

**Minutes  
North Lebanon Township Municipal Authority  
September 8, 2016**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 8, 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 Edward Brensinger, Supervisor; Amy Leonard, Esquire, and two residents.

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 August minutes.

**MOTION: Motion was made and seconded to approve the August 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**

**Marks Development**

Sol. Wolf explained the background of the School House Meadows development. In 1996 we entered into a mutual agreement for the implementation of the sewer. We had a written agreement with Marks stating he would give us a mortgage on two of his lots for

five years in return he would remove the Sandhill pump station. Sol. Wolf explained the two lots in question were used as security for the mortgage. Sol. Wolf stated the integrity period is long over and Marks now wants to sell the lots and would like the mortgage removed. Sol. Wolf said the Authority Board needs to pass a motion to satisfy the mortgage. Marks has fulfilled his obligation, as the pump station has been removed. The capacity fee was paid in full for all 28 lots. The City of Lebanon does not want developers buying capacity and then not using it for a long period of time. In our agreement there was a provision that if the capacity is not used within five years it would be lost. Sol. Wolf stated he, Cheri, and Lori agreed they would need to pay all appropriate tapping fees to the Authority and the capacity fees to the City for the two lots which are left. Discussion followed. Sol. Wolf said they would need to satisfy the mortgage first.

**MOTION: Motion was made and seconded to give Sol. Wolfe permission to satisfy the mortgage with Marks. With no further discussion, the motion carried.**

Question was asked whether we would be charging the full capacity fee or waive it. Discussion continued. It was decided the developer should contact the City of Lebanon Authority and it would be their decision as to whether Marks pays the capacity fee again for the two lots in question.

**MOTION: Motion was made and seconded to charge for all the appropriate tapping fees and the developer would need to contact the City regarding the capacity fees. With no further discussion, motion carried.**

### **Rockwood Update**

Sol. Wolf reported we have now paid the money due to Swatara and all the escrow accounts are set up. The only remaining issues that need to be addressed are the amendment to the agreement and to collect the money owed to us from Ream for us and Swatara through a lien.

### **The Crossings Easement Agreement**

Sol. Wolf said when he and Scott reviewed the easements they realized there were additional easements needed from the church and Landmark. He mentioned he needed verification from Scott regarding the legal description. We need the church to convey both the easement and the sewer line. He stated we don't have a conveyance of water and sewer lines and we don't have a sketch for the Crossings. Scott replied they are completed, and we need to go back and get the information. Sol. Wolf said Landmark needs to give us everything regarding the sewer and water lines for Phase I.

### **Bond Pay Off**

Sol. Wolf reported they did pay off the bonds and the notes. The refinancing was done

with two different banks, one for the sewer (Fulton Bank) and one for the water debt (ACNB Bank).

### **EDU additional capacity purchase**

Sol. Wolf explained how the purchase of EDUs is based on the schedule from the City of Lebanon Authority which uses the number of employees for a commercial property. He said there is an agreement in place if a customer has more usage than originally purchased they will need to increase the number of EDUs with the Authority. It was mentioned that COLA now related any additional capacity should be purchased from COLA. Sol. Wolf stated we would get all our information together and meet with the City of Lebanon Authority to clarify this issue. Discussion followed. Tod mentioned we are doing all the research and using our resources to do COLA's work. Discussion continued. Scott explained what he believes is happening is that if someone is using more consumption COLA wants to be paid for those EDUs as well as us being paid. Discussion continued. Sol. Wolf explained that the City's chart goes according to employees whereas we are interested in the gallonage. It was suggested Lori keep a spreadsheet regarding the costs involved in the research and get back to the Board. Once we have all the information we will forward it to Jon Beers.

Brian Hartman asked the question as to why the auditor had not questioned the money we were holding for the Special Purpose Tapping Fees. Mgr. Grumbine replied that the Special Purpose Tapping Fees were supported by a resolution, which allows us to collect the fees and therefore supports why the money was being held. She said that she, Lori, and Bonnie will be working on the budget.

### **ENGINEERS' REPORT – Scott Rights**

#### **Pump Station Upgrades**

Scott reported the contractor is working at Frances Ann right now. They took down the sheds for the three pumping stations and are putting conduit in the ground at Frances Ann. He said they did make an application for a pay request this month of \$15,098.04 which would be the second pay request.

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

Scott explained that once they complete the conduit they are working on now they will move on to the other pump stations. They will then work on the sheds which are pre-fabricated material. Question was ask about the weather being a problem to which Scott replied it should not. Question was asked about the fence at Kochenderfer to which Suv. Brensinger replied they have the fence in stock but are waiting until the work is complete on the pump station. The resident has been informed.

**Always Bagels**

Scott reported he, Lori, and Tom K. had a meeting regarding the Ph levels. They decided they are satisfied even though they are low. He said they also discussed their consumption. They have two water meters, one is for domestic waste, and the second is their process meter used for the production of the bagels. He explained the processed water theoretically should never found its way into the sewer; therefore, they are not being billed for the second meter. Scott stated they would like to have a second meter for the sewer usage on the processed water which is exiting the facility. He looked into renting a meter for the month to check the usage. He explained they could use that information to make a determination as to the flows that are actually entering our system. If they are using more than what they are paying for they could be charged for the additional EDUs. It was also discussed that we could compensate them for the cost of the meter if we decide they must purchase additional EDUs. Discussion continued that they may get a better reading if they rent the meter for two months and average the flows. It was decided to have Always Bagels install a flow meter for two months and to wait for the results to decide if we will compensate them for the rental of the meter. Scott explained this is not a common problem with businesses except when they have multiple meters. Always Bagels has changed the way they are handling the dough balls which have been an issue in the past. They are now using screens which have really helped to keep the dough balls out of our sewer system. Tom K. has been watching this problem and is pleased with the current results.

**MOTION: Motion was made and seconded to make Always Bagels put a flow monitor on for a two month period and get an average for the two month period. With no further discussion, motioned carried.**

Scott stated he had received a call from Theresa in the office regarding Harry Heck, a Rockwood resident. He explained Mr. Heck had allowed an easement through his property so his neighbor could connect. His issue is that the sewer trench going through his property is sinking. Scott said he has tried to reach the owner of that property with no success and is now going to contact the contractor who was Rick Roberts. Suggestion was made to have someone from the Wastewater Department check it out.

Suv Brensinger mentioned that they are blasting at Lebanon Valley Cold Storage. He said they were near the sewer easement. Discussion followed regarding air testing the line and if there are any issues we would then video the line.

**MOTION: Motion was made and seconded that we request the contractor at Lebanon Valley Cold Storage air test the line between the three manholes. With no further discussion, motion carried.**

**ADMINISTRATIVE ASSISTANT REPORT- Lori Books**

**Developer's Agreements**

Lori stated she had three developer agreements to be signed including Lebanon Valley Cold Storage, Hampton Inn, and the Northeastern Mennonite Conference. She said she also has the Northeastern Mennonite Conference capacity agreement for three EDUs to be signed.

### **Sewage Management Program**

Lori explained Lebanon County Planning had always taken care of the sewage management program for the mandatory pumping every three years for on lot sewage disposal systems. At the end of the three year cycle we pursue those who have not complied. She explained if we took on this program we have approximately 700 on lot systems in the Township at \$30 per property for an income of approximately \$21,000. Discussion followed with a question about taking it away from County Planning. Questions were asked whether it would place an extra burden on everyone and if another employee would need to be hired. Discussion continued. Lori mentioned we would only be taking over the management program which is the pumping of the septic tanks. We would still utilize the Planning Department for all other sewage activities and enforcement.

**MOTION: Motion was made and seconded to take over from Lebanon County Planning the management of the on lot sewage disposal systems. With no further discussion motion carried.**

### **GLRA line cleaning**

Lori reported on October 4th they are going to pig the line at the GLRA and divert the flows down Elias Avenue. Gary said he would like to know when the work would be done as he would like to observe.

### **Update on new employee**

Lori reported the new employee has been shadowing both Tom K. and Tom Camasta. Tom K. has expressed he is very willing to learn. Suv. Brensinger agreed and explained he is getting hands on experience.

Lori reported we have had 73 online payments to date for this first quarter's billing on the new system.

### **WASTEWATER DEPARTMENT REPORT**

From the Wastewater Department written report, Lori reported for the August activities they had 73 One Calls, three were emergencies with only one being after hours. There were six grease trap inspections and 17 follow ups to grease traps; three lateral inspections; three pump station alarms all being the same date and all after hours; and

one miscellaneous complaint after hours. There were multiple assists to the Road and Park and Rec department.

Question was asked about three pump stations being down after hours to which the reply was the power was probably down.

**Attorney Leonard**

Attorney Leonard asked if there were any questions regarding her report and if so they would go into executive session. No one had any questions.

With no more business for the good of the Authority the meeting was adjourned at 8:38 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary