

**Minutes**  
**North Lebanon Township Municipal Authority**  
**July 9, 2020**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, July 9, 2020 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
Amy Leonard	Henry and Beaver, LLP
Scott Rights	Engineer, Steckbeck Engineering
Cheri Grumbine	Township Manager
Lori Books	Assistant Township Manager
Ed Brensinger	Roadmaster/Supervisor
Absent:	Rodney Lilley

Molly Lum, Sewer Billing Clerk, and Brian Marchuck, BSSF, were also in attendance.

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

**NLTMA 2019 Financial Reports – Brian Marchuck, BSSF** – Brian began by offering his compliments as the Municipal Authority had another great year. The external and internal office affairs have been working seamlessly together. A copy of the final audit report has been provided for each member to review. Brian announced the Municipal Authority received an “unmodified” or “clean” opinion again this year. This is the best opinion that can be given and a good reflection of how well the Authority Board Members manage the Authority’s finances as per the audit. A few key highlights from the year 2019 are provided in the Management Discussion and Analysis. This is prepared by Lori, Cheri and BSSF. A few of the highlights include the cash flow increase of \$458,231.00 and the decrease in debt of \$1,236,848.00. User rates for both the water and sewer funds remained the same during 2019 as the previous year. Brian stated the Municipal Authority is financially sound and has enough reserves to sustain the recommended six to nine months cushion. Tod and Gary asked a few questions regarding terms, placement/categories, and phrases they would like to see added to next year’s audit. Brian answered all their questions and offered to come back any time they need additional explanation. The Authority Board thanked Brian for all his time and effort.

**MOTION: Motion to accept the 2019 NLTMA Annual Audit and Financial Report as prepared by Brown Schultz Sheridan & Fritz (BSSF). Motion approved.**

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

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

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

Delinquent Sewer Accounts – Update – Amy has not moved forward with any collections as the Municipal Authority waived penalties the past few months due to CoVID-19. Now that the stay-at-home order has been lifted and we are in the green phase, Amy asked the Board Members for direction regarding collections and penalties moving forward. She advised the Authority Board to reinstate penalties beginning with the August billing cycle. Payments continue to come in, however, there are always a few who will continue to take advantage of the situation. She would like to avoid balances becoming too high and too much to handle for some property owners. There are no payment plans available when a property has public water; the only option is water termination until they can pay the balance in full. The Authority Board Members agree and think penalties should resume with the August billing cycle.

**MOTION: Motion was made and seconded to resume the standard collection procedure, starting with the August billing cycle. Motion approved.**

Rebecca Alley – Amy prepared a letter to be sent to the residents adjacent to Rebecca Alley and Perry Alley regarding obtaining the necessary Right-of-Way agreements for the sewer line that is installed within the Alley. Each board member was provided a copy of the letter for review. Amy is looking for feedback on the letter before sending it out. She mentioned her original thought was to ask for the width of the alley (15 feet) and an additional 10 feet into each property owner’s yard. After speaking with Scott, they now believe that 20 feet total would be sufficient. The width of the alley account for 15 feet plus 2.5 feet on each side of the alley within the respective property owner’s property should be plenty. That section of the letter will be revised. Any structures that are currently sitting within that right-of-way will not be damaged or disturbed in any way. Amy has pulled an old Rockwood Agreement to use as an outline. The right-of-way agreement and a drawing will be included with the letter to each affected resident.

**ENGINEERS’ REPORT – Scott Rights**

Stoever’s Circle – No new updates. Scott is still waiting for plan resubmission.

Paul Horn Subdivision – Scott received the revised plans mid-June which addressed the technical sewer comments. A saddle will be required for the newly subdivided lot. Lori received the planning module exemption, the capacity agreement and all fees and is asking

for approval.

**MOTION: Motion was made and seconded to approve the sewer design for the Paul Horn Subdivision Plan. Motion approved.**

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

**MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement for 1 EDU. Motion approved.**

Crossings Phase 3 – A preconstruction meeting was held last Wednesday. The sanitary sewer work is expected to begin late July/early August. This will take approximately 2-3 weeks to complete.

Lantern Drive Sewer Extension – Ed learned that Briar Lake was planning on overlaying Lantern Drive later this year. The Municipal Authority is planning to extend the public sewer from Lantern Drive to East Maple Street this year as well. Conducting a preconstruction meeting is being advised. Ed had a conversation today with Dave Smith, President of the Briar Lake HOA, who informed Ed there is not enough money in the budget to do Lantern Drive this year, so it will be pushed off until 2021. Scott hopes to have a schedule from SLH for next month's meeting to move forward with the sewer extension. It is the Municipal Authority's hope to have this completed before the end of September so that the paving to restore Lantern Drive can also be done this year.

Sewer Specs – Scott started pulling together the specs and details necessary to update the Municipal Authority's sewer regulations. He plans to communicate with Ed and the Wastewater crew.

Pertinent Issues – Tod questioned the paving on Kimmerlings Road. The Crossings had cut into this road as part of the Phase 2 sewer extension. Once Phase 2 reaches 90% capacity they will be able to put the top paving on the streets, which would include the section on Kimmerlings Road. Once the roads are paved within Phase 2, they will then be dedicated to the Township to be added to the Liquid Fuels Map.

### **ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books**

Zimmerman Family Properties – This newly purchased property is located beside Green Acres Mobile Home Park. The owners were granted permission to install an on-lot sewage disposal system for this parcel because the Municipal Authority does not prefer connections into a force main. They have a primary and secondary location in the event the system needs to be replaced. Lori is asking for approval of the Sewage Facilities Planning Module.

**MOTION: Motion was made and seconded to approve the On-lot Sewage Facilities Planning Module for the Zimmerman Family Properties. Motion approved.**

Pertinent Issues – Lori created a spreadsheet noting the 2020 on-lot pumping process. As

of today, there are 462 properties still outstanding and 257 that have already pumped. That equates to a 36% compliance ratio. Her second notices will go out mid-July.

**WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

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

There were 100 PA One Calls, 3 were emergency and 1 was after hours.

5 new homes were connected to the system. Tony had 4 grease trap inspections. Bennett Toyota connected into the pressure main on West Cumberland Street. It still needs to be tested.

Two additional manholes were located on Linden Street. They are both located within the right-of-way and connect to Kathleen Street. Tony sent the push camera down the line to trace it. He found the line is a 6” clay pipe and is full of roots. They will work on getting the roots removed. This line services the last home on Linden Street.

The homeowner on Redwood Lane had his sewer lateral repaired as well as Gill Weik on Twigg Avenue. There are still two properties on Hunter’s Chase Lane that need repaired. Both owners were notified earlier this year.

All pump station wells have been cleaned and vacuumed out. All stations are running properly.

On July 4<sup>th</sup>, all pump stations were down due to a power outage. Those with generators were fine. Tommy was on-call and had to tend to the other pump stations.

Pennsy Supply will begin paving Poplar Lane next week. They will then move to N. 8<sup>th</sup> Avenue, Quarry Road and Old Ebenezer Road.

David Leid was rehired by the Township full time in the Parks Department. He will be assisting Dave Strohm most of the time. He does have his wastewater license in the event they would need an extra hand and holds a CDL to help the Highway Department if needed during snow removal.

Tod asked Ed about the diesel trucks being left to idle on the streets. He noticed it happened a few times within a couple days. Ed admitted they are guilty of leaving their trucks running but hopes to correct that issue as he knows it is not good for the trucks or the environment.

**Additional Comments and Questions**

With no more business for the good of the Authority, the meeting was adjourned at 8:23 p.m.

Respectfully Submitted,

Molly Lum

Recording Secretary