

**Minutes**  
**North Lebanon Township Municipal Authority**  
**January 14, 2016**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, January 14, 2016 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Vice Chairperson
Brian Hartman	Secretary
Tod Dissinger	Treasurer
Dawn Hawkins	Member
Rod Lilley	Member
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Cheri F. Grumbine	Manager
Lori Books	Administrative Assistant

Also in attendance were Amy Leonard, Esquire; Thomas Camasta, Wastewater Department; and three guests.

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

**REORGANIZATION OF AUTHORITY BOARD**

Solicitor Wolf stated every January the Authority Board reorganizes and he conducts the meeting for the election of officers until next year or their successors are duly elected by the Board. He explained the first order of business would be to elect the officers for the Municipal Authority Board for 2016. He explained to the two new Board members there is a vacancy for the Chairperson and Gary Heisey took over the responsibility after the resignation of the former Chairperson, and he has agreed that he is willing to continue in that position. Tod Dissinger has been Treasurer for the Authority Board for a number of years, and Brian Hartman has been Secretary. He mentioned that leaves two positions open. The first is Vice Chairperson and Assistant Secretary. He explained in order to start the election of the offices one of the members needs to make a motion.

**MOTION: Motion was made and seconded that we keep Gary Heisey as Chairperson, Tod Dissinger as Treasurer, and Brian Hartman as Secretary. For the new members nomination was made for Dawn Hawkins as Assistant Chairperson, and Rodney Lilley as Assistant Secretary. With no further discussion, motion carried.**

Chairperson Heisey stated the Board would need to make appointments and approvals to conduct Authority business which would include the Authority Depository, Solicitor, Engineer, Auditor, and SEO.

**MOTION: Motion was made and seconded to appoint Fulton Financial, Northwest Savings, First Citizens Bank, Jonestown Bank, and PLIGIT for the Depository for 2016. Motion was made to appoint the Solicitor which is presently Frederick Wolf, Esquire; for the Authority engineer as Steckbeck Engineering; and for the Authority auditor which is presently Brown, Schultz, Sheridan, and Fritz. Motion was made to appoint the SEO as Gordie Sheetz. With no further discussion, motion carried.**

**COMMENTS FROM THE PUBLIC:**

There were no comments from the public.

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

**MOTION: Motion was made and seconded to approve the December minutes. Motion carried.**

Chairperson 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.**

**SOLICITORS REPORT**

**Rockwood**

Solicitor Wolf explained the background for the Rockwood sewer project to the two new members. He mentioned that the project has been concluded and they have closed out the costs. They will be meeting with Swatara again. He further explained the loan and how payments are made as well as how the escrow account works. He then explained the tapping fees and sewer permit fee as well as how payment plan agreements worked. He stated for the ones who have not paid their third and final payment they will receive a final notice. He further explained the issues regarding the Ream property. Question was asked about the \$25,000 escrow to which Sol. Wolf replied as long as we do the billing the escrow will be in place. Discussion followed about when the project would actually be considered completed to which the reply was the construction is completed.

**Hillside Drive**

Sol. Wolf explained the background of the incident on Hillside Drive for the new board members. Tom Camasta asked when the plate should be removed to which Sol. Wolf replied he would send the property owner a letter stating it will be done within the next 30 days.

**Godshall's Request to Purchase Additional EDUs**

Sol. Wolf explained the background regarding the requests for additional EDUs for several years at \$1,500 per EDU. He mentioned they were now requesting an additional 10 EDUs for the two lots they purchased on Suzy Street. Scott Rights explained Godshall's made a request to DEP expedite the permitting process to cross the stream. Sol. Wolf stated that until the permits were in place they would be unable to proceed. He said Godshall's had a meeting with the City of Lebanon with the outcome being they would need to purchase 10 additional EDUs. He explained that after they purchase the EDUs we continue to monitor their usage and if they increase their operation and use up their capacity we require them to purchase additional EDUs.

**Crossing at Sweet Briar**

Sol. Wolf said that they are working on Phase I and we are ready for them to turn over the sewer and water to us and they are also ready to proceed. We then take an easement and they will then want to review it with us. He asked if Scott's office would look over the plans to make sure the requirements are met. Question was asked if we would be receiving a copy of where all the lines are to which Scott replied we will be receiving an electronic copy. Also, we will be giving UGI shared use of this easement once we are sure the requirements have been met which was part of the agreement with them to extend their line to our 8<sup>th</sup> Avenue pump station.

**S&P Bonding Rating**

Sol. Wolf explained that Mgr. Grumbine sent the information to Standard and Poor and they do an audit. When it was finished, ours was increased to AA which is an excellent rating for a small municipality.

He explained to the new members why they refinanced to a loan rather than a bond to get a better interest rate. He continued by explaining what a no call period means. He said the transfer of the money won't occur until September, 2016. He mentioned he would get a summary to the two new members. He explained there would be a lump sum payment and then after that there would be yearly payments.

**Pertinent Issues**

Sol. Wolf reported Scott would be going over the plans for the new hotel on East Cumberland Street.

He then explained the Moravian Manor conduit fee payments and how being a conduit works. He said we received a check for \$10,000 and we sent an invoice of \$5,000 for the old agreement. He stated he has a resolution to be passed authorizing the signing of the documents for the re-financing and we would continue to receive the annual fee. Discussion followed regarding the length of the loan.

**MOTION: Motion was made and seconded to pass Resolution 01-2016 to sign an agreement between the North Lebanon Township Municipal Authority and Moravian Manor for us to be a conduit for them to refinance their 2012 A and B Series notes. With no further discussion, motion carried.**

**Engineer's report**

Scott Rights said he is continuing to work on the plans and specs for the pump stations. He is working with the Wastewater Department, and they hope to have the plans wrapped up in a couple of weeks. He would like to come back to the Board at the February 11<sup>th</sup> meeting. Then we will advertise for bids with opening of bids on Wednesday March 9<sup>th</sup>, the day before the next meeting. We can then take action at the March 10<sup>th</sup> meeting with intent to award. We will then ask for the bonds and agreements so we would be able to issue an award of contract at the April meeting.

**Hampton Inn**

Scott explained the planning module for the Hampton Inn plans. He said it will probably be another month before the Township approves the plans. He said the Authority's role is they need to be sure there is capacity available for the plan. He said they want to place a request for grease traps in the comments for the plan.

**MOTION: Motion was made and seconded for the Chairperson of the Municipal Authority to sign Chapter 94 requirement that we have enough flow for the Hampton Inn. With no further comment, motion carried.**

**New Covenant Christian School**

Scott reported at the last meeting they had discussed a line coming from the fire department to the school property. Scott showed the existing lines. Mgr. Grumbine found an easement around the line. He said they are proposing to modify the line underneath the new floor. He explained they are planning to re-route it with no new connections. He said the Authority would only be responsible to restore it back to the

original agreement. He said with the reduced flow there will be minimal risk of problems. Discussion followed regarding what the plans actually show.

### **Kercher Avenue property**

Scott Rights stated that the Township received plans for a property on Kercher Avenue who wants to connect to public sewer. He explained there is an existing home and a shop and they would like to drain to the grinder pump station across two properties to Marcon Drive. He said they would need an easement to cross the one property. He showed where they plan to put a manhole and drain by gravity on to Marcon Drive. He continued explaining to the Board where the line could run and if we want to take dedication. Question was asked why we want an extra line or manhole. Tom replied there would need to be a manhole in the street. Discussion followed. Tom suggested they place two saddle taps in and then the one will be paid for by the property owner and the other will be paid for the Authority for future use. Mgr. Grumbine explained that they want to use the property for a church home where the residents will be taught life skills. In order to do that it requires them to have public sewer. The Board decided they wanted to go along with Tom's suggestion.

### **Administrative**

Mgr. Grumbine said she had introduced Lori Books, Administrative Assistant, and that Lori would working with the Authority and attending the meetings. She also mentioned we would be actively looking again at the Muni-Link billing system after the February billing is complete.

### **Wastewater Department Report**

Tom Camasta reported they had two lateral inspections, 12 one calls, and they were called out to Grace Avenue for an emergency one call. Tom Kissinger had multiple grease trap inspections and follow-ups.

He mentioned they had discussed re-routing the GLRA force main. He explained the leche from the landfill is being pumped quite a long distance and they could run it down Elias Avenue. He said there was a backup in 2001 on Elias Avenue because of the scaling going down the line so they are now pigging every other year with very little scaling in the line now. He said he and Tom met with the engineers from the landfill last week. He said with the Authority's approval he is asking for permission to re-route the line down Elias Avenue because they are now pumping 1.6 miles and if we go back down Elias Avenue it would be .6 miles that they would have to pump. It would save electricity and also pass by fewer houses. Discussion followed. He said they were thinking in April or May they would clean the line and possibly reroute it. Scott explained the background of the back up from the landfill. Tom suggested they check the line every year if it is rerouted down Elias Avenue. Question was asked if the landfill was in agreement with

this to which Tom replied yes they were in agreement. Discussion continued. The Authority was in agreement to proceed.

Scott wanted to confirm that the Board had decided on one spare single phase pump for either Frances Ann or Jay Street and a three phase spare pump for Kochenderfer to use when needed. Tom asked if the pumps could be ordered. Question was asked about Rockwood to which Tom replied the pump has been working.

Question was asked about the propane tank from North 8<sup>th</sup> Avenue to which Tom replied that they could keep it at this time and it could be used in the future if needed. He said Tom Kissinger would be attending the meeting next month with updates on some of the issues he is working on.

With no more business for the good of the Authority the meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

Barbara Bertin, Recording Secretary