

Minutes
North Lebanon Township Municipal Authority
July 12, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, July 12, 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
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Scott Rights	Engineer-Steckbeck Engineering
Lori Books	Administrative Assistant
Cheri Grumbine	Township Manager
Amy Leonard, Esq.	Henry and Beaver, LLP
Absent:	Tod Dissinger
	Fred Wolf
	Ed Brensinger

William McMichael, resident of 811 Kimmerlings Road, 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.

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

MOTION: Motion was made and seconded to approve the June 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 (presented by Amy Leonard)

Fred did not have any new topics to bring to the Board's attention; he simply sent a few reminders for Amy to share.

- Meeting with Board of Supervisors will be November 8th, 2018.
- We are expecting another bond issued from Moravian Manor this year.
- The remaining items with the Lincoln Mobile Home Park are now resolved.
- The Authority will pay 1/3 of the stormwater fee issued to the municipal building, 725 Kimmerlings Road.

ENGINEERS’ REPORT – Scott Rights

Musser Tract Update – This piece of property lies East of Briar Lake on Maple Street. Scott heard they plan to create about 40 lots. One issue they are running into is connecting to our sewer system. Our line ends at Lantern Drive. They made a request to have 10” pipes so they could lay them flatter. No formal submissions have been made at this point.

Homestead Acres- Bond Reduction Update – Scott received the disc and it does upload to the GIS software. The bond reduction will be granted.

Pertinent Issues – There have been several subdivisions submitted recently. The information was entered into the GIS database however, our operator’s devices/computers must still be updated.

ADMINISTRATIVE REPORT – Lori Books

New Truck – The new sewer truck has arrived. Lori needs a motion to place the old sewer truck on Municibid.

MOTION: Motion was made and seconded to put the old sewer truck on Municibid pending the approval of the reserve bid. Motion approved.

Lebanon Valley Cold Storage- Strong Waste Permit – They are up and running and have yet to submit any monthly or quarterly reports in accordance with the strong waste permit. Lori sent them a letter last week but has not yet heard from them. She also mentioned in the letter that Tony has been trying to contact them to set up a schedule for the grease trap inspections.

Pertinent Issues

- Jim Kootz and Brian Marchuck from BSSF will be here next month to review the 2017 Final NLTMA Audit; reminder to bring financial reports to August meeting.
- Lori handed out the year end profit/loss reports for 2017.
- The Township received a request from a resident to install a fence over an existing sewer easement. This is the same resident the Authority made an agreement with last year to allow paving over our sewer line. The lot is located on Beta Avenue. Ed and Tommy went out to look at the property and thought it would be okay as long as we have access. An agreement was created that gives the Authority access to the sewer line if the need would ever arise. Lori showed the plot plan to the Board and they discussed some of the various factors.

MOTION: Motion was made and seconded to approve the agreement for a new

fence over our existing sewer line. Motion approved.

- A situation where a sewer payment came in late and was made out for the amount from last quarter (\$133.51), not this quarter (\$155.12), came up last week. Due to the incorrect amount which left a balance (\$21.61) and the 10% penalty (\$15.51) from being late, the account was automatically bumped onto the Administration Fee list which incurs another twenty-dollar (\$20) penalty. Our threshold for this penalty is any unpaid balance over \$20.00 receives the administrative letter and penalty. Due to the resident's mistake and the fact that he was late, he received the administrative letter and penalty. Lori's request is to bump up the threshold to a more realistic amount.

MOTION: Motion was made and seconded that the new threshold for someone to receive the \$20.00 Administrative Fee will now be \$50.00. Motion approved.

WASTEWATER DEPARTMENT REPORT – Tommy Camasta

The June Activity Report was not available.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – There were some payments that were received this week. There are about 3 or 4 accounts that received a 30-day letter. One major issue Amy has run into is simply not having a contact, whether it be an address or number, for the owner of the properties.

Additional Comments and Questions

Mr. Musser has now purchased the old Cikovic Farm.

There has been some interest on the property between 6th and 7th Avenue on E. Canal Street. There are 5 or 6 non-profits working with Steckbeck Engineering to put in "little" homes. The Board would prefer any sewer connections be made along 6th Avenue. The project is meant to help those who are handicapped, returning from Rehab, or anyone just trying to get back on their feet.

With no more business for the good of the Authority, the meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary