

Minutes
North Lebanon Township Municipal Authority
January 11, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, January 11, 2018 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

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

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

Chair Heisey passed the gavel to Solicitor Wolf who chaired the meeting for the reorganization of the board.

REORGANIZATION OF THE BOARD FOR 2018

- Chair: Current- Gary Heisey
- Vice-Chair: Current- Dawn Hawkins
- Treasurer: Current- Tod Dissinger
- Secretary: Current- Brian Hartman
- Asst. Secretary: Current- Rodney Lilley
- Asst. Treasurer: Current- Rodney Lilley

MOTION: Motion was made and seconded for the officers to hold their same positions moving into 2018. Motion approved.

The gavel was passed back to Chair Heisey.

COMMENTS FROM THE PUBLIC:

William McMichael, resident of 811 Kimmerlings Road and David Brightbill, owner of Lincoln Mobile Home Park (LMHP), were both in attendance.

Mr. Brightbill addressed the board. He had written a letter to the Authority and each member was supplied with a copy. In a previous meeting, Mrs. Brightbill informed the board of their concern as landlords and to request the billing procedure be changed. That proposal is now off the table and Mr. Brightbill is here to explain to the board his new request. The system within LMHP precedes the Authority itself. Mr. Brightbill explained that his father built the park and installed the sewer system himself. About 6-7 years ago, the Brightbill's experienced an issue with infiltration in their pipes and everything it took to fix the system came out of their pockets. Two years ago, the manholes on the property experienced infiltration and the Brightbill's once again took care of the issue on their own. The reason he is mentioning all of this is because his request is for the township to send all the bills to him as the owner, and asks that we remove the customer charge because they don't use the Township's sewer system; they discharge directly to the City of Lebanon lines. Mr. Brightbill's proposal is to receive just one bill and pay strictly the usage amount to the township. There are three other properties not within the park that flow into the line that the Brightbill's installed. No maintenance is supplied from the township for Lincoln Mobile Home Park lines. The board will review Mr. Brightbill's proposal.

APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2018

- Motion to appoint Municipal Authority Solicitor for 2018

MOTION: Motion was made and seconded to continue using Fred Wolf, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2018. Motion approved.

- Motion to appoint Authority Engineer for 2018

MOTION: Motion was made and seconded to continue using Scott Rights of Steckbeck Engineering and Surveying as Authority Engineer for 2018. Motion approved.

- Motion to appoint Authority Auditor for 2018

MOTION: Motion was made and seconded to continue using Brown, Shultz, Sheridan and Fritz as Authority Auditor for 2018. Motion approved.

- Motion to appoint depositories

MOTION: Motion was made and seconded to continue using Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank for depositories for Municipal Authority Funds for 2018 with authorization to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority to Cheri Grumbine, Township Manager, or Lori Books, Administrative Assistant. Motion approved.

- Motion to appoint SEO for 2018

MOTION: Motion was made and seconded to continue using David Siminitus, primary SEO, and Julie Cheyney as alternate SEO of the Lebanon County Planning Department for 2018. Motion approved.

- Motion to Affirm 2018 Board Meeting Schedule
 - Meetings will be held the 2nd Thursday of each month beginning at 7:00 p.m. The joint meeting with the Board of Supervisors will be held the 2nd Thursday in June and November beginning at 5:30 p.m.

MOTION: Motion was made and seconded to approve the 2018 Board Meeting Schedule. Motion approved.

- Motion to Approve Payment of Invoices and Requisitions between meetings

MOTION: Motion was made and seconded for the proper officers authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings. Motion approved.

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

MOTION: Motion was made and seconded to approve the December 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 – Fred Wolf

- Solicitors Report
 - PA Natural Chicks- EDUs
 - They realize they must purchase additional EDUs. The Authority has been monitoring them for one year. They were able to reduce their water usage some, but not enough to be in compliance with the capacity they purchased. Therefore, they must purchase additional capacity.
 - Capacity Fees to City; Tapping Fees to Authority
 - Scenario One- New connections - Each owner is required to purchase sewer treatment capacity (\$2,290 per EDU) at the City of Lebanon Treatment Plant by making application to the NLTMA and paying the

NLTMA tapping fee (\$3,100 per EDU). NLTMA then purchases the capacity from the City of Lebanon Authority. The number of EDUs required for connection depends on the City's EDU chart.

After initial connection, NLTMA will monitor the usage for one year. If the data shows the customer is using more EDUs than purchased, the customer will have the opportunity to reduce its usage or will be required to purchase additional capacity at \$2,290 per EDU plus pay the NLTMA tapping fees of \$3,100 per EDU.

- Scenario Two- Existing Customers adding New Building or Expansion – This is when an existing customer plans to add a new building/addition; they are required to purchase additional EDUs. They will be required to pay the sewer treatment capacity fee (\$2,290 per EDU) and the NLTMA tapping fee (\$3,100 per EDU).
- Scenario Three- Existing Customers Exceeding Purchased EDUs -If an existing customer is discharging more EDUs into the NLTMA sewer system than was purchased, the customer shall purchase additional capacity in the NLTMA sewer system at the rate of \$1,500 per EDU if capacity is available within our lines.

MOTION: Motion was made and seconded to table all discussion concerning the usage, capacity fee, and tapping fee until next meeting. Motion approved.

- Pertinent Issues
 - Neilson has obtained the right of way agreement; the agreement has been signed and recorded. The sewer permit application was given to them today. Once the permit is issued, they will be ready to move ahead to the preconstruction meeting.

ENGINEERS' REPORT – Scott Rights

- Pertinent Issues
 - Slip lining has been wrapping up. Ed reported the last area left was Garden Avenue. No bill had been received yet.

ADMINISTRATIVE REPORT – Lori Books

- Review Annual Report to Board of Supervisors
 - The board did not have any comments on the report, so Lori will send this to the Supervisors.
- 1Mark- video
 - There is a new software company for PA One Calls that the Waste Water and Highway Departments are interested in trying. Lori showed a video to the board.
 - The monthly fee is based on the number of sewer customers. It would be about \$125.00 per month. This process would eliminate printing each ticket,

the person in the office calling each job in as well as saving copy paper and filing all reports in a binder.

- The board recommends the Waste Water and Highway Departments begin the free trial soon to get the hang of it before the busy season starts.
- Pertinent Issues
 - 1715 E Cumberland Street has a zoning amendment coming up. The Authority was to be notified.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- Generator for Water Street Pump Station
 - Sales agreement with DynaTech; was approved in the 2018 budget
 - Price is a bit different from what the board originally saw. The cost includes a gas-powered generator plus the cost for them to plumb the gas pipe. The Township will only need to concrete four pads for the generator to sit on. The cost is slightly less than what was budgeted. It will take about 6-8 weeks to arrive.

MOTION: Motion was made and seconded to approve the purchase of the gas-powered, DynaTech generator for the pumping station at Water Street. Motion approved.

- Ford Chassis; new utility truck
 - 12-14 weeks out for the chassis and 8-10 weeks for the body.
 - Both are from Co-Stars
 - This too was a budgeted item for 2018

MOTION: Motion was made and seconded to approve the purchase of the new utility truck. Motion approved.

- The new shed being built in the yardwaste facility is going to be used to dry out items swept up before taking them to the landfill. Once yardwaste has been cleared out, some of the trucks/streetsweeper will be stored inside.
- December Activity Report

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer – Updates – Amy does not have any specific comments about the list.

Additional Comments and Questions

- The question was brought up during last month’s meeting regarding Lincoln Mobile Home Park as to when or where it may be documented that the Authority authorized the return of the escrow money to the Brightbill’s a few years back. (Mr. Brightbill mentioned earlier that we returned the escrow money in April of

2003.) The staff could not confirm this because there is no documentation on file at the Township as the retaining period for such documents is seven years. The minutes were checked, and no mention of returning the escrow money was found. It is believed the previous Assistant Manager made the decision to send the escrow money back herself.

With no more business for the good of the Authority, the meeting was adjourned at 8:11 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary