

**Minutes**  
**North Lebanon Township Municipal Authority**  
**September 13, 2018**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 13, 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
Nick Thornton	Engineer-Steckbeck Engineering
Lori Books	Administrative Assistant
Ed Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP
Absent:	Gary Heisey
	Scott Rights

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 as there were no public in attendance.

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

**MOTION: Motion was made and seconded to approve the August 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**

Joint Meeting – The annual joint meeting will be held in November. The group will go over the budget and expenditures. When Scott completes the capital improvements schedule, both Boards will review to determine whether they should be putting more money on the sewer debt.

Moravian Manor – Moravian Manor expects to do another portion of their financing for

future projects going into next year. They will need conduit financing from the Authority again this year.

Class Action Lawsuit – The office received information of a class action lawsuit. Fred's office is reviewing to see if this lawsuit pertains to us.

### **ENGINEERS' REPORT – Scott Rights (presented by Nick Thornton)**

Capital Improvement Schedule – Scott sent out an email to the Board. The Capital Improvements Schedule is underway. Ed and Scott have had several conversations in relation to the schedule. At some point Lori will need to sit in with Ed and Scott to review.

Musser Tract – Steckbeck has not heard anything new from the developer. There has not been much activity on this project other than progress on the preliminary drawings.

Bare Property – Ed needs to get in contact with Mr. Bare about getting an easement across his property.

### **ADMINISTRATIVE REPORT – Lori Books**

Bid on Sewer Truck – Last month the Board conditionally approved the sale of the sewer truck. The sale has ended, and Michael Kiehl was the highest bidder at \$30,100.00.

**MOTION: Motion was made and seconded to accept the bid on the sewer truck of \$30,100.00. Motion approved.**

Godshall's – The agreement is ready for Godshall's to purchase an additional 20 EDU's and continue with their current payment plan. They are now purchasing 3 EDU's every quarter as approved by the previous agreement. Scott confirmed there is still capacity available.

**MOTION: Motion was made and seconded to approve the new agreement for Godshall's, allowing them 20 EDU's instead of 15 EDU's. Motion approved.**

Sewer Connection on Grace Ave and Water St – Lori had an inquiry from someone looking to purchase a property and if it would be possible to connect to our public sewer system. The property is in Swatara Township, just outside of Rockwood. The property lies between Quarry Road and Grace Avenue. The houses they want to connect are on Quarry Road. This would most likely require them to install their own pumping station due to the topography of the land. There are 18 units total on the property. Lori gave them all the capacity and tapping fees that would be required for connection. That total does not include any of the work. We would also need some type of intermunicipal agreement. The perspective buyers intend to look into other options should the existing onlot system malfunction.

Mount Pleasant Ventures – Mount Pleasant Ventures owns a vacant lot on Grace Avenue,

1664 Grace Avenue. They intend to connect to the public sewer system, which is across the street. They would need to bore underneath Grace Avenue to access the existing public sewer main. Lori has created the developer's agreement. They need to purchase one (1) EDU because it is for a single-family home. The Board had some discussion about the lot. They also need to apply for a HOP with the state to bore under Grace Avenue since it is a state road.

**MOTION: Motion was made and seconded to approve the developer's agreement and the HOP agreement for 1664 Grace Avenue. Motion approved.**

8<sup>th</sup> Avenue Pump Station – The pump station located on North 8<sup>th</sup> Avenue had an E. Maple Street address. Lori worked with the GIS Department at the County to have it changed to 913 North 8<sup>th</sup> Avenue. Since the property is accessed off 8<sup>th</sup> Avenue and always referred to as the 8<sup>th</sup> Avenue Pump Station, we felt it more practical to have an 8<sup>th</sup> Avenue address. Fred directed Lori to research if all our pump stations have numerical addresses versus SS/NS. If not, work with the appropriate person to have them receive an actual numbered address.

Sewer Payments – A resident sent a letter into the office insisting that we should go by the post mark date when it comes to accepting payments. He stated most other utilities do this, so he believes we should as well. Brian stated that he does not believe we should change our policy because of a few complaints that come in each quarter when most of the residents understand and are paying on time. Dawn also believes the ladies in the office thoroughly go over the due dates and times with residents and make the policy very clear and available for residents. We do offer a drop box where residents have access 24/7. The Board agreed to keep the payment policy as is.

### **WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

August Activity Report – The Board has the report done by Tommy. Tommy and Tony noticed the flow rates seemed a bit high at the Water Street Pump Station. The discharge flap valve had torn which would not hold a column of water within pump one. This was a very good catch on their part. We had 2 spare flaps on hand and the problem was fixed the same day.

Orange Lane Pump Station – They are looking into the possibility of eliminating this pump station sometime in the future and making it gravity flow. To accomplish this, two easements would be needed from neighboring properties. Scott and Ed met with one of the property owners who was agreeable to the proposal and having an easement on his property. They were able to walk to the site to give the resident a better idea of what we are proposing. Ed still needs to speak with the other property owner.

Renew Contract for Kochenderfer Generator – The preventive maintenance agreement that came with the generator is about to expire. DynaTech sent an offer for the Authority to renew this agreement. The cost would be \$409.00 per year. They can check things that our mechanic cannot do. Ed recommends the Board approve this annual maintenance agreement.

**MOTION: Motion was made and seconded to renew the annual preventive maintenance agreement with DynaTech for \$409.00 for the Kochenderfer pump station. Motion approved.**

Rockwood Pump Station Heater Replacement – The heater burned up at the end of last winter. This was the second circuit board that had burned up. The heater was not sized correctly for the size of the building. In the winter it would run non-stop and only kept the building at about 52 degrees. We decided the heater should be replaced with an appropriately sized heater that hangs from the ceiling. It will be installed by us.

Pertinent Issues – Last month we reported the guys had videoed the sewer lines after receiving heavy rain. The cameras indicated several laterals which were dumping large amounts of stormwater into our sewer system. Lori sent out letters to the residents affected. Two of them had called in and were transferred to the wastewater guys. Ed was curious how the Board handled these types of issues in the past. It was noted that we only recently bought the video equipment and therefore did not have these situations in the past. We provided the resident with the information to fix the problem and have not heard from them since. Ed questioned what the next step would be. Amy said it would fall under the Municipal Claim Act. We could file a lien if the resident continues to ignore the problem. If the resident plans on selling the property, then this stipulation needs to be filed with the title. Fred and Lori are going to work on putting something in writing to the owners.

### **ATTORNEY REPORT- Amy Leonard**

Delinquent Sewer Updates – Amy does not have any major updates. One of the delinquent properties is paid in full. #16 and #17 are both on the tax upset list and to her knowledge, have not come off. In this scenario, the sale will be held in September and if the property sells then the buyer will be responsible for all liens and claims. If the property isn't sold or a mortgage company does not get the home off the list, then it will move forward to the December sale. Once it is pushed to the December sale, all purchases are considered "free and clear" and Amy's lien will be extinguished. Amy has a gut feeling both will be on the free and clear list. #22 is on the Sheriff's Sale list for October. All of the properties on the list have the water shut off, if possible, and the rest are well properties.

### **Additional Comments and Questions**

With no more business for the good of the Authority, the meeting was adjourned at 7:53 p.m.

Respectfully Submitted,

Molly Finley  
Recording Secretary