

Minutes
North Lebanon Township Municipal Authority
May 12, 2016

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, May 12, 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 Edward Brensinger, Supervisor; Thomas Camasta, Wastewater Department; Jim Koontz, BSSF; and two guests.

The meeting was called to order by Vice Chair Hawkins who managed the meeting until Chair Heisey arrived. The pledge to the flag was recited.

Vice Chair Hawkins introduced Jim Koontz from BSSF, auditor for the Municipal Authority who will go over the financial reports.

Mr. Koontz mentioned he had distributed the financial statements for 2015 to the Board and would go over some of the highlights in the report. He reported they had a clean opinion which means there are no changes required. This has been the case for the last several years. It is the best opinion and there were no significant findings. It went smoothly. On Page 3 there is a section called Financial Highlights. On Pages 5 and 6 they did a comparison between 2014 and 2015. On Pages 7 and 8 they get into trends and significant events. These were supplied by Mgr. Grumbine and Admin. Asst. Books. He explained on Page 10 there is a section on net position. At the end of 2015 the Authority had an unrestricted net position of 6.7 million dollars which is about two times the normal expenditure. This is very positive, and it may be earmarked for various projects. He explained Pages 11 and 12 are a statement of change in net position on both the water and sewer. He said the Water Operating showed a loss of about \$53,000 and Sewer Operating a positive of \$505,000 with the Authority as a whole having an income of \$452,000. He mentioned there were some issues due to the H₂O grant and PENNVEST loan with those expenses going to the bottom line along with the refinancing. After looking at all those factors there is a net of about \$250,000 positive income which is not unusual after factoring out those unusual things. Page 13 shows income generated and those numbers are fine with positive numbers going into 2016. Pages 15 through 28

outlines how the statement is put together with a couple things which will be changing including the refinancing. Mr. Koontz explained Pages 29 and 30 is a combined statement of the Sewer Operating and Capital Reserve. The last page shows the opinion that the Authority has complied.

Question was asked about the costs for the refinancing to go from bonds to a loan and whether we were finished paying those costs. Sol. Wolf replied those costs were concluded. Sol. Wolf also mentioned some of those funds would be used toward the loan and to shorten the term.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

Vice Chair Hawkins asked for a motion to approve the April minutes.

MOTION: Motion was made and seconded to approve the April minutes as presented. Motion carried.

Vice Chair Hawkins 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.

SOLICITOR’S REPORT-Fred Wolf

Leonard Property

Suv. Brensinger explained rental equipment moved in, and it appears the problem was when it was originally backfilled the soil was very dry. He said the spoils that were dug up are from behind McDonalds. They were able to get some clean shale from Godshall’s who are taking a large amount of fill out for their addition. He explained it will still be a substantial amount of money but hopefully will alleviate the problem. He further explained that he believed with the soil they are using now they will not have the water problems. He said they want to use tensor geogrid after the subgrade and put stone down before they put the driveway down. Discussion followed regarding the costs of the project and how to prevent these issues in the future. Scott Rights explained it is hard to tell when the soil is dry how it will react. Discussion continued as to why we don’t put stone in when the lines are originally installed. Treas. Dissinger mentioned he was glad that the departments were working together. Suv. Brensinger mentioned there were provisions for compacting and that it was a lesson learned.

Moravian Manor

Sol. Wolf explained regarding the loan documents for Moravian Manor the bank supplied a revision of the documents due to them reporting the wrong interest rate. He said it will need to be initialed by both parties.

MOTION: Motion was made and seconded that Gary as Chair place his initials on the document to verify the new wording. With no further discussion, motion carried.

Rockwood Update

Sol. Wolf reported they will be meeting next week to go over some minor payments Swatara hasn't made. There was a question on some tapping fees which were owed by a resident in Swatara. He reported they want to finish the accounting so the funds can be transferred back to the reserve account.

Weaver's

Sol. Wolf mentioned there is nothing new on their project.

Developer agreements – The Crossings

Sol. Wolf explained they have provided us with a legal description for the easements but nothing regarding the water and sewer lines which are located in the street. This is a requirement as the streets have not yet been turned over to the Township. Scott will be working with their engineer so we will have the legal description for the ones in the street in addition to the ones which are not in the street.

New Covenant Christian School agreement

Sol. Wolf mentioned the agreement with New Covenant Christian School had been approved and needs to be signed.

Grease Trap Resolution

Sol. Wolf reported Tom Kissinger is in charge of the grease traps and requested a resolution to back up the work. He explained there had been several revisions and they have come up with a compromise. He stated there is no charge to the property owner for the inspection. However, if they are not set up for the inspection there may be a charge which will need to be approved by the Authority. He said if everyone is in agreement they will need to approve the resolution. Vice Chair Hawkins mentioned she interpreted it to be every business, but it only includes food preparation and Tom will make the decision whether it is necessary. Discussion followed. Asst. Secretary Lilley

questioned some of the wording to which Sol. Wolf replied they can make those changes easily.

MOTION: Motion was made and seconded to approve Resolution 04-2016 with the two wording changes suggested. With no further discussion, motion carried.

Pumpkin Ridge

Sol. Wolf mentioned they had previously discussed an agreement with Mr. Christianson in which 20 EDUs were held for ten years. He would like to pay \$5,000 plus attorney fees of \$350 for the preparation of the agreement to extend the agreement for another five year term. The agreement needs to be signed.

Always Bagel

Sol. Wolf stated from the additional EDUs they purchased they may need to purchase more with the addition, but Scott has not received enough information to make a determination. He said Lori contacted the City of Lebanon. Scott mentioned the local plant did not know anything about the expansion. Discussion followed regarding the number of EDUs they are currently using as opposed to what they may need.

