

Minutes
North Lebanon Township Municipal Authority
March 10, 2016

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, March 10, 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
Scott Rights	Steckbeck Engineering
Cheri F. Grumbine	Manager
Lori Books	Administrative Assistant

Also in attendance were Amy Leonard, Esquire; Edward Brensinger, Supervisor; Thomas Camasta, Wastewater Department; and five guests.

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

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

MOTION: Motion was made and seconded to approve the February 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.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

SOLICITOR'S REPORT-Fred Wolf (Amy Leonard filling in)

Amy Leonard, Esquire reported regarding Rockwood. Sol. Wolf sent the Board a memo basically saying payments are going back and forth to get everything reconciled. The Authority has paid off their portion of the PENNVEST loan in the amount of \$61,315.08. Swatara is replenishing \$1,000 in escrow. She mentioned payments are still pending regarding the four Swatara customers and one North Lebanon Township resident. Scott

Rights reported there is a balance in the PENNVEST fund. He explained that Bonnie, our accounting clerk, is working on figuring which funds will go back into the Capital Reserve fund which was used to pay bills at the beginning of the project. Discussion followed whether a motion was needed.

Weaver's agreement

Att. Leonard reported that Weaver's has signed the agreement to purchase 36 EDUs for the existing location on Weavertown Road. The agreement starts in March of this year and goes through December of 2018 and they have already made the first payment for the first three EDUs. She also reported the building for the two lots on Suzy Street is on hold but they are going to put the line in and cap it until Weaver's make a decision which way they want to go.

Developer agreements – The Crossings

Att. Leonard explained they are in the process of working on the easement for the Crossings regarding the gas lines and the sewer easements. She remarked it is in progress but nothing has been sent to Landmark yet. There will be a shared agreement with UGI. Discussion followed regarding working in the easement before the agreement is signed.

Miscellaneous Issues

Other issues included the joint meeting with the Supervisors will be June 9th. Regarding the refinancing of the water and sewer debt, Att. Leonard reported the process will begin in June with the call date being in September. The hotel project is still proceeding and moving forward. They have not received all the documents even though the Authority has signed off.

The next issue is the Leonard's property on Hillside Drive. Suv. Brensinger reported there is still a problem out there with the sinking of the pavement. He said they need to come up with a plan to fix the problem. He explained the surface water will follow a trench. He feels there should be a meeting with all of the entities to come up with a way to solve the problem. Discussion followed regarding how the line was originally done. Mr. Leonard, the property owner, explained they had originally worked on it to make sure it was tamped down and they waited to pave the driveway. Suv. Brensinger suggested the possibility of creating a clay dike to stop the flow of the water. Mr. Leonard explained the plates that were just installed have already begun to migrate. Discussion continued. Suv. Brensinger suggested they get together when Sol. Wolf returns and make a decision as to how to proceed.

Moravian Manor

Att. Leonard reported they are refinancing, and we will be serving as a conduit. Sol. Wolf believed the settlement would be taking place this month and our fee has already been paid for this year. Tod questioned which fund the payment is deposited into to which she replied she would check into but it, but thought it was Capital Reserve.

Special Purpose Tapping Fees

Att. Leonard mentioned a question which arose last month regarding the special purpose tapping fees and that Scott has been looking into it. Scott replied they have been looking into the runs and the area in question was coming down Narrows Drive toward Route 422. He explained the flows in the line. There is plenty of capacity left in the line for years to come. He stated Sol. Wolf may want to look into it. Lori reported who had paid the fees and the questioned whether we should continue to collect that special purpose tapping fee, and whether we should rescind that resolution. Another question which arose, is whether we should return the \$88,000 to the two entities who paid the fees. Discussion followed. Att. Leonard said we should figure out whether we discontinue the special purpose tapping fees just in this area, or all areas, and we should wait until we have all the answers before we proceed. Discussion continued.

ENGINEERS' REPORT – Scott Rights**Improvements to Pump Stations**

Scott reported they met to go over the pump stations and they made some minor changes. He said they would be meeting one last time on Monday and will be advertising on Friday March 11th with the bid opening on April 12th. He said the contract may be awarded at the meeting on the 14th. He reported they received a call about a generator from DynaTech who is on the Co-Stars list. He explained the generator is in our contract now, and if they like the price they may go with them and remove it from the contract.

Huber lot

Scott mentioned they did re-submit the plan. They will be putting in a grinder pump and will pump all the way into the main and put in two saddles. The line will remain private and will not be dedicated to the Township. They will be paying tapping fees, capacity fees, an inspection fee, and special purpose fees. Lori mentioned they are requesting 3 EDUs. Discussion followed. Tod mentioned the owners should be notified to indicate once they purchase the three EDUs they will always be responsible for those three EDUs and cannot convert back to one EDU. It was also noted that a Street Cut Permit will be required.

MOTION: Motion was made and seconded to approve the Huber lot plan with the condition that they get all the proper easements from the two properties they must cross to go from the property they want to build on out to Marcon Drive. With no further discussion, motion carried.

Chapter 94 Wastewater Report

Scott explained every year they prepare this report for the City and then they submit it to DEP. The report shows the flows that go into the system. Scott went over the tables in the report. He explained how the data is compiled showing the number of gallons which go through the pump stations. Scott explained how they figure the projected flows in relation to how many connections they anticipate.

Fisher Connection

Gary reported Mr. Fisher has a house which was not connected during the Rockwood Project, which was not required due to the distance from the road. He now wants to connect because his sand mound is malfunctioning. Scott explained where the lines and manholes are and it would require a pump. Gary explained there are two houses which would require two EDUs. Discussion followed regarding the cost of connecting to public sewer and what could be involved. Scott suggested if Mr. Fisher comes in for a permit that he provide a sketch of what he wants to do. He would need two EDUs and tapping fees, inspection fee, and saddle for the two residences. Manager Grumbine mentioned it may need to go through zoning if he wants to subdivide the property. Discussion continued. Scott explained if they ever subdivide the property into two lots he would need to run another line so that each residence had its own sewer connection.

Washington Avenue

Scott showed the Board the map of this lot which is on the line between North Lebanon and Swatara Townships. There has been some interest in selling this lot.

ADMINISTRATIVE ASSISTANT REPORT- Lori Books

Fee/Rate Resolution

Lori explained several of the changes which were then discussed. She mentioned changing the strong waste management plan discharge permit fees for first time applicants to \$200 for regular and commercial and \$500 for significant users; and renewals reduced to \$100 and \$250 respectively. The other change suggested was regarding the subdivision fees, mainly minor subdivisions not involving new lots, reducing the fee from \$750 to \$125 because very little work is involved and this fee is more in line with the Township fees. She also reported she added some description to the Component 2 Planning Modules in addition to hydro studies and what Component 2's are used for. She said they already discussed the special purpose tapping fees and for now leave them

in until further research is done. This could be amended at a later date. Discussion followed.

MOTION: Motion was made and seconded to adopt Resolution #2-2016. With no further discussion, motion carried.

Grease Trap Resolution

Lori reported Fred is working on a Grease Trap Resolution, and Tom Kissinger has made some comments on the issue. She mentioned we currently do not have a resolution and it has always been done as part of Tom's job. Sol. Wolf suggested they have a resolution as protection if anything would occur. Question was asked about Weavertown Terrace which had been a problem in the past and Tom Camasta replied we are only jetting that line, and Weavertown Terrace has been pumping it on their own. Lori suggested the Board look over the resolution and see if they have any comments. Tom will be here at the next meeting and could explain his comments. Discussion followed. The resolution could include a list of registered pumpers, and there would be no fee for the inspection.

Strong Waste Management Plan

Lori reported she went through the files and listed all the applications that were filed and paid for but could not find if there were any actual permits issued except for College Hill. She said there are requirements in the Strong Waste Management Plan but nothing has been done. Her suggestion is we bring back the plan and follow through with the permit fees. She explained the testing device Tom Kissinger has is antiquated and is not accurate. She asked if the Board would like to look over the information and discuss it at the next meeting. Discussion followed. Scott asked if he could speak with Tom Kissinger and tell him what other municipalities are doing. Lori asked for direction as to the length of time a permit would be good for before needing them to apply for a renewal. Discussion continued. Scott explained this can be very labor intensive as far as documentation. Discussion followed regarding the cost of replacing the testing device. Question was asked who decides who needs a strong waste permit to which Scott replied usually it initially begins with a new business.

Update on Billing System

Lori reported we visited two municipalities with different systems and also received a quote from the company we are with now. She explained the costs from our current vendor Harris. She reported MuniBilling is much lower in cost and looks very similar to Muni-Link which was much more expensive. She explained we also need to look at the type of invoice we will be using and she provided cost estimates on each. Question was asked about the difference in the costs. Discussion followed regarding the issue of the difference between the postcard style invoice versus the letter type bill. Discussion continued regarding the various costs.

MOTION: Motion was made and seconded to go with MuniBilling contingent upon confirmation of the cost totals for the year and the statement option for the printing of our sewer billing. With no further discussion, motion carried.

WASTEWATER DEPARTMENT REPORT-Tommy Camasta

Tommy Camasta reported they had 22 One Calls last month. Tom Kissinger had two grease trap inspections. Tommy reported he needed to go out during a thunderstorm for issues with various pump stations and also had a problem with one of the floats at Orange Street which needed to be replaced. Tom was called out on Sandhill Road where a sewer lateral backed up due to baby wipes but it didn't reach the road. The Fire Company and EMA took care of the issue. He said Tom has been working on the GIS and record updating; and they have been working with the other departments doing work around the Township. They need tires on truck 206, they won't pass inspection. He said both pumps came in and they have a spare for Frances Ann or Jay Street and also a spare for Kochenderfer pump station.

Att. Leonard mentioned she doesn't have anything further except she sent letters to a couple of people who were on a payment plan.

With no more business for the good of the Authority the meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary