

Minutes
North Lebanon Township Municipal Authority
March 8, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, March 8, 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
Scott Rights	Engineer-Steckbeck Engineering
Lori Books	Administrative Assistant
Cheri Grumbine	Township Manager
Edward Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP
Absent:	Fred Wolf

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

William McMichael, resident of 811 Kimmerlings Road, was also in attendance.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

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

Dawn requested clarification on the cost split between the Township and Authority for 1Mark and the Board confirmed the decision was to go 80/20.

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 – Amy Leonard

Landmark made a request for a sewer connection at 1640 N. 8th Avenue. The road was just paved in 2017 therefore there is now a 5-year moratorium prohibiting cutting the

street. Landmark made the necessary payment for the escrow account and signed the developer's agreement. They applied for and purchased the street cut permit for the boring. The surety bond Landmark currently has in place from last year's water installation will be extended for another 24 months from the approval of the sewer connection.

MOTION: Motion was made and seconded to approve the agreement with Landmark for their sewer connection to 1840 N. 8th Avenue. Motion approved.

- Moravian Manor
 - The Authority served as a conduit for a loan Moravian Manor has with Fulton Bank. A letter was received from Pete Addleman requesting approval for a change in the loan agreement and revenue note. There is no obligation on the Authority dealing with the debt, but as the conduit, Authority approval is necessary. All they would like to do is remove a sentence on three pages. Moravian Manor has already agreed to pay for all costs associated with this change.

MOTION: Motion was made and seconded to approve and initial the changes in Moravian Manor's loan agreement. Motion approved.

ENGINEERS' REPORT – Scott Rights

- Tapping Fee Study- update
 - The tapping fee is derived from the Authority's equity in the system divided by the design capacity in the system. As of 2017, we have purchased 5,128 EDU's through the City of Lebanon Authority. The original study took place 13 years ago and was based on the historical cost method. Looking back at the numbers used it should be noted that interest was never included.
 - Scott provided a summary of the study which was completed back in 2004. Our current tapping fee is based on 235 gallon/day while the City is using 220 gallons/day. The City had done their study to determine gallons per day (gpd) after we had completed our study, which is why our gpd does not match the City's. Scott has been researching how much our costs would need to be to break even so that we can justify keeping the tapping fee at \$3,100 if we would change our gpd to 220 to match the City. The cost per gallon would need to increase to \$1,432 to stay consistent. If we multiply that number by the 220, we come out to the same tapping fee. Scott continued to explain to the Board the math and calculations that went into these results. The Board is currently in favor of keeping the tapping fee the same which is \$3,100.
 - Currently there doesn't seem to be any areas of the township with immediate issues/malfunctioning on-lot systems. Kimmerlings may be the next area we introduce public sewer to as well as Strack Drive.
 - Lori pulled the current sewer loan which shows our initial loan was for \$8,800,000 and since that time the Board has paid almost \$1,800,000 on the loan. We are down to about \$7,000,000 left on the loan which does not include interest.

- Crossings at Sweetbriar- bond reduction update
 - We still have not received the as-builts drawings. They are currently working on them.
 - There are still 2 manholes which need to pass inspection. These inspections were attempted, however, the equipment was still failing. The testing has still not been completed.
 - The bond reduction will not be released until these tasks are finished.
- Homestead Acres Phase 4
 - The as-builts drawings were submitted and are being evaluated now. There was a lateral that was missed and will be added accordingly.
- Pertinent Issues
 - Chapter 94 Report - Flow figures had been sent out to the Board yesterday. The flows had jumped a bit this year by about 950,000 gallons (estimate).
 - There have been residents going around saying that our system leaks and the City doesn't want to treat it. All our old clay lines have now been sliplined and brought up to date. These are simply rumors and are not true. There may be some sump pumps connected in the Rockwood area that we intend to investigate with the new video equipment.

ADMINISTRATIVE REPORT – Lori Books

- Special Purpose Fees- update
 - We currently have three different special purpose fees in addition to the regular tapping fee. Lori emailed copies to the Board of a summary showing the actual expenses for each special purpose tapping fee versus the revenue we took in for each. All three continue to show a deficit. Once we collect enough revenue to cover the costs, the special purpose tapping fee will be re-evaluated at that time and possibly rescinded.
- Landmark- 1640 N. 8th Avenue
 - This was covered in the Solicitor's Report.
- Harris- Weavertown Road
 - Lori sent the letter to Lebanon County Planning informing them of the Board's decision to allow an on-lot system on this lot. Mr. Harris did obtain the on-lot permit and is now working on the storm water plan. He also applied for the driveway permit.
- Moravian Manor- update
 - This was also covered in the Solicitor's Report.
- Pertinent Issues
 - Yesterday Lori received an email from Jerry at Godshall's Quality Meats offering the members to view the new addition. The tour will be held on Wednesday morning for anyone wishing to attend.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- February Activity Report
 - Tommy C. was at the Water Street Pump Station during the wind storm last weekend. The pumps would run for about 4 minutes, then would be off for 4

minutes. Since the power was out and he had to hook up the backup generator, he had to stay and watch all night long until the electric came back on. The station was up and running normally again Saturday afternoon. There was a tree that fell on a wire on Water Street which caused the outage.

- Orange Lane was also down during the storm. It was already down to one pump and during the storm the second pump failed. Luckily that same day, they received a call that the first pump was ready to be delivered the next day. Tommy called and asked if he could pick it up that night because the 2nd pump failed. We now have both pumps up and running, with a backup on order for the shelf in case of another emergency. Ed would like to do away with this pump station sometime in the future. Discussions followed regarding the possibility of that happening.
- Tony and some of the other workers have been cutting the brush down around the fences at the pump stations.
- Nielson- 2111 W. Maple Street
 - They were able to get through to the manhole after a few bumps along the way. The pump testing still needs to be done. We are waiting on George Strohm to call and say they are ready. Once that is complete, we will be able to approve the connection.
- 1Mark- update
 - The crew is very thankful the Board agreed to keep the program.
 - There is a One Call meeting in April they plan on attending for educational purposes.
- Bumper Crane- update
 - Ed did some research and it would be a \$920 savings if we installed the crane. Ed thinks the crane is an important feature to help avoid back injuries when it comes to lifting heavier objects. The Board agreed it is worth the cost to have the company constructing the truck to install the crane for liability reasons.

MOTION: Motion was made and seconded to add \$6,300 to the cost of the utility truck to add the bumper crane. Motion approved.

- Pertinent Issues
 - There was a question regarding the relaying of the pavement on Kimmerlings Road in the area of the Crossings. Ed confirmed wherever the road was disturbed, 1 ½ inches will be milled and 1 ½ inches will be relayed.
 - Dawn asked if we get reimbursed for sending out our guys with the video camera when a homeowner calls and informs us their plumber said their issue was caused by our lines being clogged. The camera confirmed there was nothing wrong with our lines. Their plumbers are stating otherwise. Ed said as of now there are no charges/invoices being sent out. This helps to prove to the customers that it is not our lines, but something clogged within their lines.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – There was no additional information for Amy to update the Board with during this meeting. Ed asked about a property on Kathleen scheduled for

demolition. Amy replied she did receive a payoff for that property.

Additional Comments and Questions

Brian made a comment about the employee picture in the newsletter and thought it was great to acknowledge the workers and was curious about other things they could do to show their appreciation. Ed did explain to him there are times where lunch will be paid for or food has been brought in by the public. As employees, we are well taken care of and appreciated by our employers.

With no more business for the good of the Authority, the meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary