

Minutes
North Lebanon Township Municipal Authority
October 11, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 11, 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
Fred Wolf	Henry and Beaver, LLP
Scott Rights	Engineer-Steckbeck Engineering
Lori Books	Administrative Assistant
Ed Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP
Cheri Grumbine	Township Manager

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 as there were no public in attendance.

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

MOTION: Motion was made and seconded to approve the September 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

Joint Meeting – The joint meeting with the Board of Supervisors is next month. The plan is to review Lori's budget for 2019, examine the reserve account and see if we should be making larger payments on our sewer debt, discuss plans for eliminating the Orange Lane pump station, and Scott's Capital Improvement plan. The meeting will begin at 5:30.

Moravian Manor – Fred is still expecting the Authority will be the conduit for Moravian Manor and their financing which will most likely happen in December. We are waiting to hear about

the documents and the schedule of events.

ENGINEERS' REPORT – Scott Rights

Capital Improvement Schedule – Lori, Ed, and Scott are going to meet next Tuesday to review the plan and update it. The final copy will be provided to the Board before the joint meeting.

Orange Lane Pump Station Update – Ed met with Mr. Hershey Bare and he suggested the sewer line be moved a little more to the South, along the edge of his property. Steckbeck will provide a new sketch reflecting the change. Mr. Hershey Bare had tilled his field to help keep it dry, so it could be farmed. All the water now goes into the swale which keeps the area a mess. There was further discussion about the perks, and difficulties, of this project and the trench. Ed discussed possibly doing the work in house, but it depends on what time of year this would occur and the other various projects the crew would need to do.

ADMINISTRATIVE REPORT – Lori Books

Musser (1664 Grace Avenue) – Mr. Musser signed the Developer's Agreement and paid the \$5,000 escrow. The HOP has been issued. The last time Lori spoke with Gerald, he was still deciding which contractor he was going to use for the boring. Once the contractor is selected, we can get the Certificate of Liability, naming the Authority as an additional insurer from Mr. Musser's contractor. A pre-construction meeting will then be set up.

Ladd Hanford – The Township received a subdivision plan for Ladd Hanford. They are planning to reconfigure their track lines, taking four separate tracks, combining them into one, and then ultimately splitting the property into two separate lots. There is water that will flow into the quarry from both North Lebanon and West Lebanon, so stormwater will need to be worked out.

Review Preliminary Budget – Most of the numbers were plugged in. Lori is waiting on worker's comp numbers, so she used last year's figures for now. She also needs the new interest payments from the bank since the Authority put extra money on the principle of the loan our amortization schedule does not reflect the actual interest payments. Ed did not submit anything for Capital Improvements or Capital Purchases, so the budget only includes the standard revenues and expenses that are there every year. Lori pointed out the reimbursement we received on the health insurance premiums from the last two years, and to date for 2018. Our insurance rates went up 7.6%, which is not bad considering the number of incidents we had. \$100,000.00 was left in for repairs and maintenance because of how unpredictable issues can be. The only big-ticket item for next year's budget is a presser washer for all the vehicles. The Authority would only be paying a quarter of that cost, about \$1,525. For the Capital Reserve Account under Tapping Fees, we are projecting 5 lots from Phase II of the Crossings and 5 lots from Gerald Musser, if he starts next year. Those are all reflected in sewer and water tapping fees, special purpose tapping fees, and capacity fees. The additional sewer capacity is coming in from Godshall's and we are also receiving the Swatara debt payment for Rockwood. The second page reflects the additional \$100,000.00 that the Authority agreed to put on the loan every year for 10 years. We will

need to discuss whether we should be looking at updating the pressure mains within the township.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

September Activity Report – There were 36 one calls this past month during work hours, 2 being emergencies. Tony did 3 grease trap inspections with follow ups. There were 5 lateral connections in Sweet Briar. The crew installed a new heater at the Rockwood pump station which is a much better fit for the space. All the pump stations and check valves were cleaned, checked, and degreased. The grass is still being cut regularly by the crew. Tommy indicated on his report that our systems are working 100%, outside of a few leaky laterals that were found and are being worked on. Ed has spoken with Gill Weik and he is working with Louie Kolovani to video the line and figure out where his issue is stemming from. The Authority is hoping to get this resolved in a timely manner.

Penn Bid - Lori and Ed sat in on a Penn Bid presentation at Steckbeck's office. If the Township and Authority would go through this process, everything is taken care of online through Penn Bid, but does not include advertising. The winning bidder pays a fee/percentage to cover the company costs. The percentage the bidder pays is based on the winning bid amount. They are endorsed by PSATS and PMAA. Scott was able to share a little more information on the time and work that it will reduce for the Township. Amy brought up that there are laws and statues as to how things must be advertised, so if all the requirements are met then it is a go.

Brush Cutter – Tommy spoke with Ed about purchasing a brush cutter which would be attached to the skid loader. He thought it would be beneficial for mowing the rights-of-way. The cost comes to \$5,700. Ed is asking that the Township and Authority split it 50/50 either for the budget this year or plan for next year. This will be tabled until the Joint meeting in November.

Pertinent Issues – The topic of pigging the landfill line was brought up. Ed confirmed the crew typically takes care of that in the Spring every year. There was further discussion between the members to get on the same page.

Dawn asked Ed about the paving on Kochenderfer. He clarified there was never a timeline given. The pavers know that it needs done but are most likely backed up right now due to all the rain.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – Amy did not have any updates for the public. The Board went into executive session.

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