

Minutes
North Lebanon Township Municipal Authority
December 13, 2018

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 13, 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
Frederick Wolf	Solicitor, Henry and Beaver, LLP
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Administrative Assistant
Cheri Grumbine	Township Manager
Edward Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP

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 Authority November minutes.

MOTION: Motion was made and seconded to approve the November minutes. Motion approved.

Chair Heisey asked for a motion to approve the November Joint Meeting minutes.

MOTION: Motion was made and seconded to approve the November Joint Meeting 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

Orange Lane Pump Station – The Authority had talked about getting an easement from Hershey Bare in order to eliminate the Orange Lane Pump Station. Steckbeck Engineering has been working on this project. Once the plan is completed it will get attached to the agreement and every member will get a copy. The ambition is to get this signed and ready for the next Authority meeting in January for approval. Further details were discussed among the members. They will be allowed a new build on the Bare tract to connect into this line.

ENGINEERS’ REPORT – Scott Rights

Orange Lane Pump Station – This was already discussed in Fred’s report.

Maple Dale Development – Maple Dale is the proposed subdivision from Gerald Musser just East of Briar Lake, the old Sanger property. He is requesting 38 EDU’s. Scott stated the 8th Avenue pump station was designed for 542 EDU’s which is equivalent to 119,300 gallons per day. Each EDU is equal to 220 gallons per day. An average family uses about 150 gallons per day. The difference stands as a buffer to allow for infiltration and account for the actual flows heading to the pump station. There are currently 357 EDU’s flowing to the pump station. We are essentially at 44% design capacity. Landmark Builders have been working in the Crossings community and have a written agreement with the Authority for an additional 143 EDU’s that will be connected to the 8th Avenue pump station. The Authority has also explored the possibility of a sewer extension on Kimmerlings Road. Scott estimated another 50 EDU’s for that project. Taking these expected EDU’s into consideration, it brings us to 551 EDU’s for the 8th Avenue station and the design capacity is only 542. Scott explained the Authority has the ability to increase the speed of the pump with some minor revisions which will increase the capacity. Scott suggested they send a letter to Mr. Musser explaining they currently have the capacity however the remaining capacity is already obligated to others. Therefore, we would ask that he change the sheaves and belts at his expense to be able to accommodate his request of 38 EDU’s.

MOTION: Motion was made and seconded for Steckbeck Engineering to put together a proposal for S. Gerald Musser to supply the capacity for 38 EDU’s at the 8th Avenue Pump Station provided he agrees to make the necessary improvement to accommodate the additional EDU’s. Motion approved.

10-year Capital Improvement Plan – The intent of the Capital Improvement plan is to see where the Authority might spend money on different projects, purchasing new equipment and replacing equipment, over the next 10 years. There is currently a balance of 4.3 million in the Capital Reserves account. If the Authority follows this schedule, they can determine whether they have enough money to complete the projects on the list and will see if their balance will drop drastically or increase with the rates we have currently. This will help to prevent any problems we may run into if we didn’t think long term. Scott sat

down with Ed and Lori to go over a variety of projects. The schedule includes the project title, the anticipated year they might complete it, and an estimated cost. Scott gave a few examples of the assumptions made within the document when it comes to rates and inflation over the years. He also budgeted for any sewer extensions that may come up. The sheet showing the revenues for 2019 was also reviewed. The Authority currently has 5,128 EDU's dispersed among the township with 12 additional coming in from Godshall's in 2019 and an estimated 5 new connections from the developers per year. Each EDU is charged \$78.00 which goes towards the debt payment of the loan and for operation and maintenance of the lines. The chart takes into account that not all new connections are applied for and paid for in January. The next few lines allows for delinquent bills as well as the operating and maintenance costs. Scott explained different aspects of the schedules and all the numbers and categories. One issue to be cautious of is that the costs for operating and maintenance continue to go up every year; so once the loan is paid off, lowering the customer charge on the sewer bill too low would backfire in the sense that we are budgeting for the current cost now and over the next few years it will continually rise. In summary, the Authority is sitting well and is in a good position for the next few years.

ADMINISTRATIVE REPORT – Lori Books

1664 Grace Avenue – The pre-construction meeting was held on November 26th. There were a few requirements the Authority had asked for from Mr. Musser before the work can begin. The job was finished on December 11th and a few items have not been satisfied yet. We still need a street cut permit from Gerald Musser and the liability insurance from Shane, his contractor.

Budget review and approval – There was not much changed in the budget from last month when Lori presented it to the Board. She did add in the transfer from Capital Reserve of \$90,000.00 to put additional funds on the loan. It was also noted that they are increasing the employee contribution for health care from 4% to 5% of the monthly premium. One of the sewer trucks has been acting up. The Authority has owned this truck for 13 years. We need to decide if we are going to continue to put more money into the older truck or move forward with budgeting for a new one. Ed said replacing it would cost about \$80,000.00 to \$100,000.00 and it will take about 8 months before a new truck would be ready. The Board would like Ed to get 2018 pricing for a new truck for the next meeting.

MOTION: Motion was made and seconded to approve the 2019 Wastewater and Capital Reserve Budget, Resolution 3-2018. Motion approved.

MOTION: Motion was made and seconded to approve the 2019 Water Budget, Resolution 4-2018. Motion approved.

Escrow accounts – Developers are required to invest in an escrow account through the Authority when completing a job in North Lebanon Township. After a certain amount of

time, that money is returned. Lori is asking the board to release the escrow accounts belonging to Always Bagels, totaling \$4,933.75, and the escrow belonging to the Northeast Mennonite Conference, totaling \$3,592.50.

MOTION: Motion was made and seconded to return \$4,933.75 to Always Bagels and \$3,592.50 to Northeast Mennonite Conference. Motion approved.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

November Activity Report – Each member was given a copy of Tommy’s report. Tommy also did the saddle tap for Gerald Musser at 1664 Grace Avenue.

Review invoice for small tools – A Hammer Drill was purchased by the Authority many years ago. It had started wearing out and the crew had issues finding the parts to fix it. Ed went out and purchased a new one because it is something the crew uses quite frequently.

Pertinent Issues – Dawn asked for clarification about the manhole listed in the report. We have been having issues where the bolts which attach to the rings below the manhole lids are breaking off which causes the manhole lids to pop up. The crew has been taking them back to the shop to be fixed and are now using stainless steel bolts to prevent this from happening in the future.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – #16 and #17 were both sold at the Judicial sale. She is not positive the Authority will receive payment in full for the liens. #25 has been paid and will be removed from the list. A partial payment was received from #24. #21 was paid as well.

Additional Comments and Questions

With no more business for the good of the Authority the meeting was adjourned at 8:14 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary