

**Minutes  
Joint Meeting  
North Lebanon Township Municipal Authority  
North Lebanon Township Board of Supervisors  
November 8, 2018**

An advertised special joint meeting of the North Lebanon Township Municipal Authority and the North Lebanon Township Board of Supervisors was held on Thursday November 8, 2018 at 5:30 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Municipal Authority:

Gary Heisey	Chair
Dawn Hawkins	Vice Chairperson
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Tod Dissinger	Treasurer
Lori Books	Administrative Assistant
Frederick S. Wolf, Esq.	Henry and Beaver, LLP
Scott Rights, P.E.	Steckbeck Engineering
Amy Leonard, Esq.	Henry and Beaver, LLP

Board of Supervisors:

Edward A. Brensinger	Vice Chairman
Bruce Sattazahn	Treasurer
Cheri F. Grumbine	Township Manager
Solicitor Frederick S. Wolf	Henry and Beaver LLP

Absent: Richard E. Miller

The meeting was called to order at 5:30 p.m. and the pledge to the flag was recited.

Chair Heisey turned the meeting over to Solicitor Wolf.

**2019 Budget**

Solicitor Wolf started off by introducing the purpose of this meeting which is to look over the budget for next year and make sure it covers everything needed. Fred handed the meeting over to Lori to review the budget proposal.

**Sewer Operating**

- This fund covers the day to day operations, has 4 full time employees, just over 60 miles of sewer lines, and 8 pump stations. Starting on page 3 we can see projected numbers for the 2019 revenues, this includes cash on hand and fees expected to come in next year. Lori bumped the sewer treatment revenue numbers down a little bit as last year we raised it a bit too high when anticipating the 5% increase from the City of Lebanon Authority. Lori

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pointed out the additional \$100,000.00 the Authority agreed to put on the sewer loan each year as additional principal. She also noted another \$90,000.00 that we expect to receive from tapping fees next year that would then get transferred and put on the loan as well. Flipping to the Expenses page, we anticipate spending money on the Authority Board wages and the wastewater wages (including salaries, health care, FICO, workers comp, and pension). Also listed are the expenses for supplies, gasoline, and uniforms. Those numbers were kept the same as in the 2018 budget. The engineers retaining fee was bumped down because some payments should be able to come out of the escrow accounts. Our commercial insurance went down this year due to switching vendors. Scott mentioned an alternate uniform company that is about half the cost of the typical, well-known companies. He is going to get the name and let the Township know. The budget includes a 3% increase to the wastewater salaries. A few questions were raised regarding the health care and related benefits. It was noted that we received a reimbursement from our insurance carrier for the past few years as we are part of a self-funded insurance program.

- We do not anticipate any major Capital Improvements or Capital Purchases for next year.
- The interest rates for the water and sewer loans which are depicted in our original amortization schedule are not accurate. Since the Authority has put extra money on the principal over the last couple of years these numbers are actually a little bit less and are reflected in the budget. The banks do not send out a revised amortization schedule.
- We anticipate an ending balance of 1.9 million dollars in 2019. The sewer user rate will remain the same in 2019 as in 2018 at \$78/quarter per EDU, which reflects NO increase.

There was discussion of what happens with the debt and O&M charge once the loan is paid off. Scott explained that we will always have O&M charges and in theory those charges go up every year. Annually we review the 10-year plan to get an idea of our potential expenses and revenues which help to determine our financial status over the next 10 years. One thing to take into consideration is the fact that right now North Lebanon is still growing due to development but one day that will come to a halt.

#### Capital Reserve

- This fund contains the capacity, tapping, and special purpose fees. It also tracks the Rockwood payments, in and out. The Rockwood payments are the sole responsibility of Swatara Township as we have paid off our portion. The revenue section is determined by the amount of anticipated sewer permit applications. The Board also discussed the line pertaining to Godshall's and the agreement they have when purchasing EDU's.

#### Water Operating

- The Crossings for Phase I is complete and all of the tapping fees have been paid. This was originally scheduled to wrap up in 2020 but they had purchased extra permits over the past two years. The two commercial lots towards the front of the development will still need to have the appropriate fees paid when the time comes as they were not included in the agreement. There was a total of \$190,400.00 collected for the Phase I tapping fees. In 2017, an agreement for Phase II was signed. This is a pay as you go basis, however the tapping fees for all lots must be paid in full within 5 years, taking us to 2022.

- Lori asked the Board if they would like to put an additional \$45,000.00 on the principle for the water loan before the end of the year. This will be discussed during the Authority's regular meeting following this joint meeting.

### **Solicitor Report**

- There has been talk of removing the Orange Lane Pump Station. Ed has received verbal confirmation from the two property owners affected, stating they are in agreement with our proposal. The next step would be to draw up right-of-way descriptions and get the easements out of the way. Further discussion occurred but a motion is not needed at this point.
- Ed requested permission to purchase a brush cutter for the new skid loader. He would like the Township and the Authority to split the cost 50/50 for this accessory. The total cost will be about \$6,000.00, splitting it \$3,000.00 each.

**MOTION: Motion was made and seconded, by the Authority, to split the cost 50/50 between the Township and the Authority for the brush cutter. Motion approved.**

**MOTION: Motion was made and seconded, by the Supervisors, to split the cost 50/50 between the Township and the Authority for the brush cutter. Motion approved.**

- Dawn agreed to be a member of the Authority Board for another 5-year term. She will be reappointed in January.
- Fred addressed the wonderful job Ed is doing now that he has taken over the department. Bruce also mentioned the great feedback he has heard from the individual members of the crew.
- Gary and Ed mentioned a manhole incident that has been resolved. There is a Township manhole located on Mr. Heisey's property that has been sinking for quite some time. The last time Gary was mowing his yard, the manhole caused minor damage to his mower blades. The crew repaired the manhole which should resolve the issue.
- There was a short discussion on the status of the Hillside Drive incident a while back. This problem had been resolved and we are unaware of any other issues.
- Ed took a moment to recognize the ladies in the office for handling the stormwater billing. He was shocked to see how many complaints had worked their way into the office. It was reiterated how DEP has classified impervious area and that it includes stone lots as well.
- Dawn brought up the water puddling issue at Garden and 15<sup>th</sup> Avenue. Ed stated he has a few ideas on how to repair it, but it is difficult to repair since 15<sup>th</sup> Avenue is a Penn Dot roadway. No immediate work will be done.

With nothing more to discuss, the joint meeting adjourned at 6:35 PM.

Respectfully Submitted,

Molly Finley  
Recording Secretary