

Minutes
North Lebanon Township Municipal Authority
April 14, 2016

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, April 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	Chairperson
Dawn Hawkins	Vice Chairperson
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 two guests.

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

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

Rodney Lilley mentioned there was an error on Page 4 of the draft of the minutes that should read condition and not conditional.

MOTION: Motion was made and seconded to approve the March minutes with the suggested correction. 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

Update Rockwood

Sol. Wolf explained we paid off our portion of the debt. He mentioned Swatara’s solicitor was preparing an addendum to our original agreement which basically closes everything. There were two things missing that were in our final settlement which included the Ream tapping fee of \$2,000. Also, they were originally giving us their 88% in advance but now they need to give us 100% for the PENNVEST loan since our portion has been paid off. Sol. Wolf stated by next month everything should be corrected in the amended agreement and everything paid up. The agreement will then be ready for signing.

Weaver’s Agreement

Sol. Wolf mentioned that the agreement regarding the stream crossing has been completed. He said nothing else has changed regarding future plans.

Crossings –Right of Way Agreement for water, sewer, UGI

Sol. Wolf explained they have legal descriptions they intend to convey which include the water and sewer lines and also UGI lines. They will be meeting to go over those. The agreement would state they will convey all the easements to us, and we would in turn share an easement with UGI. It would include only as far as they have developed to date. He explained it is the Township’s policy to only convey the streets to us at the point when that portion of a development is 90% complete. Once we receive the legal descriptions back from them, we will bring it back to the Board.

Special Purpose Tapping Fee-Narrows Drive

Sol. Wolf reported they had discussed there is no longer a need for the special purpose tapping fee for Narrows Drive. He explained the history of the reason for this special purpose tapping fee, and the money which was paid into that account. The hotel paid a large amount for the special purpose tapping fee plus a developer who paid for a number of lots. He further explained if the Board chooses to move forward Lori has a resolution prepared which would terminate the special purpose tapping fees for the Narrows Drive area. All costs will be taken into account with that figure coming back to the Authority for approval. The balance would be returned to the two individuals who had originally paid the fees. A letter or agreement would be sent to them which would include what they had paid and what was taken out. If they agree to that figure they will sign off and then the payment would be made to them. Sol. Wolf asked if the Board would like to move forward. Question was asked if this would include only this special purpose fee to which the answer was yes. Lori explained she had prepared some figures with the assistance from Sol. Wolf prorating the amount which should be refunded to the two entities who paid the tapping. Discussion followed regarding the amounts with a

suggestion being made to wait until all the numbers were in before issuing a check. The Board agreed this would be a good decision.

MOTION: Motion was made and seconded to approve Resolution 3-2016. With no further discussion, motion carried.

Leonard – Update

Sol. Wolf mentioned they had all received minutes of the meeting that was held. He said the plan is to go out to determine what the problem is and then make a decision to correct it. He explained the Leonard's would still have access to their property while the work was being done. He said the Leonards' were satisfied with that. Question was asked about a time schedule to which he replied as soon as possible. Scott Rights mentioned they were planning to contact the neighboring property owners about parking while they were working in the area.

Authority Wages

Sol. Wolf reported the Supervisors took action regarding the pay for the Authority Board and agreed to increase the pay to \$49 per month which will take effect when a member was reappointed.

New Covenant Christian School

Sol. Wolf said they are planning an addition. They will be paving over the sewer line and right of way. He prepared an agreement which has not yet been approved by New Covenant School. It states if we need to get into our sewer line we may do so. We will backfill it, but we will not repave it. It would be their responsibility for repaving. He mentioned the plan will be up for approval at the next Board of Supervisors meeting. He said they are looking for approval of the agreement which would then be signed by them with plan approval at the next Board of Supervisors meeting.

MOTION: Motion was made and seconded to approve the easement agreement with New Covenant Christian School. With no further discussion, motion carried.

Pray Hospitality (Hampton Inn) – capacity agreement

Sol. Wolf reported the new hotel made a request for capacity at the treatment plant. He said he and Lori have revised the application form. He explained this is the practice which has always been used and the EDUs are dictated by the City of Lebanon Authority chart. He said Lori has the agreement for the Board's approval for them to go ahead. This is the first step.

MOTION: Motion was made and seconded to approve the signing of the agreement for Pray Hospitality. With no further discussion, motion carried.

Grease Trap Resolution

Sol. Wolf reported that he and Tom Kissinger have been working on the Grease Trap Resolution, and they will bring it to the Board at the next meeting when they decide upon the final wording.

Strong Waste Management Plan

Sol. Wolf explained that Lori has been working on the plan. Lori reported Cheri, Tom, Sol. Wolf, and herself met about the plan again and decided with the Board's approval they would like to send out renewal applications to the current businesses they have listed. We will renew them every three years with a renewal fee. She said she would be sending out a letter to them sixty days prior to the renewal date. When a new business comes in they will receive a letter with the application. The fee for new businesses would be \$200 and \$100 for renewals. Discussion followed. Sol. Wolf explained Lori is asking if the Board is in agreement for the fees and the reporting which would be required of them by a third party.

MOTION: Motion was made and seconded to enact the Strong Waste Management Plan and the application for new businesses would be for \$200 which would be good for three years and the renewal fee would be \$100 for three years. With no further discussion motion carried.

Pumpkin Ridge

Sol. Wolf explained the history of Pumpkin Ridge and that there was an agreement where George Christianson reserved 20 EDUs at a cost of \$10,000 to keep them in reserve for 10 years. He explained the 10 years was almost up and Mr. Christianson would like to extend that agreement for another 5 years at the cost of \$5,000. Discussion followed regarding the agreement and how it works to reserve EDUs. Sol. Wolf explained if he should decide to develop he will pay the current fees at that time.

MOTION: Motion was made and seconded to approve the agreement with Mr. Christianson to hold the EDUs for an additional five years. With no further discussion motion carried.

Joint Meeting

Sol. Wolf announced the joint meeting with the Board of Supervisors will be held in June, and they will decide at the May meeting what they would like to discuss.

ENGINEER'S REPORT – Scott Rights

Improvements to Pump Stations

Scott reported they opened the bids for the pump stations on April 12th at 11:00 a.m. There were two bidders. The low bidder was B & R Electrical Contractors, Inc. for \$252,318.00 with a second bid from PSI Pumping Solutions, Inc. for \$285,524.06. He explained a number of the bidders backed out because there was a lot of electrical work which they would have needed to sub out. Both of the bidders were electrical contractors with general construction work in wastewater. He explained one of the contractors used the incorrect bid form, and he told them to write the vendors in they would be using. The bids were for four pump stations. Scott stated we had discussed us using Costars at the last meeting. He did get quotes which were a savings and they would use them for the generators. Scott is recommending to issue an intent to award so we can get performance and payment bonds in order and then recommend the official award. Question was asked about the company to which Scott replied they have worked with the parent company who works in wastewater and the reviews he received were good.

MOTION: Motion was made and seconded to issue an intent to award the contract to B&R Electrical Contractors Incorporated for the four pump stations which are Jay Street, Orange Street, Kochenderfer Road, and Frances Ann Drive in the amount of \$252,318 provided they provide all the legal documents they need to proceed with the job. With no further discussion, motion carried.

Scott explained they initially looked at 250 gallon propane tanks, and we would need a larger tank at the Kochenderfer pump station. He reported Suburban will switch it over for under \$1,000 and then the cost would be \$10 per year. Discussion followed.

Always Bagels

Scott reported that Always Bagels submitted plans for Phase 2 and 3 which he then showed to the Board. He explained the addition is very close to the grease trap, and they may need to move the grease trap to make it more accessible. Scott mentioned there may be more flow with more employees, and we will want to revisit the Strong Waste Management Plan due to the strong waste. Question was asked if there would be any damage to the manholes to which Scott replied not at this time. The Board reviewed the plan. Lori reported they currently have 38 EDUs and are currently using 41 EDUs so we need them to get in compliance and purchase 3 additional EDUs for what they are using now and then more for the new plan. Rod Lilley mentioned that Monday is their clean-up day and Tom may want to check at that time.

ADMINISTRATIVE ASSISTANT REPORT-Lori Books

Moravian Manor

Lori reported at the last meeting the question arose in which fund the \$5,000 was deposited. It was deposited in Sewer Operating instead of Capital Reserve. Question was asked why it was handled that way to which Sol. Wolf replied it was set up that way. Discussion followed as to where they would like it to go in the future.

MOTION: Motion was made and seconded to place one time payments from Moravian Manor in Capital Reserve as opposed to Sewer Operating and recurring payments into Sewer Operating. With no further discussion, motion carried.

Update on Billing System

Lori reported we signed the contract with MuniBilling, and we have been working with them for the past two weeks. She said they have started to extract the data. We will be sending the postcard bills on May 10th and then switching to the new system. It was mentioned that there were discrepancies about the costs but Lori replied she thought we had resolved those issues and we have moved forward. Discussion followed regarding how to notify customers.

Poultry Barn Plans

Lori stated they received a plan from Red Barn for the construction of two poultry barns. There is no public sewer or onlot sewer facility proposed. She said that Mgr. Grumbine suggested they return the \$1,250 review fee which was paid to the Authority because there is nothing for us to look at.

MOTION: Motion was made and seconded to return the \$1,250 review fee for the poultry barn plans because there is nothing to review. With no further discussion, motion carried.

Ed Brensinger-Certification test

Lori announced that Ed Brensinger has passed his certification test and has submitted it to the State. Discussion followed.

Financial Reports

Lori asked the Board if they would like to have Jim Koontz, BSSF, come to the next meeting to go over the financial reports for the year. The Board agreed they all would enjoy that.

Rodney Lilley asked about the Strong Waste Management to which Tom replied he would be going over that in his report.

WASTEWATER DEPT REPORT-Tom Kissinger

Tom reported they had 29 One Calls of which three were emergencies all being within business hours. He reported there were 21 grease trap follow ups with one inspection. He explained there are a variety of ways we are contacted and some don't require a follow up but are all documented. They had two pump station alarms. Tommy repaired the heater at the Rockwood pump station. There are ongoing inspections at Suzy Street and the Crossings. He mentioned regarding the proposed bakery on North 7th Street that he contacted the owner, and the owner has a grease trap and all the information. Tom told him to call when he is ready. Tom mentioned he sent in his final report on the GIS. He requested that Steckbeck look over his most recent recommendations.

Tom said regarding the hydrogen sulfide testing that he covered that in his written report. He talked to the manager at PA Natural Chicks, and they are now doing the testing on a monthly basis. He explained what is happening at the site is retention because the grease trap is being underused. He said PA Natural Chicks has agreed to do more pumping through the line. Question was asked if that line was on the list to be spray lined to which Tom replied yes. Discussion followed. Tom suggested we take care of the problems and be proactive in the future.

Sol. Wolf asked if he and Tom Camasta are having problems being called out to which Tom Kissinger replied it is restrictive as to what you can do when you are on call. He mentioned he has created a manual of all the different issues which may arise and would like to do training with the road crew so they will be able to cover being on call also.

Question was asked about the testing equipment, and if they would need to purchase it would there be funds available. It was mentioned it may be in the budget for this year if needed. Tom replied he didn't think it would happen that way, and it would be needed that quickly. He said he is asking to suspend the testing for now and the Board agreed.

ATTY. AMY LEONARD'S REPORT

Attorney Leonard mentioned she had one item to discuss in Executive Session.

With no more business for the good of the Authority the meeting was adjourned at 9:40 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary