

**Minutes  
North Lebanon Township Municipal Authority  
February 11, 2016**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, February 11, 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	Chairperson
Dawn Hawkins	Vice Chairperson
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Tod Dissinger	Treasurer
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Cheri F. Grumbine	Manager
Lori Books	Administrative Assistant

Also in attendance were Amy Leonard, Esquire; Thomas Kissinger, Wastewater Department; and one guest.

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

**COMMENTS FROM THE PUBLIC:**

There were no comments from the public.

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

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

Chairperson Heisey asked for a motion to authorize Cheri Grumbine and Lori Books to perform CD transactions in the name of North Lebanon Township Municipal Authority which is required to move CDs from bank to bank or to cash them in when needed.

**MOTION: Motion was made and seconded to authorize Cheri Grumbine and Lori Books to perform CD transactions in the name of North Lebanon Township Municipal Authority. Motion approved**

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 reported they did a final report and that he, Cheri, and Lori met with Swatara Township's solicitor and their secretary. He explained we owed Swatara money for the engineering funds we received. They went over all the expenses concerning the grant and loan money we received. He said they have one issue remaining which is Swatara has four customers who have not completed their tapping fee agreements. Those owners received a letter giving them 10 days to make their payments. At the end of the month whatever has not been paid, we will then take the payments out of Swatara Townships escrow and turn those customers over to Swatara so they can make arrangements to collect the money. He explained that Swatara would always keep \$25,000 in escrow with us, and we take any outstanding sewer payments out of that account. Swatara agreed to make four payments to us per year for their portion of the loan which will be completed in 2034.

He said they reviewed the PENNVEST loan and instead of us continuing to pay our portion of the loan which is 12%, we wanted to pay our portion off. However, this would increase Swatara's monthly payment for a shorter period of time and they agreed to that. Scott Rights explained we could make a pre-payment once a year on March 1<sup>st</sup> in the amount of \$61,315.08 which pay off our portion of the loan leaving Swatara owing the remainder of the required loan in the amount of \$510,959.01. He explained the payments would still come out of our account but Swatara would be responsible for the entire amount as our portion would be paid off. Discussion followed.

**MOTION: Motion was made and seconded to pay the \$61,315.08 which is our 12% of the entire PENNVEST loan. After discussion regarding March 1<sup>st</sup> payment, motion carried.**

Mgr. Grumbine mentioned the payment we are making should be in the agreement we are working on with Swatara so it is in writing for future reference. Sol. Wolf explained they gave Swatara the amount needed to make their payments up to date. He said they are amending the original agreement with Swatara for them to make payments to us four times a year so we have enough in our account to make the payments to PENNVEST. Sol. Wolf explained once the agreement is complete he will update the Authority on what will be completed at the end of the month. Question was asked whether we can charge Swatara an administrative fee because we are doing all the work. Sol. Wolf did agree we should charge them something. Mgr. Grumbine reported Swatara is happy how well the project was completed. Scott explained that we would not have received the loan if we had not combined with Swatara which was a win - win for both Townships.

**Godshall Request to Purchase EDUs on Weavertown Road**

Sol. Wolf explained they keep expanding their operation and they would like to purchase an additional 36 EDUs with a capacity fee of \$1,500 for each EDU. He said Cheri and Lori had looked over the consumption usage and averaging out that if they purchased these 36 EDUs they would be up to date with their water consumption. We will be reserving these EDUs and they would be paying for three EDUs each quarter. The total amount is \$54,000 for the additional EDUs which would eventually give them a total number of 137 EDUs.

**MOTION: Motion was made and seconded to approve entering into an agreement with Godshall and Kratz for that company to purchase an additional 36 EDUs from our Municipal Authority. With no further discussion, motion carried.**

**Godshall Request to Purchase 10 EDUs on Suzy Street**

Sol. Wolf explained he had discussed with the John Beers of the City of Lebanon Authority whether there was capacity for these EDUs for the new facility on Suzy Street. He explained the City stated there is nothing they can do until they get the additional information they need from Godshall. The City wants them to get started and not hold the capacity in reserve for a long period of time. Sol. Wolf explained we can't do anything until Godshall follows through with the City. We should have someone from the Authority in attendance so we can hear what is going on so we understand what our role is and what they need to do in purchasing EDUs. He explained Godshall's will be paying us \$2,290 per EDU and we will then purchase the capacity from the City since this is a new property. Scott explained they will be placing the spoils on the new lot and will not actually be building anything on the site for now. Sol. Wolf mentioned due to the fire they had recently the plans may have changed. Sol. Wolf said we need to wait. Scott said they met on site and agreed they would be good to go forward. Question was asked who would be doing the inspections to which the answer would be Tom Camasta or Tom Kissinger.

Scott explained they had to obtain a permit from DEP to cross the creek, and they will make all the crossings at one time with the sewer connection being capped off until they are ready to use it. Mgr. Grumbine explained they would be doing a land development plan and right now they would only be installing a lateral.

**MOTION: Motion was made and seconded to bill Godshall's for all engineering and inspection fees for the lots on Suzy Street. With no further discussion motion carried.**

**Joint Meeting Dates**

Sol. Wolf explained there are several meetings per year where the Board of Supervisors and the Municipal Authority meet to discuss various topics. He asked if they thought there was any reason to meet in March or wait until June for the next scheduled joint meeting. The Board agreed they would not need to meet in March. Sol. Wolf mentioned it would be discussed with the Board of Supervisors at their meeting to make sure there is nothing they would like to discuss.

**Refinancing of Moravian Manor**

Sol. Wolf reported the Board had previously agreed to serve as a conduit for the Moravian Manor and he had some papers for Brian and Gary to sign this evening.

**Leonard Property**

Sol. Wolf said he had notified both the Leonard's and Harry Bowman that it would be their responsibility to take care of the issue. We would be using millings and take the metal plate away when the weather permits.

**Special Purpose Tapping Fees**

Sol. Wolf reported he met with Cheri and Lori regarding the special purpose tapping fees which go toward making upgrades. He explained that on Narrows Drive it was due to the lack of capacity left in that line. He said there is money left in that account. The question has arisen due to the fact that someone is looking at a lot on Mt. Zion Road. Scott mentioned they should look at that area again. He explained where the lines are located. Some of the development which was expected did not occur. Discussion followed about what to do regarding this issue. Sol. Wolf explained there should be something in the developer agreement, and he would check how long we can keep money in escrow before having to use it.

**Engineer's report**

Scott reported he had the plans for the pump stations. He showed the Board pictures of what the pump stations looked like including the hut. He showed pictures of the Jay Street pump station. He mentioned the Board had approved a spare pump instead of a replacement pump and a spare conduit so when the pump is replaced the conduit will be there. He explained they will be replacing the hut and the receptacles will be replaced at that time. They will have heaters and an exhaust fan. He mentioned they will need to increase the pad in order to get the hut over it.

He said they were putting in new pipe slide rails because the old ones are rotting. The new ones will be stainless steel. They also discussed a new generator which will run on natural gas. They will need an extension to the gas line. Question was asked if it is

ready for bid to which Scott said they need to speak with UGI to make sure they can get a gas generator and a couple of electrical diagrams. It will be approximately two weeks before they are ready to go. The Board decided Scott should go ahead with sending out the bids.

### **Huber Plan**

Scott reported they had discussed this plan at the last meeting and they would make it a private line. Lori mentioned they want to move on this. Scott said if both Toms were happy with the plans we could go with it.

### **Sliplining revised quote**

Scott stated they received a quote on Kathleen and 15<sup>th</sup> Avenue sliplining. When they got out there they found out the line was longer than originally thought and then it would exceed the \$10,000 threshold for putting out to bid. He attached a memo stating since the contractor was already on site and had begun the work they would go ahead with the sliplining. He reported they had reduced the amount they originally had in the budget for sliplining. He also stated they were looking at lining some manholes which needed replaced and some other items which may have higher priority than the sliplining. Tod asked about Sandhill Road and Jay Street. Scott replied three of the lines in question are done and the fourth Abel Recon has said they would now be able to do.

### **Hampton Inn**

Scott reported the approval letter went out. Lori mentioned they were waiting on stormwater issues from County Planning. Once the County is okay with the plans, they will then go to the Planning Commission and then to the Board of Supervisors for approval.

### **ADMINISTRATIVE ASSISTANT REPORT**

Administrative Assistant Lori Books reported she and Barb had taken a webinar, and we have looked at quotes from several billing systems. Question was asked why we need a new system. Cheri and Lori explained some of the advantages to a new system. Discussion followed.

Lori reported they received a request from the Lebanon County Conservation District to file a notice of termination for the Rockwood Project so they can close out the permit. She completed the request and we received the acceptance letter. They acknowledged it is complete, and we are in compliance.

**Strong Waste Charge**

Lori explained Tom Kissinger has been going out to check the sulfide levels at PA Natural Chicks. She mentioned that in looking back she realized they have not been in compliance almost always, and asked whether we want to upgrade the incident fee in place. Sol. Wolf explained they had met with the City of Lebanon Authority years ago, and they seemed more interested in the revenue from the fine rather than correcting the problem. Tom Kissinger explained he periodically has contact with PA Natural Chicks, and he believes the samples may be invalid because of the suspended particles. He said they pump the tank quarterly and they were considering doing it more regularly. He said he is working on a report on sulfide testing. He said the tester they have is obsolete and a new one would cost \$1,500. Tod mentioned he remembered the sulfide was eroding the manhole. Tom said it was but the testing didn't really show anything and wondered whether we will be able to resolve the issue. Discussion followed. Suggestion was made to let us know when they were going to do the pumping. Question was asked if we are able to ask them to do additional pumping. Lori suggested they proactively renew the permits and collect the permit fees. Discussion followed.

**Wastewater Department Report**

Tom Kissinger reported the notable activities in January included four grease trap inspections and follow ups, seven PA One Calls, and four pump station alarms. We changed the oil in the pumps at North 8<sup>th</sup> Avenue, Water Street, and Rockwood. He reported Tommy has been having meetings regarding the Hampton Inn. He explained they were reviewing the GIS system. He said they have yet to follow up with the letters sent to Frances Ann and Rockwood but he has had some contact with several of the residents. He mentioned he had contacted Swatara to give them a copy of the letter he sent out. He stated they still had a lot of flow when it rained at both pump stations.

Tom reported the pH levels at Always Bagels. He said the Colorimeter is in his report and the grease trap for 1610 North 7<sup>th</sup> Street Bakery is still on hold. He reported they will wait until spring to work on re-routing the GLRA Force Main. He said the last thing he has is frame/riser repair and replacement and they will be putting together a list on that. He mentioned they also have some leaking issues and they may need to contact Mr. Rehab for spray lining.

Tod asked if anything had been resolved with the paving issue. Tom Camasta thought they were functional but several were misaligned. Question was asked about the pH numbers at Always Bagels having such high numbers? Tom replied they are on the grease trap list but they are not finding a lot of grease. He said the issue is cooperation.

Question was asked if they had a new employee to which Tom replied no. Lori mentioned that Ed Brensinger would be working on getting his certification.

**Attorney Leonard**

Attorney Leonard mentioned she had a few issues to update the Board and they would discuss those in Executive Session.

With no more business for the good of the Authority the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Barbara Bertin, Recording Secretary