

Minutes
North Lebanon Township Municipal Authority
December 10, 2020

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 10, 2020 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Chair
Tod Dissinger	Treasurer
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Assistant Township Manager
Ed Brensinger	Roadmaster/Supervisor
Cheri Grumbine	Township Manager

Via Zoom: Dawn Hawkins Vice Chair
Amy Leonard Solicitor, Henry and Beaver, LLP

Molly Lum, Sewer Billing Clerk, Supv. Arden Snook, and Charles Suhr, Stevens & Lee, were 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 Joint Minutes from November.

MOTION: Motion was made and seconded to approve the Joint Minutes from November. Motion approved.

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

MOTION: Motion was made and seconded to approve the November 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 the invoices and requisitions for payment all subject to audit. Motion approved.

SOLICITOR'S REPORT – Amy Leonard

Rate Modification of Water and Sewer Loans – Last month Lori had informed the Municipal Authority Board that she and Amy were researching the possibility of a rate modification for both the water and sewer loan. ACNB has proposed a new interest rate of 1.60% for the water loan. The interest rate is currently 2.66%. This is a substantial reduction. Fulton Bank proposed a new interest rate of 2.04% for the sewer loan. The interest rate is currently 2.33%. For the size of the loan, the reduction would be quite beneficial for the Municipal Authority. The sewer loan would be locked in for the duration of the loan and the water loan rate would be locked in for 7 years before switching to a variable rate. With the modification/new terms, the Municipal Authority will be making monthly payments instead of annual payments per the request of the Board. Amy reported this would save the Municipal Authority Board about \$60,000.00.

Closing is scheduled for this rate modification next week. In order to move forward, the Municipal Authority Board will need to sign and approve Resolution #3-2020 which grants authorization to the Board Members to execute the required documents. All signature pages of these required documents were provided at the meeting tonight. With the new terms, the sewer loan is now scheduled to be paid off in 2027 and the water loan is scheduled to be paid off for 2033.

MOTION: Motion was made and seconded to approve Resolution #3-2020, authorization to the Municipal Authority officers and staff to execute the required documents. Motion approved.

Rebecca Alley/Perry Street ROW Easements – The Municipal Authority has a sewer main located within Rebecca Alley and Perry Street. The Township does not own this section of the alley/street. Therefore, a ROW Easement is needed by the Municipal Authority to access their sewer main located in said alley. A letter will be mailed out within the next week to each property owner affected informing them of the situation and asking them for the easement. Amy received updated drawings from Scott which will be included with the letter and agreements to the property owners. These easements will grant access to the Municipal Authority should any repair or maintenance be needed to the line.

Delinquent Sewer Accounts Update – Amy provided an updated spreadsheet for each member of the board. Many of the vacant/well properties have paid their delinquent balance after receiving Amy's 30-day Notice.

ENGINEERS' REPORT – Scott Rights

Lantern Drive Sewer Extension – The extension was completed by SLH this month. PennDot was notified that this work was finished.

Tod questioned Scott that if Mapledale falls through, will Gerald Musser be billed for the sewer extension? Ed mentioned that this extension should not have been missed when the Briar Lake sewer lines were installed. This was work the Municipal Authority needed to complete regardless of the situation. If Mapledale would fall through, this work is still being completed for a reasonable price. Scott and Ed are both confident that this project will move forward; there have just been a few hurdles.

Crossings Phase 3 – The construction of sanitary sewer was completed at the end of August. The contractor tested all the new manholes. All but one (1) passed. The repair has been completed. The final testing of the repaired manhole is still pending.

Mapledale Estates Subdivision – There are no new updates. Preliminary plan approval has been granted which would allow the developer to start constructing the utilities. No timeline has been established per Scott’s conversation with SLH, the contractor for the job.

Sewer Spec Updates – Additional standard details were prepared this month for the Sewer Department’s review and comment. In addition, a meeting was scheduled with Lori and Ed to discuss and review the administration procedures. These are about 30 years old.

Stoever’s Circle (renamed Town’s Edge) – Revised plans were submitted on December 2nd. All technical review comments have been satisfactorily addressed. Assuming all executed agreements have been returned to the Municipal Authority, it is recommended to approve the sanitary sewer design.

MOTION: Motion was made and seconded to approve the Sewer Design for Town’s Edge. Motion approved.

Project TV (Bare Tract) – Revised plans were submitted today in response to the November 24th review letter. There was a manhole located within the fenced property that needed to be adjusted. The fence itself has been moved to create access to this manhole. Scott provided the sewer line diagram for the members to view. He reiterated that Project TV would be laying part of the sewer line to decommission the Orange Lane Pump Station, and NLTMA would be laying the other half.

MOTION: Motion was made and seconded to approve the Sewer Design for Project TV. Motion approved.

Tod asked Charles if he knew when they planned to start this project. Charles stated that first they need final approval from the Board of Supervisors. After that, settlement is scheduled for some time in January. If all goes as planned, they will begin moving dirt the end of January.

Scott explained to the Municipal Authority Board members that they will need to move forward with their portion quickly to coordinate with the Project TV contractor. In order to do so, bidding documents will need to be ready for the January meeting. This way the lowest bidder can be approved at the February meeting. Thankfully, the design is already completed. Ed made the point that Project TV can move forward with their lines to get their building functioning; they do not need to wait on us. The Municipal Authority needs the warehouse lines to be up and running in order to connect into the manhole and decommission the pump station.

Scott provided the Municipal Authority Board Members with an estimated cost of the Orange Lane decommission project. With the assistance of Project TV laying the sewer lines needed for their building, the Municipal Authority will only be responsible for about half of the work. Using conservative numbers, Scott’s estimated cost came to roughly \$171,000.00. It was

originally budgeted in the 10-year Capital Improvement Plan to spend just shy of \$295,000.00. This results in a huge savings for the Municipal Authority.

MOTION: Motion was made and seconded to authorize Scott in moving forward with the bidding documents relating to the decommission of Orange Lane Pump Station contingent on final approval being granted by the Board of Supervisors. Motion approved.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Sewage Management Program – Lori gave the Board Members an update on the septic tank pumping program. As of today, 712 properties have pumped. There are still 7 outstanding. This brings us to about 99% completion.

Project TV – The Sewer Capacity Agreement has been signed, returned, and money has been received. Lori is asking for a motion from the Municipal Authority Board to approve this agreement.

MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement. Motion approved.

The Developer’s Agreement has been signed, returned, and money has been received. Lori is asking for a motion from the Municipal Authority Board to approve this agreement.

MOTION: Motion was made and seconded to approve the Developer’s Agreement. Motion approved.

The Sewage Facilities Planning Module Exemption has been signed and returned. Lori is asking for a motion from the Municipal Authority Board to approve the Sewage Facilities Planning Module Exemption.

MOTION: Motion was made and seconded to approve the Sewage Facilities Planning Module Exemption. Motion approved.

Town’s Edge – The Sewer Capacity Agreement has been signed, returned, and money has been received. Lori is asking for a motion from the Municipal Authority Board to approve this agreement.

MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement. Motion approved.

The Developer’s Agreement has been signed, returned, and money has been received. Lori is asking for a motion from the Municipal Authority Board to approve this agreement.

MOTION: Motion was made and seconded to approve the Developer’s Agreement. Motion approved.

The Reimbursement Agreement has been signed and returned. Lori is asking for a motion from the Municipal Authority Board to approve this agreement.

MOTION: Motion was made and seconded to approve the Reimbursement Agreement. Motion approved.

The Sewage Facilities Planning Module Exemption has been signed and returned. Lori is asking for a motion from the Municipal Authority Board to approve the Sewage Facilities Planning Module Exemption.

MOTION: Motion was made and seconded to approve the Sewage Facilities Planning Module Exemption. Motion approved.

Budget Review and Approval – The budget was reviewed in detail at last months' meeting by the Municipal Authority Board and the Board of Supervisors. The only change was the removal of the Lantern Drive sewer extension, this project was recently completed and paid for in 2020.

MOTION: Motion was made and seconded to approve Resolution #4-2020, the 2021 Wastewater Budget. Motion approved.

MOTION: Motion was made and seconded to approve Resolution #5-2020, the 2021 Water Budget. Motion approved.

Rate Resolution – Lori and Amy would like to propose an amendment to the Rate Resolution. On page 7 underneath Tapping Fees, they would like to eliminate item C. This states that an existing customer could purchase additional capacity for \$1,500.00 per EDU. NLTMA must purchase capacity from CoLA at the rate \$2,090.00 per EDU per John Beers, Director of the City of Lebanon Authority. In the past Lori was told that the City does not care and will simply make their money in the usage charges. This has now been corrected by John Beers and all capacity must be purchased through CoLA, whether they are an existing customer or not. It does not make sense to sell an EDU for less than what NLTMA must pay for it.

MOTION: Motion was made and seconded to approve Resolution #6-2020, the Rate Resolution for 2021, with the correction of eliminating item C underneath Tapping Fees. Motion approved.

Godshall's Additional Capacity – Lori received a call from Mike Blecker of Godshall's asking about purchasing additional capacity. Mike proposed purchasing 5 additional EDU's, every year for five years. This would result in 25 additional EDU's. They currently sit at 169 EDU's. After speaking with Scott, Lori learned that the line has 47 EDU's worth of capacity remaining. She passed this information on to Mike. Later Mike had called back and told Lori Godshall's would like to purchase all the remaining capacity. These 47 EDU's would also be purchased over the next 5 years.

Gary asked Scott what would happen if a home was built along that stretch and needed one EDU, but the Municipal Authority already guaranteed the remaining 47 EDU's to Godshall's. Scott responded the remaining 47 EDU's is an estimate on paper. They do not actually know the flows running through that line from each home. With that being said,

someone coming in and building a single-family home could still purchase an EDU and connect into the system without overloading it.

If a larger construction/development would be proposed in the nearby area and would be connecting into the same line, then they would be told they must pay to upgrade the lines.

Gary proposed offering 40 EDU's to Godshall's so that the Municipal Authority could have the cushion of 7 EDU's for any future constructions.

Cheri asked if these flows could be redirected down N. 8th Avenue if that would have more capacity? Ed stated it is a flat line so it would be tough.

MOTION: Motion was made and seconded to offer Godshall's 40 additional EDU's for full price over a 5-year period. Motion approved.

CoLA's New Rates – The City of Lebanon Authority (CoLA) will be increasing their water and sewer rates effective April 1st, 2021. A list of the current rates and a list of the new rates were provided for comparison. This is a passthrough fee for the Municipal Authority.

Pertinent Issues – Lori received a phone call from Bill Smeltzer. He works with the Union Canal Tunnel Hill Park Historical Society. They have recently constructed a barn on the property and would now like to run water and sewer to the facility. He asked if the Municipal Authority would consider waiving or reducing their capacity/tapping fees since this is for the Lebanon County Historical Society. Lori suggested they could offer one of the EDU's the Authority received back from those properties who received a reduction in EDU's. We have 9.5 EDU's remaining from the EDU's that were voluntarily returned. The Municipal Authority Board needs to decide what they would like to charge for the tapping fee. Lori and Amy both feel the \$150.00 permit inspection fee should be charged as our crew must go out and complete this work. Lori will confirm this is only for one EDU.

Rodney asked Amy how she feels about this. Her only preference would be for the Municipal Authority to have some type of guidelines so that if questioned, they have a reasonable defense for their decision.

Tod stated that he thinks the NLTMA should give the Union Canal Tunnel Hill Park one of the EDU's returned a few years ago.

Rodney suggested adding a bullet point to the Rate Resolution that highlights non-profits and gifting the EDU's. Amy mentioned they would want to be careful about that as some large entities are technically non-profit. She would be comfortable with this being handled on a case-by-case basis by the Municipal Authority but would hope they follow criteria and are specific with their motions.

MOTION: Motion was made and seconded to waive the Tapping Fee and give one of the Municipal Authority's EDU's for Sewer Capacity to the Union Canal Tunnel Hill Park as a local, non-profit, historical entity. Motion approved.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

November Activity Report – Everyone was provided with a copy of Tommy’s written report.

There were 55 PA One Calls, 1 was an emergency during work hours.

Tony completed 3 grease trap inspections.

There were 3 new home connections to the sewer system.

All pump station wet wells have been cleaned and all the debris was taken to the landfill.

An issue arose at the Rockwood Pump Station. The number 2 disconnect kept tripping out. The problem was a loose connection on the L1 terminal lug on the disconnect causing it to heat up and trip. This has been repaired.

The rebuilt Muffin Monsters have been in operation for two months now. These machines will be pulled out, checked, and cleaned every year. They will also take pictures of the teeth every year to compare how they are holding up.

Half of the paving rings for the paving project in 2021 have been ordered and picked up.

All oils in the pump station will be changed this month. All the stations are now ready for cold weather. The heat has been turned on.

Various departments were assisted as needed. The storm water pipes are still being videoed for Highway Dept lining project.

Ed informed the Municipal Authority Board that he is in the early stages and conversation with Micro Spring. This is a father & son company that works on reducing F.O.G. (fats, oils, and grease) in the lines. Their approach is to introduce bacterium in the manholes that would consume the FOG in the system before it would reach the pump stations or treatment plant. Ed will be providing the company with maps of the entire sewer system and highlighting the known problem areas. Ed can arrange for a presentation to be shown at one of the meetings for everyone to see.

Gary commented that about 15-20 years ago he had done something similar. His grease was treated and was like liquid going into the lines, but as soon as it hit Township lines, the cool water balled the grease back up which created problems for the Authority’s lines. He admits this could be different and it is worth looking into, but just to be cautious.

Tod asked Ed how the GLRA lines are as they used to be a problem in the past. Ed stated they are much better and do not seem to be an issue anymore.

Tod questioned Ardy and Ed if the Township will continue cutting the sides back along the rail trail. Ed stated yes, they maintain the area and will continue to do so as they need access to the sewer line.

Ed hopes to find a days’ worth of work to get USG out to repair some of our leaking manholes. They charge a daily rate and Ed wants to make sure he has enough work for a full day. Tommy and Tony are continuing the check various manholes.

Additional Comments and Questions

Cheri wanted to bring to the Municipal Authority Board’s attention an organization called “Community Homes” led by Charlie Rush. He is working with Lebanon County Christian Ministries, Calvary Church, etc. to hopefully develop about 23 single family homes. This project is to help those in need for housing. If the Municipal Authority is looking for different non-profits to donate their remaining 8.5 EDU’s to, this could be a good cause.

Ardy questioned if the repairs on Rebecca Alley are on hold because of an agreement that needs returned? Lori responded yes, there is a sewer line within the alley that NLTMA does not have access to. We believe they originally thought the Township owned the Alley, which they do not. The goal is to have the adjacent residents sign an easement agreement granting the Authority access to the sewer line, then North Lebanon Township will make a onetime repair to the alleyway.

With no more business for the good of the Authority, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Molly Lum
Recording Secretary