

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

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, August 11, 2016 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 S. Wolf	Henry and Beaver LLP
Scott Rights	Steckbeck Engineering
Cheri Grumbine	Manager
Lori Books	Administrative Assistant

Also in attendance were Amy Leonard, Esquire and Tom Kissinger, Wastewater Department.

The meeting was called to order by Chair Heisey.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

Chair Heisey asked for a motion to approve the July minutes.

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

Chair 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.

SOLICITOR'S REPORT-Fred Wolf

Rockwood Update

Sol. Wolf reported they finalized everything out. He said we would be reducing the sewer bill escrow to \$15,000 and anything over that would be returned to Swatara. He explained we bill Swatara once a year for their payments on the loan and we will make

the payments for the loan from Swatara's payment to us. Sol. Wolf reported Att. Amy Leonard is processing the lien against Ream to which she replied she has had a payoff request for the property and is hopeful we will get paid.

He said they were working on an amendment to the agreement but it has not yet been completed.

Bond pay off

Sol Wolf reported everything is in place for the bond pay off and then the loan will be with Fulton Bank. He explained we reduced the number of payments and will be increasing amounts on a yearly contribution to pay the loan off earlier. He further explained at this time there is a surplus in the water account. With this traditional loan as opposed to the bond, we have the option to pay more on principal to decrease the length of the loan.

The Crossings

Sol. Wolf said they have been working on the easements for the Crossings. Scott Rights explained when Briar Lake was done they created an easement on the Briar Lake property. They connected to the Open Door Church line with an easement agreement with Landmark Builders. The line would then be turned over to us. The sewers can then drain out onto North Eighth Avenue. Sol. Wolf explained with the Crossings we not only need the easements for the water and sewer lines but also the easements within the phase that is completed in the Crossings. We also need to complete and finalize the sewer line all the way over to North 8th Avenue. He further mentioned that UGI is in at least a portion of the easement and our agreement with Landmark is we would have a shared easement with UGI. He said they want to get all the agreements finalized and recorded. After that conveyance can occur. Question was asked if all the phases will drain out through that line to which the reply was yes. Scott explained how everything will flow through the line.

Strong Waste Management

Sol. Wolf explained the Authority acts under strong waste ordinances which are in place. He stated whenever we determine someone needs to be in compliance with the strong waste ordinances they need to complete the application and they would be under the ordinance. Scott questioned the two ordinances of which one is required by the City of Lebanon Authority for sewer treatment into their system and the other one is our ordinance for those who we determine should be under the ordinance. The one required by the City of Lebanon Authority is required by DEP and other government agencies. Their ordinance is more geared toward what shouldn't go into the treatment plant. Our ordinance is geared toward what should not go into our sewer system which is our collection lines, pump stations, and force main. He stated they reviewed the ordinances, and decided they can make the determination when a new business comes if a less strict

regulation is required. The ordinance states the maximum and a determination can be made whether they need to fill out an application. He mentioned that when a new business comes in Lori, Tom C., and Tom K. can determine whether they will need to fill out an application. Scott is working on revising the application and Sol. Wolf wanted to check with the Board before Scott finalizes the application. Scott stated when they get a plan they only get a footprint of the proposed building. Scott explained they would like to try to keep things simple. Discussion followed. Lori mentioned they are modifying the permit not the application. Scott explained there is language in the current permit that does not apply to us. He further explained how the two ordinances were created. The Board agreed that Scott should go ahead and work on rewording the permit.

Developer Agreement

Sol. Wolf explained how the developer agreement works with the provision for an escrow. He said they also get review fees for the plan submission. He stated in the past they charged for hourly rates for the inspection plus legal and engineer costs. He said they are now reviewing some of the situations which are now occurring. Sol. Wolf reported in one of the situations they have bills for three plans. Lori mentioned the bills she currently has are minimal at this time. Question was asked if all the bills have been submitted to which Sol. Wolf replied they may not be. Discussion followed with the question of how the escrows should be set up and the decision was made they keep the escrow consistent for all developers. If there is any money left over it will be returned to the developer. It was mentioned if a developer wants to question the amount of the escrow they would need to come to an Authority meeting and make their request. Discussion continued.

Lori mentioned there were several escrows that we are continuing to hold and the project is completed. She reported on the amounts of those escrows. Chair Heisey suggested we should find out which accounts are closed and return the leftover to those parties. It was unanimously decided to go ahead and clean up those accounts.

ENGINEERS' REPORT – Scott Rights

Pump Station

Scott reported he would like to update the Board on the pump stations. He said one of the key items still outstanding on the shop drawings are the sheds including lighting, exhaust fans, and some issues with the existing electric. He said they were planning to mobilize the 22nd of August. He said they are working on the conduit at their shop and they will be starting on site soon. He said they have submitted a pay request for \$3,742.64.

MOTION: Motion was made and seconded to make payment on the pay request. With no further discussion, motion carried.

Lori asked if they would be able to complete the work by the deadline on the contract. Scott replied they should be able to do the work on time and if not the suggestion was made they could request an extension.

Huber Project

Scott reported there were problems with the right of ways they originally requested. He showed the Board the new plan that had been agreed upon. Discussion followed regarding inspection. Scott explained there is an area that could get air locked even though he recommended to the project engineer they may want to add a manhole to avoid that problem in the future.

ADMINISTRATIVE ASSISTANT REPORT- Lori Books

Trees at Frances Ann Pump Station

Lori mentioned Tom C. reported the trees at the pump station will be hanging over the new shelter. They got an estimate from Bowman's of \$575 to trim them down to fence line and remove one of the dead ones. The Board replied they should go ahead and do what they need to do. Discussion followed. Tom K. explained they would only trim the trees hanging over the fence into the neighbor's yard. Question was asked if we could remove them to which Tom replied they are too large.

MOTION: Motion was made and seconded to pay the \$575 to Bowman's to have the work done to clean up the pump station. With no further discussion, motion carried.

Special Purpose Tapping Fee V

Lori reported the special purpose tapping fee is now zeroed out. Tri Valley signed their agreement and the money was sent to them.

Hampton Inn

Hampton Inn was in to pay their tapping fees and pick up their permits.

Subdivision Plan

Lori mentioned she received a subdivision plan from the Northeastern Mennonite Conference which is a lot addition plan to give some neighboring land to Gerhart. She explained there is no action needed by the Board because there is no planning module or sewage facilities. It shows where the existing sewer lines are and they will need to sign the non-building waiver once submitted.

Ridgeway report – Tom K.

Tom explained they received a call from Ridgeway Mobile Home Park but the person left no number for a return call or voice mail to leave a message. It was their problem and we were not required to do anything except a call-out. He showed the Board pictures of the spill. Since it was not a threat to the public it did not need to be reported per EMA.

WASTEWATER DEPARTMENT REPORT-Tom Kissinger

Tom reported the notable activity for the month included 55 One Calls, of which 51 were routine during business hours, 4 emergencies of which 3 were during business hours and one after hours. They did five grease trap inspections and 12 grease trap follow ups; 2 pump station alarms after hours, and one inspection. Tommy replaced a relay at Frances Ann pump station and multiple assists to the road crew especially on Jay Street. He reported he met with Nick Thornton from Steckbeck Engineering regarding the GIS and they are all squared away on everything. He said he requested all the force mains be included plus the associated manholes. Tom said they may include a budget request for two tablets in order to take them on site once we get the GIS completed. Question was asked about the pump alarms to which Tom replied one was at Rockwood but the problem was with the power and the other one was during a storm the breaker was kicked.

Chair Heisey reported he had heard no negative comments on the Jay Street paving project.

Attorney Leonard

Att. Leonard reported the Tax Upset Sale came out and two of the properties on the list are on our delinquent list. She explained how the tax sale works.

Question was asked if anyone had been hired to which Manager Grumbine replied yes they have.

With no more business for the good of the Authority the meeting was adjourned at 8:28 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary