

**Minutes
North Lebanon Township Municipal Authority
October 14, 2021**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 14, 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
Cheri Grumbine	Township Manager

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 September minutes.

MOTION: Motion was made and seconded to approve the September 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 mailed. The Municipal Authority Board discussed moving forward with condemnation on the remaining two properties if they do not sign the easement agreement so that this is not an issue in the future.

Nolt, Weaver & Stoltzfus Sewer Connection –Atty. Leonard reached out to Swatara Township’s Solicitor, Colleen Gallo, asking for an update. Solicitor Gallo informed her that Mr. Nolt has not moved forward at this point and plans have not been submitted for review.

Delinquent Sewer Accounts – Atty. Leonard provided an updated copy of her lien report. #18 and #21 have been paid in full. A proposed settlement date of 11/1/21 was set for #11 and a payoff letter was issued. #17 was sold at Sheriff’s Sale and money should be received soon. Atty. Leonard is moving forward with #6, #7, and #10 as there has been no movement.

ENGINEERS’ REPORT – Scott Rights

Orange Lane Sewer Extension – The construction of the sanitary sewers belonging to Project TV was completed. H&K is still conducting various testing. Some repairs are required including sealing a leak in the new doghouse manhole constructed over the Municipal Authority’s existing sewer main within Elias Avenue. They are working on the repairs now and anticipate being finished in the next few weeks. Once the lines pass the necessary testing, they will be dedicated to the Municipal Authority, and the Orange Lane Pump Station can be decommissioned at any time.

The construction of the NLTMA portion of sanitary sewers was completed as well. H&K is continuing to test the lines and are correcting deficiencies. Scott informed the Municipal Authority Board that the work extension did expire on 10/1/21. The contract states they could charge H&K for liquidated damages. The Municipal Authority Board decided not to take any action and will revisit the issue next month if things still aren’t completed. H&K has not submitted a final pay request this month. To date, the Municipal Authority Board has approved and paid \$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.

Gary asked Ed how long it will take to make the switch from the Orange Lane Pump Station to the new line? Ed stated about half an hour. Once everything is tested and good to go, it is just like turning off one valve and opening another. The decommission of the station will be a quick job as well.

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

1. 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 completed an initial review of the plans and find the technical comments to be minor. The issue of concern is adequate access to the cross-country sewers draining towards the

existing sewer running through the Open Door Baptist Church property off N 8th Avenue. Steckbeck Engineering and the Municipal Authority staff continue to review their options.

Scott informed the Municipal Authority Board of a few homes that have a lateral installed in the rear of the property. Therefore, additional easements have been put in place not for our access, but for access between property owners so they can repair any lateral issues they may have. The homes are so close together that part of their neighbor's yard would have to be used to get equipment back there.

2. Towns Edge – As reported last month, Scott and Ed attended the preconstruction meeting on 7/6/21. In recent discussions with their contractor Rock Road, it seems unlikely that sewer work will commence prior to the November meeting due to delivery issues.

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 2 Winchester Circle was repaired on 9/16/21. All known breaks have been taken care of.

PA Natural Chicks Additional EDU's – Lori received the signed agreement back and fees were paid for the 3 additional EDU's purchased by PA Natural Chicks. They needed three (3) additional EDU's as their usage was constantly over the allotted amount for what they had. Lori tracked this information for over two (2) years. Lori is looking for a motion to approve the purchase.

MOTION: Motion was made and seconded to approve the purchase of additional sewer capacity agreement with PA Natural Chicks for three (3) additional EDU's. Motion approved unanimously.

Blue Ridge Capital (Sunny Lane Foods) – Previously, Lori had informed the Municipal Authority that Blue Ridge Capital needed to purchase additional EDU's. Her contact at Blue Ridge Capital has since called and explained they have been shut down for the past 4-6 weeks. They are making a lot of changes in terms of moving production lines to other facilities, a decrease in employees, etc. He thinks these changes will reduce their flow and bring them back into the range they should be. Lori agreed to monitor these changes for two (2) quarters after the November billing as their shutdown will be an anomaly for billing purposes.

AutoSuds West, LLC Land Development Plan – Lori and Scott reviewed the Strong Waste Permit Application and submitted comments to the owners and their engineer. The plans show the installation of a water reclamation system to help treat the water. Scott is waiting on a response.

Preliminary Budget Discussions – Lori provided a copy of the preliminary budget to every member. There are a few highlighted items she would like to point out as they go line by

line. Most items within the Sewer Operating Revenue and Expense budget have remained the same.

Every year our insurance company offers a chance to apply for grants whether it be wellness, safety, etc. This year, Ed and Tommy suggested we apply for lock out/tag out, electrical testing kits, and high voltage rubber gloves for use at the pump stations. This is a new line item in the budget as the grant is a 50% match. It will be seen on the budget as a revenue as well as an expense. The Municipal Authority will pay \$1,000.00 and the grant will cover the other \$1,000.00.

The Conduit Fee from Moravian Manor, from a prior conduit agreement, is listed on the revenue section but will also be a new line item under expenses. The Municipal Authority Board decided last month that they want to do something nice for the employees to show their appreciation.

The Township and Municipal Authority are anticipating a Benecon rebate. Approximately \$3,000.00 will come to the Municipal Authority.

Under expenses, Lori budgeted a 3% wage increase for the Municipal Authority employees. She is unsure where the Board of Supervisors will land on raises, so this number won't be finalized until they decide.

Health insurance for the year 2022 only increased 0.4%. Lori and Cheri were both pleasantly surprised with this figure.

The Repair & Maintenance/Sludge Disposal line item contains the normal maintenance expenses but will also include the 50/50 split for the Tamper, if approved by the Board of Supervisors, and our portion of the SMT matching grant for the electrical kits and rubber insulated gloves.

Brian asked if the Gasoline line item should be bumped up as the prices have been skyrocketing? Lori stated this comes in under budget each year but can be raised with Municipal Authority Board approval. After additional discussion, the line item for Gasoline will be bumped up to \$6,000.00.

Office Equipment/Computer/IT was increased \$2,000.00 to account for the new Wastewater desktop, additional memory for the Sewer Billing Clerk's system, and for the possibility of a new IT company.

Lori added a new line item under the expenses for Special Projects (Christmas/Employee Appreciation). This money will come from the conduit fee the Municipal Authority receives from Moravian Manor which is not ratepayer money. Tod commented that a date needs to be selected soon so that the various members can try and make it. After further discussion, a date was chosen, and the Municipal Authority Board will be paying to have the Christmas party catered.

Lori budgeted \$15,000.00 for the Capital Improvements line item to account for the two (2) Omni Site dialers for the Water Street Pump Station and the Kochenderfer Road Pump Station.

The Municipal Authority is anticipating multiple developments to be applying for sewer permits in 2022. Lori entered a conservative number of 10 lots for each development into the budget. Additional tapping fees may come in.

Amy pointed out that Briar Ridge might not be able to get all 144 apartments. This will depend on any variances granted, appeals made, and what design ends up being approved. At this point in time, it is too hard to anticipate the amount the Municipal Authority will be collecting in capacity fees for this development. The number budgeted is based on the developer being able to get all 144 apartments. This number may change.

Sinking Manhole at 1678 Heilmandale Road – The Township received a complaint about a sinking manhole at 1678 Heilmandale Road. Ed informed the Municipal Authority Board that the manhole is not sinking, but the fill around the manhole is beginning to. He stated it has looked the same way for the past 20 years. There is a small swale between this property and the neighboring property. The neighboring property repaved their driveway and did not continue the swale, so it has created a dam-like situation causing more water to sit on this property. The Township did not issue a driveway permit for this property as Heilmandale Road is a state road. Ed suggested a possible solution could be milling around the area, filling it in, and adding a riser ring. He would not do this without speaking to the property owner first.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

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

There were 67 PA One Calls this past month. Four (4) were emergencies during work hours. Four (4) new homes were connected to the sewer system.

Grease Trap Inspections – Tony completed four (4) grease trap inspections. This included Godshall's tanks 1 and 2, Manna Foods, Getty Mart, and Lebanon Valley Cold Storage/Sunny Lane Foods.

All the indoor air release valve drainpipes were replaced at the Water Street Pump Station.

All wet wells are scheduled to be cleaned in the next few weeks.

The last known broken lateral has been repaired. During the most recent heavy rain, the pump readings have not increased like they did in the past.

The video camera was having issues holding pressure while in use. A crack in the lens was noticed, which would allow water to seep in and ruin the camera. The camera was sent back to be repaired with a new updated lens kit. The new update will allow us to repair the camera in-house in the future, if needed.

New rear drive tires were installed on the flush truck.

The Wastewater Dept. has been assisting the Highway Department at Lions Lake. The berm

was raised, and the dredging of the lake has been completed. A new floating boat dock will be installed and fastened to the new block wall which was recently installed by the crew.

Additional Comments and Questions

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 8:15 p.m.

Respectfully Submitted,

Molly Lum
Recording Secretary