

**Minutes**  
**North Lebanon Township Municipal Authority**  
**October 10, 2019**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 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
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Assistant Township Manager
Ed Bresinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP
Absent:	Fred Wolf

Molly Lum, Sewer Billing Clerk, 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 September minutes.

**MOTION: Motion was made and seconded to approve the September 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**

Joint Meeting – Next month is the Joint Meeting between the Authority Board and the Board of Supervisors. If any of the members have a specific topic they would like to discuss they should inform Lori so she can add them to the agenda.

**ENGINEERS' REPORT – Scott Rights**

Mapledale Subdivision – Scott received the revised plans. One major comment he had

previously was for the sewer to be extended on Maple Street to the edge of the property to meet the Authority's regulations. Scott hasn't had a chance to review the revised plans, but at a quick glance it appears the major comments have been addressed. Ed and Lori have not had a chance to review the plans so they will need to get together with Scott to do so. The planning module has just arrived as well.

There were concerns on the Township side regarding the lot sizes. Due to the stormwater facilities and easements on the lots, most of the lots wouldn't have much of a back yard. The Township has given the developer a waiver on the required sidewalks which helped reduce the issue a little bit.

Scott came back to the board with more accurate numbers to extend the public sewer from Lantern Drive out to Maple Street. The costs will be around \$7,200.00. These numbers were estimated by taking the unit cost from the Crossings of Sweet Briar as it is quite similar. Those numbers were bumped up a bit to be safe. It has already been decided that Ed and the wastewater guys will not be doing this work. Authorization had been given to hire a contractor to complete the job.

Amy mentioned that because the estimate is under \$11,100.00, no bidding process or collection of telephone quotes is necessary. The Board members came to a consensus in favor of collecting more than one quote to be sure we are being consistent and getting the best price.

**MOTION: Motion was made and seconded to collect 3 different quotes for extending sewer from Lantern Drive to Maple Street. Motion approved.**

IVC Subdivision – Iron Valley Ceiling has submitted a plan to subdivide their lot on Route 72 and build a single-family home. Although it is not shown on the plan, Scott stated they will most likely need a grinder pump to connect to public sewer. They will also need to obtain an easement which should not be an issue as the owner of IVC is the same person building on the proposed lot. A HOP permit will not be required from PennDOT as the sewer is not located within their Right-of-Way.

The Township and Authority have both sent comments back that need to be addressed. Lori is just about finished with the agreements and will send them to Amy for review.

**ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books**

Swimming Pool Regulations – North Lebanon Township receives frequent calls on what residents should do with their pool water when emptying it for the season. Residents are told not to discharge chlorinated water into the storm drains or public sewer system. The Code Enforcement Officer for North Lebanon issued a citation when he caught a resident discharging pool water into the sewer system. This case went to court where D.J. Kim Wolfe threw it out as the citation didn't meet our ordinance.

DEP's regulations allow pool water to be discharged into the sewer system, however it is not mentioned in North Lebanon Townships Ordinances. Amy and Lori began working on an ordinance but wanted to discuss everything with the Authority before moving forward.

Lori reached out to the City of Lebanon Authority, the owners of the sewer treatment plant, to ask their thoughts. She was told they prefer pool water not be placed in the sewer system. They view it as treating clean water and could contribute to a hydraulic overload. It is something allowed, but not preferred.

One option is for residents to release the water into their yards. They must be sure the water does not flow into any nearby streams and the water cannot flow onto their neighbor's property. There is a concern that this option could kill the grass or flood their basement. After some discussion, Amy came back to the point that DEP does allow pool discharge in the sanitary sewer but, they have guidelines that must be followed. Residents are required to let their pool water sit for two weeks to allow the chlorine to dissipate. They are then required to test the chlorine level before emptying the pool water into the sanitary sewer system. Brian stated this will be just about impossible to enforce. Everyone with a pool needs a viable option to drain their water and giving them these guidelines won't do much, as many people don't follow tips when it means more work. After further discussion the Board decided to not take any action.

Preliminary Budget items – Lori provided a handout of preliminary numbers for each member to follow along as she went line by line through the budget. Starting with Revenues, interest earnings were calculated by taking the year-to-date, dividing by 9, and multiplying by 12 to come up with the 2020 budget estimate. Plan reviews and sewer inspections were both bumped up a bit as they are becoming a lot more frequent. Sewage Management forms and administration fees are due in 2020. Strong Waste Permit renewals are also due in 2020. Moravian Manor is expected to use the Township for refinancing next year so Lori has them in the budget. The transfer from Capital Reserve is the \$100,000.00 that the Authority agreed to put on the loan as additional principal every year for ten years. The highlighted amount of \$109,000.00 is the expected amount of tapping fees coming in from developers. The Benecon rebate will not come in until a later time. Wages for the board members are set and the wages for Authority employees will be discussed in executive session. The meeting to discuss the health insurance costs is only next week. Once received, Lori will have the final numbers to plug in. Lori bumped up membership fees to \$2,500.00 after seeing a note that said the membership fee for the Authority is \$2,300.00 but only \$1,000.00 was budgeted. She will also be required to renew her onlot sewage license and added extra money for training classes and credits.

Under Capital Improvements, Ed provided a summary, price, and a history on the items he would like to purchase next year. First listed is a generator for the Rockwood Pump Station. The base price is \$52,000.00 with an optional additional 5-year warranty for \$4,915.00. Generators typically last about 15-20 years and so far, Ed has not had any issues with them. The members agree that the 5-year warranty would be worth moving forward with but, also agree that they could potentially knock the price down. The generator automatically comes with a 2-year warranty, so the additional 5-year warranty is equivalent to an extra 3 years. Lori will include the warranty cost in the budget and Ed will try to negotiate the price of the extended warranty.

The next request under Capital Improvements is for a push camera to accompany the video equipment the Authority had purchased a few years ago. This is a smaller camera

with the ability to fit through a 3-4-inch pipe. It comes with a locator device so that when/if the crew would hit an obstruction, they can figure out the exact depth and location of the problem. A reason why this item should be purchased would be the property on Twigg Avenue where the current video equipment caught clear water entering the sewer system. They informed the owner that he may have a break in his line which resulted in the need to hire someone with the smaller push camera. Whoever was hired reported there was no issue. If the Authority purchased this item the crew can video the problem area, determine the cause of the problem and remediate the issue at a savings to the taxpayers. A set fee would be attached to this service in our fee schedule.

The next item on the list is a new computer system for the Sewer Billing Clerk. The current computer is getting older and slower and continually needs to have memory added to it.

Ed has also listed for purchase an aluminum trench box for the Township and Authority. This addresses the safety issue of preventing the walls of a hole or trench from collapsing onto a crew member while in it. The proposal is a 50/50 split with the Township, \$6,300.00 each.

Lori is requesting a 50/50 split between the Township and the Authority for a new copier in the office. The current copier is over 10 years old and continues to get worse with paper jams, ink lines, scanning issues, etc. The cost for the Authority would be \$2,800.00.

Cheri and Lori would both like to see an Office Policy Procedure Manual created. This would be a 50/50 split with the Township, resulting in the Authority paying \$7,500.00. Currently there are internal procedures within the main office so that different people are creating the deposit, checking the deposit, entering the information in QuickBooks and depositing the money in the bank. Both Lori and Cheri feel it is time for these procedures to be written down as a policy. The auditors continue to broach the topic and agree that it would be a beneficial decision. Everything that has been built and created over the years shouldn't be lost between retirements and new hires. The auditors would come in and sit down with each employee to go over the typical process throughout the day. Everything would be compiled into a word document that could then be edited by us if anything changes over the years.

Cheri and Lori are requesting new IT equipment within the meeting room. They would like a projector mount on the ceiling that could split the display onto two screens with whatever they are looking at. This way one screen could be up front for the staff/residents to view, and a second screen could be on the side wall for additional viewing. After talking to a few different people, they estimate this project may cost about \$10,000.00. This would be split 50/50 with the Township, resulting in about \$5,000.00 for the Authority.

The last few items on the preliminary budget are the numbers regarding the water and sewer loan. This would include the principle payment, the interest payment, the additional principle, and the additional principle from the tapping fees.

Tod questioned who all uses the board room other than the Township and Authority in

relation to the proposed new IT equipment. There are a few different groups that use this room including the Planning Commission, Park and Rec, Safety Board, meetings with developers, civic groups, etc.

The capacity charge and tapping fees remained the same per EDU. The revenues estimated coming in from development may change depending on how many developments and permits are submitted next year. Lori did bump up the estimated income for the Special Purpose Tapping Fee IV which is for the N 8<sup>th</sup> Avenue pump station because both the Crossings and Mapledale will flow to it. Godshall's agreement will end next year so Lori plugged in the remaining 8 EDU's in additional sewer capacity. She is unsure if they will come back requesting more. All tapping fee revenues are also shown on the expense side as additional principal payment on the sewer loan to help pay down the debt.

In the Expenses portion Lori has the EDU's that the Authority purchases from the City of Lebanon Authority. Again, this is dependent on the number developments and lots submitted next year. She also included the sewer extension from Lantern Drive to Maple Street.

Ed asked Scott about the removal of the Orange Lane pump station under Capital Improvements. He questioned if the Authority will be able to cover that cost with the development coming in or if we will have to spring for a portion of that cost. The reason he brought this up is so that Lori can plug in a budgeted number if the Authority would need to pay for a portion. Scott confirmed Lori should include a number in the budget. He will also need to follow up with Kimley Horn.

Lori announced that the new sewer truck has arrived. She will need the Board's approval to list the old sewer truck on Municibid. It is anticipated to be bring in around \$30,000.00.

