

Minutes
North Lebanon Township Municipal Authority
May 10, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, May 10, 2018 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

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| 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 |
| Cheri Grumbine | Township Manager |
| Edward Brensinger | Roadmaster/Supervisor |
| Amy Leonard, Esq. | Henry and Beaver, LLP |
| Absent: | Gary Heisey |
| | Lori Books |

The meeting was called to order by Vice Chair Hawkins 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.

Vice Chair Hawkins asked for a motion to approve the April minutes.

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

Vice Chair Hawkins 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

- Lincoln Mobile Home Park
 - The arrangement with David Brightbill has been completed. All of his billing will now go through the City of Lebanon. Before the last meeting he had submitted a Right to Know request which has now been retracted.

- Joint Meeting
 - There will not be a joint meeting in June due to a lack of material. The joint meeting in November is still on the schedule.
- PA Natural Chicks
 - Lori has been monitoring the usage over the past year and has noted that they are using more EDU's than they have purchased. Cheri stepped in to make the Board aware of an issue that has now been resolved. Earlier that day, Molly and Lori were looking more in depth as to why their usage has increased by such a large amount. After calling into the City of Lebanon, we discovered that with the new billing system the City recently switched to, it was now adding the numbers from their regular meter and deduct meter instead of subtracting them. The dollar amount to bill was still correct because it was manually put in, but the gallons weren't matching. They were truly high in February but this past quarter they seemed to have things under control. They still need to purchase one additional EDU for their new building expansion.
- 2111 W. Maple Street
 - The sewer connection last month was inspected and approved by PennDot yesterday. Scott will be forwarding that information where it needs to go.
- Landmark made their sewer connection for 1640 North 8th Avenue and it was approved. They have since applied for a driveway permit and Ed believes they will soon go for a building permit.
- The Authority Board previously approved a change in the ordinance stating anyone within 500 feet of public sewer must hook up. The change involved an exemption for someone who is building a new structure and it would require multiple right-of-ways through neighboring properties to connect. They will now be allowed to install an on-lot sewage disposal system. This will need to be adopted by the Board of Supervisors.
- Last week Fred was notified by Moravian Manor. They will be doing more financing again this year. They are requesting the Authority to act as a conduit again on their behalf. The total project has been approved. This will be the third year the Authority is in the role of a conduit. Fred explained the process to the Board as to how we became the conduit.

ENGINEERS' REPORT – Scott Rights

- Crossings at Sweetbriar- bond reduction update
 - We received an electronic copy of their as-built drawings. A bond reduction is now acceptable but the county needs some type of correspondence saying that we are okay releasing the sanitary sewer portion. Cheri said we can send them an email.
- Homestead Acres Phase 4
 - As-builts were received and the engineers reviewed and sent comments right back. They are in the process of revising and returning the drawings.

ADMINISTRATIVE REPORT – Lori Books (presented by Cheri Grumbine)

- Sunoco Mini Mart/ Subway- additional EDU agreement
 - Lori sent the owner a letter informing them they need to purchase additional EDU's to compensate for the additional businesses on the property. The agreement stated they currently have 3 EDU's and would need to purchase 3 additional EDU's for a total of 6. The gentleman came in and paid the money for the additional 3 EDU's. The only thing remaining is for the owner to sign the additional EDU agreement. Following the owner's payment of the EDUs, a letter from the owner's attorney was received questioning how the Authority concluded he needed 6 EDU's. Lori sent a response letter to his attorney with the reasoning behind why we are requiring the additional EDU's. We are now waiting to hear back.
- PA Natural Chicks- additional EDU agreement
 - Discussed in Solicitor's report
- Reminder- no Joint meeting
 - Discussed in Solicitor's report
- Pertinent Issues
 - The Board received the financial reports from BSSF and they will attend a future meeting to review the final audit with the Board. The 14th of June will be the first possible date for BSSF to attend a regularly scheduled meeting and if that doesn't work, August 9th will be the backup date.
 - Dawn asked if Sunoco received a grease trap and building permit. Cheri confirmed they did get the building permit. Ed assumes the old store was on a grease trap inspection list but will confirm with Tony and Lori.
 - Cheri emailed the Board about their investments and CD's. Bonnie was able to recently renew matured CDs at the new rate, 2.65%. Therefore, she, Lori and Bonnie looked at several current CDs and compared interest rates. A recommendation was made for an early withdrawal of six CDs and obtain new CDs at the 2.65% interest rate. Tod had a few questions about the numbers shown. Further discussion occurred.

MOTION: Motion was made and seconded to take the 3 CD's at .75% interest (41803, 41811, 41837) and move them to a 2.65% interest rate and take the 3 CD's at 1.25% interest (34733, 34899, 34881) and convert them to the 2.65% interest rate. Penalties will be applied in doing so. If any other opportunities come where an increased profit is available by changing the interest rate and taking the penalty, the Board is authorizing Cheri and Lori to do so. Motion approved.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- April Activity Report
 - The new generator at Water Street is up and running and has been tested. There was one issue, but it has already been corrected.
 - The heater at the Rockwood pump station has failed and we need to look

into replacing it. The work would be done in house which would save on the cost.

- There have been some issues with the diesel engine in the oldest sewer truck. There are fuel issues with some of the other trucks as well.
- The new truck should be delivered soon. Once it arrives, the old truck will be advertised on Municibid.
- The wet wells at the pump stations were cleaned out.
- There will be some flushing of the lines soon.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – There are two that were paid in full, #22 and #25. #23 was sold in April at Sheriff’s sale and a payoff was sent out with the current bill. #14 will hopefully come off next week. They had applied for a reduction based on a leak they had, and the City granted it to them. Their bill is now a good bit lower.

Last month there were 6 that were non-compliant with the on-lot septic tank pumping report and payment. Three have since contacted Lori and we are hoping to get them off the list. We may get to a point where we need to file a complaint in Court for a few.

Additional Comments and Questions

With no more business for the good of the Authority, the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary