

**Minutes
North Lebanon Township Municipal Authority
September 9, 2021**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 9, 2021, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people were present:

Gary Heisey	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
Absent:	Dawn Hawkins

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 August minutes.

MOTION: Motion was made and seconded to approve the August minutes. Motion approved unanimously.

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 unanimously.

SOLICITOR'S REPORT – Atty. Amy Leonard

Rebecca Alley Sewer Easements Update – A letter was mailed to each resident affected explaining the situation and asking them to sign a sewer easement agreement. In return, North Lebanon Township would make a one-time repair to the alley by laying millings. There are still two (2) property owners who have not signed the easement agreement.

The Municipal Authority Board agreed last month that one final letter should be mailed to the two (2) remaining property owners outlining the differences between an easement agreement and a condemnation. This will hopefully provide the necessary information for the property owners to sign the agreement. An easement would allow the owner to still

own the land and would guarantee restoration to the previous conditions should the Municipal Authority need to disturb the area within the easement. If the area needed is condemned the Municipal Authority would then own that area of land. This letter has been drafted and will be sent out shortly. The Municipal Authority Board discussed moving forward with condemnation with the remaining two properties if they do not sign the easement agreement so that this is not an issue in the future.

Being that most of the owners cooperated with the Municipal Authority Board and have signed the agreement, in an effort of good faith, the Municipal Authority Board decided last month to move forward with the one-time repair of the alley. North Lebanon Township has since completed the repair work on Rebecca Alley.

Nolt, Weaver & Stoltzfus Sewer Connection – There are two lots located in Swatara Township that have failing on-lot septic systems. The property owners have asked to connect to public sewer through NLTMA's lines. The Municipal Authority Board agreed to allow this connection as long as Swatara Township was in favor. Swatara Township has agreed to amend the agreement. It was verified that both properties are or will be serviced by public water. The landowner plans to consolidate the two parcels into one property. Once the parcels are combined, Atty. Leonard will work on amending the current Intermunicipal Agreement known as the Rockwood Agreement between Swatara Township and the Municipal Authority to include this newly combined lot. Both the agreement and the combining of the two parcels into one must be complete before the Municipal Authority staff will review plans for connecting to the Municipal Authority sewer lines. Atty. Leonard reached out to Swatara Township's Solicitor, Colleen Gallo, asking for an update but has not heard back.

Moravian Manor – Peter Edelman at Stevens & Lee contacted Atty. Leonard regarding asking the Municipal Authority to act as a conduit once again for Moravian Manor. They are looking to complete tax-exempt financing up to \$10,000,000.00. The Municipal Authority would not be liable for any funds and would receive a fee from Moravian Manor for acting as the conduit. The Municipal Authority Board agreed to act as a conduit at a previous meeting. Atty. Leonard received an update from Peter stating Moravian Manor is looking to approve the financing at its meeting later this month, so it is possible a Resolution to move forward as the conduit will be provided in October.

Chair Heisey asked why others have not approached the Municipal Authority to act as a conduit? Atty. Leonard responded that relationships are a big part of it. Peter worked with Atty. Fred Wolfe previously and Atty. Leonard continued that partnership. Many Municipal Authorities are used for this type of agreement. Peter likes to keep the consistency by having the same Municipal Authority act as a conduit for the same entity. If there would ever be a new client interested, Atty. Leonard has made it clear that the Municipal Authority would be interested in the opportunity.

Atty. Leonard also explained that the Municipal Authority is in the perfect position to move forward with these conduits as the Municipal Authority isn't borrowing large sums of money every year or starting a huge project. Tod asked why that would affect us if we are not held liable for any of the money? Atty. Leonard explained, with the knowledge that she has, sometimes banks aren't as willing to offer a tax-exempt rate on a bank qualified loan. By acting as a conduit, an authority is technically issuing the bond. So, if a municipal authority

would need to borrow money, because they are acting as a conduit, it may affect that municipal authority's ability to obtain tax-exempt financing.

Delinquent Sewer Accounts – Atty. Leonard provided an updated copy of her lien report. #11 is scheduled to be acquired by the Walmart Distribution Center. A payoff was issued to collect funds for all liens. #17 was sold at Sheriff Sale. The full claim submitted by Atty. Leonard was included in the distribution. This money will probably be sent sometime in November. #18 is scheduled for settlement on 9/13/21 and a payoff was issued.

There has been no response on #21 from the last letter mailed. Chair Heisey asked if this property is on public water? Molly stated she gets readings from CoLA every quarter for the property, but it could be a metered well. She will find out a definite answer tomorrow to see which direction the Municipal Authority Board must take.

ENGINEERS' REPORT – Scott Rights

Orange Lane Sewer Extension – The construction of the sanitary sewers belonging to Project TV was completed. H&K is currently air testing and vacuum testing the mains and manholes. The mandrel testing of the mains will continue next week.

The construction of the NLTMA portion of sanitary sewers was completed as well. H&K will begin the air testing, mandrel testing, and vacuum testing of the sewer mains and manholes later this week. H&K has not submitted a final pay request yet this month. To date, the Municipal Authority Board has approved to pay \$59,356.00 after their initial pay request came in. This leaves a remaining balance of \$7,124.00 from the agreed upon contract price.

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

1. Mapledale Estates – Final Subdivision and Land 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. A review letter was mailed on 5/12/21. Revised plans were submitted to the office on 7/6/21. All technical comments have been satisfactorily addressed. Steckbeck Engineering is recommending approval provided the applicant has satisfied all the Municipal Authority's administrative requirements. Lori reported that the administrative requirements have been completed.

MOTION: Motion was made and seconded to approve the Sewer Design and Subdivision Plan for Mapledale Estates. Motion approved unanimously.

MOTION: Motion was made and seconded to approve the Water and Sewer Extension Agreement for Mapledale Estates. Motion approved unanimously.

MOTION: Motion was made and seconded to accept the financial security for the water and sewer for Mapledale Estates. Motion approved unanimously.

2. The Crossings at Sweet Briar Phase 4 – Final land development plans were received by the office on 7/6/21. The project proposes the construction of 58 single family

residential dwelling units and 3 open space lots. Steckbeck Engineering is working on plan review comments in conjunction with the Municipal Authority staff. A review letter will be issued in the next few days. Scott pointed out that the sewer easements are being regraded. Future discussion will need to take place in order to determine possible locations for sewer easements so the sewer trucks have access to run their hoses from the street to the sewer main lines that are located behind the properties.

Chair Heisey asked if these streets will be dedicated to the Township once completed? Ed responded yes. Phase 1 has already been dedicated and the Township maintains/plows the roads.

3. Towns Edge – As reported last month, Scott and Ed attended the preconstruction meeting on 7/6/21. Sewer construction is expected to commence in the upcoming weeks. The shop drawings were submitted and have been reviewed.

Sewer Specs – Updated administration procedures and technical specifications continue to be revised. In addition, work has resumed on updating the standard details.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Illegal Discharge Update – The broken lateral located at 1151 Hunters Chase Lane was repaired. This work was completed 8/31/21.

An additional break was found at 2 Winchester Circle. Tommy was able to contact the property owner and share the video footage with him. A PA One Call was made. We anticipate this to be completed within the next week or so.

Purchase of Additional EDUs – Lori continues to monitor the usage of our larger consumption businesses as per our agreement with each of them. Two of the businesses have been continuously over their purchased usage/EDU's. Lori had sent each company multiple emails asking them to reduce their usage, or they would be required to purchase additional capacity. It has now been over a year and as a result, she sent a letter to both companies notifying them of the need to purchase additional capacity to meet their needs. Both letters were accompanied with an agreement to purchase additional sewer capacity which includes our tapping fee.

AutoSuds West, LLC Land Development Plan – Lori and Scott need to review the Strong Waste Permit Application as the application submitted was not completely filled out. The permit will be issued as soon as all requirements are met satisfactorily. This plan has not been approved by the Board of Supervisors yet, so there is no rush. As long as the permit is issued prior to the start of construction, we are good.

Preliminary Budget Discussions – The Municipal Authority Board typically discusses their budget prior to the Joint Meeting with the Board of Supervisors. Last year, both the Municipal Authority Board and Board of Supervisors made a motion to move the Joint Meeting to October instead of November so that all members could attend. Lori is reviewing the preliminary budget tonight to get direction on several items. She does not have actual dollar amounts at this point as the employees have until next week to submit items/quotes and the health care/workers comp/etc. estimates are typically only provided in October.

There are two items being requested from Capital Improvements that she would like to review with the Municipal Authority Board members. Tommy, Wastewater Crew Leader, has requested Omnisite Dialers at the Water Street and Kochenderfer Road Pump Stations. It will cost between \$6,000.00 and \$7,000.00 for each one.

Ed and Lori also discussed moving forward with their plan to purchase one generator per year and are leaning towards purchasing one for the Frances Ann Pump Station. This was originally listed on the Capital Improvements Plan as a purchase in 2023, but they feel it would make more sense to put in the budget for next year.

Chair Heisey asked if the tow-behind generator is still on schedule to be purchased in 2022. Ed stated he would push that purchase back another year. The one we have now works fine. It may not look new, but it gets the job done and is well maintained when not in use. Ed and Lori would like to switch this purchase with the generator at the Frances Ann Pump Station.

Last year Ed proposed purchasing a trench roller and splitting the cost between the Municipal Authority and the Board of Supervisors. The Municipal Authority Board had originally agreed to purchase the trench roller but the item was ultimately cut from the 2021 Budget. Ed is now requesting the purchase of a Play Tamper attachment to put on a backhoe which is less expensive than the trench roller. This would cost approximately \$11,000.00 and would be a benefit for both the Wastewater and Highway Crew. It was suggested to split the cost between the Municipal Authority and the Board of Supervisors.

Lori did not have any specific expenses to request for the Municipal Authority office staff. The budget will include the normal front office costs that are split with the Township. Cheri and Lori are looking to potentially upgrade the server to improve security. They have not had a meeting yet with our IT Department to gather quotes. This will be provided at the next meeting.

Everyone agreed it is tough to hold discussion and make decisions when so much is unknown. The Municipal Authority Board members all agreed they would prefer to have the hard numbers to look at and therefore they are not in favor of moving the Joint Meeting up next year. They would like to go back to holding the Joint Meeting with the Board of Supervisors in November as they have always done in the past.

Ed expressed once again how thankful he is to the Municipal Authority Board for the flusher truck and the video camera equipment. The crew was able to solve an increased number of issues using the equipment.

Pertinent Issues – Chair Heisey asked if Mr. Santana came into the office requesting the Right-of-Way Easement on his property be returned? Molly stated that Mr. Santana did come into the office but did not mention anything about the Right-of-Way.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

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

There were 117 PA One Calls this past month. None were emergencies.

Grease Trap Inspections – Tony completed three (3) grease trap inspections. This included Lebanon Valley Cold Storage/Sunny Lane Foods, Weis Markets, and Union Canal Elementary School.

Envirep installed the new dialer at the N 8th Avenue Pump Station after the old dialer was hit by lightning. These funds came from our insurance claim less our deductible.

On August 16, 2021, UGI contacted the Township regarding a sewer back up in the Right-of-Way between N 8th Avenue and the Crossings at Sweet Briar. The crew attempted to jet the line but had no luck. They videoed the line to determine what was causing the backup. They discovered an 8-inch cap was lodged in the line. The crew used the flusher truck to vacuum out the manhole until they could dislodge the cap. It took two full vacuum loads. The cap was removed, and the line was flushed, restoring normal flow. An estimated 150 to 200 gallons of sewage leaked from the lid. Luckily none of the sewage reached any waterways. A report was filed with DEP, and they were happy with our response. A major spill was avoided thanks to Tommy, Rich, Bryan, Jared, and Tony. According to the plans, the drop manhole should not have had a drop tee with a cap. It should have had an inside drop pipe with a bowl at the inflow pipe. The cap was connected by a chain which had broken off the pipe.

At the Orange Lane Pump Station, pump #1 locked up and blew the sealing gasket to the check valve. A new pump was installed from inventory. Gaskets for that check valve are no longer available so the Wastewater Crew made their own gasket to replace it. Everything is now operating normally.

During Hurricane Ida, Tommy and Tony were called out around 5 PM for a power failure at the Orange Lane Pump Station because it went into high water. The Francis Ann Pump Station also went into high water. The pumps tripped out due to a power surge. All in all, we faired the storm well.

Tommy and Tony were out with the video camera after the heavy rain to see if there were any other breaks allowing stormwater into the sewer lines. They discovered the lens on the camera was cracked and needs to be repaired. The crack prevents the lens from maintaining pressure.

Assisted all other departments as needed.

Additional Comments and Questions

Tod stated he would like to show appreciation and thank the employees in some way on behalf of the Municipal Authority Board. Several ideas were discussed. Brian questioned if that is something the Municipal Authority Board can do using funds from the Municipal Authority budget. Ed mentioned the funds being received by the Municipality due to COVID did state they could be used for employee bonuses for working through the pandemic. The Township is still looking into the restrictions on how that money can be spent but that could be a possibility. Amy highly recommended if the Board decides to go the direction of using funds from the Municipal Authority budget that they pull from something that is not ratepayer money. For example, the conduit fee the Municipal Authority receives every year is not from ratepayers, so it offers more flexibility. An expense line would need to be created to use the conduit fee money. Lori will check with Brian from BSSF to confirm this is a possibility.

MOTION: Motion was made and seconded to adjourn. Motion approved unanimously.

With no more business for the good of the Authority, the meeting was adjourned at 8:02 p.m.

Respectfully Submitted,

Molly Lum
Recording Secretary