Ventures – Preliminary/Final Land Development Plans were submitted proposing multiple building additions to the existing site situated at 1415 Weavertown Road. New plumbing facilities shall connect to the existing sewers on site. No new connections to the Municipal Authority's sewer mains are proposed according to the plans. Scott requested that all existing and any additional lines, or connections, be shown on the drawings. They currently have more than the one connection shown.
7. Crossings Phase 4 – Landmark will be starting work on Phase 4 of the Crossings. It is anticipated the plans will be submitted within the next few months. Additional fill is needed which prompted the engineer for the project to reach out to Scott and Ed with different ideas on how to accomplish that while considering the existing sewer easements.

Godshall's – Godshall's is exploring the possibility of developing the 48-acres to the rear of their existing property that they recently purchased. Josh Weaber of Chrisland Engineering requested a meeting to discuss the best way to get water and sewer utilities to the rear property. Scott, Lori, and Ed as well as Bob Sentz from COLA met with representatives from Godshall's and Josh to discuss their options. They anticipate needing an additional 200

EDU's for this expansion. Our lines currently do not have the capacity needed for the additional EDU's. An evaluation/study of the existing lines would need to be completed to see determine what improvements would need to be made. This cost will be the responsibility of the developer. Lori asked for authorization from the Authority Board to prepare an escrow agreement and for Scott to be given authority to move forward with the study pending Godshall's possible request.

**MOTION: Motion was made and seconded for Scott to move forward with the evaluation of existing lines and for Lori to create an escrow agreement for Godshall's should they request such study before our next meeting. Motion approved.**

Sewer Specs – Updated administration procedures continue to be revised. The details developed to date have been forwarded to engineers preparing land development plans and will be added to plans scheduled for review by the Municipal Authority.

### **ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books**

Illegal Discharge – Update – Repair Permits were applied for, paid, and picked up for the two homes on Hunters Chase Lane. Both have broken laterals which is allowing groundwater into our sewer lines. They are scheduled to be repaired but have not yet been completed. The Wastewater Crew should receive a call when finished for inspection.

The property located on Sandhill Road picked up a sewer permit application and hired a contractor, but the work was more than this contractor could handle because of the depth of the break. The property owners are back to square one and trying to find someone else to do the repair. A permit must still be obtained.

Artz Subdivision Plan / 1214 Lochwood Drive – The Sewer Capacity Agreement has been signed, paid, and returned to the Municipal Authority. Lori is asking for a motion to approve this agreement.

**MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement for the Artz Subdivision at 1214 Lochwood Drive. Motion approved.**

The Developer's Agreement has been signed, paid, and returned to the Municipal Authority. Lori is asking for a motion to approve this agreement.

**MOTION: Motion was made and seconded to approve the Developer's Agreement for the Artz Subdivision at 1214 Lochwood Drive. Motion approved.**

The Sewage Facilities Planning Module Exemption has been signed and returned to the Municipal Authority. Lori is requesting a motion to approve this exemption.

**MOTION: Motion was made and seconded to approve the Sewage Facilities Planning Module Exemption for the Artz Subdivision at 1214 Lochwood Drive. Motion approved.**

1715 E Cumberland Street – The Sewage Facilities Planning Module Exemption has been

signed and returned to the Municipal Authority. They are not purchasing additional capacity. Because there will be a change of use on the property, a planning module is required by the state. Lori is requesting a motion to approve the planning module exemption.

**MOTION: Motion was made and seconded to approve the Sewage Facilities Planning Module Exemption for 1715 E Cumberland Street. Motion approved.**

Sewer Loan – Lori informed the Municipal Authority Board that she would like to place an additional \$200,000.00 on the sewer loan principal in addition to the regular June principal and interest payment. This additional money would come from the sewer tapping fees received so far this year.

**MOTION: Motion was made and seconded to place an additional \$200,000.00 on the sewer loan principal in addition to the regular June principal and interest payment. Motion approved.**

Water Loan – Lori informed the Municipal Authority Board that she would like to place an additional \$20,000.00 on the water loan principal in addition to the regular June principal and interest payment. This additional money would come from the water tapping fees received so far this year.

**MOTION: Motion was made and seconded to place an additional \$20,000.00 on the water loan principal in addition to the regular June principal and interest payment. Motion approved.**

Laptop – Lori has been having issues with her laptop freezing, shutting down unexpectedly, and constant sound issues while viewing webinars and participating in Zoom meetings. This laptop was scheduled to be replaced next year (2022). With her constant problems, she is asking the Municipal Authority Board to consider purchasing this item now. After some research, the new laptop she is considering sells for \$2,739.00. However, through Co-Stars our cost would be \$1,908.00. The Township would then purchase her old laptop for \$350.00 in hopes that it could be used in the meeting room for webinars, meetings, trainings, etc. The Township's IT company, PointSolve, would wipe her old computer and fix any known issues for the transition. This would bring the Municipal Authority's cost down to \$1,558.00.

**MOTION: Motion was made and seconded to purchase a new laptop for Lori for the cost of \$1,908.00 and selling her old laptop to the Township for \$350.00 making the Municipal Authority's net cost \$1,558.00. Motion approved.**

Pertinent Issues – Lori provided a page from the Summer newsletter for the board members. This page highlighted why grease should never be put into the sewer system. Photos from the recent grease build up on Fawnwood were included in the article.

Lori informed the Municipal Authority Board that the final audit has been completed and Brian from BSSF will be attending the meeting next month. Each member was provided a copy of the final audit. They are to bring this copy along to the next meeting for review with BSSF.

Last month the Municipal Authority Board approved the replacement of pipes at the Hill

Street Pump Station. This work has been completed. Photos of the before and after were at the meeting for the members to view.

### **WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

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

There were 77 PA One Calls. One was an emergency during work hours, and one was an emergency after hours. Tony completed multiple grease trap inspections including Godshall's on 4/5/21, Sunny Lane Food/Lebanon Valley Cold Storage on 4/7/21, Heisey's Diner on 4/12/21, Blouch's on 4/20/21, Always Bagels on 4/20/21, and Rural Security Fire Co. on 4/21/21.

Hill Street Pump Station – New pipes were installed at the Hill Street pump station. Photos were provided to show the before and after pictures. Details provided below from Tommy.

Tony and Tommy excavated the area between the valve vault and the wet well in preparation for the pipe replacement. The well was cleaned and disinfected prior to the installation. On 4/28/21 the pipe installers removed both pipes which were extremely deteriorated. Thankfully, these pipes were replaced in time before anything major happened.

Both pump rail guides are rotted off and will need to be replaced. This will be done when the pumps fail. All new pipes have been installed and testing was done for leaks prior to wrapping up the job.

The excavation area was backfilled and should naturally compact before adding millings.

Leaking/Broken Laterals – Ed is hoping they are repaired soon. The contractors are backed up due to COVID. It was discussed whether or not the Wastewater Crew could just go in and fix a lateral and charge the homeowner as a possible solution. Amy explained that the Municipal Authority does not own the lateral or the property, so without a court order it would technically be trespassing.

The question was raised if the Municipal Authority could offer the service of repairing the broken lateral and the resident would simply be billed by the Municipal Authority. This would require entering into an agreement with the property owners granting the Municipal Authority permission to do the work and bill the owners for time and materials. Amy questioned whether this is something the Authority Board would really like to offer as it would then be treated as a contractor and not as a last resort. The Authority Board could always authorize a subcontractor to do the work and still hold an agreement with the resident. It was decided that this option can be discussed at a later time.

All other departments were assisted as needed. This included mowing grass at the parks.

### **Additional Comments and Questions**

With no more business for the good of the Authority, the meeting was adjourned at 8:14 p.m.

Respectfully Submitted,

Molly Lum  
Recording Secretary