

Minutes
North Lebanon Township Municipal Authority
January 10, 2019

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, January 10, 2019 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
Edward Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP

The meeting was called to order by Chair Heisey and the pledge to the flag was recited.

COMMENTS FROM THE PUBLIC

William McMichael, resident of 811 Kimmerlings Road, was in attendance. There were no comments from the public.

Chair Heisey passed the gavel to Solicitor Wolf who chaired the meeting for the reorganization of the board.

REORGANIZATION OF THE BOARD FOR 2019

- Chair: Current- Gary Heisey
- Vice-Chair: Current- Dawn Hawkins
- Treasurer: Current- Tod Dissinger
- Secretary: Current- Brian Hartman
- Asst. Secretary: Current- Rodney Lilley
- Asst. Treasurer: Current- Rodney Lilley

MOTION: Motion was made and seconded for the officers to hold their same positions moving into 2019. Motion approved.

The gavel was passed back to Chair Heisey.

APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2019

Motion to appoint Municipal Authority Solicitor for 2019

MOTION: Motion was made and seconded to continue using Fred Wolf, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2019. Motion approved.

Motion to appoint Authority Engineer for 2019

MOTION: Motion was made and seconded to continue using Scott Rights of Steckbeck Engineering and Surveying as Authority Engineer for 2019. Motion approved.

Motion to appoint Authority Auditor for 2019

MOTION: Motion was made and seconded to continue using Brown, Shultz, Sheridan and Fritz as Authority Auditor for 2019. Motion approved.

Motion to appoint depositories for Municipal Authority Funds for 2019

MOTION: Motion was made and seconded to continue using Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank for depositories for Municipal Authority Funds for 2019 with authorization to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority to Cheri Grumbine, Township Manager, or Lori Books, Assistant Township Manager. Motion approved.

Motion to appoint SEO for 2019

MOTION: Motion was made and seconded to continue using David Siminitus, primary SEO, and Julie Cheyney as alternate SEO of the Lebanon County Planning Department for 2019. Motion approved.

Motion to Affirm 2019 Municipal Authority Board Meeting Schedule

Meetings will be held the 2nd Thursday of each month beginning at 7:00 p.m. The joint meeting with the Board of Supervisors will be held the 2nd Thursday in June and November beginning at 5:30 p.m.

MOTION: Motion was made and seconded to approve the 2019 Board Meeting Schedule. Motion approved.

Motion to Approve Payment of Invoices and Requisitions between meetings

MOTION: Motion was made and seconded for the proper officers authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings. Motion approved.

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

MOTION: Motion was made and seconded to approve the December 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 – There have been multiple discussions pertaining to the elimination of the Orange Lane Pump Station by obtaining an easement and constructing a sewer line from the pump station through the Hershey Bare and James Santana properties. The Authority Board has authorized Steckbeck Engineering to complete the survey work and Attorney Fred Wolf to prepare the agreements. Steckbeck has been out to the site and they were able to find pins on both properties. Scott suggested making the right-of-way 50 feet since the proposal shows the sewer line being fairly deep. Scott showed the members of the Board the proposed right-of-way drawings for the two properties and explained the plan for better understanding. There will be a separate agreement between the Township and James Santana for the work being done on his property. The Santana agreement will mention the wall located on his (Santana’s) property is located within the Township right-of-way. Cheri has a meeting with a different engineer whose client has interest in the Hershey Bare property. Ed continued to give the Board some more details about the project.

ENGINEERS’ REPORT – Scott Rights

Maple Dale Development Update – Scott emailed the Board a copy of the letter he plans to send to Gerald Musser in reference to the Maple Dale Development. On paper, the 8th Avenue pump station is at full capacity due to current agreements including developments that have already purchased/reserved capacity for future connection. The letter informs Mr. Musser of the full capacity status of the pump station and offers a resolution which states with a few minor updates being made to the pump station the capacity could easily be increased. However, he (Mr. Musser) would be responsible to fund those updates in order to accommodate his request for additional EDUs. The Board authorized Scott to send out the letter.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Resolution #1-2019 – Lori sent the Board a draft of the Rate Resolution for review and discussion to be approved next month. Lori indicated that she and Cheri plan to meet to review the labor rate for employees. The first change occurs on page 3 under Sewer Rentals. Lori removed the old COLA rates now that CoLA has officially increased their fees effective April 1, 2018. On the bottom of that page the delinquent sewer termination charge was updated to reflect the increase that was passed to \$150.00. On the top of page 4, the delinquent sewer termination posting was updated to reflect the increase that was passed to \$25.00. There was clarification given as to the difference between these two fees and what each goes towards. On page 7, under the Special Purpose Tapping Fee, Lori included a summary sheet with a cost analysis for the two Windsor Lots. This fee will be determined based upon how many EDU’s will be needed for each lot at the time of development. Scott went on to explain some history of the lots and the agreement the Authority had with the