Termination of Special Purpose Fees for Narrows Drive

Sol. Wolf explained they had decided at the last meeting to get a list of all the bills and costs which were paid in the past for the Special Purpose Tapping Fees, but basically Lori only has our current bills and he could not find what he billed previously. Scott said he could get his numbers. Lori will be unable to close that out until we have all the numbers. Lori has invoices currently for Sol. Wolf of \$231 and Scott for \$396. Sol. Wolf asked if they would like to charge anything for administration to recover the work that was done. Discussion followed to wait until they had all the information before contacting the developers.

Agenda for Joint Meeting

Sol. Wolf has a list of items from Suv. Brensinger and asked if the Authority Board has any suggestions or topics to discuss. He mentioned they would be changing the menu and would be ordering sandwiches for the meeting. He said they should let Lori know their choice.

ENGINEERS' REPORT – Scott Rights

Improvements to Pump Stations

Scott reported they sent the intent to award out and they received the documents back with the agreement for the bonds. Sol. Wolf said they were okay. He mentioned it would be awarded to B&R Electrical Contractors. Question was asked if anything changed to which Scott replied no.

MOTION: Motion was made and seconded to award the bid to B&R Construction. With no further discussion, motion carried.

Scott reported he did ask them if they had a date to start the work with a possible date of two weeks.

Generator

Scott said they checked with DynaTech for a generator and found they would receive a better price of \$16,510 from COSTARS. He explained they would like to dovetail the generator with our contract where everything could be done at the same time. Question was asked about the gas to which the reply was right now we are going with the liquid propane from Suburban with a \$10 per year rental rate.

MOTION: Motion was made and seconded to purchase the generator, the switches, and the enclosure through COSTARS from DynaTech for \$16,510. With no further discussion, motion carried.

Always Bagels

Scott said they had already discussed this. He mentioned Tom, Lori, and he composed a letter stating they had a problem out there and needed to fix the old problem. Discussion followed regarding the grease and the dough balls. He explained there are some issues with the numbers and the amount of water used on a daily basis. He further mentioned they are very difficult to contact.

ADMINISTRATIVE ASSISTANT REPORT- Lori Books

Kochenderfer Pump Station

Lori stated we already discussed the pump station. Tom Kissinger would like to cut the arborvitae down because they are dead. Tom spoke with the neighbor and the neighbor would like them to replace it with something so the pump station is not visible from his property. Discussion followed with a suggestion to ask the property owner what he would like as a replacement for the bushes. The Board will take his suggestions under advisement when making their final decision.

2016 Mid-Summer Expo

Lori said she is requesting approval for Suv. Brensinger and Tom Kissinger to attend the expo and for Suv. Brensinger to become a member of the Eastern PA Operators Association. The Board gave their approval.

MuniBilling Update

Lori reported all the information was converted to the new system and they ran the May bill simultaneously with our old system. The information was checked line by line and they are tweaking a few issues that were found, but we are now running on the new system with training to continue.

Suv. Brensinger Certification

Lori reported Suv. Brensinger received his certification. Question was asked if we would be getting anyone else certified to which the answer was yes.

Strong Waste Management Plan

Lori stated she and Tom Kissinger sat down and reviewed the current list and talked about which ones would need to receive a strong waste application renewal notice. Five letters were sent for renewals. The others didn't classify as being strong waste. They sent renewal letters to Always Bagels, PA Natural Chicks, Weaver's Bologna, Grosfillex, and Millet Plastics. She mentioned she would keep the Board posted as they come in. She also received the strong waste application from Hampton Inn and they will wait for construction to issue them a permit.

Rate Resolution

Lori mentioned that they need to pass a resolution for Fred's hourly rate for sewer related issues. Sol. Wolf explained that the rate is adopted every year.

MOTION: Motion was made and seconded to approve Resolution 05-2016 regarding the hourly rate for the attorney's fee. With no further discussion, motion carried.

Jack Keener Lots

Lori stated they had discussed the eight lots which are owned by Jack Keener. He already has capacity for two of the existing lots. He was told he could purchase the capacity for each of the remaining individual lots individually, but the City of Lebanon Authority denied that request. He will need to purchase all six EDUs at the same time.

MOTION: Motion was made and seconded to type up an agreement for Jack Keener as developer to purchase all six EDUs for capacity. With no further discussion, motion carried.

Barry Fisher Lot

Lori reported they needed to discuss the Barry Fisher connection. She was told that they are placing the farm up for sale and do not intend to follow through with the connections at this time.

WASTEWATER DEPARTMENT REPORT-Tommy Camasta

Tommy Camasta reported they had 41 PA One Calls last month. Two were emergencies during regular business hours. Tom Kissinger had six grease trap inspections and nine grease trap follow ups. Tommy reported he had five new lateral connections he inspected. He mentioned he took two members from the road crew and they cleaned the check valves at Water Street, North 8th Avenue, and Rockwood pump stations so they can get a feel for that. He assisted at the park working on the playground equipment.

He reported he continually gets calls from the company who comes in every year to do the test on our confined space equipment. He said they service it every year and he wants to know if we need to have them do the service or should we purchase new equipment. We do need more updated confined space equipment. Discussion followed whether to do the maintenance or to purchase new since the old equipment is outdated. It was decided to let Tommy get some pricing, and they would discuss it further at the next meeting.

Tommy mentioned he wasn't sure what the agreement was for service trucks. The one truck is now costing a lot of money for repairs and he expressed his opinion that they purchase a smaller truck.

Tommy reported they will shoot for early fall to continue the spray lining. Question was asked how many manholes are on the list to which Tommy replied they have a list (Four on Marcon and one at Weis Markets).

Scott mentioned the Township is tax exempt.

With no more business for the good of the Authority the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary