

Minutes
North Lebanon Township Municipal Authority
December 12, 2019

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 12, 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
Amy Leonard, Esq.	Henry and Beaver, LLP
Lori Books	Assistant Township Manager
Ed Brensinger	Roadmaster/Supervisor
Cheri Grumbine	Township Manager
Absent:	Fred Wolf, Esq.

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 Joint minutes from November 12, 2019.

Lori had two minor changes. On page 2, the sewer debt should state 8.8 million dollars, not 8.3 million. On page four in the second sentence where Tod asked about the manholes, the word "budgeted" is listed twice. The first mention of "budgeted" should be removed. The board agreed.

MOTION: Motion was made and seconded to approve the Joint minutes from November 12, 2019 with the suggested changes. Motion approved.

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

Ed mentioned that his last name was missing a letter.

MOTION: Motion was made and seconded to approve the November minutes with the suggested change. 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

Moravian Manor Conduit – Amy has not received any updates from Moravian Manor about any future conduit financing through the Authority.

Orange Lane – Amy does not have anything new on the Orange Lane pump station.

ENGINEERS’ REPORT – Scott Rights

Mapledale Estates – Scott received a revised set of plans and is currently reviewing them with Ed and Lori. He also received two quotes. They were addressed incorrectly so the formatting of the quotes will need to be adjusted. The quotes came in higher than expected so Scott will contact the contractors to make sure they understand the extent of the project. Scott also reached out to Woodland Contractors and SLH Excavating to obtain additional quotes. Both companies seemed receptive and interested in the project but have not gotten back to Scott with quotes. There will be no plan approval until a Developer’s Agreement is completed and that won’t happen until a quote is received and accepted. Ed suggested to Scott to reach out to Bechtel or Steve Steiner for additional quotes.

Pertinent Issues – In regard to Orange Lane Pump Station, Scott spoke with Kimley Horn for an update. They stated they plan to move forward in the beginning of 2020.

Scott informed the Authority the plans for the proposed townhouses and apartments on N. 8th Avenue should be in soon. They are looking at about 80 units. Scott explained the different options for them to connect to the public sewer. Once we receive the plans we will know more about the proposal.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Fences placed within our sewer ROW’s – Lori brought to the Authority’s attention that two fences have been placed over our sewer easements. One was at Sherwin Williams on Hanford Drive and the other at the Lebanon Rail Trail within the Business Park on Hanford Drive. Letters have been sent to both property owners informing them that if there were ever to be an issue, the Municipal Authority has the right to move the fence and the owner will be responsible for any damage or replacement. Lori called the County and spoke with Jamie Wolgemuth about the fence along the Rail Trail. The call was appreciated, and the letter and fence will be discussed by members of the Rail Trail to see if they can create access for the Authority.

Water Loan – Lori is asking for the approval of the Authority to pay an additional \$75,000.00 on the water loan. She has prepared a brief outline of the Water Operating budget. The balance is currently about \$99,000.00, and if the Authority approves this request, the balance would be just over \$24,000.00. Lori explained we should receive enough money from the water debt collected in the beginning of 2020 to cover the March interest payment. She also stated money collected from the proposed developments will help to replenish the

account. Lori is confident the Authority would be safe to pay the additional \$75,000.00 on the loan. The Authority agreed.

MOTION: Motion was made and seconded to put an additional \$75,000.00 on the water loan. Motion approved.

Budget Review and Approval – Lori made the changes for the 2020 budget per last month's meeting. The aluminum trench box, the office policies procedure manual, and the copier were all split 50/50 with the Board of Supervisors. The Authority is putting \$500.00 towards the new IT equipment in the meeting room. The full amount for the generator warranty was left in place. Ed was not able to reach out to the company yet. Best case scenario would be that the total cost of the warranty is budgeted for and Ed is able to negotiate a lower price. Lori also tweaked a few of the tapping fees numbers as there is a better idea of how many homes may be connected next year.

Tod reviewed the changes in the 2020 budget from last month's meeting with Lori.

MOTION: Motion was made and seconded to approve the 2020 Wastewater Budget – Resolution 5-2019. Motion approved.

MOTION: Motion was made and seconded to approve the 2020 Water Budget – Resolution 6-2019. Motion approved.

Pertinent Issues – There are two escrows currently being held by the Authority that are older than two years. Lori spoke with Ed and he believes they are complete. Lori is asking for the approval of the Authority to release and refund the remaining balances. The first is Eastern Electrical with the remaining balance of \$2,920.65. This was left after all fees were taken out for Scott and Amy.

MOTION: Motion was made and seconded to refund the remaining balance of \$2,920.65 to Eastern Electrical. Motion approved.

The second account is for the Hampton Inn. They have a remaining balance of \$2,185.99. Lori and Ed discussed this account and they believe the project is complete and the money remaining can be refunded. All invoices from the Engineer and Attorney have been paid.

MOTION: Motion was made and seconded to refund the remaining balance of \$2,185.99 to the Hampton Inn. Motion approved.

The Authority holds an escrow for Lebanon Valley Cold Storage. Lori is not ready for that money to be released. She informed the Authority that they have consistently been over on their usage. Last year they expressed an interest in a deduct meter because they believed a lot of their water usage stays in their product and does not go into the sewer system. Chuck, who works for the City of Lebanon, moved forward with this request and installed a deduct meter. Lori monitored their usage for another year and their usage is still over by an average of 7 EDU's. The account currently has 11 EDU's. Lori is working on a capacity agreement which will state they must purchase 7 additional EDU's. They will also be required to continue with regular grease trap inspections. All additional fees will be taken

out of the escrow account.

Lori announced to the Authority that she received an email from the City of Lebanon Authority regarding sewer rates. There will be no change in fees for 2020, but the Authority should expect an increase in 2021.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

November Activity Report – The Authority Board members were provided with a copy of Tommy's report.

The service truck was sold and picked up on Tuesday. At the time of the actual pick up the buyers noticed the vice was no longer on the truck as was depicted in the picture that was listed. Ed did not realize the guys had removed the vice. The vice was placed back on the truck before they left. Once they got home, they realized the light bar was also missing. They contacted our office and the light bar was boxed up and shipped out immediately. Again, Ed did not realize the guys also removed the light. It was explained to the guys that once we post a picture of an item for sale, they cannot remove anything.

The wastewater staff continues to video our lines for infiltration after heavy rain events. As a result, three letters were sent to those owners whose laterals showed an excessive amount of water entering our main line from their laterals.

The rebuild kits were delivered today for a few of the pump stations. The crew will work on this project next week.

The resident of 1813 Ashton Drive called into the office. He claimed there was a sewer back-up on his property and that he had a plumber out to look at everything. The plumber indicated the issue was in the street, right off the curb. He was unsure where the resident's responsibility stopped and where the Township's started, so he had the gentleman call in to be sure. Ed sent the wastewater crew out to camera the line. There were no issues with the Township's lines. The plumber attempted to push camera the resident's portion of the line, but it was only getting so far before coming to a stop, and when it was pulled back out there was mud on the camera. Ed suspects the pipe is broken, possibly at an elbow. This is the resident's responsibility to fix as it is a private lateral. Ed called the gentleman to inform him of that.

Ed stated another manhole was found with an I&I issue. When they placed the camera in the line, they found a sag in the line as well as solids, grease, and multiple bumps in the pipe. Tony is going to put the footage on a thumb drive so the Authority can see the issue. Ed and Tony flushed the line, but the issue will need to be addressed.

Ashton Drive was brought up with the multiple dips along that roadway. The question is, was the pipe just not bedded right or did someone bore under the street and ~~it~~ knock things out of place? Scott knows there are at least 25 pipes sagging in the Township that will need to be addressed at some point. This is all work that would be done in house.

Tod asked Ed about the flushing of the Rail Trail and how the fence would be in the way.

Lori and Ed both stated the concern is that there would not be enough room between the poles for the flusher truck to fit.

Rodney mentioned the large pipe sitting off Washington Street. Ed told him there was a delay in getting it ordered this year and the crew ran out of time as well as good weather conditions. It will be installed next year. The highway crew is looking to use a new rubber matting material and see how well it works. If it works well, they may use this for future manholes too.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer Updates – Amy filed the lien on #19. The owners have contacted Amy to set up a payment plan. #18 is back on the list and Amy will be filing the lien in the next few days. A few of the accounts that have been on the list for a while are not making any progress. Amy will keep after them the best she can.

Additional Comments and Questions

Brian mentioned that for the past few years, the June Joint Meeting has been cancelled and they only held one in November. With a new supervisor coming on board in 2020 with new ideas, the Authority would like to hold this June meeting again. It will be advertised as a special meeting, requiring the Authority to only provide notice in April or May.

With no more business for the good of the Authority, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Molly Lum
Recording Secretary