**MOTION: Motion was made and seconded to list the old sewer truck on Municibid. Motion approved.**

Next is the water budget which includes the water tapping fees for projects located within our Water Project Area. Again, we estimate the tapping fees based on the anticipated number of permits issued next year. This shows as a revenue on line 14 and then as an extra payment on the principal of the water loan under expenses on line 33.

**WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

September Activity Report – The Board was provided with a copy of Tommy's report.

The Authority and the GLRA jointly clean the lines (referred to as pigging) at the landfill every other year and then the Authority flushes the lines. Ed recently saw in the GLRA minutes that they are considering doing it every three years as they haven't removed much debris from the lines.

Ed provided Lori with a few pictures of I&I found near Water Street and Winchester Circle. The crew had noticed the leak while using the camera. It was discovered that the

pipe must have been fractured when drilling for the saddle tap a few years ago. The video was sent to USG and Ed asked for the price of a spot patch. The problem with the spot patch is that the crack is right where the lateral is located. Instead, they chose to dig it up themselves and fix the issue. The crew repaired the crack with a new saddle. This should show a drop in the flows and pump run times at the Water Street Pump Station.

### **ATTORNEY REPORT- Amy Leonard**

Delinquent Sewer Updates – The list is continuing to shrink. #17 is scheduled to have settlement tomorrow. #12 has paid everything except the attorney fees and costs and has been in touch with Amy to set up a payment plan in order to pay them off. #18 is still at a standstill. Amy had been contacted by the children a few weeks ago regarding their parent's estate. To date, she has not heard that an official estate was opened.

#10 made contact last year and stopped in the office again a few weeks ago regarding sewage backing up in her yard. She stated they continue to buy grinder pumps, but they keep burning up resulting in her needing to pump her "septic tank" and pay a sewer bill. She has become delinquent and has expressed their financial issues. Ed spoke with her and had Tommy check out the property. She does not have a septic tank; she has been pumping her pump tank. Ed thought it could be a broken check valve. If the check valve is not functioning properly then the sewage will go up the line so far and just come right back down into the tank. There could also be a crushed line somewhere. Another question that came to mind was what type of pumps they are installing, where are they buying them from, and who is doing the installation. Tommy checked out everything the Authority is responsible for and it all is working correctly within our lines. None of the neighbors have called with issues either.

Tod made the comment that there are lots of plumbers who are not familiar with grinder pumps or how they are supposed to function. This could mean that the resident has called and paid a plumber to come out to fix the situation but would not rectify the situation. Amy agrees that although the resident has ignored the problem, bills, and letters in the past, that she has expressed a genuine concern with her property that she does not know how to correct.

There are a few routes that the Township could take. Once raw sewage is backing up, it then falls on the Township. The property could be condemned due to the lack of proper facilities, the Township could video/pressure test the line to figure out where the issue lies, or the Township could tackle this problem and bill the resident afterwards. The Authority has given Ed permission to contact the owner (#10) and offer the various options/solutions. It will be up to the resident to then make a choice.

Mapledale – Amy and Lori started preparing the Developer's Agreement for Mapledale and questioned the format we use for the Developer's Agreement and why it automatically gives a \$500.00 discount for the sewer tapping fee and a \$500.00 discount for the water tapping fee anywhere within the water project area. They began to research this a bit and found that in the Authority's Fee Resolution it mentions that a developer may apply for this discount, but it is not automatic. This discount was given in exchange to receiving any type of reimbursement for property owners outside of the development who were

able to connect into the sewer line constructed by the developer. There was nothing noted as to why the Authority was automatically gifting this discount to developers. Scott added that he does not know of any other municipalities who offer this type of discount. They typically use the reimbursement agreement as authorized by the Municipal Authorities Act. The reimbursement agreement would allow the developer to collect 95% of the money paid to the Authority in tapping fees for any homes outside of the original development who connect to the lines constructed by said developer within 10 years.

Looking closely at Mapledale, there are only two potential lots outside of the development that could connect. That would result on a reimbursement of about \$6,000.00 for sewer tapping verses the discount of \$19,000.00 for the 38 proposed lots.

The Authority Fee Resolution has no mention of the water tapping fee, yet all developers have been receiving a \$500.00 discount for that as well. For example, Landmark has developed the crossings where no outside homes can connect but have received the discount for every home. Their agreement is good for 10 years, so they are locked into that discount.

After further discussion between the Board members, they agreed the Authority should change the current procedure. Instead of the automatic discount the developers have been receiving, they will be entitled to any reimbursement for outside connections. The language in the Fee Resolution can be adjusted at any time once the Board agrees. Lori will work on the change and bring it to the November meeting.

**Additional Comments and Questions**

The Board then moved into Executive Session.

The Board reconvened at 9:00.

**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 9:00 p.m.

Respectfully Submitted,

Molly Lum  
Recording Secretary