LVEDC. He believes the reason the fee schedule always has said “to be determined” for that category is because when a special purpose tapping fee is set, the formula is the total cost divided by the design capacity of the line. Lori is going to leave the wording as is, “to be determined”. The last question Lori had for the Board referred to the equipment rates attachment which needs to be updated to include the CCTV video equipment. Lori researched what other companies charge for this type of equipment. In 2012, Mr. Rehab charged us \$235.00 per hour with a minimum of 4 hours and in 2017, Abel Recon was charging \$249.00 per hour. This rate included the equipment plus two employees. There was discussion between the members to determine what a fair rate would be for our equipment. They decided to charge \$150.00 per hour plus employee labor. Lori will include this information in the fee schedule for approval next month.

Approval of 2018 Annual Activity Report – The activity report contains a summary of the major projects that have occurred throughout the last year. Lori asked if the Authority had any additions or changes to make before approving and forwarding it to the Board of Supervisors.

MOTION: Motion was made and seconded to approve the 2018 Annual Activity Report. Motion approved.

Pump Stations – Lori worked with the Assessment Office and the GIS Office to give our pump stations formal numeric addresses rather than the general North Side (NS) or South Side (SS). The new addresses are:

NS Frances Ann Drive is now 1753 Frances Ann Drive
SS Jay Street is now 1130 Jay Street
NS Kochenderfer Road is now 825 Kochenderfer Road

Memo on wage increases for 2019 – Lori sent each member a memo with the wage increases for 2019 as required by our auditors.

Pertinent Issues - Lori provided everyone a print out of the current CD’s and their interest rates. Cheri and Lori were reviewing the rates with Bonnie to determine if it would be wise to take the early withdraw penalty on some of the CD’s with lower interest rates and re-invest them at a higher interest rate. Tod had a few questions regarding these rates and thinks the Authority should check out a financial institute. Tod will do some research and get back to Lori.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

December Activity Report – Tom Camasta provided the activity report for the month. Each member has a copy for review.

Employee Evaluations – Ed, Cheri, and Lori were given the task to conduct the yearly employee evaluation for 2018. A new form was created to evaluate each employee based on their performance over the last year. Ed updated the Board on how the reviews went.

Pertinent Issues – The Hill Street pump station was discussed. Tommy’s report indicated most of the pipes and hardware are rotting and suggested we start looking at having the

discharge pipes and all the hardware replaced. To Ed's knowledge, they are all original parts and indicated this pump station has never been upgraded. The budget has already been approved so there is no specific line item to replace anything in 2019. However, if it does fail and an emergency arises, there is money to cover any parts and work that would need to be done. To date, the pump station is working fine, and this is a very low volume station.

Last month the Board directed Ed to research the cost of purchasing a new truck to replace the other old sewer truck. It was discovered that the other old truck may need some major repairs in the next year, more specifically the head gaskets are going bad. Ed provided a quote to the Board to replace the old truck with a new F550 truck with custom body. The quote totals \$95,460.00. Last month he had ballparked between \$80,000 and \$100,000. Due to the size and weight of this truck, it was recommended we go with a diesel truck rather than a gas engine truck. The Board is not sure if they would prefer buying from a Co-Star company or would rather bid it out. There was further discussion and clarification of the different options to help the Board come to a decision.

MOTION: Motion was made and seconded to move forward with the 2019/2020 Ford Super Duty F550 DRW with the Monroe custom body. Motion approved.

Tod had a question about the manhole on Cappa Avenue. There is a big chunk of metal taken out and Tod wanted to be sure Ed was aware of it. Ed commented he is aware of it and it is on the list to be repaired.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer – Updates – #16 and #17 were both sold at the Judicial Sale in December. A distribution sheet was received for #17 and the Authority will receive about \$3,100.00 which will cover the delinquent sewer balance but not the attorney fees. No paperwork has been received for #16. #18 and #19 are both on the February Sheriff Sale list. #21 and #23 have both been filed for liens as they are still delinquent.

Additional Comments and Questions

With no more business for the good of the Authority, the meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary