

Minutes
North Lebanon Township Municipal Authority
June 14, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, June 14, 2018 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

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

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

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

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

MOTION: Motion was made and seconded to approve the May 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

- Debt payments- sewer and water
 - We are currently paying 2.33% interest for the sewer debt which will jump to 4.50% in five years. We are currently paying 2.66% interest for the water debt which jumps to 4.25% in five years. We should consider putting

additional money on the loan as resources allow while our interest rates are low. Our reserves are reevaluated at the end of every year and we will continue to make additional principal payments on both loans.

- Moravian Manor
 - Moravian Manor is doing some refinancing again and the Authority will stand as a conduit. The Authority will receive a check when it has been completed. They go through the refinance every year because their money goes towards the elderly and taking care of them and the fluctuation of that process.
- Stormwater fee
 - The Township adopted an ordinance for a new stormwater fee. The current rate is \$40.14 per ERU. There are no exemptions for this new bill. Reports were run to see how much each pump station would be billed for that the Authority will need to pay. The Township has looked at the bill assessed to this building itself, 725 Kimmerlings Road, and how that should fairly be split. Lori took the listing provided by Steckbeck and separated out the properties that were Township owned and Authority owned. In white we have all the properties that are strictly Township owned and will be paid by the Township. Anything that is highlighted in yellow is owned by the Municipal Authority and totals to \$401.40. There is one property, our building, that will be split. The thought of Lori and Cheri is that the bill will be split into thirds between the Township, Authority, and Police Department, because we all share the building. The total is \$3,492.18 so the Authority's portion would be \$1,164.06. That will be on top of the \$401.40 owed for other properties owned by the Authority. The bills were sent out this week.
 - A second spreadsheet was provided by Dan of Steckbeck Engineering showing the township and authority owned properties with an explanation of the improvements on each property. Dan's list has one property shown as authority owned. However, it is split between North Lebanon and South Lebanon and not the authority. There are two pump stations that are not deeded in our name. The Board directed Fred to look into why.

MOTION: Motion was made and seconded to pay 1/3 of the stormwater bill for the shared use of the Township building. Motion approved.

ENGINEERS' REPORT – Scott Rights

- Homestead Acres Phase 4
 - As-built drawings
 - Revised drawings were received. We still need the electronic copy.
 - Release reminder of bond?
 - Every month or so Gerald will contact Lori. Scott said once the electronic copy is received that she can move forward with that release.

MOTION: Motion was made and seconded to release the remainder of the bond for Homestead Acres Phase 4 provided Scott of Steckbeck Engineering approve

the as-builts. Motion approved.

- Pertinent Issues
 - Dawn asked about the paving on Kimmerlings Road where the developers cut into the road for their project. Ed does not have an exact date of when it will get done but will know more next week. It is on Ed's list.

ADMINISTRATIVE REPORT – Lori Books

- Sunoco Mini Mart / Subway- Additional EDU Agreement
 - The agreement was signed, and all the fees were paid. He purchased 3 additional EDU's.

MOTION: Motion was made and seconded to approve the additional 3 EDU's that were bought within the agreement between the Authority and Siva Puja Enterprises. Motion approved.

- PA Natural Chicks- Additional EDU Agreement
 - They will be purchasing an additional EDU for their building addition.

MOTION: Motion was made and seconded to approve the purchase of an additional EDU by PA Natural Chicks. Motion approved.

- E. Canal Street- EDU reduction request
 - The owner of the Lebanon Pattern Shop came into the office. He currently owns and is paying for 4 EDU's but says he only uses 1 at the most. Back in 1979 when he applied for the permit, he had about 30 workers per shift. Things have declined, and he doesn't need that many EDU's. As long as we keep an eye on his usage and it stays the same, Fred thinks it should be fine to let him return them. The Board agrees that if the property sells and they need more EDU's, they will need to be re-purchased at the current rates. Lori is going to present the Boards decision to the owner and give him the option to return them.
- Always Bagels- Lot Plan Addition
 - We received a subdivision plan for Always Bagels for several lot additions. At this point, the plan is only for the lot additions. This plan does not show any additional buildings and therefore there will be no additional EDUs needed at this time.
- Pertinent Issues
 - Last week a rebate check for 2017 healthcare was received and the Authority will be getting \$16,353.26.
 - Lori has been in contact with Jim Koontz from BSSF, our auditors. He will be here at the August meeting to review the final audit report for 2017 and answer any questions the Board may have.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- May Activity Report
 - New wastewater truck will most likely be delivered next week.
 - A few more items were found that were missed on the initial quote, but the amounts weren't make or break.
 - A staff meeting was held earlier today, and the topic of sewer reconnect permits came up. One of the crew members thought we should not inspect work being done by a plumber on a land owner's property/private lateral. Ed believes we should most definitely be inspecting these types of repairs and reconnections. We need to be sure they are installing the correct materials and have the lines tested. If something goes wrong, it could come back and affect our lines. We do have a sewer reconnect/repair permit application that should be completed and submitted to the township. The permit fee is \$250.00.
 - The guys have been doing a lot of grass cutting and spraying of weeds at the pump stations.
 - Tunnel Hill Road is closed and will be through August for PennDOT work.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – There is nothing new or anything specific that Amy has this month.

Additional Comments and Questions

There was a question as to whether the slip lining of all our old clay lines has been completed. Ed clarified that there are still a few lines that could not be slip lined due to the ends of the lines not ending with a manhole but rather end as a lamphole.

With no more business for the good of the Authority, the meeting was adjourned at 7:49 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary