

**Minutes
North Lebanon Township Municipal Authority
September 12, 2019**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 12, 2019 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
Dan Cannistraci	Engineer, Steckbeck Engineering
Lori Books	Assistant Township Manager
Amy Leonard, Esq.	Henry and Beaver, LLP
Absent:	Dawn Hawkins
	Scott Rights
	Fred Wolf
	Ed Brensinger

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 was no public in attendance.

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

MOTION: Motion was made and seconded to approve the August 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 – Fred Wolf presented by Amy Leonard

650 Weavertown Road – The indemnification agreement has been signed. The rest of the details will be discussed on Lori's report.

ENGINEERS' REPORT – Scott Rights presented by Dan Cannistraci

Maple Dale Subdivision – Dan reported that Scott was in contact with the developer last week after communicating the requirement for extending public sewer to the end of the

property would not be waived. Lori, Ed, and Scott were all in agreement that the slope of the line could be a bit shallower than what's required in order to maintain symmetric cover. Scott requested a plan for the proposed lateral depth and location for the farmhouse.

650 Weavertown Road – Dan updated the Board stating Scott sent comments on the HOP plan to Ed and Lori last Friday. The property itself has a cover issue that needs to be addressed. The finish floor of the building is 522 and the line out of the house is only 521. This depth does not extend into the road or into the manhole they are tying in to. Scott spoke with Ed who said it would be fine as long as there was no further cover on the road. There were no further comments.

Bennett Toyota – Dan explained to the Board that Scott sent his comments to Lori regarding the Strong Waste Permit on September 6th. Scott questioned the condition of the line and manholes and the potential of lining them. Typically, with this type of project we would require the lines and manholes to be slip lined. Tommy responded via email saying the manhole at 25th Street and East Cumberland is in excellent condition and isn't something to worry about.

Gary asked how many EDU's this property now has. The property originally had 4 EDUs which were split between a variety of addresses all on the same parcel. All buildings have been demolished and the property will now have only one address. They purchased an additional 6 EDUs therefore a total of 10 EDUs will be associated with this property.

Kimmerlings Road Sewer Extension – The surveys were mailed out and Lori received about half of them back. They all answered "no" to the extension of public sewer. Therefore, Scott has no work or new updates for this project.

Lori informed the Board that all the paperwork and information she has done will be kept back in the file room for future reference. Tod questioned whether more than just Lori know where this file can be found if Lori wouldn't be available on any given day. She assured him that at least 3 people in the office know where to look in the file room, and the rest are capable of finding it if needed.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

650 Weavertown Road – This plan is ready for approval as well as all the agreements and sewage planning module. The only document Lori is still waiting for is the Letter of Credit to accompany the Indemnification Agreement. Lori has been working with the bank via many emails and phone calls to help them provide the necessary language for the Letter of Credit. Everything else is in order at this point. If the Letter of Credit issue is not resolved, Amy and Lori are ready to suggest they submit a cash escrow instead of the Letter of Credit which would be held for 24 months.

MOTION: Motion was made and seconded to approve the plans/sewer design, the Sewage Planning Module Exemption, Sewer Capacity/Developer's Agreement, Application for HOP Agreement, and the Indemnification Agreement pending Lori and Amy's satisfaction when receiving the final Letter of Credit for 650 Weavertown Road. Motion approved.

Toyota Bennett – After Scott’s final review and Tommy’s clearing of the manhole, Lori issued the Strong Waste Permit to Toyota Bennett. It will expire in 3 years.

Kimmerlings Road Survey – Lori reiterated that a total of 13 surveys were mailed out. As of today, we have received 6 of them back. All were a “no”. Some of the comments stated they had recently had new onlot systems installed and others indicated it would be a financial burden on them. Lori stated she will continue to keep good files on this potential project for the future.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger presented by Lori Books

August Activity Report – Each member was emailed a copy of Tommy’s report.

There were 91 PA One Calls last month, 3 of which were emergencies. One occurred after hours while the two were during the workday.

Tony completed 4 grease trap inspections and there were 5 new homes that connected to the Authority’s sewer lines.

The landfill force main line is scheduled to be cleaned in two weeks. Once that happens, the Wastewater crew will go out and flush the lines on Elias Avenue.

Ed received a proposed from USG to have 3 of the manholes smoothed out. He signed off on the order. It will be about \$3,325.00. The Authority was provided with a Certificate of Liability Insurance. Ed told them to go ahead and schedule the work, but Lori does not know when this will be.

The old service truck needed more repairs. Ed made contact to put a rush on the new service truck as more issues are arising.

The 8th Avenue pump station had a transformer blow due to a squirrel. Repairs were made.

Pertinent Issues – Cheri and Lori went out to visit James Santana’s property on Elias Avenue. Lori reported that the Township/Stormwater project has been completed and it looks really nice.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – Amy moved forward on the collection process with #11. They have not paid any sewer bills since acquiring the property. #6 was on the tax upset list but came off right before the sale. Amy is going to move forward with listing this property on Sheriff Sale. #17 was also on the tax upset list and came off right before the sale. A family member has recently stepped in and paid a year of the taxes to remove it from the list and has contacted Amy for a payoff. There is a will that was never probated which leaves the property to a family member. #18 has been paid in full and will be removed from the list. The Writ of Scire Facias has been filed for #19. The lien has been filed for #20. #16 was a mortgage foreclosure and is currently owned by PFHA. They have been provided with a

detailed payoff from Amy, but only sent an amount for the delinquent sewer. Amy still has outstanding attorney fees for the property.

Additional Comments and Questions

The Authority received a Right-to-Know request from a gentleman asking about the salaries of all employees of the Authority. Our response stated that the Authority does not have employees as they are township employees, but the Board members do receive a stipend for their attendance at meetings. He then made another request to the Township asking for salaries of all township employees.

MOTION: Motion was made and seconded to adjourn the meeting. Motion approved.

With no more business for the good of the Authority, the meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Molly Lum
Recording Secretary